

**CITY OF PORTSMOUTH  
NEW HAMPSHIRE**  
Public Works Department

**RFP No. 48-10  
REQUEST FOR PROPOSALS**

**ENGINEERING SERVICES  
DRAINAGE PROJECTS**  
**Maple Haven Area Drainage Upgrade Project**  
Portsmouth Public Works Department

The City of Portsmouth, New Hampshire is seeking proposals from interested engineering firms for design services for infrastructure improvements.

Proposals must be received by **2:00 P.M., May 3, 2010**. Submissions may be hand delivered at, or be mailed to, the Purchasing Office, City of Portsmouth, 1 Junkins Avenue, Portsmouth, NH 03801. All submissions shall be in sealed envelopes clearly labeled **“RFP No. 48-10 Qualification Statement for Engineering Services “Maple Haven Area Drainage Upgrade Project”**. No faxed, e-mailed, or electronic submissions will be accepted.

Consultants shall be listed on the NHDOT Roster of pre-qualified Consulting Engineers.

There will be a **mandatory pre-proposal meeting April 19, 2010 at 10:00 A.M. at the Department Public Works, 680 Peverly Hill Road in Portsmouth, NH.**

Request for Proposal forms may be obtained from the Finance/Purchasing Department on the third floor of City Hall 1 Junkins Ave, Portsmouth, New Hampshire, by calling (603) 610-7227, or from the City’s website at [www.cityofportsmouth.com](http://www.cityofportsmouth.com). Addenda to this request for proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Addenda will not be sent directly to plan holders.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

**CITY OF PORTSMOUTH, NH  
DEPARTMENT OF PUBLIC WORKS**

**RFP No. 48-10  
REQUEST FOR PROPOSALS**

**ENGINEERING SERVICES  
Maple Haven Area Drainage Upgrade Project**

**Sealed Proposals, plainly marked RFP #48-10, " Maple Haven Area Drainage Upgrade Project" on the outside of the mailing envelope,** addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until **2:00 p.m.** May 3, 2010. Four copies of the proposal must be submitted.

**Funding**

This project will be funded by the City's General Fund.

**Mandatory Pre-Proposal Meeting**

There will be a **mandatory pre-proposal meeting on April 19, 2010 at 10:00 a.m.** at the Department of Public Works at 680 Peverly Hill Road. All firms will have an opportunity to ask questions at this meeting.

**SUMMARY**

The City is seeking Proposals from qualified engineering firms for the study and design services for drainage infrastructure improvements to two areas in the southern portion of the City.

**Area 1** is the Maple Haven Area of the City of Portsmouth. This area of the City was developed in the 1950s. The Neighborhood is located on both sides of Ocean Road at the intersection of Lafayette and Ocean Roads. The neighborhood is characterized by uncurbed roadways which are only partially served by storm drains. This project is being driven by an aging/improperly sized infrastructure that causes periodic urban flooding.

**Area 2** is the area located westerly of the Portsmouth Industrial Park (Heritage and Constitution Avenues) that was developed in the 1970s. There are multiple culverts under Banfield Road and the B & M Railroad tracks that drain this area poorly. When the Industrial Park was built, no improvements to downstream drainage were constructed. The culverts are in the following locations:

- a) Under the Railroad, 750' south of Banfield Road
- b) Under the Railroad 480' north of Banfield Road
- c) Under the Railroad 3280' north of Banfield Road
- d) Under Banfield Road 960' south of Heritage Ave

- e) Under Banfield Road 670' south of Constitution Ave
- f) Under Banfield Road 1500' north of Constitution Ave

The scope of work is further defined in the tasks listed below.

## **DOCUMENTS**

All documents will be turned over to the City in paper and electronic format upon completion of the work. Electronic format shall be as approved by City and be compatible with Microsoft office product suite and AutoCad 2009. All documentation, reports, field notes and other data generated as part of the service by the consultant and/or its sub consultants for this project shall be the property of the City of Portsmouth and will be turned over in a format acceptable to the City.

## **PROPOSAL REQUIREMENTS**

Each proposal shall include the following components in the order described:

1. Cover letter
2. Baseline requirements (see below)
3. Brief description of the firm
4. Project understanding
5. Experience statement identifying work on similar projects. Experience statements shall identify the key design personnel involved in the project.
6. Project Team Chart (with resumes limited to 2 pages) identifying the team
  - a. Principal-in-Charge
  - b. Project Manager
  - c. Project Engineer(s)
  - d. Sub Consultants (if any)

Four (4) copies of the proposal and qualification statement shall be submitted.

**Firm's shall submit a price proposal with associated proposed preliminary scope of work/allocation of fees and costs in a sealed separate envelope labeled "RFP – 48-10 Price Proposal"**

## **BASELINE REQUIREMENTS**

Each consultant shall provide a statement regarding each of the following:

- Consultant shall have registration and good standing with the Secretary of State, Corporate division, in order to perform work in the State of New Hampshire
- The Consultant shall be listed on the NHDOT Roster of pre-qualified Consulting Engineers.

## **SCOPE OF WORK**

The scope of work shall be sufficient to address the following:

### **Design Report Phase:**

#### **Area 1 - Maple Haven Subdivision**

The proposed project includes a drainage evaluation of the Maple Haven Area and improvements to the drain lines. The design report shall be sufficient to address the following:

- Review of existing infrastructure information including any record drawings and inspection videos as well as site visits as necessary.
- Conduct field reconnaissance
- Review records of any drainage complaints received by the City
- Participate in a **public information meeting** organized by City staff for the purpose of building support of the City Council and rate payers as well as obtaining input from residents most familiar with the areas of flooding and other drainage concerns.
- Identify potential low impact development (**LID**) opportunities within the neighborhood.
- Review pertinent EPA - NDPES Phase II Storm water requirements as they apply to the drainage area(s) and any upgrades necessary to address current and pending permit requirements.
- Identification of state permit requirements
- Evaluation and recommendation of drainage system improvements. Specific areas of interest for the City include optimizing the use of existing infrastructure minimizing need for additional drainage easements.
- Develop preliminary opinion of costs

#### **Area 2 – Industrial Park Area**

- Review of existing infrastructure information including any record drawings as well as site visits as necessary.
- Review City GIS data for this area which includes the topography of the contributing areas.
- Conduct field reconnaissance including survey information at the listed crossings relative to culvert sizes, elevations and locations. (There is currently no survey data for this phase).
- Complete a drainage study of all areas contributing to the six culverts listed to determine proper culvert sizing for use in developing a master plan for this area.
- An executive summary stating existing location, proposed location (if different), existing elevations of the culverts and roads above them, proposed culvert type, proposed culvert size and length.

### **Final Design Phase (Area 1 only):**

The proposed design shall be sufficient to address the following:

- Complete field investigations and geotechnical evaluations as needed
- Establish design flows with a computerized hydraulic analysis based on Soil Conservation Service methods
- Preparation of design plans and specifications for new drainage system and rehabilitation of the existing road surface which will be reclaimed and resurfaced
- Preparation of all permit applications
- Response to City and NHDES comments

### **Project Deliverables:**

Project deliverables shall include, at a minimum, the following:

For Areas 1 and 2:

Final Drainage Design Report

For Area 1 Maple Haven:

1. 50% Design Plans for City review and comment.
2. 90% Design Plans and Specifications for City review and comment.
3. 100% Design Plans and Specifications. A digital copy of the approved design plans will be provided to the City.
4. Consultant's opinion of probable construction costs based on the 100% Design.

The Consultant shall include in its scope of work the number of site visits and/or meetings with the City staff necessary to satisfactorily complete the project. The consulting engineering firm must be on the NHDOT roster of pre-qualified consulting engineers.

### **CITY ROLE**

City staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Public Works Department will review plans and other documents prepared by the consultant. The following information is available for the Consultant's review at the Public Works Department:

- existing topography of Area 1 (provided by MSC Surveying in electronic form)
- Existing infrastructure information: water, sewer and drain records
- GIS mapping information
- Drainage system inspection videos

## **PROPOSAL CONTENTS AND EVALUATION CRITERIA**

The City of Portsmouth will review the proposals on the following criteria.

1. Similar study and design experience (30%)
2. Experience of assigned personnel (30%)
3. Understanding of project (15%)
4. Client references/Reputation for quality, timely performance within budget (15%)
5. Quality of proposal (5%)
6. Such other criteria as the City may determine to be in its interest (5%)

Upon review of all responsive statements, the City may select a firm or firms to interview. Upon completion of the evaluation process, the City will attempt to negotiate a final Scope of Services and Fee with the highest ranking firm. If the City is unable to reach agreement with the highest ranking firm, the City reserves the right to negotiate with the next highest ranked firm until an agreement is reached.

Price will not be a criteria for ranking but may be a subject for contract negotiation. The City will be reviewing price proposals submitted to evaluate the highest ranking firm's proposal price.

## **RESERVATION OF RIGHTS**

The City of Portsmouth Reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept or negotiate any proposal as may in the best interest of the City.

The City reserves the right to make such inquires regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The City reserves the right to negotiate directly with the firm selected for additional project work including construction administration services, and/or additional project engineering and design services.

## **CONTRACT DOCUMENT**

Upon selection the successful Consultant will prepare Contract documents for execution. The Contract shall be in NHDOT Format. Upon execution of the Contract the Consultant will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the Consultant pursuant to this proposal shall be the property of the City of Portsmouth.

## **ADDITIONAL INFORMATION**

If you have any procedural questions please contact Lori MacGinnis, Purchasing Coordinator at: (603) 610-7227 for technical questions please contact David Desfosses, (603) 766-1411.