

**ADDENDUM No. 1
RFP# 42-15**

City of Portsmouth, NH – Department of Public Works

**Design Engineering Services
Maplewood Avenue and Adjacent Areas- Complete Street, Utilities, and Roadway
Reconstruction**

Issued: June 19, 2015

This Addendum forms part of the original document marked: **RFP #42-15 Design Engineering Services, Maplewood Avenue and Adjacent Areas- Complete Street, Utilities, and Roadway Reconstruction**

1) Page 1: Change the first paragraph to read:

“Sealed Requests for Proposals, plainly marked “RFP #42-15 Design Engineering Services for Maplewood Avenue and Adjacent Areas” 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 ~~June 24~~ July 1, 2015.”

2) Page 2: Change the first paragraph to read:

“Sealed Requests for Proposals, plainly marked “RFP #42-15, Design Engineering Services, Maplewood Avenue and Adjacent Areas” 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 ~~June 24~~ July 1, 2015. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Questions about the project will be taken until 4:00 P.M. on Wednesday ~~June 17~~ June 24, 2015.”

3) Page 3: **Scope of Work – Add** the following paragraph:

“The City anticipates the scope of work will be comprehensive and include all tasks necessary to develop preliminary and final designs and documents for construction. The engagement of the selected engineer will be based initially on the Preliminary Design. The final scope of work for the Preliminary Design Phase will be negotiated with the selected consultant prior to execution of a contract. Firms are asked to only price the preliminary design portion of the work for this proposal. Future amendments for Final Design and Construction Administration may be negotiated at a later date.”

4) Page 4: **Utilities Upgrades and Coordination**

Delete “conceptual” in the 2nd and 5th sentences and Replace with “preliminary design”

5) Page 5: **Utilities Upgrades and Coordination**

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Delete “final design” in the first sentence and **Replace** with “Final Design Phase”

6) Page 5: Public Meetings

Delete the third paragraph beginning with “A second public meeting...” and **Replace** with “A second public meeting will be held once the preliminary design plan is completed. The consultant will present the Maplewood Avenue streetscape design and utility upgrade plans, and the utility and roadway upgrade plans for the Cutts Street/Central Avenue and the Leslie Drive neighborhoods.”

7) Page 6: Permitting

Permitting requirements for the “Preliminary Design Phase” shall be limited to identifying and listing all necessary permitting requirements for the project. The “Permitting” section that is included in the RFP is for the “Final Design Phase”.

8) Page 7: Bid Review and Bidding and Construction Services

“Bid Review” and “Bidding and Construction Services” are part of the Construction Administration Phase and are not part of this contract. These services may be negotiated as part of the work at a later date.

9) Page 7/8: CITY ROLE

Delete the following item that was included in the available information list:

“City of Portsmouth Orthophotos from 2006”

10) Page 8: SUBMITTAL REQUIREMENTS

Add the following items to the required elements that must be included in the proposal submittal requirements:

“Man-Hour Level of Effort: Provide a proposed man-hour level of effort in table format coordinated with the anticipated list of tasks to complete the work. The man-hour level of effort shall be comprehensive and inclusive of the total to complete the project. Do not include any fee associated with the level of effort in the proposal.”

“Firm (team) Experience (for each firm in the team):

Describe relevant experience in each of the following primary areas of focus:

- a. Familiarity with the City of Portsmouth Water and Sewer and Highway Division’s design and operations
- b. Complete Street Type Planning and Design
- c. Roadway and Utility Reconstruction Projects

The firm’s experience shall be summarized in a matrix format. In addition, detailed project descriptions of no more than five reference projects containing the majority of the focus areas listed above shall be included. The project descriptions shall be current and limited to a maximum of one full page per project, along with client references and up-to-date contact information (name, title, organization, phone, cell and email).”

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11) Questions – The following information answers questions directed to the City at the Mandatory Pre-Proposal meeting:

Q: Does the City want sidewalks on both sides of Maplewood Avenue?

A: The consultant should evaluate the use of sidewalks on both side of Maplewood in their Complete Streets design process.

Q: Clarify conceptual design versus preliminary design.

A: Preliminary Design is estimated to be 30% design plans. Conceptual Design is explained on page 5 in the RFP Section “Develop Conceptual Plan” and is intended to be presented at the first public meeting. Additional clarification has been provided in this addendum.

Q: Is there a bike lane on bridge over bypass?

A: A link to the NHDOT 13445C Project has been provided via e-mail to all attendees of the Mandatory Pre-Proposal meeting.

Q: Will the project include conceptual designs for the intersection of Maplewood Avenue with Woodbury Avenue?

A: Two alternatives should be evaluated for this intersection.

Q: Explain the requirement for re-plumbing of facilities in the sewer separation area.

A: Re-plumbing of buildings affected by the sewer separation portion of the project in the Fairview Drive area will become part of the construction project work. Items for this work involving a plumber to design/reroute plumbing, if necessary, will need to be included in the Bid Cost Items.

Q: Does the City have traffic counts for the Maplewood Avenue corridor?

A: The City does not have any traffic counts for this project.

Q: Does the City want to keep the existing utility poles on both sides of Maplewood Avenue corridor in the project area?

A: There is a requirement in the project scope for the consultant to coordinate and meet with utility companies in developing a plan for utilities. The consultant should coordinate with the appropriate utility companies regarding any plans to reduce the number of poles.

Q: Are any CCTV information available for the sewer lines?

A: Yes. CCTV information will be made available to the selected consultant.

Q: Should LID features including rain gardens be used in the design for this project?

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A: LID features should be evaluated and may be incorporated in the design where appropriate.

12) Submittal Period Clarifications / Questions and Answers:

Q: Does the City have parking regulations established for Maplewood Avenue?

A: A link to the COP's Traffic and Parking Ordinance has been provided to all attendees of the mandatory pre-proposal meeting.

Q: Does the City have records of utility repairs performed within the project area and if so will they be provided prior to the RFP submission deadline?

A: The City has records of utility repairs that can be provided to the selected consultant.

Q: Is there traffic data available from DOT for Woodbury and Maplewood Avenues in association with the bridge job and associated detours or will new counts be required?

A: It is unknown if DOT has data available.

Q: Does the City have traffic study reports or records of traffic accidents/collisions from the project area and if so will they be made available?

A: The City does not have traffic study reports. The City will coordinate with the Police Department to obtain any available records of traffic accidents/collisions for the selected consultant.

Q: Will video data collection techniques be allowed for traffic, pedestrian, and bike data needs?

A: Yes.

Q: Clarification is requested on the extent of intended scope of the Conceptual/Preliminary Design phase. Is it expected that this phase of the design will end after the 2nd public meeting with 30% or 60% design plans? If 30%, is it expected that permitting will involve only a definition of probable permits and timelines versus completing the actual permit applications?

A: Clarification of scope for Conceptual/Preliminary Design Phase is provided in this addendum.

The selected consultant will be expected to incorporate any substantial comments that the City requests to be incorporated into the final preliminary design plans.

Clarification of project permitting requirements is provided in this addendum.

Q: The evaluation criteria indicate that previous related work is worth 30 points. Would the City consider adding another section to the submittal requirements entitled "Project Experience" so we can provide project descriptions that detail our most relevant experience?"

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A: An item titled "**Firm (team) Experience (for each firm in the team)**" has been added to the required items listed under SUBMITTAL REQUIREMENTS as indicated in this addendum.

Q: At the pre-proposal meeting, it was discussed that it would be desired to have preliminary costs available for October 2015 CIP budgeting. If an award for the design is made at end of July and survey, geotechnical investigations, etc., would be just getting underway in August, is October 2015 considered a hard date for the consultants or will the City be looking for an opinion of cost only based on planning level plans and input from the initial public meeting?

A: The overall project schedule will be negotiated with the selected consultant. The City will work with the selected consultant to develop an approximate project cost based on the best available information for the October 2015 CIP budgeting.

Q: Since the addendum noted at the Pre-proposal meeting has not been issued yet and the supplemental information was just provided via the Dropbox.com today, is the City considering extending the deadline date be extended from the current June 24 date? Considering the importance of the supplemental information in developing a thorough Scope of Services, level of effort estimate, and proposed fee, we feel extending the submission deadline an additional 5 business days is a reasonable request. We are also concerned that there will not be an adequate amount of time to properly respond to and incorporate the information contained in the addendum into the proposal.

A: The deadline for accepting proposals for RFP#42-15 is **extended until 2:00 p.m. on July, 1, 2015.**

13) A link to the available information has been provided to all attendees of the mandatory pre-proposal meeting.

14) Mandatory Pre-Proposal Sign In Sheet

See attached Sign In Sheets (total 5 sheets) from Mandatory Pre-Proposal meeting.

Please acknowledge this addendum within your proposal. Failure to do so may subject a bidder to disqualification.

End of Addendum #1

