

CITY OF PORTSMOUTH, NH

RFP #08-14

REQUEST FOR PROPOSALS

CONSULTING SERVICES

**MASTER PLAN EXISTING CONDITIONS UPDATE
HOUSING AND ECONOMIC DEVELOPMENT**

The City of Portsmouth is requesting proposals from qualified consultants to prepare an update to the Housing and Economic Development sections of the City's Master Plan.

Specifications and 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.

Sealed Proposals, plainly marked "RFP #08-14, Consulting Services, Master Plan Existing Conditions – Housing and Economic Development" 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 p.m. on July 22, 2013.

Requests for additional information should be directed in writing to Juliet Walker in the City of Portsmouth Planning Department at jthwalker@cityofportsmouth.com. **The deadline for questions and requests for additional information is July 16, 2013.**

Addenda to this RFP, if any, including written answers to questions will be posted on the City of Portsmouth website under the project heading.

If you have administrative questions please contact the Finance/Purchasing Department at the following number: (603) 610-7227.

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.

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PROJECT BACKGROUND

The City of Portsmouth is a historic New Hampshire port city settled in 1623. It is a compact community (16 square miles) of 21,000 residents situated directly off of Interstate 95 on the Maine / NH border.

Portsmouth has a reputation as a highly desirable place to live, work, and recreate due to a variety of factors. The City has a rich history, reflected in its many remaining historic properties as well as its public spaces. It has a vibrant downtown with a concentration of retail and restaurant establishments, accommodations, civic and religious uses, performance spaces and cultural institutions, as well as a mix of residential types. Commercial areas outside of the downtown continue to thrive, as well, and building permit applications for new development and redevelopment of all types continue to be submitted at a steady pace. Portsmouth is a regional employment hub with over 250 businesses located at Pease International Tradeport alone, along with a number of medium to large-size enterprises located throughout the City.

Portsmouth is located within a highly developed regional transportation network and has a mature local transportation system. Interstate 95, a major corridor for travelers in New England, bisects Portsmouth approximately three-quarters of a mile from the central downtown area, and there are five exits off the interstate within Portsmouth city limits. The Spaulding Turnpike (Routes 4 and 16) is a limited access highway, which provides access from the northwest. Route 33 is another important gateway from the west of the City, and Route 1 provides regional access from Maine and towns to the south and is also an important local connector.

Per NH state law, the Planning Board is required to prepare and periodically amend and update a Master Plan to guide development in the City. Revisions to the Master Plan are recommended every 5 to 10 years. Portsmouth's current Master Plan was adopted in 2005, and the City will be

working to complete an update for adoption in 2015. The Master Plan update will be completed in phases, with the first phase focusing on the Existing Conditions report. The current plan consists of sections on population and social characteristics, land use, housing, economic development, transportation, community facilities and services, natural resources and open space, natural hazards, emergency management and recovery planning, recreation, cultural and historic resources and the arts, and social services. City staff is currently working on updating most of these sections, with the exception of housing, economic development, and transportation.

Future phases will create a set of goals, strategies, and recommendations, and the final phase will result in an updated implementation plan to guide the City's departments in carrying out the Master Plan.

Reference Plans / Studies and Other Related Reports

- The City's Master Plan (2005):
www.cityofportsmouth.com/masterplan/MasterPlanFinalComplete-Aug2005.pdf
- Master Plan Existing Conditions and Trends (2003): hard copies available at the Portsmouth Planning Department, 3rd floor City Hall
- City of Portsmouth Economic Conditions Report for 2012:
<http://www.cityofportsmouth.com/economic/ecr12.pdf>
- City of Portsmouth Analysis of Impediments to Fair Housing 2010:
<http://www.cityofportsmouth.com/community/2010-AI.pdf>

PROJECT PURPOSE

The purpose of this project is to prepare the Housing and Economic Development sections of the first phase of the Master Plan update – the Existing Conditions and Trends report.

SCOPE OF WORK

The Consultant's role will be to carry out the scope of work described below. The proposal should clearly identify the method for documenting or illustrating the deliverables for each task. The Consultant may modify the desired scope of work presented below if, based on their professional expertise and knowledge, they can provide an approach that will more effectively address the goals of this project; however, the consultant shall not delete any requested scope tasks unless explicitly noted.

Project Management

It is anticipated that the consultant shall establish a clear and consistent communication framework for the duration of the project. The proposed scope of work should include an effective project management approach that includes regular project updates and coordination between the consultant and City staff. If this proposal involves a team of consultants, the lead firm and designated project manager shall be clearly identified.

Task 1: Housing

- A. Based on the 2003 Existing Conditions and Trends report as well as the consultant's professional experience, prepare an outline listing and briefly summarizing the sub-sections to be covered in the Housing section. In preparing this outline, the consultant should consider relevant content that may be required by state and / or federal housing programs as well as information that will inform Master Plan recommendations. It is the City's expectation that the update will include most if not all of the content covered in the

2003 report. However, the outline may recommend additions or alternatives to the information included as long as these changes can be shown to provide benefit or otherwise improve the Master Plan update.

- B. Meet a minimum of three times with Planning Department and Community Development staff to confirm outline and review report drafts. These meetings can correspond to the meetings listed under Task 2.
- C. Consult with representatives from local and state housing agencies and related social service providers as needed.
- D. Collect current data from local, state, and federal agencies.
- E. Prepare a concise, well-written report that summarizes key housing trends using both narrative and graphics and provides a baseline of information to support future Master Plan recommendations.

Task 2: Economic Development

- A. Based on the 2003 Existing Conditions and Trends report as well as the consultant's professional experience, prepare an outline listing and briefly summarizing the subsections to be covered in the Economic Development section. In preparing this outline, the consultant should consider relevant content that may be required by state and/or federal programs as well as information that will inform Master Plan recommendations. It is the City's expectation that the update will include most if not all of the content covered in the 2003 report. However, the outline may recommend additions or alternatives to the information included as long as these changes can be shown to provide benefit or otherwise improve the Master Plan update.
- B. Meet a minimum of three times with Planning Department and Economic Development staff to confirm outline and review report drafts. These meetings can correspond to the meetings listed under Task 1.
- C. Consult with representatives from Chamber of Commerce, City's Economic Development Commission, and other related economic development organizations.
- D. Collect current data from local, state, and federal agencies.
- E. Prepare a concise, well-written report that summarizes key trends using both narrative and graphics and provides a baseline of information to support future Master Plan recommendations.

Task 3: Preliminary Recommendations

- A. Based on existing conditions analysis undertaken as part of Tasks 1 and 2, provide preliminary recommendations for Housing and Economic Development to guide the development of goals, strategies, and implementation that will be undertaken as part of future phases of the Master Plan update.
- B. Meet a minimum of one times with Planning Department and other City staff to review draft recommendations.

PROJECT DELIVERABLES

- The Proposal shall specify the deliverables by task.
- One (1) reproducible hard copy and (1) electronic copy each in Adobe PDF and MS Word format of interim drafts and final report including narrative and graphics.
- Any maps and supporting map data prepared by the consultant for the report, shall be provided in GIS format compatible with ArcMap 10.0 and should be referenced to the coordinate system in NH State Plan, NAD83 (1996) with units in feet.

- Spreadsheet's and charts in MS Excel format including support data for all tables and graphs included in the report.
- All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the consultant pursuant to this project shall be the property of the City of Portsmouth.

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all tasks in their entirety within 3 months of contract signing.

CITY ROLE

Planning Department staff will be responsible for administering the project and overseeing the consultant's work on this project. City staff will provide information on related studies and planning initiatives and will make available the City's GIS data layers that have relevance to the project scope.

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the elements listed below 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 location of office proposed to handle this project.
- B. Project Team: Provide names and resumes of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall be clearly identified. If different consultants will be teaming together, indicate the lead consultant.
- C. Project Understanding: Provide a statement summarizing how the consultant and/or project team is particularly qualified for this project.
- D. Scope of Services: Describe 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.
- E. Project Schedule: The Consultant shall submit a schedule, itemized by task, for completing the scope of work.
- F. Project Budget: The Consultant shall submit a proposed project budget itemized by task and total project cost stated as a firm fixed fee. Labor and direct costs should be identified by task. Hourly rates for project staff shall also be provided.
- G. Comparable Projects: Description of related project experience and role of key staff.
- H. References: Three (3) references, including current contact name and phone number for similar projects.

Submittals shall be printed on two sides of the page and shall not have a plastic cover. Four hard copies and a digital copy of the proposal in a searchable PDF format shall be submitted.

FUNDING

The maximum project budget for this project is \$15,000 inclusive of labor and all project expenses related to the scope of work. The total proposed budget for the tasks included in this RFP shall not exceed this amount.

EVALUATION CRITERIA

Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements. 10 points
2. Qualifications of firm and project team members. 30 points
3. Previous related work and references. 30 points
4. Strength of proposed scope of services. 30 points

The City, at its discretion, may select a firm outright or select one or more finalist(s) for in-person and/or telephone interviews.

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. All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the consultant pursuant to this project shall be the property of the City of Portsmouth. If the City is unable to reach agreement with the highest ranking firm, the City will enter into negotiations with the next highest ranking firm.

ADDITIONAL INFORMATION

Requests for additional information should be directed in writing to Juliet Walker in the City of Portsmouth Planning Department at jthwalker@cityofportsmouth.com. The deadline for questions and requests for additional information is July 16, 2013. Answers will not be sent directly to interested parties. Written answers to questions will be posted on the City of Portsmouth Finance / Purchasing Department's website under the project heading in the form of an addendum.

INDEMNIFICATION AND INSURANCE REQUIREMENTS

The Contract will require the Consultant to agree to pay on behalf of and hold harmless the City of Portsmouth for all claims arising in whole or in part from its work on behalf of the City.

Consultant will be required to maintain insurance in such form as will protect the Consultant from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract. Consultant shall also be required to maintain professional liability insurance. Amounts and coverages shall be subject to contract negotiations.

RESERVATION OF RIGHTS

The City reserves the right to negotiate a contract for specific tasks identified in this scope of work depending on funding availability.

The City of Portsmouth reserves the right to reject any or all submittals, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

The City further 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.