

## **RFQ #15-03**

### **REQUEST FOR QUALIFICATIONS PLANNING SERVICES**

### **MASTER PLAN CITY OF PORTSMOUTH, NH**

#### **INVITATION**

Sealed Request for Qualifications, plainly marked RFQ #15-03, "City of Portsmouth, Master Plan," 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 1:30 p.m. on Thursday, September 26, 2002 at which time all proposals will be publicly opened and read aloud.

Consultants will be expected to have a full range of professional services to support the development of the master plan, including expertise in land use planning, transportation planning, Geographic Information Systems, public participation, and housing and economic analysis. Short-listed firms must be able and prepared to respond to all master plan elements.

#### **CITY OVERVIEW**

Portsmouth is located in New Hampshire's southeast corner along the Piscataqua River, halfway between Boston, Massachusetts and Portland, Maine. The City, population 20,784, was settled in 1623 as Strawberry Banke, and incorporated as a town in 1631. The area is easily accessible from five major highways including Interstate 95 and is served by several interstate bus lines.

Portsmouth has become well known as a highly desirable place to live and work due to a broad range of factors. The City has a rich history, including many historic homes and buildings, with renowned Market Square at its downtown core. A wide variety of arts and cultural opportunities also play an integral role in the City which is home to galleries and performing arts theatres, as well as cultural destinations including Prescott Park, historic Strawberry Banke, and The Music Hall. Market Square Day, Children's Day and the Renaissance Faire are just a few of the many festivals that take place in the City each year.

Portsmouth is also the center of regional commerce, with a strong and very diverse economic base. The City's downtown is characterized by many thriving retail establishments and restaurants and the City works closely with the downtown business owners association to further enhance this area. Pease Air Force Base, which closed in the late 1980s, has been redeveloped as the Pease International Tradeport. Pease has been extremely successful, providing a significant number of new jobs, as well as commercial air cargo and passenger service and the state's only deep water port. In addition, the City lies at the heart of the "Ecoast" spawned in the 1990s by the City's growing high technology sector. Portsmouth also has an active chamber of commerce that works in partnership with the City to accomplish a variety of economic development goals.

Along with the City's growing economy have come a number of issues such as lack of affordable housing, increased traffic congestion and concerns about losing the City's unique quality of life. In addition, the current school funding formula created by the state poses significant future fiscal impacts for the City.

### **PROJECT PURPOSE**

The City of Portsmouth is requesting qualification packages from qualified firms to develop a municipal Master Plan. The City's last Master Plan was developed in-house in the early 1990s.

Portsmouth residents, businesses, and civic organizations are actively involved in community planning and civic affairs. The City has more than two dozen neighborhood associations, an active Chamber of Commerce and downtown business association, Pease International Tradeport, as well as dozens of civic and non-profit organizations in the areas of business, the arts, social services, housing, and environmental issues. Public participation is expected to play an important role in the master planning process.

The City Planning Director and Community Development Director will serve as co-chairs of the Committee that will be responsible for administering the project and overseeing the consultant's work. 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.

The following Master Plan elements, at a minimum, are expected to be developed:

- Population/Social Characteristics
- Housing
- Economic
- Cultural & Historic Resources
- Public Facilities & Services
- Transportation
- Natural Resources
- Social Services
- Land Use
- Goals & Objectives

The City anticipates that the master plan will be completed over an 18- to 24-month period following contract award.

The following information is available for the Consultant's review at the Portsmouth Public Library located at the intersection of Islington Street, Maplewood Ave and Congress Street in downtown Portsmouth:

- Capital Improvement Plan, City of Portsmouth, FY '03-FY '08
- City of Portsmouth Master Plan, *Portsmouth's Future Presence*, Portsmouth Planning adopted in April 1993.
- Zoning Ordinance, Subdivision and Site Plan Regulations
- *Community Life and the Arts*, Portsmouth, NH Cultural Plan, May 2002.

Much additional information about the City of Portsmouth can be found at the following web sites:

- City of Portsmouth [cityofportsmouth.com](http://cityofportsmouth.com)
- Rockingham Regional Planning Commission [www.rpc-nh.org](http://www.rpc-nh.org)
- Pease International Tradeport [www.peasedev.org](http://www.peasedev.org)
- Greater Portsmouth Chamber of Commerce [portsmouthchamber.org](http://portsmouthchamber.org)

### **SELECTION PROCESS**

The City of Portsmouth will use a two-stage process for the final selection of a qualified consultant to prepare the City's Master Plan.

Stage 1 will consist of a Qualifications package submitted by those firms interested in being considered. The City will select up to five (5) short listed firms based on an evaluation of the written materials submitted. Short-listed firms will be asked to submit full proposals.

Stage 2 will consist of the selection of one finalist firm following interviews with the short listed firms. The City will initiate negotiations with the selected consultant to develop a scope of work for preparation of the Master Plan. If negotiations are unsuccessful, the City will enter into this process with another short-listed firm.

### **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 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.

## **SUBMITTAL REQUIREMENTS**

Qualifications packages shall include the following:

- Brief history of the firm, including areas of team expertise and technical capabilities.
- Descriptions of **relevant** previous projects that key project staff have played a central role in developing.
- General project approach.
- Names and qualifications of **specific project staff that will play the primary role(s)** in this project; name of project manager must be included.
- No more than five (5) references **for similar projects**. References **must include current contact name and phone number**.
- No more than three sample products from similar previous projects.
- Hourly rates for project staff, along with any other fee schedule and reimbursable costs.
- Additional information that will assist the City in considering the Evaluation Criteria outlined below.
- Ten (10) copies of the qualifications package must be submitted.

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## **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, 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. (15 points)
5. Quality of sample materials and qualifications package submitted. (15 points)
6. Responsiveness to submission requirements. (10 points)

The City of Portsmouth reserves the right to reject any or all qualification packages submitted, to waive technical or legal deficiencies, and to accept any qualification packages that it may deem

to be in the best interest of the City. By submitting a qualification package, the consultant hereby authorizes the City to contact references and make such further investigations as may be in the best interest of the City.

### **ADDITIONAL INFORMATION**

Requests for additional information should be directed to David Holden, Planning Director, at 603-431-2006 (ext. 230), or Cindy Hayden, Community Development Director at ext. 218.

### **INSURANCE REQUIREMENTS**

#### General

The Consultant shall purchase and maintain, until acceptance of the work, insurance of the limits and types specified below from an insurance company approved by the Owner, in addition to the following:

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.

**ADDITIONALLY INSURED** - All liability policies, except Professional Liability, shall include the City of Portsmouth, New Hampshire as a named Additional Insured.

- 1) The Consultant's insurance shall be primary in the event of a loss.
- 2) 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, including the City of Portsmouth's general supervision 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 company certifying that all the insurance policies specified below are in force for the specified 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, New Hampshire at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

#### Forms of Insurance

Insurance shall be 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 whether such operation by himself or by anyone directly or indirectly employed by him.

Amount Of Insurance

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

Additionally, the contractor shall purchase and maintain the following types of insurance:

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