

**RFP #22-13  
REQUEST FOR PROPOSALS**

**CITY OF PORTSMOUTH, NH  
DEPARTMENT OF PUBLIC WORKS (DPW)**

**PROFESSIONAL CONSTRUCTION AND LANDSCAPE DESIGN SERVICES**

**MARKET STREET EXTENSION GATEWAY IMPROVEMENTS**

**Sealed Requests for Proposals, plainly marked “RFP #22-13, Professional Construction and Landscape Design Services, Market Street Extension Gateway Improvements, 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 11:30 a.m. on Tuesday, March 26, 2013.**

**SCOPE OF WORK:** The City of Portsmouth’s Department of Public Works is requesting proposals from qualified firms to provide professional construction and landscape design services for the next phase of streetscape improvements along the Market Street Gateway. The project includes survey, development of plans, specifications and cost estimates for streetscape improvements along gateway including median landscaping, drainage (if needed), street and sidewalk lighting, street trees, and other corridor amenities such as benches, footpaths, viewing areas and interpretive signs in the city-owned open space area along the waterfront.

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](http://www.cityofportsmouth.com/finance/purchasing.htm).

There will be a **mandatory pre-proposal meeting on March 12, 2013 at 9:30 a.m.** in Conference Room A, 1<sup>st</sup> Floor, City Hall, 1 Junkins Ave., Portsmouth, NH. All proposers will have an opportunity to ask questions at this meeting.

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.

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.

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

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**MANDATORY PRE-PROPOSAL MEETING**

There will be a **mandatory pre-proposal meeting on March 12, 2013 at 9:30 a.m.** in Conference Room A, 1<sup>st</sup> Floor, City Hall, 1 Junkins Ave Portsmouth, NH. All proposers will have an opportunity to ask questions at this meeting.

**PROJECT BACKGROUND/PURPOSE**

Market Street Extension (also known as I-95 Exit 7) is a major gateway to the City of Portsmouth. The road experiences roughly 16,000 per day and is the main access route to the city’s central business district from Interstate 95 and the Route 1 Bypass as well as to the working waterfront including the NH State Port Authority terminal and Granite State Minerals bulk storage site. The Greater Portsmouth Chamber of Commerce and Visitor Center is located along this section of road as is the Albacore Submarine Museum.

Market Street Extension is a state road with limited access with maintenance of the right-of-way shared between the city and the state. A significant part of the right-of way and riverfront is city-owned, other sections are privately owned. An eleven acre parcel along the waterfront is owned by the state for the NH Port Authority Marine Terminal.

The existing gateway does not capitalize on the opportunity to present an exciting or visually appealing statement to visitors and residents. It also does not exploit scenic vistas of the Piscataqua River, North Mill Pond and Maine waterfront. With a significant component of the local economy dependent on tourism, the desired gateway improvements will create a positive impression and impact on our visitors. Elements that are noticeably lacking are gateway signage and wayfinding, attractive streetlights, ROW landscaping and vegetation in the median strip.

In 2007 the City hired the Cecil Group to develop a conceptual plan for Market Street Improvements (see **Attachment 1**). The project included a phased concept plan and cost estimates for streetscape improvements in the median and adjacent to the travel way, visitor orientation, street crossings, and lighting for an improved and distinctive gateway to downtown Portsmouth at Exit 7 off Interstate 95.

Development of the conceptual gateway improvement plan involved public meetings with property owners and stakeholders to identify opportunities and constraints. The concept plan presents a series of phased improvements to the corridor some of which have taken place. To date, the first phase of streetscape improvements have been carried out from the Market/and Deer Street intersection to Russell Street. These improvements included installation of concrete sidewalks, granite curbing, pedestrian scale lighting, street trees, as well as associated drainage, utility work and roadway improvements.

In 2003 accommodations for pedestrians and bicyclists were added between Michael Succi Drive and the New Hampshire Port Authority using a Federal Congestion-Mitigation/Air Quality Grant for construction of a sidewalk and a bike lane. In 2012 traffic pattern improvements were constructed to the Market St. Extension I-95 Exit 7 Interchange.

The next step in the implementation process is phased implementation of the concept plan through preparation of a survey, development of construction and landscape plans, bid specifications and cost estimates for the next phase of streetscape improvements.

## **SCOPE OF WORK**

The consultant's role will be to work alongside City staff 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.

The project area is depicted in **Attachment 2** and includes the Market Street corridor between the Albacore Park access road and Kearsarge Way. This area corresponds to the areas consisting of phases 3, 4 and 5 of Market Street Gateway Improvement Concept Plan. Following completion of this project and future project funding approval, the City anticipates soliciting bids for construction of streetscape improvements developed under this RFP.

### **Task 1 Concept Plan Review and Kickoff Meeting**

- Review all existing streetscape features, modes and volume of transportation along the gateway.
- Review the following plans for Market Street Gateway:
  1. Market Street Gateway Improvement Concept Plan prepared in 2008 by The Cecil Group.
  2. City of Portsmouth Construction Plans for construction of phase 1 of Concept Plan improvements (completed 2011).
  3. Plans prepared by Gorrill-Palmer entitled “2007 Market Street Bike/Pedestrian Construction Plans” for project implemented on north side of Market St completed in 2010.
  4. Plans prepared by Gorrill-Palmer for construction of the I-95 Exit 7 Interchange improvements constructed in 2012.
- Attend two (or three if needed) meetings with staff to discuss Market Street Gateway Improvement Conceptual Plan, Scope of Work, project schedule, city GIS information and project deliverables.
- If necessary, meet with appropriate public agency representatives to identify any local state and federal permits required to construct proposed improvements.

### **TASK 2 Preparation of Survey**

- Conduct existing features survey of the area showing property boundary, topography, wetlands, and all existing features needed for a basis for the design.
- All survey data and plan sets shall be drawn on the NH state plane coordinate system.

### **Task 3 Development of Preliminary Construction Plans and Landscape Design**

- Based on approved concept plan, existing conditions survey and input received from City staff and regulatory agencies develop preliminary design and construction plans, for the phased implementation of gateway improvements.
- The preliminary plan shall address drainage impacts, and any additional ROW or drainage easements needed to construct the project.
- Plan should also consider and include how best to accommodate bicyclists through inclusion of a dedicated on-road bike lane and / or a separated parallel bike path along all or portions of the roadway.
- Plans shall be of sufficient quality and size for public presentation purposes.

#### **Task 4 Preliminary Plan Presentation**

- In coordination with City staff, attend one public meeting to present the preliminary plan to stakeholders and property owners abutting the Market Street Gateway project area.

#### **TASK 5 Permitting**

- Develop and prepare all necessary permits, 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 to support streetscape and drainage improvements. Depending on the square footage of disturbed area and location of impacts, permits and approvals required for this project may include Wetlands, Comprehensive Shoreland Protection Act, Tidal Buffer Zone, and Site Specific Permits through the NH Department of Environmental Services; US Army Corps of Engineers' Wetland Permit; cultural (historic and archaeological) review through the NH Division of Historical Resource; NH Natural Heritage Bureau; NH Fish and Game Department; and National Marine Fisheries Service.
- It is expected that a Notice of Intent (NOI) may need to be filed with the US Environmental Protection Agency (EPA) to satisfy the regulations of the National Pollutant Discharge Elimination System (NPDES) Phase II program and Stormwater Pollution Prevention Plan (SWPPP) program. The consultant shall complete the NOI and SWPPP forms for the city's signature.

#### **Task 6 Final Design Plans and Specifications**

- Based on input received from City staff, stakeholders and project abutters, develop final design plans for the Market Street Extension Gateway improvements.
- 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.
- The consultant shall submit three sets of original and one set of digital format streetscape improvement construction plans, specifications and cost estimates. Plans shall be at a level of detail which can be used for solicitation of construction bids and shall include all appropriate State of New Hampshire professional design license stamps. Media shall be in a format compatible with AutoCAD or GIS ESRI software. Files shall be geo-referenced to NH State Plane Coordinates and shall be expressed in feet.

#### **Task 7 Preparation of Bid Specifications**

- Based on final plans approved by the City prepare specifications to be inserted by City staff into the City's standard bid document.
- The Consultant shall present bid specifications for final review by City staff and approval, respond to questions, and make any needed revisions following that review.

#### **Task 8 Preparation of Cost Estimates**

- Based on input received from City staff, develop final cost estimates for the Market Street Extension Gateway improvements.
- The Consultant shall present final estimates of cost for final review by City staff and approval, respond to questions, and make any needed revisions following that review.

#### **PROJECT SCHEDULE**

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all tasks in their entirety by **January 31, 2014**. 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 two (2) weeks following proposal submission.

## CITY ROLE

Public Works and Economic Development staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Economic Development, Public Works, and Planning Departments 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, 680 Peverly Hill Road, Portsmouth, NH from 8:00 a.m. to 4:00 p.m. Monday through Friday:

- 2006 digitized vector data in ACAD/ESRI format.
- Orthophotos from 2006.
- City of Portsmouth general specifications in Microsoft Word.
- Plans prepared by Gorrill-Palmer entitled "2007 Market Street Bike/Pedestrian Construction Plans" for project implemented on north side of Market St completed in 2010.
- Plans prepared by Gorrill-Palmer for construction of the I-95 Exit 7 Interchange improvements constructed in 2012.

A copy of the Cecil Group's 2008 Market Street Gateway Improvement Project "Summary Report of Existing Conditions and Stakeholders Interviews" can be viewed at: <http://www.cityofportsmouth.com/economic/index.htm>.

## SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the above 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. Project budget itemized by task and a **total project cost stated as a firm fixed fee**. Hourly rates for project staff shall also be provided.
- F. Three (3) references, including current contact name and phone number for similar project.

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

## 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. 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. 15 points
5. Proposal price. 15 points

The City, at its discretion, may select a firm outright or select a finalist(s) for in-person and/or telephone interviews. The anticipated dates and times for firm interviews are **Tuesday, April 9<sup>th</sup>, 2013 and Wednesday, April 10<sup>th</sup>, 2013, between 1 p.m. and 4 p.m.**

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 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 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 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 related to the Cecil Group Concept Plan should be directed to Nancy Carmer Economic Development Program Manager at (603) 610-7220 or [nmcarmer@cityofportsouth.com](mailto:nmcarmer@cityofportsouth.com).

Requests related to engineering aspects of the project or to improvements constructed from Deer St. to Russell St. or the Market St I-95 interchange contact David Desfosses at 603-766-1411 or [djdesfosses@cityofportsmouth.com](mailto:djdesfosses@cityofportsmouth.com).



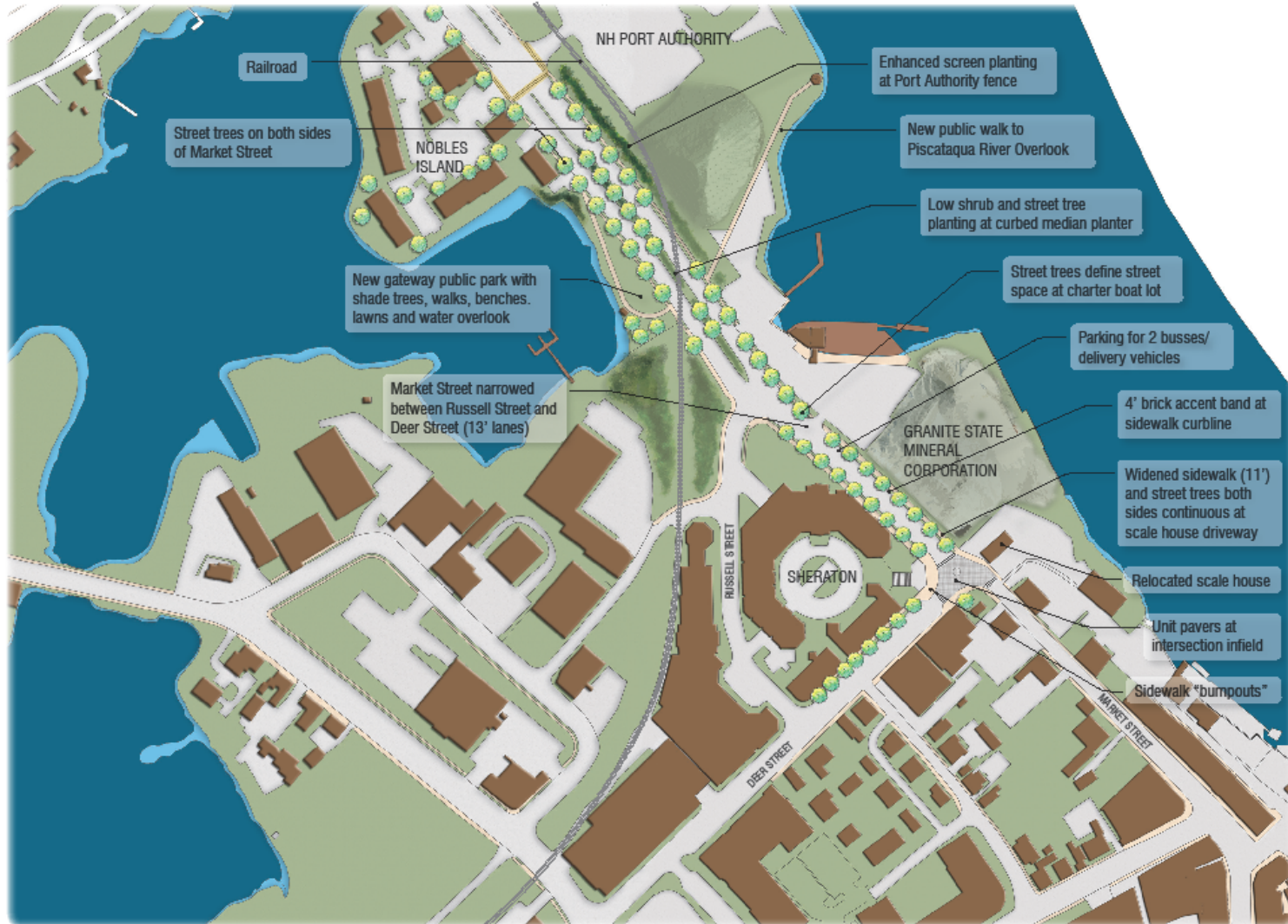
## **ATTACHMENT 1**

# **2008 CONCEPTUAL PLANS FOR MARKET STREET GATEWAY IMPROVEMENTS BY THE CECIL GROUP**

**RFP #22-13**

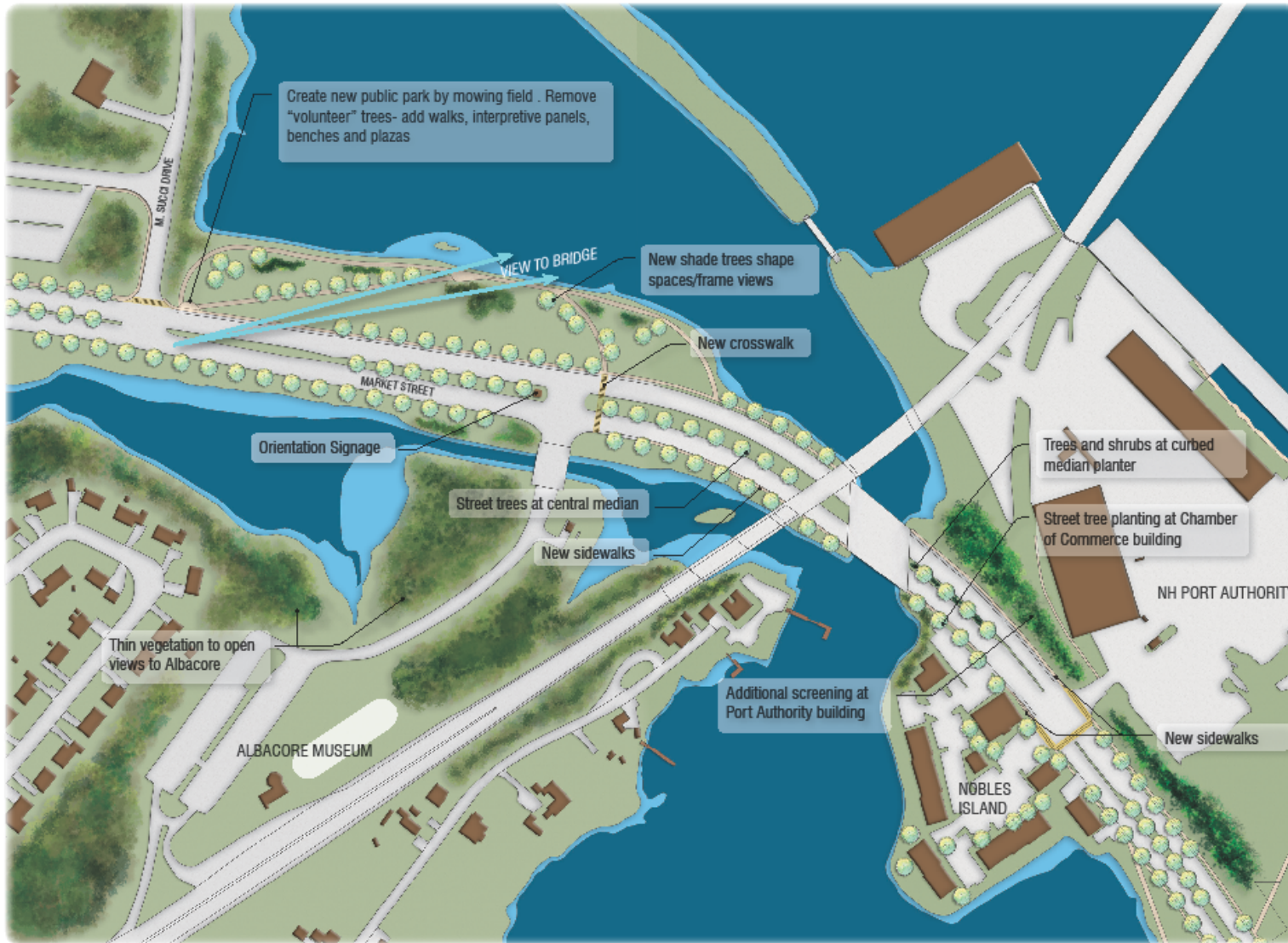
**Professional Construction and Landscape Design Services Market Street Extension  
Gateway Improvements**

# MARKET STREET IMPROVEMENT PLAN - EAST



Prepared by:  
The Cecil Group  
February 2008





Prepared by:  
The Cecil Group  
February 2008

MARKET STREET IMPROVEMENT PLAN - CENTRAL

# MARKET STREET IMPROVEMENT PLAN - WEST

MARKET STREET WEST



Prepared by:  
The Cecil Group  
February 2008

