

TOWN OF DERRY, NEW HAMPSHIRE

**Public Works Department
RFP No. B20-152
REQUEST FOR PROPOSALS
ENGINEERING SERVICES
West Running Brook Athletic Field**

The Town of Derry, New Hampshire is seeking proposals from interested engineering firms for the design of a new multi-purpose natural (grass) surface field located behind the West Running Brook Middle School, located at 1 West Running Brook Lane, Derry, New Hampshire.

Sealed Proposals, **plainly marked "RFP # B20-152 – Engineering Services - West Running Brook Athletic Field" on the outside of the mailing envelope as well as the sealed envelope,** shall be addressed to: Public Works Department, 14 Manning Street, Derry, NH, 03038.

Proposals will be accepted until 4:00 p.m. on December 23, 2020.

This Request for Proposals may be obtained from the Public Works Department on the second floor at the above address, by calling the Public Works Department at 603-432-6144 or from our website <http://www.derry-nh.org>.

Addenda to this document, if any, including written answers to questions, will be posted on the Town of Derry website under the appropriate heading at least one week prior to the due date. The Town of Derry reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

TOWN OF DERRY, NH
DEPARTMENT OF PUBLIC WORKS
RFP No. B20-152
REQUEST FOR PROPOSALS
ENGINEERING SERVICES
West Running Brook Athletic Fields

Sealed Proposals, plainly marked "RFP B20-152 – Engineering Services - West Running Brook Athletic Field" on the outside of the mailing envelope, addressed to the Department of Public Works, 14 Manning Street, Derry, NH 03038 will be accepted until **4:00 p.m. December 23, 2020**. One copy of the proposal shall be submitted.

SUMMARY

The Town of Derry, New Hampshire is seeking statements of qualification (SOQs) and scope and fee proposals from interested engineering firms to provide design services for the construction of an expanded natural grass field at the West Running Brook Middle School, located at 1 West Running Brook Lane, Derry, NH

The Town of Derry commissioned a Parks & Recreation comprehensive needs study prepared by the University of New Hampshire. The study concluded that the Town of Derry needed additional rectangular field space to accommodate the needs of the various leagues and scholastic sports. The Town of Derry seeks to meet this need by upgrading an existing field space behind the West Running Brook School. The current field is undersized for all scholastic sports but it is used for physical education classes.

The Town seeks to construct this expansion project in the summer of 2021 and the field would be available for play in the spring of 2022, making an allowance for germination during fall 2021.

The goals of the project are as follows:

1. Build an expanded field large enough to support standard dimensions of a 11 v 11 soccer field, field hockey, men's lacrosse and/or women's lacrosse field (generally 360' x 225').
2. The field should be built at appropriate elevation above the seasonal high groundwater table to accommodate events seasonally from March to November. A significant fill profile is expected toward the eastern boundary of the field.
3. Incorporate a 90' baseball diamond into the field design to utilize the remaining field space as outfield.
4. Incorporate a walking path around the field – 10 feet wide bituminous asphalt.
5. Incorporate backstop fencing, perimeter fencing, netting, scoreboard and dugouts to support each sport.
6. Incorporate LED field lighting, electrical infrastructure and irrigation into the design.

SCOPE OF SERVICES

Work plan tasks include but are not be limited to:

1. Review all available documents, including Town GIS, site plans and utility plans should they exist.
2. Conduct a topographical survey at 1 foot contour interval.
3. Conduct a geotechnical investigation to include analysis on refusal (bedrock) and seasonal high water table as part of the design.
4. Assess the need for and prepare wetland and/or Alteration of Terrain permits as necessary.
5. Preparation of conceptual design for Derry Department of Public Works to review and approve prior to advancing to a final design.
6. Attendance at one public meeting, (likely Derry Town Council or Derry School Board)
7. Preparation of preliminary project schedule and cost estimates.
8. Preparation of final design plans to include, but not limited to, existing conditions plan, geotechnical engineering, site grading and layout, field design, field and perimeter drainage systems, electrical designs for lighting infrastructure and irrigation plan.
9. Preparation of specifications, contract documents and bid documents. The consultant shall provide all administrative and engineering support for questions from prospective contractors during the bid and award process.
10. The consultant shall complete all tasks through tabulation of bids and review and recommendation to Town of the bids received. The Town has not determined whether it will utilize consultant construction administration services and those services should not be included in the cost proposal.

PROJECT SCHEDULE

Questions to Derry DPW	December 16, 2020
Responses to Questions	December 19, 2020
RFP Due by 4pm	December 23, 2020
Evaluations/Interviews	Week of December 28, 2020 or January 4, 2021
Award of Contract	January 6, 2021
Preliminary Design Complete	March 31, 2021
Final Design Complete/Bid Release	April 15, 2021
Target Construction Bid Opening	May 15, 2021

WORK BY OTHERS - NOT PART OF RFP B20-152

Target Construction Start	June 15, 2021
Target Construction Completion	August 27, 2021

DOCUMENTS

All documents will be turned over to the Town in paper and electronic format upon completion of the work. Electronic format shall be as approved by Town and be compatible with Microsoft office product suite and AutoCad. All deliverable data products should be delivered in the New Hampshire State Plane Coordinate System, US Survey feet. The horizontal datum shall be the NAD1983 datum. Vertical Datum shall be NAVD1988. GIS data shall be delivered in ESRI GeoDatabase format on CD-ROM or DVD suitable for use with ArcGIS. All documentation, reports, field notes and other data generated as part of the service by the consultant and/or its

subconsultants for this project shall be the property of the Town of Derry and will be turned over in a format acceptable to the Town.

PROPOSAL REQUIREMENTS

Each proposal shall include the following components delivered in a sealed envelope:

1. Scope and Fee Proposal
2. Cover letter
3. Brief description of the firm
4. Project understanding
5. Typical project approach focusing on uniqueness of firm
6. Experience statement identifying work on similar projects. Experience statements shall identify the key design personnel involved in the project.
7. Project Team Chart (with resumes limited to 2 pages) identifying the team
 - a. Principal-in-Charge
 - b. Project Manager
 - c. Project Engineer(s)
 - d. Sub Consultants(s)

BASELINE REQUIREMENTS

The Consultant shall have registration and good standing with the Secretary of State, Corporate division, in order to perform work in the State of New Hampshire.

EVALUATION CRITERIA

Proposals will be evaluated initially according to the following:

1. Responsiveness to submission requirements. 15 points
2. Qualifications of firm and project team members. Particular attention will be given to the experience and demonstrated ability of the project manager. 25 points
3. Previous related work with particular preference toward similar types of projects. 15 points
4. Understanding of required project work, approach and schedule. 20 points
5. Cost for services. 25 points

Upon review of all responsive RFPs using the criteria outlined above, the Town may select up to three (3) firms to interview to clarify responses in assisting with the award of the contract.

RESERVATION OF RIGHTS

The Town of Derry reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

The Town reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The Town reserves the right to negotiate directly with the firm selected for additional project work including construction administration services, and/or additional project engineering and design services.

ADDITIONAL INFORMATION

Firms seeking to visit the site shall not do so during the school day Monday – Friday 730 am to 330pm as the Derry School District is sponsoring in person learning as of November 6, 2020.

All questions shall be submitted via email to Michael A. Fowler, P. E., Director of Public Works at mikefowler@derrynh.org. Questions about the proposal are due by December 16, 2020 at 4pm. Responses to questions and/or addendums will be distributed via the Town website under Bids & Proposals.