

CITY OF PORTSMOUTH, NH
DEPARTMENT OF PUBLIC WORKS

RFP 24-17
Fire Station 3 Renovations Design Build

Sealed Requests for Proposals, plainly marked "RFP#24-17 Fire Station 3 Renovations Design/Build" 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 Monday May 22, 2017.

There will be a **mandatory pre-proposal meeting Tuesday May 2, 2017 at 1:00 p.m.** at Fire Station 3, 127 International Drive. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms who do not attend the mandatory pre-proposal meeting.

SCOPE OF WORK:

The City of Portsmouth's Department of Public Works is requesting proposals from qualified design/build entities to provide renovations at Fire Station 3 that include architectural, structural, mechanical, and site improvements. The project is intended to provide a public entrance and foyer, increase the size of the apparatus bay, and reconfigure living /bath areas to provide gender separation and to separate living quarters from the apparatus bay. Site work will include the design of drainage improvements at the rear personnel entrance.

Addenda to this RFP, 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 proposals, to waive technical or legal deficiencies, to accept any proposal and to negotiate such terms and conditions of any proposal that may be in the best interest of the City.

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

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

PRE-PROPOSAL TIMELINE

There will be a **mandatory pre-proposal meeting on Tuesday May 2, 2017 at 1:00 p.m.** at Portsmouth Fire Station 3, 127 International Drive in Portsmouth. All proposers will have an opportunity to ask questions at this meeting. No proposals will be accepted from firms who do not attend the mandatory pre-proposal meeting.

Bidders must determine the quantities of work required and the conditions under which the work will be performed. All questions regarding this RFP should be submitted by email to Dan Hartrey, Project Manager at djhartrey@cityofportsmouth.com. Questions will be accepted until **4:30 p.m. Monday May 8, 2017.**

Answers to questions will be posted as an Addendum by **1:00 p.m. Friday May 12, 2017.** All questions, and their respective answers, raised during the RFP process will be available on-line at the Purchasing website <http://www.cityofportsmouth.com/finance/purchasing.htm>. Addenda will not be sent directly to proposers.

Documents are not available for pickup. Specifications may be obtained at the City’s website: <http://www.cityofportsmouth.com/finance/purchasing.htm>

BASIS OF DESIGN

Please refer to **ATTACHMENT A**, Fire Station 3 Schematic Plan, for reference. It is the City’s intent to update and improve the station constructed in 1955 to accommodate current needs as follows:

1. Increase the depth of the apparatus bay to accommodate modern firefighting equipment.
2. Improve public access by creating entrance and foyer on International Drive
3. Maximize insulation opportunities in building envelope.
4. Reconfigure the interior spaces to provide safe and sanitary living areas that are isolated from the apparatus bay and provide gender separation.
5. Provide ventilation solutions to air quality issues in the living areas that originate in the apparatus bay and gear room.

6. Improve drainage at the rear of the station to eliminate flooding in the living quarters during rain events.

MEETINGS

1. The D/B Team shall meet with City of Portsmouth (CoP) representatives at a “kickoff” meeting that will identify program and building requirements to be incorporated into a Preliminary Design.
2. A second meeting will be held where the consultant will present the Design Development Drawings for review.
3. A third meeting to present 100% Draft Construction Documents.
4. The consultant shall be responsible for recording the events of all meetings and distributing them to the CoP.
5. The consultant shall be responsible for recording the events of these meetings and preparing minutes with a summary of action items for distribution. The consultant’s project manager shall take the lead in setting project meeting dates with COP staff.

FIELD VISITS

Conduct field visits as necessary during the design phase and meet as needed with the Project Manager and Fire Department representative on site to review and discuss project design issues.

PERMITTING

Contractor is to obtain all necessary permits for the work. The City is responsible for any and all permit fees.

DESIGN DEVELOPMENT

Preliminary Design Plans & Opinion of Cost

Based on input received from CoP including **ATTACHMENT A**, the DB Team will develop preliminary design plans for the renovations and drainage improvements. The preliminary plan shall address mechanical, electrical, plumbing requirements for the proposed work. The preliminary plan shall address grade and drainage design at the rear of the station, and identify any coordination with utilities necessary to construct the project.

Design Development architectural and engineering plans shall be of sufficient quality and size to provide an estimate of project cost.

CONSTRUCTION DOCUMENTS

Construction Plans and Specifications:

1. After approval of the Design Development Plans, the DB Team will develop Construction plans, specifications and revised final cost estimates for the Project and present them for final review and approval by CoP, and make any needed revisions following that review.
2. The consultant shall electronically submit original construction plans, estimate and specifications in addition to 1 set of bound plans and a Project Manual containing all technical information at a level of detail which can be used for an Operations and Maintenance Manual

3. A Professional Architect/Engineer licensed in the State of New Hampshire shall stamp all plans.

Permitting

Develop and prepare all necessary permit applications, and attend regulatory board meetings as needed. The City is responsible for any and all permit fees. This includes completion and required research and documentation associated with the appropriate NEPA checklist. The consultant will coordinate and prepare all requisite permit applications to support drainage improvements. Depending on the square footage of the disturbed area and location of impacts, permits and approvals required for this project may include Wetland and Alteration of Terrain State Permits as necessary.

PROJECT SCHEDULE

All Drawings shall be submitted to the CoP Project Manager. Design Deliverables and Construction shall be completed in accordance with the following schedule:

1. Design Development Documents:
 - DB Design Development Documents submitted no later than 30 calendar days after award.
 - COP Review and written comments completed no later than 10 calendar days after submission of DB Design Development Documents.
2. 100% Draft DB Construction Documents:
 - Work on Construction Documents shall continue during the Design Development Documents review and once Design Development review comments are received they shall be addressed and incorporated in the Construction Documents.
 - 100% Draft DB Construction Documents and written responses to the CoP Review Comments submitted no later than 10 calendar days after submission of DB Design Development Documents.
 - CoP Review completed no later than 10 calendar days after receipt of 100% Draft DB Construction Documents.
3. Complete Stamped and Signed DB Construction Documents:
 - Complete Stamped and Signed DB Construction Documents and written responses to the COP 100% Draft DB Construction Document review comments submitted no later than 10 calendar days after receipt of COP 100% Draft DB Construction Document review comments.
4. Construction:
 - Construction completed no later than 120 calendar days after award of the contract.
5. As-Built Drawings:
 - As- Built Drawings completed no later than 21 calendar days after Project Completion.

CITY ROLE

Public Works staff will assist the Fire Department in administering the project and overseeing the DB Contractor's work on this project. Representatives of the City's Fire and Public Works Departments will review plans and other documents prepared by the consultant.

SUBMITTAL REQUIREMENTS

Proposals shall be submitted in two separate parts- technical proposal and fee proposal include the following and shall be organized using each of the above required elements as section headings:

Technical Proposal

- A. Firm Description-
Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and satellite office proposed to handle this project.
- B. Project Team- Provide names and resumes of key design and construction professionals who would be assigned to the project. Each team member's education and experience shall be listed. The project manager shall be clearly identified and a description of his/her relevant previous projects listed.
- C. Scope of Services- Describe in narrative form the consultant's approach and technical 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. The Consultant shall submit a schedule for completing the scope of work for design.
- D. Conceptual Rendering of potential façade options.
- E. Three (3) references, including current contact name and phone number for similar projects.
- F. Five (5) copies of the proposal must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions. Proposer shall include an electronic PDF copy of their proposal (no Price Proposal).

Fee Proposal

- A. A. In a separate envelope labeled "**Fee Proposal RFP#24-17**" budget itemized by task and a total project cost stated as a firm fixed fee. Include assumed hours per task and hourly rates for project staff. The Fee Proposal Form is attached as **Attachment B**.

EVALUATION CRITERIA

Proposals will be evaluated initially according to the following:

1. Responsiveness to submission requirements.
2. Qualifications of firm and project team members. Particular attention will be given to the experience and demonstrated ability of the project manager to complete all project tasks.
3. Previous related work.
4. Understanding of required project work and schedule.

Upon review of all responsive proposals using the criteria outlined above, the City may select up to three (3) firms to interview.

The fee proposals for the firms to be interviewed will be opened prior to interviews and may be the subject of questioning. Following interviews, the Fee 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.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal, and to negotiate such terms and conditions of the final contract as it may be in the best interest of the City.

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. 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.

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.

The Consultant will be required to maintain commercial, automobile and professional liability insurance in commercially reasonable amounts. Consultant will be required to indemnify the City for Consultant's negligent acts in performance of the Contract.

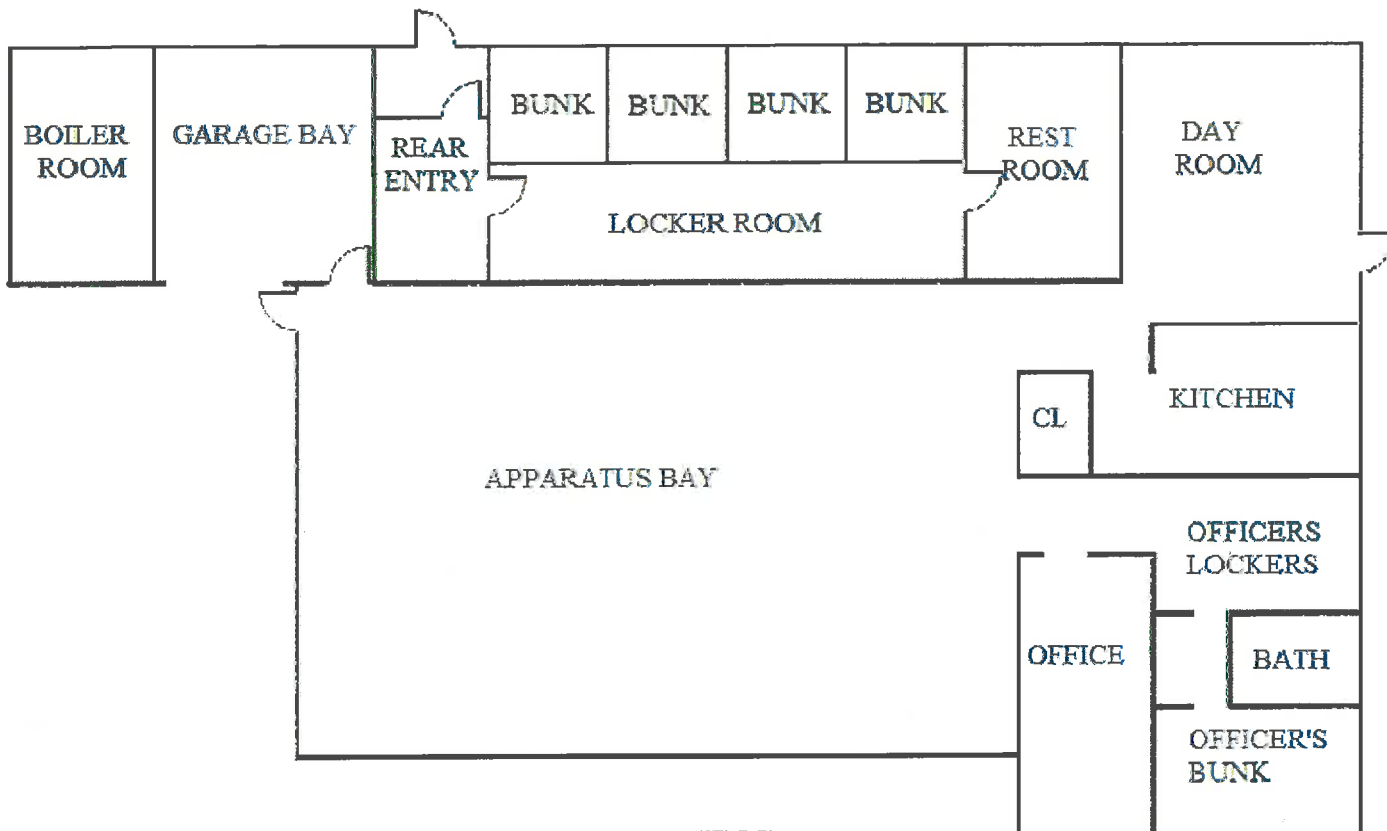
If the City is unable to reach agreement with the highest ranking firm, the City may enter into negotiations with the next highest ranking firm.

ADDITIONAL INFORMATION

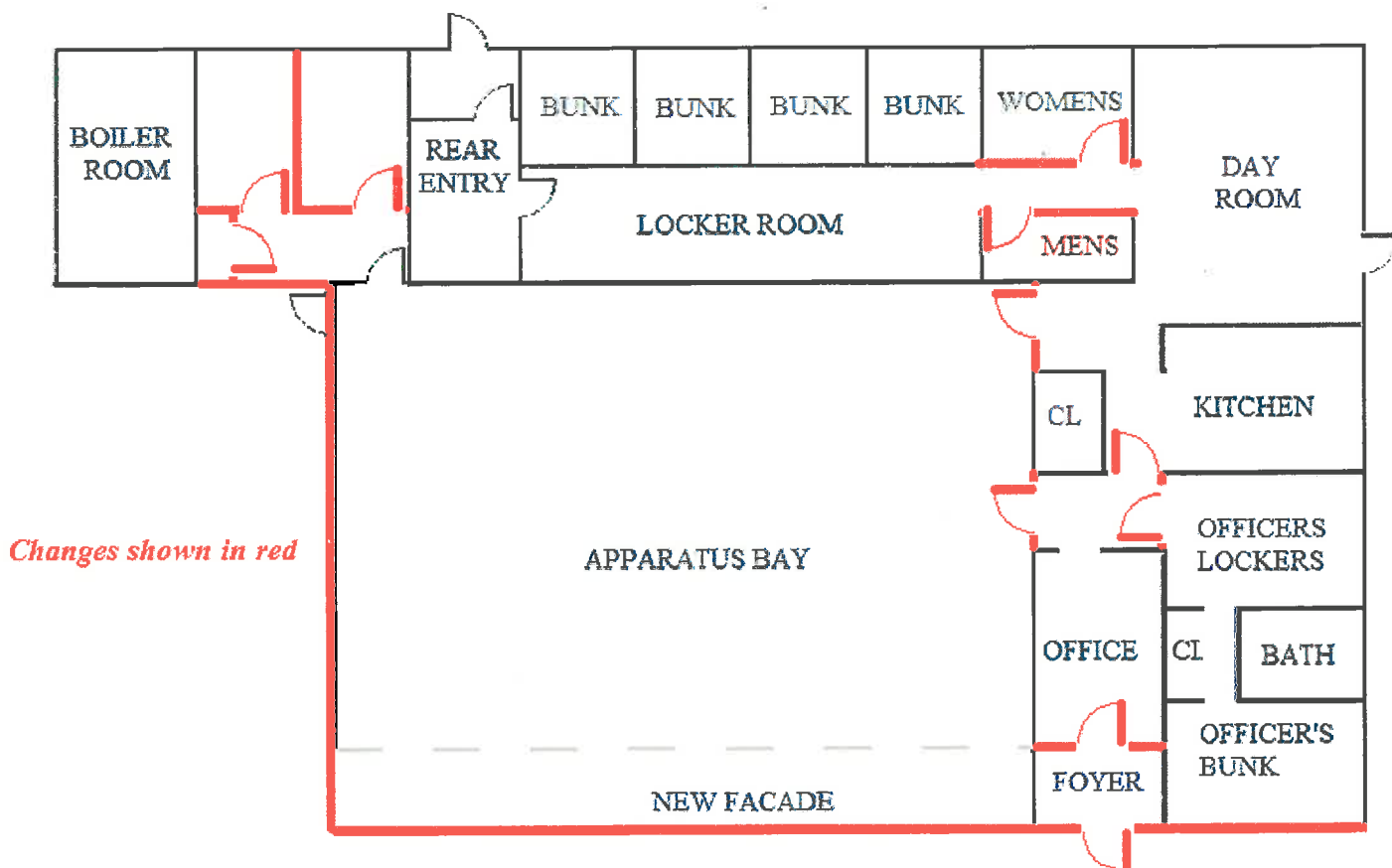
Requests for additional information should be directed to Dan Hartrey, Facilities Project Manager at (603) 610-7299.

ATTACHMENT A

FIRE STATION 3 SCHEMATIC PLAN



EXISTING



Changes shown in red

PROPOSED CHANGES

ATTACHMENT B
Fire Station 3 Renovations

FEE PROPOSAL

DESIGN DELIVERABLES:	
1. 100% Design Development Documents:	\$
2. Complete Stamped and Signed DB Construction Documents:	\$
3. As-Built Drawings:	\$
DESIGN DELIVERABLES TOTAL	\$
CONSTRUCTION COSTS:	
DIVISION 01 GENERAL REQUIREMENTS	\$
DIVISION 02 EXISTING CONDITIONS	\$
DIVISION 03 CONCRETE	\$
DIVISION 04 MASONRY	\$
DIVISION 05 METALS	\$
DIVISION 06 WOOD, PLASTICS AND COMPOSITES	\$
DIVISION 07 THERMAL AND MOISTURE PROTECTION	\$
DIVISION 08 OPENINGS	\$
DIVISION 09 FINISHES	\$
DIVISION 10 SPECIALTIES	\$
DIVISION 12 FURNISHINGS	\$
DIVISION 21 FIRE SUPPRESSION	\$
DIVISION 22 PLUMBING	\$
DIVISION 23 HEATING, VENTILATING, AND AIR CONDITIONING	\$
DIVISION 26 ELECTRICAL	\$
DIVISION 27 COMMUNICATIONS	\$
DIVISION 28 ELECTRONIC SAFETY AND SECURITY	\$
DIVISION 31 EARTHWORK	\$
DIVISION 32 EXTERIOR IMPROVEMENTS	\$
DIVISION 33 UTILITIES	\$
CONSTRUCTION COSTS TOTAL:	\$