

City of Portsmouth
Portsmouth, New Hampshire
Department of Public Works

**DESIGN SERVICES
Pierce Island Bridge Rail Replacement**

REQUEST FOR PROPOSAL

Sealed proposals, plainly marked, RFP# 29-09: Pierce Island Bridge Rail Replacement shall be addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. **Proposals will be accepted until Wednesday April 1, 2009 @ 2:00 p.m.**

SCOPE OF WORK: The City of Portsmouth's Department of Public Works invites sealed proposals for professional engineering services to design a replacement of the bridge rail for the Peirce Island Bridge. Proposals must present evidence of the firm's qualifications and experience with inventories of similar magnitude and scope.

There will be a mandatory pre-proposal meeting at the Peirce Island bridge (gathering on the Peirce Island side of the bridge) on Tuesday March 17, 2009 at 10:00 am.

If you have any questions, please contact Deborah Finnigan at (603) 766-1415. You can obtain a copy of the RFP from the City's website www.cityofportsmouth.com or by contacting the Finance/Purchasing Department at the following number: (603) 610-7227. 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.

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.

**REQUEST FOR PROPOSAL FOR
DESIGN SERVICES
Pierce Island Bridge Rail Replacement**

Introduction and Scope of Work

The City is seeking design services for the improvement and replacement of an existing pedestrian rail for the Peirce Island Bridge in Portsmouth. The existing pedestrian rail is substandard and should be replaced with a more appropriate system. The City is seeking a design consultant to develop plans and specifications this project. The final contract may include contract administration.

There will be a mandatory pre-proposal meeting at the Peirce Island bridge (gathering on the Peirce Island side of the bridge) on Tuesday March 17, 2009 at 10:00 am.

Addenda to this request for 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. Contractors 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.

Submittal Requirements

The Consultant shall submit three (3) bound copies of a proposal for design services to complete the scope of work. **Proposals will be accepted until Wednesday April 1, 2009 at 2:00 p.m.**

The following items shall be included in the proposal submission.

1. Introductory Letter (not to exceed two pages) – Identify primary contact and provide a brief description of the firm including firm size and areas of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.
2. Scope of Services and Schedule – Describe in narrative form the Consultant’s approach and technical plan for accomplishing the replacement of the Peirce Island Bridge rail. The Consultant shall submit a schedule for completing the scope of work.
3. Relevant Experience – Provide the details of relevant experience to this proposal and past performance of the consultant and its team members assigned to this project on comparable projects. Consultants are required to give sufficient information of their experiences to permit the City to understand and verify the exact nature of the contributions made by the Consultant to the projects listed.
4. Project Team – Provide names and resumes of key professional staff who would be assigned to the project. Each team member’s education and experience shall be listed. The team leader shall be designated.
5. References – Provide the name, title, locations and phone number of persons who can substantiate the consultant’s referenced experiences as listed in Item #3 above.

6. Price Proposal - The following shall be included in the price proposal submission:

- 1) The consultant shall submit in a separate sealed envelope a price required to complete the services described in the proposal.
- 2) The fee schedule should be broken down by proposed task including labor, overhead, profit and reimbursable expenses.
- 3) Any sub-consultant fee schedule for work being done in association with this proposal.
- 4) A cover letter must be included which is signed by an authorized owner or agent of the firm, committing the firm's resources to complete the project on time and within the fee.

Selection

All responsive submittals shall be reviewed and the City may conduct interviews of short-listed firms. Each firm shall be evaluated based on the following criteria:

- A. Firm and Project Team Qualifications
- B. Proposed Scope of Work- Responsiveness to the project needs.
- C. Project Schedule
- D. Price

Upon review of the proposals, and after conducting interviews, if so used, the City shall rate the firms in order of preference. The top-rated firm shall be notified of its standing. If the City is unsuccessful in reaching a satisfactory contract with the top rated firm, it may terminate the negotiations without prejudice and commence negotiations with the second rated firm. If no agreement can be reached with the second rated firm, the City shall move to the third, and so forth. Once negotiations are terminated with a firm, they may not be reopened.

Reservation of Rights

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, and to accept any proposals that are deemed to be in the best interest of the City, and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract.

By submitting a proposal the consultant consents to the City undertaking such investigation as it deems necessary to investigate and verify consultant's qualifications, reputation and experience. Consultant may be requested to execute releases. Failure to execute a release for information, if requested by the City, may result in disqualification.