

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

RFP #61-14

**REQUEST FOR PROPOSALS
CONSTRUCTION OVERSIGHT SERVICES**

AFRICAN BURYING GROUND MEMORIAL PARK

The City of Portsmouth, New Hampshire (“Owner”) seeks Proposals for construction oversight services for the African Burying Ground Memorial Park on Chestnut Street between Court and State Streets in Portsmouth, NH. Sealed Proposals, plainly marked RFP #61-14, “Construction Oversight for the African Burying Ground Memorial Park” 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, March 27, 2014.**

The scope of work will include providing pre-construction services and construction oversight on behalf of the City of Portsmouth necessary to complete the African Burying Ground Memorial Park. The firm sought under this request will serve as the City’s Construction Clerk for the project and collaborate closely with the City to coordinate the City’s other consultants on this project including the Project Artist, Landscape Architect and Archaeologist. The City is currently in the process of selecting a general contractor or construction manager to complete the project. This work includes the creation of a Memorial over a burying ground that was in use as early as 1705 and, over time, was paved over, built over and forgotten. It is now known to be the burying site of as many as two-hundred African and African descended individuals, likely both enslaved and free who lived in Portsmouth from its earliest days. Previously exhumed remains will be reinterred in a custom vault as part of the project work. The work will include partial demolition and sitework; extensive masonry and detailed stonework; installation of outdoor sculptural components and related memorial components; and associated roadway, drainage, electrical, and landscaping work.

The Request for Proposal packages may be obtained from the City’s web site at www.cityofportsmouth.com, Questions may be addressed to the Purchasing Coordinator by calling 603-610-7227. Addenda to this document, if any, 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 proposals, to waive technical or legal deficiencies, or to negotiate without further process any contract as may be in the best interest of the City.

PART 1 – INTRODUCTION

Selection Process

The scope of work will include providing pre-construction services and construction oversight on behalf of the City of Portsmouth necessary to complete the African Burying Ground Memorial Park. The firm sought under this request will serve as the City's Construction Clerk for the project and collaborate closely with the City to coordinate the City's other consultants on this project including the Project Artist, Landscape Architect and Archaeologist. The City is currently in the process of selecting a general contractor or construction manager to complete the project. Project plans can be reviewed by access the Request for Qualifications for Construction Services (RFQ #58-14) at cityofportsmouth.com.

Project Background and Purpose

In 2003, a series of coffins were revealed during infrastructure upgrades in the heart of downtown Portsmouth. Through archaeology and DNA analysis the City confirmed the site was at one time a segregated burying place for Africans and their descendents (likely both enslaved and free) and that as many as 200 individuals are buried below. Their names are unknown. The site was in use from the early 1700s through to the 19th century during which time it was paved over, built over and forgotten.

The Portsmouth community, including members of the African-American community, the City Council and the African Burying Ground Committee chose to close this public street to through traffic and honor those buried there by transforming this downtown City block into a public place of reverence, reflection, and learning. Working with two nationally recognized and accomplished design professionals, the community created a vision for memorializing the site: the African Burying Ground Memorial Park, *We Stand in Honor of Those Forgotten*. A multi-year, grassroots, volunteer led effort to raise the needed funds to implement the community's goal is nearly complete.

This project has attracted support, interest, artistic and academic inquiry, and funding from throughout New England and the United States. This site is the only archaeologically-authenticated Colonial era African burial site in all of northern New England and, on a smaller scale, is comparable to the African Burying Ground and National Monument in lower Manhattan. Additional background materials can be found on the website for the African Burying Ground Memorial Park: www.africanburyinggroundnh.org.

Special Construction and Site Sensitivity

The Project Work will take place over an early 18th century burying place. Appropriate sensitivity to the historical, cultural and social significance of this site will be required of all project contractors and partners through the Project Work. In recognition of the site's importance and the multiple burials that have been previously identified and others that documentary evidence and other scholarship has indicated are present, specific design parameters were established by the State Archaeologist and used in the creation of the Construction Drawings and Specifications, which have been approved by the State Archaeologist in accordance with State Law. The Plan set is in compliance with these requirements. The project design and planned methods of construction ensure that no human remains will be disturbed as part of project

construction per the direction of the State Archaeologist. In general, no excavation of the project site is permitted beyond the removal of existing asphalt surfacing, except in those areas clearly delineated on the plan that have been previously disturbed except in specific areas where hand digging will be permitted under the supervision of the City's Construction Clerk according to project protocols to be developed. Compliance with site protocols for digging and monitoring project work will be coordinated by the General Contractor and the City's Construction Clerk during preconstruction. The City of Portsmouth will retain a project Archeologist to provide hand digging and monitoring during excavation of critical areas.

The project Plans create a Memorial at the site in addition to the stabilization of an archaeological resource and historic burying ground. As a result, unique works of outdoor sculptural components have been included along with site furnishings and hardscape components that are critical to the unified design concept of the Memorial. This specialized masonry work is a critical component to project success as well as the successful implementation of other critical and custom memorial components. Critical granite and stonework includes the bluestone surfacing, granite seat and retaining walls, extensive curbing and associated tip-downs and the flush engraved granite band stretching through the site. Other critical elements include the decorative railing at the Court Street end, the below grade custom concrete burial vault, and drainage system installation for examples.

Anticipated Schedule

It is anticipated that project work, (including pre-construction services and contractor selection assistance) will begin in spring year 2014. On site construction is anticipated to begin in 2014; a final construction schedule is yet to be determined.

Scope of Work

The firm sought under this request, will serve as the City's Construction Clerk for the project and collaborate closely with the City to coordinate the City's other consultants including the Project Artist, Landscape Architect and Archaeologist. Contractor will be responsible for providing the following services:

1. Perform pre-construction services, including providing input on final design details and recommendations for potential cost saving opportunities as well as development of digging protocols and construction management plans;
2. Assist City with contractor selection process;
3. Provide on-site monitoring at critical demolition and construction stages and at other times as needed;
4. Monitor adherence to the project's construction management plan and archaeological protocols;
5. Review pay requisitions and make recommendations to the City;
6. Coordinate timely shop drawing review with the contractor and landscape architect as well as the project artist and project archaeologist (as applicable) and perform related construction oversight duties;
7. Attend and participate in meetings with the City's consulting team, general contractor, project abutters and other agents as necessary throughout the design and construction processes;
8. Maintain and distribute minutes of all meetings with the City and Architect in a timely manner; and

9. Coordinate with City on all funder requirements and record keeping as determined by the City.

CITY ROLE

The City's Director of Public Works, or his designee, will be responsible for directing the consultant's work and overseeing construction of the project.

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, one-page 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, specify who is proposed to serve as the project's Construction Clerk. Each team member's education and experience shall be listed, and relevant previous experience of the Construction Clerk shall be specified.
- C. Statement of project understanding- The firm 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 plan for accomplishing the work listed herein. 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.
- E. A proposal price shall be provided.
- F. Three (3) references, including current contact name and phone number for similar projects with which the Construction Clerk was involved.
- G. Hourly rates of project personnel shall also be provided.

Six (6) copies of the proposal shall be submitted.

Sealed Request for Proposals, plainly marked RFP #61-14, "Construction Oversight for the African Burying Ground Memorial Park," 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, March 27, 2014.

EVALUATION CRITERIA

Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements (5 points).
2. Qualifications of firm and Construction Clerk designee. Particular attention will be given to the relevant experience and ability of the Construction Clerk designee to work on complex projects in dense urban settings with sensitive archaeological issues impacting construction (50 points).
3. Ability of firm to provide additional services (engineering) to the project in order to address project issues that may arise (5 points).

4. Understanding of project goals and issues and significance of the archaeological resources and requirements for its protection; including experience in working with cultural resources underground in Portsmouth (15 points).
5. Previous experience of Construction Clerk designee in managing multiple project stakeholders and consultants representing various disciplines (15 points).
6. Proposal price (10 points).

CONTRACT DOCUMENT

Upon completion of the evaluation process, the City will attempt to negotiate a final Scope of Services and Fee with the highest ranking firm. If the City is unable to reach an agreement with the highest ranking firm, the City reserves the right to negotiate with the next highest ranked firm until an agreement is reached.