

CITY OF PORTSMOUTH, NH
COMMUNITY DEVELOPMENT DEPARTMENT
RFP # 46-13
REQUEST FOR PROPOSALS
ENGINEERING & DESIGN SERVICES
HAVEN SCHOOL PLAYGROUND

The City of Portsmouth's Community Development Department is requesting proposals from qualified firms to develop an improvement plan for the Haven School Playground.

Sealed Request for Proposals, plainly marked RFP # 46-13, "Engineering & Design Services, Haven School Playground," 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 **Thursday, June 27, 2013.**

Mandatory Pre-Proposal Meeting

There will be a **mandatory pre-proposal meeting on Thursday, June 13, 2013 at 2:00 p.m.** at 680 Peverly Hill Road at the Public Works Building. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms who do not attend the mandatory pre-proposal meeting.

SCOPE OF WORK

The goals of this project are to upgrade the facility as well as improve safety and functionality. The consultant is required to visit the park prior to proposal submission to become familiar with the project site. The scope of work is further defined in the tasks listed below.

Community Development staff will be responsible for administering the project and overseeing the consultant's work. The consultant is expected to meet, as needed, with the Community Development Director, Special Projects Manager for Community Development, Public Works Director, and Recreation Director, as well as representatives of the neighborhood and community to review, discuss, and complete the project. Two (2) public meetings with the neighborhood are anticipated. The City will be responsible for notifying residents of the meeting, including mailing costs. The consultant is expected to conduct field visits, as necessary, to ensure successful project completion.

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.

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.

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

RFP # 46-13

**REQUEST FOR PROPOSALS
ENGINEERING & DESIGN SERVICES**

HAVEN SCHOOL PLAYGROUND

The City of Portsmouth's Community Development Department is requesting proposals from qualified firms to develop an improvement plan for the Haven School Playground.

Sealed Request for Proposals, plainly marked RFP # 46-13, "Engineering & Design Services, Haven School Playground," 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 **Thursday, June 27, 2013.**

MANDATORY PRE-PROPOSAL MEETING

There will be a **mandatory pre-proposal meeting on Thursday, June 13, 2013 at 2:00 p.m.** at 680 Peverly Hill Road at the Public Works Building. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms who do not attend the mandatory pre-proposal meeting.

PROJECT: HAVEN SCHOOL PLAYGROUND

PROJECT BACKGROUND

Haven School Playground is a 0.36-acre City-owned park, located at the corner of South School Street and South Street. The playground is small and includes playground equipment and open green space. The project area is found in **Attachment I**. The City's Public Works Department maintains the park.

SCOPE OF WORK

The goals of this project are to upgrade the facility as well as improve safety and functionality. The consultant is required to visit the park prior to proposal submission to become familiar with the project site. The scope of work is further defined in the tasks listed below.

Community Development staff will be responsible for administering the project and overseeing the consultant's work. The consultant is expected to meet, as needed, with the Community Development Director, Special Projects Manager for Community Development, Public Works Director, and Recreation Director, as well as representatives of the neighborhood and community to review, discuss, and complete the project. Two (2) public meetings with the neighborhood are anticipated. The City will be responsible for notifying residents of the meeting, including mailing costs. The consultant is expected to conduct field visits, as necessary, to ensure successful project completion.

DEVELOP PARK IMPROVEMENT PLAN

TASKS

Task 1 Existing Conditions Plan

Conduct a review and analysis of existing conditions including site topography and elevations, formal and informal pedestrian ways, drainage concerns, and utilities, as well as observable site features including fences, playground equipment, trees, tree lines, parking, paving materials etc. Other information should be included as needed to ensure successful project completion. The health of existing trees shall also be assessed, including the health and stability associated with the elevation in the existing planters.

Prepare an Existing Conditions Plan (at a scale of 1" = 50') which depicts site features as described above. These materials shall be of suitable size and quality for public presentation purposes.

Task 2 Public Meeting #1

Facilitate a meeting with the neighborhood and community to present the existing conditions plan with pictures of existing conditions. Input from this meeting will inform the development of the Draft Improvement Plan. Each plan shall consist of a large scale color graphic plan suitable for public presentation.

Task 3 Develop a Draft Improvement Plans

It is anticipated that the consultant will review the community input received to date regarding park and playground improvements and to incorporate this feedback into up to two Draft Improvement Plans. These plans shall be presented to City staff to obtain feedback and incorporate necessary revisions prior to Task 4. A preliminary opinion of cost for the draft improvement plans shall be developed as part of this task.

Task 4 Public Meeting #2

Conduct a neighborhood meeting to present the Draft Improvement Plans.

Task 5 Develop Final Improvement Plan

Develop a Final Improvement Plan based on staff and public input. The Final Park Improvement Plan shall consist of a large scale color graphic plan for public presentation, and be reproducible. The improvement plan and an opinion of probable cost shall be provided to the City.

Task 6 Final Design Plans and Specifications

Based on input received from City staff, neighborhood residents and project abutters, develop final design plans, specifications and revised final cost estimates for the Haven School Playground 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 discuss, recommend, and define cost-effective, vandal resistant, durable materials, and construction methods throughout the design process. Final design plans shall be

reproducible and at a level of detail that can be used for bidding construction. Final detailed cost estimates shall be provided.

It is anticipated that playground equipment specifications, design and layout, as well as playground safety surfacing material specifications, will be provided to the consultant by the playground vendor at no cost.

The consultant shall provide profiles and cross-sections on 24" x 36" polyester film. Engineer shall use a plan scale of 1" = 20' and a profile scale of 1" = 4'. Plan and profile information is to be on the same sheets. Cross-sections are to be on their own sheet. All features shall be shown using the State of New Hampshire "Standard Symbols and Abbreviations". All property owners of record, based on City of Portsmouth Tax Assessor's information, shall be shown with book and page. Addresses shall also be shown. Plans shall exhibit a graphic scale.

The consultant shall submit original construction plans and one set of reproducible polyester film plans at a level of detail which can be used for solicitation of construction bids. 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 geo-referenced to NH State Plane Coordinates and shall be expressed in feet.

Task 7 Meetings with City Staff

Meet, as needed, with Community Development Director and/or designee, Public Works Director, and Planning Director to review and discuss project design issues and complete the project in a satisfactory manner. The consultant shall be responsible for recording the events of these meetings and preparing minutes with a summary of action items for distribution. This task shall include meeting with the Trees and Greenery Committee, as required by the City.

The consultant's project manager shall take the lead in setting project meeting dates with City staff and the neighborhood, with all meeting dates to be established well in advance.

Task 8 Permitting

Develop and prepare all necessary permit applications, 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. Depending on the nature of the disturbance and overall change in impervious surface area this project may require a New Hampshire Shoreland Impact Permit.

Task 9 Bid Review

Review construction bids submitted and assist the City with the bid document.

Task 10 Construction Layout

Firm shall provide a construction layout after construction has been awarded. Construction layout services to include centerline locations and grades every 50 feet as well as posted line and grades at every Point of Curvature and Point of Tangent. This price 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 complete all project work in its entirety by October 31, 2013, including final City review and approval. Contract award and execution is anticipated within two to three weeks of proposal submission.

CITY ROLE

Community Development staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Community Development, Recreation and Public Works Departments will review plans and other documents prepared by the consultant.

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

- 2006 Digitized Vector Data in ACAD/ESRI Format
- City of Portsmouth Orthophotos from 2006
- NH DOT Orthophotos from 2010
- 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:

- A. Firm Description- Provide a brief description of the firm including firm size and area of specialization.
- 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 designated and a description of relevant previous projects, which proposed project staff have played a central role in developing, shall be provided. The individual(s) responsible for leading neighborhood meetings shall be clearly identified. Any subcontractors proposed to perform landscaping design and/or engineering work shall be identified and a description of relevant previous projects provided.
- 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 broken out by project. 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. A proposal price itemized by task shall be provided. Hourly rates of project personnel shall also be provided.
- F. Three (3) references, including current contact name and phone number for similar projects with which the project manager was involved.

Six (6) copies of the proposal shall be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions.

Sealed Request for Proposals, plainly marked RFP # 46-13, "Engineering & Design Services, for Haven School Playground," 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 Thursday, June 27, 2013.

EVALUATION CRITERIA

Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements.
2. Qualifications of firm and project team members including any proposed subcontractors. Particular attention will be given to the experience and ability of the project manager to lead effective public meetings and proactively complete all project tasks.
3. Previous related work.
4. Understanding of project goals and issues.
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 and to negotiate such terms and conditions of 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.

Contract signing is anticipated to take place within 2 - 3 weeks following the proposal submission.

ADDITIONAL INFORMATION

Requests for additional information should be directed to David Moore, Community Development Director at (603) 610-7226.

INSURANCE REQUIREMENTS

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.

ATTACHMENT I

**HAVEN SCHOOL PLAYGROUND
PROJECT AREA**



South School Street Playground

Map prepared by Portsmouth Department of Public Works