

**CITY OF PORTSMOUTH, NH  
DEPARTMENT OF PUBLIC WORKS**

**RFP #49-07  
REQUEST FOR PROPOSALS**

**PROFESSIONAL SERVICES**

**ENGINEERING INSPECTION AND EVALUATION OF PORTSMOUTH SEAWALLS**

**Sealed Proposals, plainly marked RFP #49-07, " ENGINEERING INSPECTION AND EVALUATION OF PORTSMOUTH SEAWALLS" 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 27, 2007.**

**SCOPE OF WORK:** The purpose of this project is to provide an engineering inspection and assessment of the existing seawalls, providing the City of Portsmouth with detailed descriptions of the existing walls, repair descriptions and cost estimates (Engineers Opinion of Cost). The intent is to obtain detailed information about the condition of these walls based on visible portions of the structures such as indications of apparent instability, misalignment and differential settlement. This project does not include topographic surveys, subsurface soils investigations, load ratings, test pits or other destructive testing. The assessment report prepared by the engineer will list the seawalls evaluated and establish relative priorities for the structures in need of repair or replacement. The City intends to use this assessment to prioritize improvements and repairs, establish budgets for the recommended repairs, to pursue grant funding, and seek follow-on permitting, design and construction services.

Request for Proposal may be obtained from the Finance/Purchasing Department on the third floor of City Hall 1 Junkins Ave, Portsmouth, New Hampshire or on the City's web site at [www.CityofPortsmouth.com](http://www.CityofPortsmouth.com), or by calling the Purchasing Coordinator at 603-610-7227. Please 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.

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**QUALIFICATIONS**

1. The Consultant shall be a Licensed Professional Engineer in the State of New Hampshire licensed to perform geotechnical work.
2. The CONSULTANT shall provide any and all documentation of experience and ability to perform the Scope of Work.
3. The CONSULTANT shall have registration and good standing with the Secretary of State, Corporate Division, in order to perform work in the State of New Hampshire.
4. The CONSULTANT must demonstrate an ability through present staffing and sufficient assigned personnel to complete the project in the scheduled time as agreed by the City and the proposing CONSULTANT.

**FUNDING**

This project is funded through the Public Works Capital Budget and the Sewer Operations Division Operations.

**PROJECT BACKGROUND/PURPOSE**

The City of Portsmouth is responsible for approximately 1650 Linear feet of Seawalls along the Piscataqua River. Some of those walls are showing signs of distress and will need to be repaired or replaced. The City has included the repairs to the South Mill Street Seawall in the Capital Budget for FY 09. Improvements to other walls will be scheduled based on the results of this study.

**Scope of Work**

1. The engineer shall perform an overall inspection review of each wall, both above and below water by diving (camera inspections are not an adequate substitute for first hand diving inspections).
2. The engineer shall review archive documents (if available), which may provide insight into the age and type of structures being evaluated, prior to starting field investigations. The engineer shall also generally assess and report site tide, current and wave conditions for each wall and discuss the impacts of these conditions on the walls. The engineer shall also report apparent dead and live loads on the walls and include this loading condition when assessing repair priorities.
3. The seawall inspections shall be performed above and below water and shall provide complete visual inspection of the walls above the mud line. Engineer shall describe construction, type of masonry, stone size, shape and apparent quality, typical and extreme joint size, chinking, mortar condition, cramp irons or dowels, apparent backfill and seabed descriptions, water depths, wall heights and face batter angle, cap widths, nearby structures, apparent loadings, apparent uses/function, apparent backfill loss (sink holes/delta deposits).
4. For repair/replacement estimating, assume that the structures will be kept visually “in-kind”, since many of these structures are within the historic district and are likely to be reviewed by the historic district commission. For stone masonry repair/reconstruction cost estimates, state what amount/percentage of new stone is assumed, in addition to reuse of existing stone. For walls along roadways, drives or parking lots, assume at least HS 20/H 20 truck loading, include a cost for pavement replacement within the excavated areas and include costs for recommended pedestrian and vehicle guards as appropriate. The cost estimates shall consider construction difficulties and constraints for each site and shall not be based solely on published or typical unit prices.
5. Prepare a written report with the descriptions, investigation findings, assessments, recommendations and backup cost estimates. Tabulate recorded wall data, etc. to form a baseline for subsequent inspections, permitting and design. The City shall also be provided with a digital copy of report

**PROJECT SCHEDULE**

The proposal shall include a proposed project schedule with a final completion date set for September 2007. This schedule may be revised as necessary as part of contract negotiations with the successful CONSULTANT.

**PROPOSAL CONTENT**

All Proposals must include the following components:

1. A brief description of the firm
2. Statement of CONSULTANT’s qualifications and experience;

3. Description of project approach and scope of services to accomplish the project, including schedule. The proposed scope of services shall, as a minimum, include the services described in this Request for Proposals;
4. List of references for similar studies and reports performed for similar performed within the last 5 years. References shall identify the client, include a brief summary of study, contact person and telephone number.
5. Identification and description of project team and staff who will perform the project; and
6. The Consultant shall submit three (3) bound copies of a non-price proposal and one (1) separate sealed original price proposal including a level of effort table showing tasks, staff assignments and proposed hours, to conduct the proposed scope of services.

### **EVALUATION CRITERIA**

All Proposals must include the following components, which will also serve as the City's evaluation criteria:

1. Understanding of the project requirements and City's needs.
2. Description of project approach and scope of services to accomplish the project, including schedule.
3. Firm qualifications and experience.
4. Strength of references and reputation
5. Project team and staff who will perform the work.

Upon review of all non-price proposals the City may select up to three (3) firms to interview. Upon completion of the interviews the City will attempt to negotiate final contract documents including the Scope of Services and fee, with the highest scoring firm. The top rated firm shall be notified of its standing and negotiations with the City shall commence. 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.

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.

The City also reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm.

**By submitting a Proposal 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.**

**CONTRACT DOCUMENT**

Upon selection, the successful CONSULTANT will prepare proposed Contract documents for review. The Contract Documents shall be in a format acceptable to the City. Upon execution of the Contract 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.

**INSURANCE REQUIREMENTS**

Insurance shall be in such form as will protect the CONSULTANT from claims and liabilities relating to performance of this contract including claims and liability for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such claim or liability is due to an employee of CONSULTANT or by anyone directly or indirectly retained by CONSULTANT.

**INSURANCE AMOUNTS**

Comprehensive General Liability:

Bodily injury or Property Damage - \$1,000,000

Combined and Single Limit, per occurrence

Automobile and Truck Liability:

Bodily Injury or Property Damage \$1,000,000

Combined and Single Limit, per occurrence

Professional Liability:

Errors and Omissions: \$1,000,000

Workers Comprehensive Insurance coverage for all people employed by the contractor to perform work on this project sufficient to meet the requirements of the most current laws of the State of New Hampshire.

**Coverage for marine activities will be required.**

The City of Portsmouth will need to be named as an additional insured.

**ADDITIONAL INFORMATION**

All questions regarding this Request for Proposals shall be submitted in writing to the Deputy Director of Public Works Engineer, 680 Peverly Hill Road, Portsmouth, New Hampshire 03801, at least seven (7) days prior to the submission date. If you have any procedural questions please contact the Purchasing Coordinator at 603-610-7227.