

RFP #05-18
REQUEST FOR PROPOSALS
CITY OF PORTSMOUTH, NH
DEPARTMENT OF PUBLIC WORKS

ENGINEERING SERVICES
RECYCLING CENTER TRANSFER STATION DESIGN

Sealed Requests for Proposals, plainly marked “RFP # 05-18 Engineering Services – Recycling Center Transfer Station Design” 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. August 24, 2017.**

SCOPE OF WORK: The City of Portsmouth’s Department of Public Works is requesting proposals from qualified firms for the following project:

Engineering and design services for a new Recycling Center and Transfer Station. This project has two main objectives: (1) To develop preliminary and final design plans and specifications for the construction of a transfer station, and (2) to develop a master plan of the Public Works facility for future implementation.

There will be a **mandatory pre-proposal meeting 10:30 a.m. August 8, 2017** at Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH in the Training/Conference Room. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms that do not attend the mandatory pre-proposal meeting.

Request for Proposal forms may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com/finance/purchasing.htm. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

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

Requests for additional information should be directed to Jacob Levenson, Solid Waste Sustainability Coordinator at jalevenson@cityofportsmouth.com or (603) 766-1412.

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FUNDING

This project is funded by the City’s Capital Improvement Fund.

MANDATORY PRE-PROPOSAL MEETING

There will be a **mandatory pre-proposal meeting, 10:30 a.m. August 8, 2017** at Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH in the Training/Conference Room. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms who do not attend the mandatory pre-proposal meeting.

PROJECT BACKGROUND/PURPOSE

The City of Portsmouth operates a Recycling Center that serves a population of approximately 22,000 residents. The Recycling Center is open to residents Tuesday thru Thursday 7:45am – 3:15pm and Saturday 8:00am – 2:00pm. The Recycling Center serves as a location for residents to recycle or dispose of specialty items including; batteries, clothing, cooking oil, fluorescent light bulbs, oil, propane tanks, scrap wood, yard waste, food waste, tires, scrap metal, electronics, bulky waste, mixed recyclables, etc. The Recycling Center serves as a drop off collection point for residents in addition to the weekly curbside collection of trash, recycling and yard waste from 5,250 residential properties.

The City of Portsmouth recently purchased buildable land adjacent to the current Recycling Center with the intention that the land can be used to build a new Recycling Center facility. The Department of Public Works (DPW) would like to expand the Recycling Center activities to include operations of a transfer station with the ability to unload our curbside trash, recycling and yard waste collection trucks into larger tractor trailers for more economical transportation. Currently, DPW uses our curbside packer trucks to transport all waste and mixed recyclables to a facility miles away.

DELIVERABLE TASKS

Task 1 Solid Waste and Recycling Data Review, Projections and Facility Sizing

The consultant will review existing data and calculation of per capita generation rates and help provide solid waste and recycling projections. The consultant shall estimate individual waste and recycling category tonnages, explore residential versus commercial drop-off of recyclables and make recommendations for the size of the facility to accommodate future growth.

Task 2 Develop Conceptual Plans and Traffic Observations

The consultant will utilize the City's GIS and tax maps in addition to conducting site visits and traffic counts as needed to develop a proposed location for the facility. The consultant shall develop a color graphic conceptual plan of proposed improvements of sufficient quality and size for public presentation purposes. The plan should include information about residential waste stream categories drop off locations and logistics of unloading curbside packer trucks into tractor trailers.

Task 3 Public Meeting

The consultant shall lead a public meeting to identify concerns of residents and project abutters and to explain the design process. A plan of existing conditions at the Recycling Center of sufficient quality and size for public presentation purposes shall be used for this meeting. A map of facility streets of sufficient quality and size for public presentation purposes shall also be provided to facilitate discussion about traffic circulation. Resident concerns and input shall be recorded noting name, address and specific comment and/or concern. This meeting's notes shall be finalized in coordination with City representatives.

Task 4 Develop DPW Facility Master Plan

The consultant shall expand upon the Conceptual Plan, incorporating City, Public Works, and Public comment, to develop a DPW Facility Master Plan. The Master Plan will address all aspects of the departmental outdoor equipment storage needs as well as future operational needs. It shall recommend feasible improvements, provide opinion of cost for each, and provide a suggested plan for sequencing implementation.

Task 5 Field and Geotechnical Surveys

The consultant shall conduct field and/or geotechnical surveys as needed to successfully design, permit, and construct the new facility.

Task 6 Preliminary Design Plans and Opinion of Cost for Recycling Center Transfer Station

The consultant shall develop preliminary design plans for the construction of the Recycling Center Transfer Station. The consultant shall look to accommodate an adequate space for each waste stream category to accommodate future growth and ensure resident safety when dropping off materials. The consultant shall develop an opinion of cost for construction of the facility. Preliminary engineering plans shall be of sufficient quality and size for public presentation purposes. The preliminary plan shall address grade, drainage design, impacts to abutters and any additional easements needed to construct the project.

Task 7 Final Design Plans and Specifications for Recycling Center Transfer Station

Based on input received from City staff, residents and project abutters, develop final design plans, specifications and revised final cost estimates for the Recycling Center construction. Consultant must receive written City approval on the preliminary design plans from the Director of Public Works prior to proceeding to final design. The Consultant shall present final plans, specifications and opinion of cost for final review by City staff and approval and make any needed revisions following that review.

Engineer shall use a plan scale of 1" = 20' and a profile scale of 1" = 4'. Plan and profile information is to be on the same sheets. Cross-sections are to be on their own sheet. All features shall be shown using the State of New Hampshire "Standard Symbols and Abbreviations". All property owners of record, based on City of Portsmouth Tax Assessor's information, shall be shown with book and page number. Addresses shall also be shown. Plans shall exhibit a graphic scale.

The consultant shall submit original construction plans and eight sets of bound plans at a level of detail which can be used for solicitation of construction bids. A Professional Engineer licensed in the State of New Hampshire shall stamp all plans. The consultant shall also provide the City with a compact disk (CD) or digital versatile disk (DVD). Media shall be in a format compatible with AutoCAD or ESRI software (that is, DWG, DXF, shape file, personal geodatabase, or ARC/INFO export format E00), with layout in accordance with City designated standards. Files shall be geo-referenced to NH State Plane Coordinates and shall be expressed in feet.

Task 8 Permitting

Develop and prepare all necessary permit applications, and attend regulatory board meetings as needed. The City is responsible for any and all permit fees.

The consultant will coordinate and prepare all requisite permit applications. Depending on the square footage of the disturbed area and location of impacts, permits and approvals required for this project may include the following State Permits: Wetland, Shoreland Impact, and Alteration of Terrain, which may include coordination with the NH Division of Historical Resources, the NH Natural Heritage Bureau, the NH Department of Fish and Game as well as the US Army Corps of Engineers and National Marine Fisheries Service. The project may also require a City of Portsmouth Conditional Use Permit for impacts within 100 feet of a tidal wetland area and will likely require that a Notice of Intent (NOI) be filed with the US Environmental Protection Agency to satisfy the regulations of the National Pollution Discharge Elimination System Phase II program. The NOI will be completed by the consultant for the City's signature.

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within two weeks of contract signing. Certain reasonable allowances for project completion will be allowable in relation to permitting, layout and similar tasks.

Contract signing is anticipated to take place within three (3) weeks following selection of successful firm.

CITY ROLE

Public Works staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Public Works and Planning Departments will review plans

and other documents prepared by the consultant. Printing (black and white) and mailing costs associated with resident communications (surveys and meeting announcements) shall be the City's responsibility.

The following information is available for the Consultant's review at the Public Works Department, 680 Peverly Hill Road, Portsmouth, NH from 7:30 a.m. to 3:30 p.m. Monday through Friday:

- 2006 digitized vector data in ACAD/ESRI format.
- City of Portsmouth Orthophotos from 2006.
- NH DOT Orthophotos from 2010.
- City of Portsmouth general specifications in Microsoft Word.

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the below required elements as section headings:

- A. Firm Description- provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.
- B. Project Team- Provide names and resumes of key professionals who would be assigned to the project. Each team member's education and experience shall be listed. The project manager shall be clearly identified and a description of his/her relevant previous projects listed. A list of past relevant projects, which proposed project staff have played a central role in developing, shall be also provided. The individual(s) responsible for leading neighborhood meetings shall be clearly identified.
- C. Statement of project understanding- The consultant shall state in succinct terms their understanding of what is required by this Request for Proposal.
- D. Scope of Services- Describe in narrative form the consultant's approach and technical plan for accomplishing the work listed herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks unless explicitly noted. The Consultant shall submit a schedule for completing the scope of work for design.
- E. In a separate envelope labeled "Price Proposal RFP #05-18" budget itemized by task and a **total project cost stated as a firm fixed fee**. Hourly rates for project staff shall also be provided. The three highest ranked proposers shall have the price proposal opened.
- F. Three (3) references, including current contact name and phone number for similar projects.

Five (5) copies of the proposal must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions.

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EVALUATION CRITERIA

Proposals will be evaluated initially according to the following:

1. Responsiveness to submission requirements. 15 points
2. Qualifications of firm and project team members. Particular attention will be given to the experience and demonstrated ability of the project manager to lead effective public meetings and proactively complete all project tasks. 30 points
3. Previous related work. 30 points
4. Understanding of required project work and schedule. 25 points

The City, at its discretion, may select a firm outright or select a finalist(s) for in-person and/or telephone interviews. Upon identification of the three most qualified/highest ranking firms, the price proposals for those firms only will be opened. The Price Proposal may result in re-ranking.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal, and to negotiate such terms and conditions of the final contract as it may be in the best interest of the City.

The City reserves the right to negotiate directly with the firm(s) selected for additional project work including construction administration services, and/or additional project engineering and design services at the hourly rates shown in the proposal submitted in response to this RFP.

The City reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Consultant and to evaluate its submittal. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the City of Portsmouth.

CONTRACT DOCUMENT

Upon selection, the highest ranking firm will be invited to enter into contract negotiations with the City. When the contract is executed by both parties, the Consultant will be instructed to commence providing the work outlined in the contract. If the City is unable to reach agreement with the highest ranking firm, the City may enter into negotiations with the next highest ranking firm.

ADDITIONAL INFORMATION

Requests for additional information should be directed to Jacob Levenson, Solid Waste Sustainability Coordinator at jalevenson@cityofportsmouth.com or (603) 766-1412.