

City of Portsmouth, NH

**Safe Routes to School Program
Professional Services**

Request for Qualifications

The City of Portsmouth seeks statement of qualifications for services to support the City's Safe Routes to School Program.

Proposal specifications are available at <http://www.cityofportsmouth.com/finance/purchasing.htm>. Hard copies of these documents are not available.

Sealed proposals, plainly marked **“RFQ 49-15, City of Portsmouth Safe Routes to School, Professional Services”** on the outside of the mailing envelope will be accepted until **January 29, 2015 at 2:00 p.m.** at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.

Questions about this RFQ will be accepted until January 22, 2015 and should be directed in writing to Juliet Walker, Transportation Planner, at jthwalker@cityofportsmouth.com.

Addenda to this RFQ, if any, including written answers to questions will be posted on the City of Portsmouth website under the project heading.

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

The City of Portsmouth reserves the right to reject any or all qualification statements, to waive technical or legal deficiencies, and to accept any statement that may deem to be in the best interest of the City and to negotiate the terms and conditions of any statement leading to execution of a contract.

**Safe Routes to School Program
Professional Services**

Request for Qualifications

The City of Portsmouth seeks statement of qualifications for services to support the City's Safe Routes to School Program.

Scope of Services

These services are for non-infrastructure programs and activities. The City has received a NHDOT Safe Routes to School grant in support of these non-infrastructure programs. The total amount of funding currently available for the services outlined below is \$13,120, inclusive of labor and non-labor costs. Firms are welcomed to submit a proposed scope of services as part of their submission, but this is not required. A more detailed scope of services, budget, and schedule will be negotiated with the selected firm as part of the contract negotiation process.

Evaluation

The proposed budget of \$2,160 for Evaluation would support assessment of walkability and bikability of transportation infrastructure within 2 miles of elementary schools and monitoring walking and biking trends, including: walk/bike audit trainings and materials, parent and in-class surveys, and periodic evaluation reports.

Education

Educational activities are operational measures that will enhance the overall effectiveness of existing or proposed bicycle and pedestrian infrastructure. The \$2,115 budget for Education will support activities to raise awareness about Safe Routes to School program goals and benefits, teaching safe behavior for pedestrians, bicyclists, and drivers along school routes, and providing tools that help parents and students plan and coordinate their individual and household travel plans. Specific measures will include coordination and planning for Walk and Bike to School Days and bicycle safety trainings, preparation of informational materials, publicity, and website development.

Encouragement

Encouragement focuses on positive reinforcement of existing practices and also works to expand or increase student walking and biking habits. The \$9,550 budget for encouragement will support events and incentives to motivate students to walk or bike to school, including: coordination of challenge events, design of maps of suggested routes to school, purchasing of incentives for walking and bicycling students such as buttons or stickers, bicycle helmets, pedometers, water bottles, and/or reflector tags.

Submittal Requirements

The Consultant shall submit two (2) bound copies of the Statements of Qualifications and one (1) rate sheet. Submittals shall be printed on two sides of the page and shall not have a plastic cover. Qualifications will be accepted until, January 29, 2015 at 2:00 p.m. at the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801.

The following items shall be included in the Statement of Qualifications:

1. Firm Description – provide a brief description of the firm including firm size and areas of specialization.
2. Project Team – Provide names and resumes of key professional staff who would most likely be assigned to projects for the City of Portsmouth. Each team member’s education and experience shall be listed.
3. Relevant Experience – Provide the details of relevant experience and past performance of the consultant and its team members on comparable projects. This item should cover, at a minimum, the substantive nature of 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. References – Provide the name, title, locations, and phone number who can substantiate the consultant’s referenced experiences as listed in Item #3 above.
5. Rates – Provide current rate sheet of professionals who will likely perform the work described.

Selection Criteria

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

- A. Team Qualifications
- B. Qualifications of Project Manager, Lead Designers, and other Key Staff
- C. References
- D. Responsiveness to City’s Requirements
- E. Cost

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 may enter into negotiations with the next highest ranking firm.

Additional Information

Questions and requests for additional information will be accepted until January 22, 2015. All questions and requests should be directed in writing to Juliet Walker in the City of Portsmouth Planning Department at jthwalker@cityofportsmouth.com.

Reservation of Rights

The City reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Consultant and to evaluate its submittal. Firms may be asked to submit

releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification.

The City of Portsmouth reserves the right to reject any or all qualification statements, to waive technical or legal deficiencies, and to accept any statement that may deem to be in the best interest of the City and to negotiate the terms and conditions of any statement leading to execution of a contract.