

**CITY OF PORTSMOUTH, NH  
COMMUNITY DEVELOPMENT DEPARTMENT**

**RFP #22-10**

**REQUEST FOR PROPOSALS  
ENGINEERING & DESIGN SERVICES  
PEIRCE ISLAND TRAILS**

**Sealed Request for Proposals, plainly marked RFP #22-10, "Engineering & Design Services, Peirce Island Trails," 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. on Monday, November 16, 2009.**

The RFP is available on the City's at <http://www.cityofportsmouth.com/finance/purchasing.htm> or by contacting the Finance/Purchasing Department at the following number: (603) 610-7227. Questions may be directed to the Finance/Purchasing Department. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Continue below for the complete RFP.

**PROJECT BACKGROUND/PURPOSE**

Peirce Island is a 27-acre, City-owned island which separates the deep channel of the Piscataqua River and the City's historic "South End". The Island, which is located within easy walking distance from downtown Portsmouth and Prescott Park, has an abundance of natural and cultural resources ranging from steep rocky cliffs, woodland, and grassy meadows, to salt marsh and tidal mud flats and the remains of historic Fort Washington. The municipal outdoor pool, playgrounds, stonedust walking paths, scenic overlooks, picnic areas and the municipal boat launch are also located on the Island, as is the City's wastewater treatment facility on the easternmost end of the Island.

Many of the passive recreational improvements on the island were implemented based on the City's 1999 Peirce Island Master Plan, including approximately 5,000 linear feet of stonedust walking paths on the east end of the island, which were constructed in 2003.

## SCOPE OF WORK

The City now has a desire to construct additional segments of the east end trail system. The approximate location of additional trail segments are highlighted in green on the attached Peirce Island Master Plan (see Figure 1). Using this as a guide, the precise location of additional paths shall be recommended by the consultant based on such factors as topography, cost effectiveness, protection of any rare and endangered species or unique vegetation such as mature trees or noteworthy plant species. The City will approve the recommended trail layout. The consultant is required to visit the park prior to proposal submission to familiarize themselves with the project site. The scope of work is further defined in the tasks listed below.

This work will include the design, engineering, and permitting of approximately 1,400 linear feet of stonedust walking paths as well as any associated grading and drainage improvements. The new stonedust trail segments shall meet ADA requirements.

A second component will be the re-design, engineering and permitting, including associated grading and drainage improvements, for the area highlighted in orange on Figure 1 (attached) in order to address ongoing erosion issues on this trail segment, which was originally constructed in 2003. Methods for addressing erosion issues in this location, and insuring a functional trail segment, will be recommended and designed by the consultant.

Community Development staff will be responsible for administering the project and overseeing the consultant's work. The consultant is expected to meet with City staff and conduct field visits, as needed, to insure successful project completion.

### Tasks

#### *Task 1: Perform Topographic Survey & Develop Existing Conditions Plan*

Perform survey, conduct data collection, review and analyze existing conditions and prepare an Existing Conditions Plan which depicts site topography and elevations, existing informal pedestrian ways, drainage issues, and site features such as mature trees, and rare or endangered species. Other information should be included as needed to insure successful project completion. Survey data shall be of sufficient scope and detail to insure successful engineering/design, permitting (to include mapping the highest observable tide line, mean low water and 100-foot tidal buffer line where necessary), and construction of walking trails and associated improvements. The survey and datum will be tied into the State plane coordinate system. Survey data will be used by the consultant to address the best location for the walking trail, to accurately reflect the existing and proposed grade, to address permitting issues and, in one location, to address an ongoing erosion issue on a short segment of steep trail (shown in orange on Figure 1).

*Task 2: Design Plans & Technical Specifications*

Develop preliminary and final design plans and specifications for all proposed improvements including walking paths, associated grading and drainage improvements, and erosion control measures. The consultant shall submit technical specifications before the final plans are approved.

The preliminary plan shall address grade, drainage design, trail layout, and shall be based on staff input and existing conditions. At this point the consultant shall discuss and recommend options for cost-effective construction methods for the work. A preliminary cost estimate, broken out by item, will be required. Preliminary engineering plans shall be suitable for an in-house design meeting. If a second, revised preliminary plan is needed based on City input, the consultant shall prepare a second plan for review and comment. Revised preliminary cost estimates shall be prepared by the consultant if needed.

Develop 100% final design plans and technical specifications for the construction of improvements at a level of detail that can be used for bidding and construction. Final detailed cost estimates shall be provided. 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, shapefile, personal geodatabase, or ARC/INFO export format E00), with layout in accordance with City designated standards. Files shall be georeferenced to NH State Plane Coordinates and shall be expressed in feet. All features shall be shown using the State of New Hampshire "Standard Symbols and Abbreviations". Plans shall exhibit a graphic scale.

*Task 3: Permitting*

The consultant is expected to evaluate local, state and federal permitting requirements and advise the City as to what permits are required in order to 1) construct the proposed new trail segments and associated improvements and 2) to address erosion issues on a short section of existing stonedust trail. The consultant is also expected to develop and prepare all necessary permit applications, if any, and attend regulatory board meetings as needed. The City is responsible for any and all permit fees. The consultant's proposal should specify the permitting tasks proposed.

With regard to archaeological resources, in 2002, a survey was conducted for a portion of Peirce Island in preparation for the construction of trails adjacent to the new project area. The City will be responsible for seeking guidance from the NH Division of Historical Resources as to whether further Phase 1A or Phase 1B archaeological work is required for the construction of the new trail segments. Consultants are therefore directed not to include archaeological assessment tasks as part of their proposals.

*Task 4: Bid Review and Construction Layout*

The consultant shall provide construction bid review and construction layout services sufficient for successful completion of the work. The fee for this task will represent completion of this task one time only.

#### **SCHEDULE**

The selected consultant shall be expected to begin work within two weeks of contract signing and, contingent upon weather, complete Tasks 1 and 2, as well as preparation and submission of any required permits as part of Task 3 on or before December 30, 2009. Contract award and execution is anticipated within two weeks of proposal submission. The City intends to go out to bid for trail construction in February 2010.

The following information is available for the Consultant's review at the Public Works Department, 680 Peverly Hill Road, Portsmouth, NH from 8:00 a.m. to 4:30 p.m. Monday through Friday:

- Plan Set for Peirce Island East End Trails Project, 2003 and Contract and Specifications for Peirce Island East End Walking Trails, Bid Proposal #38-03.
- 1994 Digitized Vector Data in ACAD/ESRI Format.
- Orthophotography
- City of Portsmouth General Specifications in Microsoft Word

#### **SUBMITTAL REQUIREMENTS**

Proposals shall include the following and shall be organized using each of the required elements as section headings in the order in which they appear below:

1. Firm Description - provide a brief description of the firm including firm size and area of specialization.
2. Names and qualifications of specific project staff that will play the primary role in this project and brief description of relevant previous projects which key project staff have played a central role in carrying out.
3. Scope of Work and Schedule - The consultant is encouraged to elaborate on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks unless explicitly noted. The schedule should be itemized by task.
4. Project budget which is itemized by task and a total project cost stated as a firm fixed fee, and hourly rates for project staff.
5. Three (3) references, including current contact name and phone number for similar project.
6. Four (4) copies of the proposal must be submitted.

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Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Consultants submitting a proposal should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

#### **EVALUATION CRITERIA**

Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements.
2. Qualifications of firm and project team members.
3. Previous related work.
4. Understanding of required project work.
5. Proposal price.

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

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.

The City reserves the right to undertake such investigation as it deems necessary to verify qualifications.

The City reserves the right to negotiate directly with the firm(s) selected for additional project work such as construction administration services, or additional project engineering and design services.

## **CONTRACT DOCUMENT**

Upon selection, the successful Consultant will be sent a contract for execution. 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.

## **ADDITIONAL INFORMATION**

Requests for additional information should be directed to Cindy Hayden, Deputy City Manager, at (603) 610-7218.

## **INSURANCE REQUIREMENTS**

Insurance shall be 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 whether such operation by himself or by anyone directly or indirectly employed by him.

### Evidence of Insurance

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified below are in force for the specified period. The Consultant shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the City of Portsmouth, New Hampshire at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

### Indemnification

The Consultant agrees 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.

Figure 1

