

## **REQUEST FOR PROPOSAL**

The City of Rochester is accepting sealed proposals for Architectural Services related to a facilities study of the Rochester Department of Public Works facility. All proposals must be submitted in a sealed package plainly marked:

**Department of Public Works Facility**  
**Architectural Services**  
**RFP # 14-30**  
City of Rochester  
31 Wakefield Street  
Rochester NH 03867

All proposals must be received no later than February 27, 2014 at 2:15 pm. Actual opening will begin at 2:30pm. No late bids, faxed, emailed or telephone bids will be accepted. Bid proposals and specification may be obtained by visiting [www.rochesternh.net](http://www.rochesternh.net) , emailing [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net) , or by contacting the Purchasing Agent at City Hall, 31 Wakefield Street, Rochester, NH 03867, (603) 335-7602. All questions in reference to the proposal must be submitted in writing (email preferred) to the Purchasing Agent.

A mandatory site walk through will be conducted on February 18, 2014 at 9AM. There will be two sites visited. The site visit will begin at the DPW 45 Old Dover Road Rochester NH 03867 and will continue on to the 150 Wakefield Street Rochester NH.

## SCOPE OF SERVICES

The below tasks constitute the base contract for the Scope of Service. **Prospective consultants shall include lump sum sub-unit costs for each task specified.** When completed and accepted by the City, tasks will be paid for upon invoicing. Prospective consultants shall note that the City reserves the right to not exercise all tasks shown, determine the order of work, or negotiate with the consultant on alternative or additional tasks. Upon contract award consultant shall prepare for City approval a detailed project timeline with defined milestones.

**Task 1 Project Meetings:** The selected consultant shall, at a minimum, be required to attend one kick off meeting with DPW, upwards of ten progress meetings with DPW and Senior City Staff, and one final presentation meeting with DPW/Senior City Staff.

**Task 2 Assessment of Multi-Divisional Functional Needs—Current and Future Study:** Consultant shall develop an approach with a matrix schedule to be used to guide in gleaning information about the physical and personnel resources of the current department, and those required to meet future anticipated municipal demands. Consultant shall meet with DPW collectively and on a divisional basis to gather information about current and desired modes of function of the existing facility and its personnel and what is needed for a new facility to meet the City's current and future service demand. Multiple meetings under Task 2 will be required. Consultant shall formulate future service needs demand using current industry accepted approaches to estimate public infrastructure burden as related to projected community growth. Consultant shall evaluate current DPW staffing levels in Highway, Utilities, Buildings and Grounds, Garage and Administrative and determine if current staffing is adequate and how the staff must modify to meet future demand, while taking into account anticipated advances in technology. Consultant shall assess the existing main facility and property to meet current and future service demands. Results shall be discussed with DPW and a final report will be produced by the consultant which contain all findings and with professional assessments and statements of recommendation for facility location, size and staffing. Report to be signed by the Architect. Provide four hard copies of all renderings and electronic files.

**Task 3 Assessment of Current Value of DPW Facilities and Vehicle/Equipment Fleet Study:** Determine the current value of the DPW fleet and major garage equipment based on the age and condition of individual pieces. The DPW facility at 45 Old Dover Road is insured by the City. It is believed that the insured amount falls short of actual replacement value. Determine the value of the facilities at 45 Old Dover and property in whole and with sub-values for each facility on the parcel. Provide report signed by Architect. Provide four hard copies of all renderings and electronic files.

**Task 4 Development of Conceptual Designs for New Central DPW Facility:** This task will be an iterative process requiring multiple consultant meetings with DPW. Consultant shall develop minimum three conceptual designs for a new central facility which serves as headquarters for Highway, Garage, Utilities, Buildings and Grounds, Engineering and Administrative functions. Designs shall reflect a new facility which is safe, code-compliant with appropriate work and support spaces leading to improved efficiency and effectiveness to improve work flow. Salient areas at a minimum shall include garage facilities, vehicle staging and prep space, storage,

workspace, administrative space, lobby or customer service space, conference space, restrooms, changing rooms, shower facilities, a lunch room, break areas, maintenance bays and spaces for specialized functions such as paint bays and wash bays.

Conceptual designs shall include floor plans, exterior elevations and overall site plan including parcel. Include options for indoor staging of vehicles which permit storage, maintenance and outfitting under roof. Describe in detail recommended construction materials, environmental systems, lighting systems, life-safety systems, equipment and furnishings and the latest in public works computing applications. Included in equipment shall be that required for a full-fleet service municipal garage. Provide at least two potential building envelop materials, e.g. brick or concrete; steel-roof or bituminous. Show each conceptual design oriented at each of the four City parcels identified under Task 4 as a suitable location to support a new facility. Conceptual designs shall be produced using the latest edition of AutoCad, or professional, proprietary programs designed for conceptual facilities renderings. Provide four hard copies of all renderings and electronic files.

**Task 5 Development of Design and Construction Budgets:** For each conceptual design, location and building envelop material, provide a detailed design and construction budget estimate. Budget estimate shall include design costs to include production of contract and bid documents, construction costs, construction administration/engineering/surveillance costs and commissioning costs that would be borne by the City for such services to be conducted by a local, qualified architectural/engineering firm.

**Task 6 New Central Facility Sighting Study:** Consultant shall produce a determination for the suitability of at least four City parcels to support a new central facility. One of the four shall be the existing parcel at 45 Old Dover Road. At the City's direction, one of the other three parcels may be a parcel owned by NHDOT. Research all aspects of potential parcels and determine feasibility of DPW use and permitting requirements. Provide notes which record preliminary conversations with State officials at the Department of Environmental Services and/or Department of Transportation as appropriate which quantify the measures required by the State for City use. Research existing zoning and traffic loading at each parcel and scientifically relate impact of such zoning and traffic loading upon a new DPW facility's operations and attributable to the area by a new DPW's operations. Obtain recent traffic flow data. Discuss Produce a report with graphics signed by the Architect. Provide four bound copies and electronic file.

**Task 7 Final Report:** Provide a final bound report which includes all required studies and conceptual designs, signed by the Architect. Include an executive summary with a matrix comprising each conceptual design, building envelop material and suitable sighting location. Provide four bound copies and electronic file.

**Task 8 City Council Presentation (If Required):** Present findings to full City Council at a regular scheduled Council meeting. Prepare audio/visual presentation which will encompass findings and recommendations for all tasks worked. Field and answer questions.

### **Required Statement of Qualifications (SOQ) Project Description**

**It should be understood that each consultant should include (6) six copies of entire package with one digital copy. These should include detailed Statements of Qualifications (SOQ), a project understanding with description of project, and a company fee schedule. The SOQ should be no more than 40 pages in total and will include the following.**

- 1. Cover Letter**
- 2. Understanding of Need** - The consultant should clearly state their understanding of the Department's need and the role the architect should play for this project. Specific examples and insights will be useful in this section.
- 3. Approach**
  - a. The consultant should attempt to describe their general approach to serving as an architect for a community like Rochester, how they will approach the Department staff, interact and conduct interviews, research the current facilities and vehicles/equipment and what policies they will follow when interacting with the City on projects and on a day to day basis. They should also explain the tools/methods/techniques they propose to use during the course of the contract. A proposed scope of services and/or approach shall be provided for the project. The firm shall provide the suggested scope of work only. Do not submit hours or fees related to the proposed scope of work.
- 4. Experience**
  - a. The consultant shall provide a description of their experience and expertise providing similar work for similar sized communities. All applicable experience should be presented.
- 5. Project Team**
  - a. Describe the proposed project team for the contract. Describe who will be the key contacts and leaders of the team. Include credentials. Discuss who will interact with the City and the organizational structure that will be proposed. Discuss subconsultants that will be used and why their services are important. For example, the use of a site designer, structural engineer, mechanical engineer, and/or electrical engineer for building services.
- 6. Availability**
  - a. It is important that the selected Architect be capable of responding to the City's needs in a timely manner, complete projects on time, and be an efficient resource for the City. The SOQ should address the consultant's approach to ensuring that the City's needs will be met by their firm.
- 7. References**
  - a. Firms responding to this RFQ must provide a list of at least five (5) municipal client references (with contact information) within New Hampshire, Maine or Massachusetts for which the firm or members of the firm have provided similar or related services within the past 5 years. A description of pertinent projects and current contact information for the agency authority should be provided. It should also detail past working relationships with Construction Managers.
- 8. Fee Schedule for project team**

## **GENERAL INFORMATION**

The City of Rochester is requesting proposals from architectural firms to provide professional architectural services to advise the City of potential locations and conceptual designs for a new Department of Public Works (DPW) central facility. The intent of the new facility is to provide a physical location and functional design to enable the Department to execute its duties to the residents of the City in the future with supreme effectiveness while contributing towards a healthy, safe, efficient and rewarding work experience for its employees.

The Scope of Work herein consists of consultant determination of potential City-owned property which could support the desired new facility, and development of multiple conceptual designs with design and construction budgets for such facility.

The existing central DPW facility is located at 45 Old Dover Road in Rochester. It is over 62 years old and functional operations as permitted by the facility are problematic. Additionally, its current location within the City is less than optimal.

The City of Rochester is home to approximately 31,000 residents. Its government consists of a governing body consisting of the Mayor and 12 Counselors with a City Manager presiding over a full staff.

### **Description of Rochester Public Works Department, Current Resources and Duties:**

Rochester Public Works (DPW) consists of 57 full time and 5 part time personnel. During winter months this number is augmented with plow truck wingmen for which 10-15 are hired seasonally. The Department is presided over by the Director of Public Works. The Divisions consist of: Highway, Utilities, Buildings and Grounds, Water Treatment Plant (WTP) and Waste Water Treatment Facility (WWTF). Additionally there is an administrative staff of 5 and an engineering staff of 3.

Rochester DPW is responsible for public safety and health issues vital to the residents of the City. Its annual CIP budget is approximately \$10M. It's annual operations and maintenance budget is approximately \$25M. The Department utilizes over 100 vehicles and pieces of large equipment which includes 12 heavy dump trucks, 4 loaders, 1 excavator and 2 backhoes and a vac truck. The Department is responsible to maintain 175 miles of City roads, 30 miles of sidewalks, 20 signalized intersections, 80 miles of sewer distribution, 29 sewer pump stations, 120 miles of water distribution, 4 water pump stations, and 65 miles of closed drainage system. Additionally the Water Treatment Plants produce approximately 2 million gallons per day of treated water and the Waste Water Treatment Facility treats approximately 3 million gallons per day of waste water. The Department operates an annual snow budget of approximately \$500K. The Buildings and Grounds Division is responsible for maintaining 11 public buildings and 3 parks in addition to cutting grass at over 50 City locations.

The existing DPW facility consists of an approximately 14,500 square foot main building located on a 5.3 acre City parcel at 45 Old Dover Road. The main building was built in 1952. It is concrete block construction and was entirely designed for vehicle shelter and maintenance. Over the years the original structure was modified as service demands changed. Currently the main building contains the working garage, water/sewer distribution shop, administrative and engineering spaces, supervisory spaces and break room and shower facilities. The building

serves as the Department's headquarters. All staffs and related work with the exception of Buildings and Grounds, WTP and WWTF are located here.

The issues with the current facility are numerous. Foremost, the facility footprint and allocation of functional space is odd and inefficient. Although there are multiple vehicle bays, only one bay is large enough to accommodate a large plow truck with plow. Multiple diagnostics and repairs cannot be conducted in parallel and availability of one bay is a maintenance bottleneck. Lift equipment is substandard and mechanics must contort themselves to work under vehicles. There is also no working interior painting area or washing area. Due to a lack of interior washing facility, vehicles must be washed outdoors when needed the most, during winter. Due to no paint facility, the Department must contract out all but the simplest work. The size of the facility is less than optimal. Currently, a minority of vehicles can be housed under roof with the majority subject to the elements. The existing 10,000 gallon diesel and gasoline tanks are nearly 30 years old and will require significant shell maintenance to continue. Fuel dispenser system is worn and must be frequently serviced. Aside from consideration of interior staging of vehicles, it is unknown if the current facility size is adequate for the approximately 30 staff which regularly work at the building daily. The building is heated with waste oil and is on emergency generator backup power. However, heating/cooling distribution is uneven and environmental controls are inadequate. There exist no life-safety code violations; however the City's Safety Committee has recognized some minor safety issues. The administrative/engineering spaces are awkward in layout and far from efficient. There is minimal presentation/lobby space. There is no dedicated conference space and very minimal storage space. There is no technical library for want of space. Common areas are limited and cluttered. Large volumes of paper plans and files are stored with minimal order and without uniformity.

A large salt storage shed was completed on-site in 2007. The shed is purportedly of a portable style which could be relocated. Another stand-alone shed is located for sign storage at approximately 1500 square feet.

Although the existing site may or may not be of adequate size, its location is less than ideal due to its close proximity to the Cocheco River. Outdoor vehicle washing is an environmental issue and there is currently no infrastructure to capture and treat water wash. Left turns onto Old Dover Road (Old Rt. 16B) can be difficult due to the increasing traffic volumes.

Currently the Buildings and Grounds division works out of the Community Center at 150 Wakefield Street. It is desired that the new DPW facility accommodate this staff to some degree to include consolidation of its vehicles and equipment with those of the Highway and Utilities divisions.

**DPW Architectural Services  
RFP # 14-30  
Form**

**Legal Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone # :** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

(Printed name)

**Authorized Representative:** \_\_\_\_\_

Signature

**Email Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**This form shall be submitted as first page of total package. Six Copies should be sent**

**The proposal should include minimally the following:**

- 1.) Statement of Qualifications as outlined**
- 2.) Cost breakdown of 8 tasks listed.**
- 3.) Company fee schedule of all possible personnel to be used.**
- 4.) One digital copy of entire submission**

## INSTRUCTIONS TO BIDDERS

### **1.0 Preparation of Bids**

- a) The bidder shall submit the requested proposal as specified on form supplied.
- b) The bid must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the consultant legally qualified and acceptable to the owner. If the bid is made by an individual, his name and post office address must be shown; by a corporation, the name of the corporation and it's business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business address of the President, Secretary and Treasurer.
- c) All questions shall be submitted in writing to and received by the Purchasing Agent at [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net) a minimum of seven (7) days prior to the scheduled opening date. The Purchasing Agent will then post all of the questions receive and the City's response to the question City's website.
- d) All materials submitted in response to this invitation will become the property of the City of Rochester. All expenses incurred by responding to this invitation shall be the responsibility of the preparer.

### **2.0 Irregular Proposals -** Proposals will be considered irregular and may be rejected for any of the following reasons:

- a) If Proposal does not include the specified form.
- b) If there are unauthorized additions, conditional or altered proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- c) If the price proposal does not contain a unit price for each pay item listed.

### **3.0 Interpretations**

No oral interpretations will be made to any bidder as to the meaning of the specifications or terms and conditions of this sealed proposal invitation.

### **4.0 Withdrawal of Bids**

- a) A bidder shall be permitted to withdraw his/her proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the bids.

- b) No bid may be withdrawn, for a period of sixty (60) days subsequent to the opening of bids, without express written consent of the City of Rochester, NH.

## **5.0 Public Opening of Bids or Proposals**

- a) Proposals will be opened and read publicly at the time and place indicated in the invitation. Bidders, their authorized agents and other interested parties are invited to be present.

## **6.0 Disqualification of Bidders - Any of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of his/her submittal:**

- b) More than one bid for the same work from an individual, firm, or corporation under the same or different name.
- c) Evidence of collusion among bidders.
- d) Failure to supply complete information as requested by bid specifications.

## **7.0 Bid Evaluation - The following factors shall be considered as an integral part of the bid evaluation process to include, but are not limited to:**

- a) Capacity and skill to perform within specified time limits.
- b) Experience, reputation, efficiency, judgment and integrity.
- c) Previous performance on City Projects
- d) Sufficiency of resources to fulfill the contract.
- e) Ability to provide future professional services.
- f) Other applicable factors as the City determines necessary or appropriate, including price, and approximate area and travel distance to city site.

## **8.0 Award and Execution of the Contract**

- a) The proposals will be made public at the time of opening and may be reviewed only after they have been properly recorded.
- b) If a contract is to be awarded, the award will be made to the qualified preparer whose proposal complies with all the requirements prescribed in the specifications page(s) and at the sole discretion of the City. The successful bidder will be notified at the address listed that the bid has been accepted and contract negotiations shall follow.
- c) The City will rank firms or consultants based upon bid evaluations. The City will negotiate final compensation with the highest ranked firm or consultant. If an agreement

cannot be reached, the City will then negotiate with the next highest ranked firm or consultant.

- d) The final scope of services agreed upon may not be identical to the scope of work set forth in the "Scope of Work" section in the invitation.
- e) The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

**9.0 Default and Termination of Contract** - Any of the following reasons, but not limited to, may be cause for termination of the contract or agreement entered into between the City and Consultant.

- a) Fails to begin work under Contract within the time specified in the notice to proceed.
- b) Fails to perform the work in such a manner as to assume prompt completion of said work.
- c) Performs the work unsuitably or neglects or refuses to redo the work.
- d) Discontinues the execution of work.
- e) Fails to resume work, which has been discontinued, within a reasonable time after notice to do so.
- f) Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency.
- g) Makes an assignment for the benefit of creditors.
- h) For any other causes whatsoever, fails to carry on the work in an acceptable manner the City of Rochester will give notice, in writing to the Consultant for such delay, neglect and default.
- i) If the Consultant does not proceed in accordance with the notice, then the City of Rochester will have the full power and authority without violating the Contract to take the prosecution of the work out of the hands of the Consultant. The City of Rochester may enter into an agreement for the completion of said Contract according to the terms and conditions thereof, or use such other methods as in the City's opinion will be required for the completion of said Contract in an acceptable manner.

All extra costs and charges incurred by the City of Rochester as a result of such delay, neglect or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said Consultant. If such expenses exceed the sum which would have been payable under the Contract, then the Consultant shall be liable and shall pay to the City of Rochester the amount of such excess.

## **10.0 Obtaining Results**

RFP results will be posted 48 hours after opening on the City website at [www.rochesternh.net](http://www.rochesternh.net) or will be available by request via email at [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net).