

**City of Portsmouth
Portsmouth, New Hampshire**

Planning Department

RFP Number: 26-03

Preparation of a New City Master Plan

SUBMITTAL AND SELECTION PROCESS

Instructions: Sealed Request for Proposals (RFP), plainly marked with “*Preparation of a New City Master Plan*” and “*RFP 26-03*” on the outside of the mailing envelope shall be addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801. Responses will be accepted until *11:30 AM on November 15, 2002* at which time all responses to this RFP will be publicly opened and read aloud.

Overview: The City seeks the submission of proposals from firms who have been selected by the City following a Request for Qualifications (RFQ) process. The selected firm(s) is expected to provide consulting services to the City that are sufficient for the Planning Board to adopt a New City Master Plan.

- Faxed proposals are *not acceptable* and will not be considered.
- Proposals received after the opening time will be returned to the consultant, unopened.
- The City reserves the right to reject any or all RFPs, to waive technical or legal deficiencies, and to accept any RFP that it may deem to be in the City’s best interest.
- RFP results may be obtained only by attending the RFP opening. The names of all Consultants submitting Proposals will be read aloud publicly at the Finance Department at Portsmouth City Hall on the date and time specified and the public is welcome to attend.
- **Mandatory pre-proposal meeting** is scheduled for **9:00 AM October 22, 2002** at Portsmouth City Hall, 1 Junkins Avenue, Conference Room A. All firms invited to submit a proposal and who wish to so submit must attend. Firms not attending this meeting shall not be considered in the selection process.

Limitations: This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

Submission of Written Qualifications: The Selection Committee will review and evaluate the written responses to the RFP. Consulting firms making proposals shall respond, in writing, to all requirements of this RFP. Responses should reflect detailed consideration of the issues and opportunities presented by this project.

Oral Interview: From the submitted responses to the RFPs, the Selection Committee may select one or more qualified candidates to proceed to the competitive oral interview stage of this process. Each of the selected parties will participate in an oral interview in order to more fully discuss their approach to this project and to answer questions posed by the Selection Committee.

Selection: It is the responsibility of the Selection Committee to rank the candidate firms in order of qualification based on the evaluation of the written responses to the RFP and oral responses received during the interview process. The consultants are going to be ranked after the interview and the top ranking candidate will be invited to negotiate a contract with the City. Should the City and the selected candidate not be able to reach an agreement, the City will then negotiate with the second-highest ranked firm. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The contract shall include among other items a requirement that the consulting firm carry certain insurance policies naming the City as an additional insured.

Additional Information: In consideration of all respondents, no oral interpretations will be given to any bidders as to the meaning of the RFP. Every request for such a consideration shall be made in writing or by fax either to David Holden or Cindy Hayden of the Planning Department and Community Development Department at City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 or Fax: 603 427-1593. Based upon such inquiry, the City may choose to issue an Addendum.

PROJECT SCOPE

Role of the Consultant: The consultant is expected to play a substantial leadership role in the development of the City Master Plan. The consultant should prepare a scope of work that, based on their professional expertise and knowledge, will result in the development of strategies to make the City Master Plan a key policy document that will be read, referred to, utilized and implemented by the City's decision-makers, residents and other stake holders. The consultant will be expected to obtain, develop and analyze data of sufficient quality and depth to ensure this outcome. The consultant shall include as part of their scope of work detailed ideas on how the document will be physically organized and structured to facilitate this outcome as well as future updates.

Project Budget: City funding allocated for retaining consultant services is \$140,000.

Master Plan Elements: At a minimum, the Master Plan is anticipated to include the following elements that should include the requirements of NH RSA 674:2 as appropriate.

- Population/Social Characteristics
- Housing
- Economic
- Cultural and Historic Resources
- Public Facilities & Services
- Natural Hazards and Emergency Management
- Transportation
- Natural Resources
- Social Services
- Land Use

Methodology: An Existing Condition evaluation should be compiled that includes an inventory and analysis of significant municipal and community resources. Particular areas of focus will be identified following this phase. A Future Condition evaluation should then be

compiled to include goals and objectives, and proposed implementation strategies for each element. Among these, the land use, transportation and economic elements are expected to be of particular interest.

RFP Submittal Requirements: The following components shall be provided.

- Project approach containing an introduction and statement(s) respective of the consultant's understanding of project requirements; including, public participation.
- Detailed Scope of Work by Element.
- Project schedule organized by work tasks.
- Project budget organized by task and including all direct and indirect reimbursable costs and total project cost stated as a firm fixed fee. Budget shall detail funds allocated for lead consultant and each subconsultant.
- Tasking and allocation of personnel by percent time to be spent on project including concise description of expertise/qualifications of key team members and identification of the Project Manager(s).
- Hourly fee schedule and reimbursable cost schedule for each firm in the team [only to be used in the event that additional tasks are added to the fixed fee contract].
- No more than three references for (for each firm on the team) similar projects. References must include current contact name and phone number.
- Fifteen copies of the proposal must be submitted.

Work Products: The following are general requirements applying to work products.

- The consultant shall develop an Executive Summary for broad public distribution;
- Draft and Final Work Products will be made available by way of the City's website for public review and comment;
- All map and graphic products shall be compatible with the City's geographic information system [Shapefile or Geodatabase]; and,
- All draft and final work products shall be provided in both electronic and paper format. City currently is using Micro Soft Office 1997.

Meetings: The City Planning Director and Community Development Director will serve as co-chairs of the staff Committee¹ that will be responsible for administering the project and overseeing the consultant's work. The consultant is expected to meet regularly with the staff Committee. The Planning Board has formed Committees organized by topical areas and the consultant is expected to meet regularly with representatives of the Planning Board. Public meetings and public hearings will also be an important part of the Master Plan planning process. The consultant's proposed scope of work should include public participation proposals, which include a detailed account of the type and number of meetings, workshops or other events.

Public Participation: Public participation is expected to play an important role in the Master Plan planning process, and will incorporate a dynamic and innovative range of approaches.

¹ The Committee will be comprised of: the Public Works Director, Parking and Transportation Engineer, Water and Sewer Division Engineer, Welfare Director, Economic Development Program Manager, and Environmental Planner. Other departments including School, Police, and Fire, as well as the Pease International Tradeport staff, will participate as needed.

These will include public meetings, public hearings, public opinion survey² and use of study circles. A brief description of the anticipated study circle process follows.

- One key approach to public participation is going to be Study Circles (see attachments). This approach grew from a Chamber of Commerce initiated Quality of Life Committee formed for the purpose of taking steps now to ensure the City's future high quality of life continues.

This approach has three phases and will be carried out in conjunction with the City's Neighborhood Associations. In phase I, all study circles will be challenged to dialogue about and define the Quality of Life for Portsmouth and identify the top indicators for sustaining that Quality of Life in Portsmouth. Specifically, the groups will focus on the question of "How we can make Portsmouth the best place to live and work for everyone?" In phase II, the Study Circles/work groups will address specific quality of life indicators or issues, and report back with recommendations on those issues to be considered by the Planning Board for the Master Plan.³ In phase III, a final round of study circles will review and comment on the final draft of the Master Plan.

Each phase of the study circles will consist of four, two-hour meetings attended by small groups of people meeting to discuss particular topics. It is expected that phase I meetings will be run by trained facilitators from the community. The consultant is expected to play a pivotal role in facilitating phases II and III. A steering committee would summarize the findings of each group and present those to the Planning Board via a public hearing(s).

Evaluation Criteria: Consultants will be evaluated according to the following.

1. Qualifications and previous related work of **key project personnel**, particularly with regard to working with municipalities of similar size, government structure, complexity and issues. (20 points)
2. Qualifications and previous related work of **firm**, particularly with regard to working with municipalities of similar size, government structure, complexity and issues, and including firm's experience in technical areas required to successfully complete all master plan elements. (20 points)
3. Understanding of project goals, project timing, project costs, and local issues and needs, particularly as expressed in Project Approach. (20 points)
4. The demonstrated ability of key project personnel to organize and lead effective, productive public meetings and in-house project meetings. (10 points)
5. Quality of sample materials and proposal package submitted. (10 points)
6. Responsiveness to submission requirements. (10 points)
7. Creativity or innovative project approach. (10 points)

Attachments: Following materials are included or are referenced with this RFP.

- New Hampshire Statutory Abstract - Title LXIV Planning and Zoning Chapter 674 Local Land Use Planning and Regulatory Powers Master Plan Section 674:2 .
- Publication - Congressional Exchange. Smart talk for growing communities meeting the challenges of growth and development. Topsfield Foundation, Incorporated. 1998.

² The Rockingham Planning Commission will design, administer and tabulate the web based survey. Paper copies will be administered as part of this process.

³ For example, one work group might cover transportation while others were devoted to the arts, culture or open space.

- City's Web Page – Planning Department: *FY'03 Capital Improvement Plan*.
- Planning Board materials relative to this process.

CONTRACT AND INSURANCE REQUIREMENTS

CONTRACT DOCUMENT: Upon final selection, the successful Consultant will be sent a contract for execution. The final contract will be written for a **lump sum fee**. When the contract is executed by both parties, the Consultant will be instructed to commence providing the work as 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.

Insurance: The Consultant shall purchase and maintain, for the duration of this Contract, insurance of the limits and types specified below from an insurance company approved by the City. The Consultant agrees to pay on the 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.

Additional Insured: All liability policies shall include the City of Portsmouth, NH as named Additional Insured.

- The Consultant's insurance shall be primary in the event of a loss.
- The Additional Insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the Consultant.

Evidence of Insurance: As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance companies certifying that all the insurance policies specified below are in force for the specific period. The Consultant shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the City of Portsmouth, NH at least fifteen days prior to the cancellation or non-renewal of such coverage.

Forms of Insurance: Insurance shall be in such form as will protect the Consultant from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this Contract whether such operation by himself or by anyone directly or indirectly employed by him.

Amounts of Insurance:

- Comprehensive General Liability:
 - Bodily injury or Property Damage - \$1,000,000
 - Combined Single Limit, per occurrence
- Automobile and Truck Liability:
 - Bodily Injury or Property Damage - \$1,000,000
 - Combined Single Limit, per occurrence
- Professional Liability:
 - Errors and Omissions - \$1,000,000
 - Businesses shall provide a certificate of insurance demonstrating same.

Additional Insurance: The Consultant shall purchase and maintain the following types of insurance.

- Full Workers Comprehensive Insurance coverage for all people employed by the Engineer to perform work on this project. This insurance shall be in strict accordance with the requirements of the most current laws of the State.

ADDENDUM NO. 1

RFP #26-03

PREPARATION OF A NEW CITY OF PORTSMOUTH MASTER PLAN CITY OF PORTSMOUTH, NH

This addendum forms a part of the specifications and modifies the original documents, marked RFP #26-03 as noted below. Acknowledge this addendum, in writing, within your proposal. Failure to do so may subject a bidder to disqualification.

This addendum is intended to provide further clarification to the scope of work relative to the study circles, public opinion survey, and the Planning Board subcommittees.

Study Circles

Phase 1

No consultant meetings with Study Circle participants are anticipated during Phase 1. Phase 1 Study Circle participants will summarize and present their findings for use by the consultant and the Planning Board in the development of the Master Plan.

Phase 2

A minimum of two (2) meetings with City staff and Study Circle organizers are expected for the purpose of customizing/finalizing the Phase 2 Study Circle approach and process.

A minimum of ten (10) Study Circle working groups are expected to be formed organized around topical areas. The consultant is expected to attend and co-facilitate (in conjunction with City Staff and the volunteer Study Circle facilitator) a minimum of two (2) meetings for each of the ten (10) working groups for an anticipated total of twenty (20) meetings.

In addition to co-facilitation of these meetings, the consultant is expected to provide draft Master Plan inventory and analysis findings and draft Master Plan maps to the working groups for their use. As indicated in the RFP, the Study Circle working group participants, not the consultant, will summarize the findings of each group and present them for use by the consultant and the Planning Board in the development of the Master Plan.

Phase 3

No consultant meetings are anticipated with Study Circle participants in Phase III. This phase is intended to provide Study Circle participants with an opportunity to comment on the draft Master Plan. It is anticipated that Study Circle participants will summarize and present their findings at a public hearing(s) for use by the consultant and the Planning Board in the development of the final Master Plan.

With regard to budgeting for the study circle component of public participation efforts associated with the Master Plan, proposers are expected to address all of the above within the total project budget amount of \$140,000. As indicated in the RFP Submittal Requirements, the project budget should be organized by task, and proposers are asked to specifically identify costs associated with the Study Circles.

Proposers should be aware that their scope of work and budget should also include all additional meetings, as needed, with City staff and the Planning Board (including Planning Board subcommittees), as well as public hearings/meetings, in order successfully conduct and complete this project.

ADDENDUM NO. 1

RFP #26-03

PREPARATION OF A NEW CITY OF PORTSMOUTH MASTER PLAN
CITY OF PORTSMOUTH, NH

Public Opinion Survey

The consultant's role in the development of the survey will include providing assistance in reviewing the draft content of the survey form (to be provided in draft to the consultant), and providing feedback and input on further refinement and additional content. The Rockingham Regional Planning Commission will prepare the camera-ready mail out survey and design and implement the web-based survey. The RPC will also be responsible for tabulating survey results from both the mail out survey and the web based survey. Those tabulated results will be provided to the consultant for analysis, interpretation and use in the overall Master Plan. The consultant's effort shall also include a written analysis and summary of the survey findings as they relate to the successful development of the Master Plan. This may include a stand-alone report and/or reference to survey findings in support of particular goals, policies and proposed implementation strategies. The City will be responsible for any postage or printing costs associated with the preparation of the survey instruments.

Planning Board Subcommittees

The Planning Board committees listed below have been formed and the consultant will be expected to meet with each of these subcommittees, as needed, in order to successfully complete the Master Plan.

- Land Use/Master Plan Committee (whole board) (Land Use & Transportation elements)
- Facilities Subcommittee (Economic & Public Facilities elements)
- Resources Subcommittee (Cultural/Historical & Natural Resources elements)
- Social Resources Subcommittee (Population, Housing & Social Services elements)