

**City of Portsmouth
Portsmouth, New Hampshire
Public Works Department
RFP #53-15
REQUEST FOR PROPOSAL**

**DESIGN ENGINEERING SERVICES
CONCEPTUAL DESIGN OF THE MECHANIC STREET PUMP STATION AND
DEVELOPMENT OF A SITE MASTER PLAN**

INVITATION

Sealed Proposals, plainly marked “RFP #53-15, Conceptual Design of the Mechanic Street Pump Station and Development of a Site Master Plan” (the “Project”) 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 pm on April 1, 2015. In a separate sealed envelope within the proposal envelope, enclose a cost proposal for the proposed scope of work, plainly marked “RFP #53-15, Conceptual Design of the Mechanic Street Pump Station and Development of a Site Master Plan – Cost Proposal”.

MANDATORY PRE-PROPOSAL MEETING

There will be a mandatory pre-proposal meeting on March 19, 2015 at 10:00 a.m. at the City of Portsmouth’s Conference Room A, Located at City Hall on 1 Junkins Avenue, Portsmouth, NH 03801. All firms will have an opportunity to ask questions and attend a site visit to the pump station at this meeting.

FUNDING

This effort will be funded by wastewater enterprise revenues.

PROJECT BACKGROUND/PURPOSE

The City of Portsmouth’s Department of Public Works is requesting proposals from consulting engineering firms who are on NHDES roster of pre-qualified consulting engineers and architects to provide preliminary design engineering and architectural services for the Project which includes two main elements: 1) preliminary building and site design for the Mechanic Street Wastewater Pumping Station; and 2) preliminary building and site design for the abutting city-owned waterfront parcels. The City recently purchased the property adjacent to the existing Mechanic Street Pump Station. This Project will include the area shown in *Exhibit 1 – Existing Conditions* which includes the existing pump station property, the former Lobster Pound and associated pier property within the riverfront area as well as the abutting undeveloped lot adjacent to Peirce Island Road.

The first element of the Project includes development of the proposed site and mechanical layout for a comprehensive upgrade to the City’s largest pump station. The Mechanic Street Pump Station is located on 113 Mechanic Street off of Peirce Island Road Bridge. This station is

approximately 50 years old and consists of duplex 22 million gallon per day (mgd) Davis EMU dry pit submersible pumps as well as a single 12 mgd backup pump in a submersible application., the preliminary design of the new pump station will need to consider the potential to relocate a new station adjacent to the existing station on the open lot abutting Peirce Island Road. Consideration must take into account ways to improve the station's exterior appearance to reduce or minimize adverse impacts to the surrounding historic neighborhood or the Historic District as a whole.

The second element of the Project includes refinement of the wide range of possibilities for improvements to the buildings, piers, docks and open spaces located along the waterfront. Integral to determining the final design and programming for the Project an inclusive and collaborative public outreach and input process will be necessary. As an initial concept plan for the Property, the City has provided two conceptual-level waterfront improvement plans and renderings based on a set of preliminary project goals for the project (see Exhibits 2 and 3). The preliminary goals for the Project include, but are not limited to, the following:

- Preserve Portsmouth's distinct working waterfront with both water-dependant uses like fishing and boating and water-related activities such as small-scale retail or restaurant uses;
- Enhance public access to and along the waterfront;
- Improve harbor views to and along the waterfront;
- Develop new public recreational opportunities that are connected and support existing programming at Prescott Park;
- Design conceptual-level plans and/ elevations showing new buildings or alterations to existing buildings that are sensitive and complementary to the surrounding historic structures;
- Minimize any adverse impacts of the proposed infrastructure improvements on the abutting properties and the surrounding historic neighborhood; and
- Minimize maintenance and long-term operational costs of the Project to the City.

SCOPE OF WORK

There are two primary elements of this Project. The first includes the conceptual design and relocation of the Mechanic Street Wastewater Pumping Station and the second includes the development of an integrated Site Master Plan for all three parcels identified in Figure 1. Within the context of designing the proposed pumping station layout (including building, access and parking) the associated waterfront improvements will be developed to identify the use of the remaining land area. The scope of work is anticipated to include, but not be limited to, the following:

A. General:

- Project kickoff meeting with the City of Portsmouth for proper identification of project scope, public outreach strategy and overall expectations.
- Kickoff meeting with stakeholders to identify roles and responsibilities, exchange of ideas and establish milestone dates for additional meetings or exchange of ideas.

B. Conceptual Design of the Proposed Mechanic Street Pump Station:

- Develop a minimum of three proposed pump station configurations for the City's consideration.
 - Layouts shall incorporate the proposed pump configuration (quadraplex or other) recommended and agreed to by the City to meet the hydraulic requirements of the pump station. The City will provide flow data for the consultants use in conceptual level pump sizing.
 - Layouts should include conceptual-level plans and sections of proposed layouts with allowances for mechanical, process, HVAC, electrical facilities, and other necessary facilities.
 - It is anticipated that the standby emergency generator and odor control equipment will be located inside the proposed pump station.
- Develop a minimum of three proposed architectural facades for the City's consideration. The architectural facades shall include different exterior architectural design and/or materials so that the proposed pump station meets the operational needs as a wastewater pump station and fits in with the architectural characteristics of the surrounding neighborhood buildings.
- Develop the pump station specific site plan with access and layout required to operate and maintain the pump station in a way that minimizes impact or compliments the proposed use developed as part of the overall Site Master Plan. The pump station specific site plan needs to include a sustainable design with consideration for supporting utilities (electrical, natural gas, communications, water, etc.), influent gravity sewer modifications and the new discharge force main connection to the existing force main. Work with the City to select a proposed configuration and architectural façade to be incorporated into the overall Project. Prepare a conceptual design report for pump station.
- Work with the City to present the selected design to the Historic District Commission.

C. Development of a Site Master Plan:

- Conduct the first public meeting to refine the public goals for the Project and explore initial ideas and feedback to the concept plan for reuse and improvements along the waterfront.
- Conduct a second public meeting to present at least three different conceptual-level building and site layouts showing the proposed pump-station and the associated waterfront-related improvement plans.
 - The plan(s) shall include provisions for new, reconstructed or repurposed buildings on the site, parking, seating areas, docks, piers, and other waterfront-related activities.
 - The plan(s) should include a conceptual level floor-plan(s), site plan and details for any site amenities as well as an inventory of all permitting requirements and a description of how the plan(s) integrate with the state wetland permitting requirements.

- Conduct a third public meeting to refine and finalize the conceptual Site Master Plan.
- Identify all necessary permit applications needed to implement the Site Master Plan and suggest any amendments or alternative design plans that may be required by the permitting agencies to secure the necessary permits.

The final scope of work will be negotiated with the selected consultant prior to execution of a contract.

AVAILABLE INFORMATION

The following information will be made available to the consultant(s), at the pre-proposal meeting, for the purpose of developing the proposal:

- Mechanic Street Pumping Station Flow Data
- “95 Mechanic Street Property Purchase Recommendation” presentation to Portsmouth City Council on March 3, 2014
- Waterfront Engineers LLC, “95 Mechanic Street Waterfront Structures Assessment”
- StoneHill Environmental, Inc. “Transaction Screen Environmental Assessment Report, 95 Mechanic Street, Portsmouth, NH.”
- Maps, GIS, Historic Survey Forms
- Pump station studies and record drawings

ENGAGEMENT OF THE ENGINEER

A. Required Contents of the Proposal

A sealed proposal, plainly marked “RFP #53-15, Conceptual Design of the Mechanic Street Pump Station Plan and Development of a Site Master Plan - Proposal” on the outside of the envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until 2:00 pm on April 1, 2015. Five (5) copies of the proposal shall be submitted and include the following information:

1. 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 Wastewater Division’s design and operations
- b. Pump Station Design
- c. Waterfront Planning and Design

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).

2. Project Team:

List each member of the proposed Project Team along with their:

- a. Firm affiliation
- b. Area of specialty
- c. Office location
- d. Total years of experience
- e. Years with current firm
- f. Specific involvement/role in projects used as references

One member of the Project Team must be assigned as the Project Manager that will act as the primary client contact and who shall be involved in day to day management of the Project. All resumes shall be included and limited to a maximum of two pages per team member.

3. Project Understanding and Approach:

The Consultant(s) shall state in succinct terms their understanding of what is required by this Request for Proposal. Describe in narrative or outline form the consultant’s approach and technical plan for accomplishing the work of this RFP including the following:

- Describe the sequential tasks to be used to accomplish this project
- Indicate all key deliverables
- Describe the responsibilities of each person on the project team
- Describe your public input and outreach strategy
- List the portion of the work to be subcontracted
- Include a list of information required or tasks to be completed by City staff.

Project Schedule: Provide a schedule for completing each task in the Scope of Work, including deadlines for preparing project deliverables.

4. 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 man-hours to complete the project. Do not include any fee associated with the level of effort in the proposal.

In a separate sealed envelope within the proposal envelope, enclose a cost proposal for the proposed scope of work, plainly marked “RFP #53-15, Conceptual Design of the Mechanic Street Pump Station Preliminary and Development of a Site Master Plan – Cost Proposal”.

B. Ranking of Proposal

Each proposal will be reviewed and ranked according to the following criteria:

- | | |
|---|----------------------|
| a. Firm’s experience successfully completing similar projects and individual Project Team member experience | Maximum of 30 points |
| b. References indicating successful projects of this type | Maximum of 20 points |
| c. Understanding and approach to project | Maximum of 40 points |
| d. Quality of proposal package | Maximum of 10 points |

SCHEDULE

The project is anticipated to start in May 2015. Final schedule will vary based on the negotiated scope and work tasks, especially as they pertain to the public process involved with this project.

CITY ROLE

City staff will be responsible for administering the project. Representatives of the City's Public Works and Planning Departments will provide input and assistance with any necessary field work and review all deliverables from the effort. The primary contact at the City will be Terry Desmarais, City Engineer Water and Sewer Divisions.

SELECTION AND CONTRACT DOCUMENT

Upon review of all responsive proposals using the criteria outlined above, the City may select up to three (3) firms to interview. Following interviews, the Cost Proposal of the highest ranking firm will be opened and the firm will be invited to negotiate a final Scope of Services and fee 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. The City reserves the right to negotiate directly with the firm(s) selected for additional project work.

RESERVATION OF RIGHTS

The City reserves the right to undertake such investigation as it deems necessary to evaluate the proposals of the firm and to evaluate the proposal submitted. Firms may be requested to execute releases for information. Failure to provide a release upon request will result in disqualification.

The City of Portsmouth reserves the right to negotiate additional work including, but not limited to, preliminary design, final design and construction engineering services.

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 and to negotiate the terms and conditions of any proposal leading to execution of a contract.

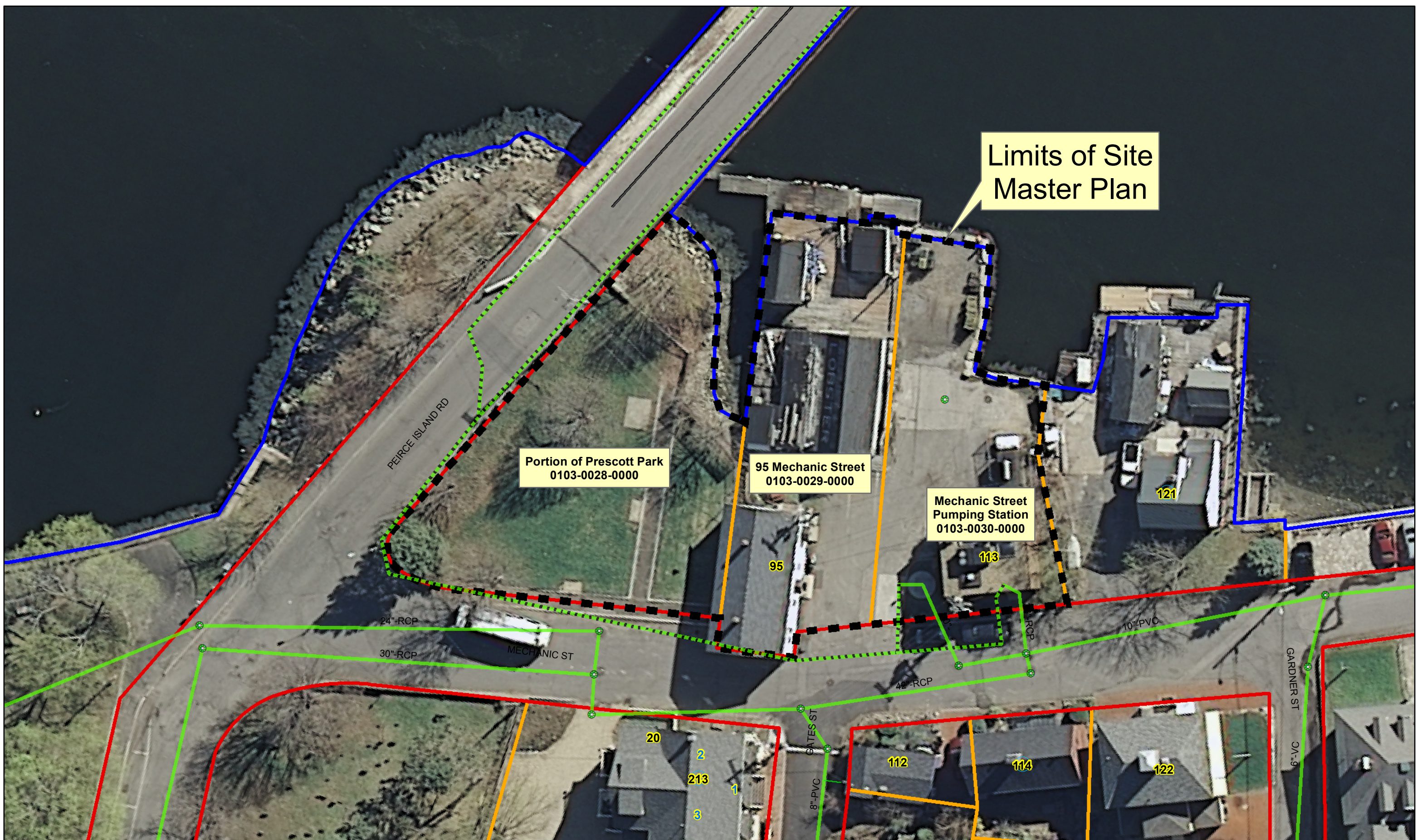
ADDITIONAL INFORMATION

Requests for additional information should be directed to Terry Desmarais, City Engineer at (603) 766-1421 or by email to tlidesmarais@cityofportsmouth.com. Addenda to this request for proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at the City's web site at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Firms submitting proposals should check the web site daily for addenda and updates after the release date. Firms

should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

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 coverage shall be subject to contract negotiations.



The City of Portsmouth provides these Geographic Information System maps and data as a public information service. Every reasonable effort has been made to assure the accuracy of these maps and associated data. The maps and data being provided herein are intended for informational purposes only. No guarantee is made as to the accuracy of the maps and data and they should not be relied upon for any purpose other than general information.

Legend

- Sewer Gravity Mains
- City Force Main

1 inch = 30 feet



Figure 1: Existing Conditions

Map prepared by Portsmouth Department of Public Works

02/03/2015