

CITY OF PORTSMOUTH, NH

RFQ #50-14

REQUEST FOR QUALIFICATIONS

PROFESSIONAL PLANNING SERVICES

3D MASSING-MODEL PROJECT: DOWNTOWN PORTSMOUTH

Sealed statements of qualifications, plainly marked “RFQ 50-14, Professional Planning Services for “3D Massing-Model Project for Downtown Portsmouth” 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 p.m. on February 24, 2014.

SCOPE OF WORK: The City of Portsmouth’s Planning Department is requesting statements of qualifications from qualified firms to develop a 3-D Massing Model for the historic downtown core of the central business district.

Specifications may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com. Addenda to the specifications, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

The City of Portsmouth reserves the right to reject any or all submittals, to waive technical or legal deficiencies, and to accept any submittal that it may deem to be in the best interest of the City.

Requests for additional information should be directed to Mr. Nicholas J. Cracknell, Principal Planner, in the City of Portsmouth Planning Department (603) 610-7328 or by e-mail at njcracknell@cityofportsmouth.com. The deadline for questions and requests for additional information is February 12th, 2014 at 2 p.m.

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

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PORTSMOUTH, NH

The City of Portsmouth is a small, historic New Hampshire city settled in 1623. It is a compact community (16 square miles) of 21,000 residents situated directly off of Interstate 95 on the Maine / NH border. Portsmouth’s central business district is widely recognized as the heart of the community, and its continued success is essential to the City’s future livelihood. The downtown is unique for its outstanding and unusually complete Colonial and Federal architecture, and within the community there is broad recognition of the downtown’s architectural, historical, and archeological importance. The downtown reflects the rebuilding after its 19th century fires which formed a central core of federal commercial buildings and established the three-story building height that continued to the late 20th century. The use of local red brick in the commercial core established its unique architectural character including excellent examples of master builders and architects from the Federal through the Victorian period.

PROJECT BACKGROUND

In recent years, the downtown areas of the Historic District have witnessed several significant infill development projects. Many of these projects include tall buildings with large footprints that both fill the lot as well as maximize the building height allowed under the Zoning Ordinance. Review of these development proposals typically requires the Portsmouth Historic District Commission (HDC) to rely exclusively on the applicant’s plans, elevations, and renderings to order to assess and determine whether the proposed building volume and height is appropriate for the site. The wide variability in the quality of the submission material has made this evaluative process challenging. As a result, once these buildings are constructed some do not fit in well to the surrounding neighborhood context in terms of their height, volume or design.

PROJECT GOALS

Developing a 3D Massing-Model of the buildings in Downtown Portsmouth allows for better visualization of the proposed design and it helps the HDC, public, owners, occupants and the design teams have a better common understanding of the design. It also allows for various design options to be evaluated more effectively and efficiently. The City plans to use the 3D Massing-Model as a multi-faceted tool for evaluating new and proposed building construction in Downtown Portsmouth. It will

help the public, the HDC and other local land use boards and commissions understand the infill implications, massing, light and shadow affects as well as the scaling differences between and among the abutting and surrounding buildings. Finally, it will also enhance public review, evaluation and participation in the development review process.

PROJECT STUDY AREA

As an initial project phase, the HDC is seeking to use the City’s Geographic Information System (GIS) to contract with an outside consultant and develop an electronic 3D Massing-Model of all buildings within the core commercial areas of Downtown Portsmouth. The initial phase of the project seeks to inventory and develop a baseline 3D Massing-Model for a wider focus area (Target Area “A” shown on Figure 1) and a more refined 3D Massing-Model for approximately 400 buildings located in Target Area “B” as shown in Figure 2. Pending review of the responses to this RFQ, the boundaries of initial project study area will be finalized.¹



Figure 1 – “Target Area A” for Downtown Portsmouth’s Baseline 3D Massing-Model

¹ Note that Target Area “C” (shown in Figure 3) has been added to the Scope of Work as an optional task pending review of the responses.

CITY STAFF SUPPORT

City staff in the Department of Public Works will organize the baseline data and provide this to the consultant and will also assist with implementation, management, and long-term maintenance of the system. The Principal Planner in the Planning Department will manage the project and a member(s) of the HDC will provide additional project oversight and assistance. The city will also provide complete and current copy of the geodatabase information for all buildings within the target areas as well as all supplemental data available (i.e. plans and files) for any buildings added since 2006.

SCOPE OF WORK

The scope of work for the project includes developing a:

- 1) Baseline 3D Area Massing-Model for all the principal buildings within Target Area “A” as shown in *Figure 1*; and,
- 2) Low-Density Textured 3D Massing-Model for all the buildings shown in Target Area “B” shown in *Figure 2*.



Figure 2 – “Target Area B” for Downtown Portsmouth’s Low-Density Textured 3D Massing-Model

As an optional task, the city is encouraging consultants to also provide low-density textured buildings for all the areas included in Target Area “C” shown in *Figure 3*. Responses that include this additional task within the Scope of Work and proposed budget for this Project are strongly encouraged.

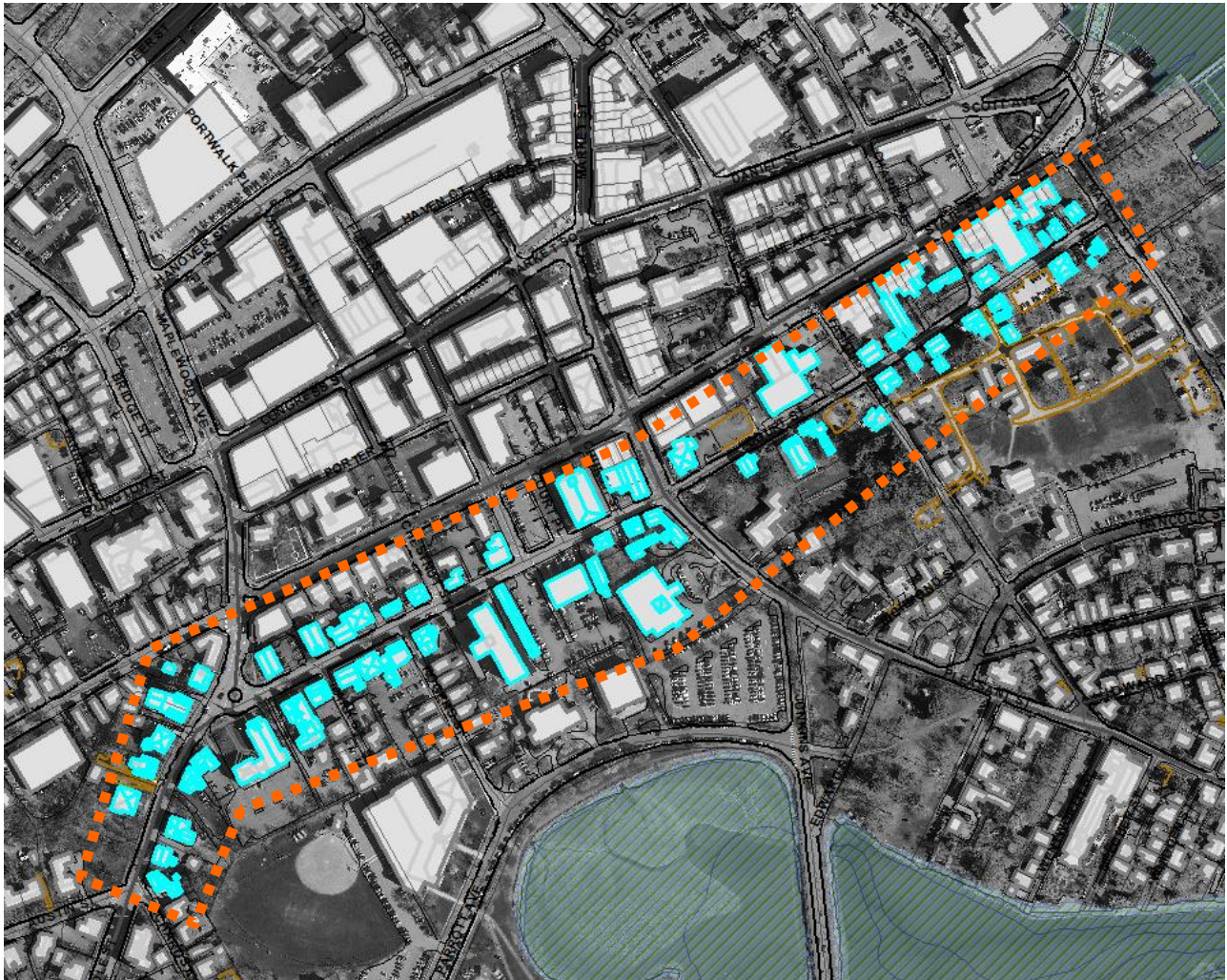


Figure 3 – Optional Task - “Target Area C” for Downtown Portsmouth’s Low-Density Textured 3D Massing-Model



Figure 4 – Examples of Area Modeling and Low-Density Texturing

Using the City's GIS geodatabase as baseline information, proposals for developing the 3-D Massing Model shall include the following tasks:

Task 1 – Data Evaluation and Collection:

- i. *Software and File-Format Compatibility* - The consultant shall coordinate with the City to determine the software requirements to import the 3D Massing-Model into a format compatible for ESRI City Engine. Additionally, the consultant shall coordinate with the IT Department and GIS Coordinator and assist the city to initialize a city-hosted, cloud-based web-site application that would be available to local officials and the public.
- ii. *Data Evaluation* - The consultant shall coordinate with the City's GIS Coordinator to evaluate the existing geodatabase information available from the City as well as any hard copy plans, images and other available data for any buildings added to the 2006 Baseline GIS data.
- iii. *Data Collection* - The consultant shall coordinate with the City's GIS Coordinator to collect electronic and or hard copies of any and all data needed for development of the 3D Massing-Model.

Deliverable(s) – A protocol for developing the city's cloud-based website application and an updated geodatabase that includes building heights and footprints for all buildings that have commenced construction by December 31, 2013.

Task 2 - Building the Baseline 3D Area Massing-Model:

- i. *Automated Modeling* – The consultant shall develop an accurate and scalable 3D Area Massing-Model (see example in Figure 4) for all the principal buildings located within Target Area A (as shown in Figure 1).
- ii. *Semi-Automated Modeling* – The consultant shall refine the 3D Massing-Model as needed by adding buildings and site attributes that have changed since the 2006 Baseline GIS data.

Deliverable(s) – A 3D Area Massing-Model that is fully integrated with the City's "City Engine" ESRI software showing all principal buildings located within Target Area "A".

Task 3 - Building a Low-Density 3D Textured Massing-Model for Target Area "B":

- i. *Building Texturing* - The consultant shall apply texturing to the buildings shown in Target Area "B" (as shown in Figure 2). The consultant shall use photo texturing (through aerial imagery and/ or street level photographic images to develop a Low-Density 3D Textured Massing-Model (as example shown in Figure 3).

Deliverable(s) – A Low-Density 3D Textured Massing-Model that is fully integrated with the City's "City Engine" ESRI software showing all principal buildings located within Target Area B. The consultant shall also provide the city with any and all photographic data used to develop the Low-Density 3D Textured Massing Model.

Task 4 - Installing the 3-D Massing-Model:

- i. *Integration and Installation* - The consultant shall provide technical assistance to the City's IT Department for the initial installation and integration of the 3D Massing Models into the City's GIS.
- ii. *Staff Training* - The consultant will be responsible for providing at least one on-site training session with the GIS and Planning Department Staff.
- iii. *Maintenance Protocol*- The consultant will be responsible for providing a long-term maintenance protocol for insertion of new buildings into the 3-D Massing-Models. Importantly, the city will also require a file import/export protocol that will facilitate the seamless integration of new building data from outside, third-party, project designers into the 3-D Massing-Model.

Deliverable(s) – A maintenance protocol, including technical specifications, for editing the data as well as for the addition of new buildings into the City's 3D Massing Models.

Task 5 – Low-Density 3D Textured Massing-Model for Target Area “C” (Optional):

- i. *Building Texturing* - The consultant shall apply texturing to the buildings shown in Target Area “C” (as shown in Figure 3). The consultant shall use photo texturing (through aerial imagery and/ or street level photographic images to develop a Low-Density 3D Textured Massing-Model (as example shown in Figure 3).

Deliverable(s) – A Low-Density 3D Textured Massing-Model that is fully integrated with the City's “City Engine” ESRI software showing all principal buildings located within Target Area “C”. The consultant shall also provide the city with any and all photographic data used to develop the Low-Density 3D Textured Massing Model.

PROJECT SCHEDULE

The selected consultant shall be expected to begin work within two weeks of contract signing and complete all tasks in their entirety by July 1, 2014.

FUNDING

This project is funded through an appropriation from the City and will be administered by the Portsmouth Planning Department. The total estimated budget available for this project is \$50,000. Project work must be completed in accordance with all applicable statutes, laws, and regulations.

SUBMITTAL REQUIREMENTS

Statements of Qualifications shall include the following:

- A. Project Understanding: Provide a statement (not to exceed 3 pages) summarizing how the consultant and/or project team is particularly qualified for this project. This statement should demonstrate familiarity and experience with the City's proposed scope of work.
- B. Firm Description: Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.
- C. Project Team: Provide names and resumes of key staff who will be assigned to the project. Each team member's education and qualifications shall be listed. The project manager shall

be clearly identified. If different consultants will be teaming together, indicate the lead consultant.

D. Comparable Projects: Summary of similar projects in progress or completed, with the following information for each code:

- a. Reference name, with current contact information;
- b. Current status of project (drafting in progress, drafting, completed);
- c. Client type (clarifying role of private sector client, if any);
- d. Size and scale of geographic area; and
- e. Level of detail included in the 3-D Massing Model.

E. Sample Product: Please include one or more sample products.

Submittals shall be printed on two sides of the page and shall not have a plastic cover. Four (4) hard copies and a digital copy of the proposal in a PDF format shall be submitted.

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EVALUATION CRITERIA

Submittals will be evaluated according to the following:

1. Responsiveness to submission requirements and Scope of Work. 20 points
2. Qualifications of firm and project team members. 40 points
3. Previous related work. 40 points

The City will evaluate all submittals to determine which Consultants have the experience and qualifications that are most suited for this project. The City may request interviews with the highest-ranked Consultants and/or may request one or more prospective Consultants to submit detailed proposals, which may include the following:

1. Detailed description of the methodology being proposed.
2. Detailed work program.
3. Methods the Consultant proposes to use to manage the project and communicate with City Staff.
4. Hourly rates (inclusive of overhead and profit) for personnel or personnel categories.
5. Data and deliverables expected to be provided by the City.

CONTRACT DOCUMENT

Upon selection, the selected Consultant 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 will enter into negotiations with the next highest ranking firm.

QUESTIONS AND ADDITIONAL INFORMATION

Requests for additional information should be directed to Mr. Nicholas J. Cracknell, Principal Planner, in the City of Portsmouth Planning Department (603) 610-7328 or by e-mail at njcracknell@cityofportsmouth.com. The deadline for questions and requests for additional information is February 12th, 2014 at 2 pm. Answers will not be sent directly to interested parties. Written answers to questions will be posted on the City of Portsmouth website under the project heading in the form of an addendum.

INDEMNIFICATION AND INSURANCE REQUIREMENTS

The Contract will require the Consultant to agree to pay on behalf of and hold harmless the City of Portsmouth for all claims arising in whole or in part from its work on behalf of the City.

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.

RESERVATION OF RIGHTS

The City of Portsmouth reserves the right to reject any or all submittals, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

The City further 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. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the City of Portsmouth.