

**TOWN OF DERRY, NEW HAMPSHIRE**

**Public Works Department  
RFP No. B22-012  
REQUEST FOR PROPOSALS  
ENGINEERING SERVICES  
Hood Park Improvements**

The Town of Derry, New Hampshire is seeking proposals from interested architectural/engineering firms for the design of several recreational improvements at Hood Park, located on Rollins Street in Derry, New Hampshire.

**Sealed Proposals plainly marked "RFP # B22-012 – Engineering Services – Hood Park Improvements" 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 Friday, August 12, 2022.

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. B22-012**  
**REQUEST FOR PROPOSALS**  
**ENGINEERING SERVICES**  
**Hood Park Improvements**

**Sealed Proposals, plainly marked "RFP B22-012 – Engineering Services – Hood Park Improvements" 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. August 12, 2022**. 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 several enhancements to Hood Park, located at Rollins Street, Derry, NH

Hood Park is a municipally managed park space located near downtown Derry. Hood Park connects to several neighborhoods and to the newly constructed Rail Trail extension across the Hood Pond Dam. Hood Park has 2 full sized, illuminated basketball courts, 1 street hockey court and a fenced playground with equipment which is approximately 15 years old. Hood Park formerly hosted swimming until water quality concerns and declining attendance forced the closure of the beach. Patrons utilize the pond and adjacent areas for fishing, walking and ice skating in winter.

The Town of Derry commissioned a Parks & Recreation comprehensive needs study prepared by the University of New Hampshire. The study sought community input and buy-in from Town leadership in an effort to revitalize the park. A copy of the study is available at <https://www.derrynh.org/parks-recreation/news/recreation-assessment-town-derry>. Derry Town Council has committed \$500,000 to achieve these goals.

The Town seeks to construct this project in the spring/summer of 2023.

The goals of the project are as follows:

1. Build a suitably sized community splash pad integrated with a new playground.
2. Build a new regulation sized pickleball court.
3. Incorporate a shaded space for families to congregate.
4. Build/enhance stone dust multiuse paths in wooded area beyond the bridge.
5. Incorporate perimeter fencing for pickleball court, playground and splash pad.
6. Incorporate an attractive landscaping plan appropriate for the park.
7. Incorporate a water feature such as an illuminated fountain in the center of the pond.
8. Incorporate LED lighting, electrical infrastructure into the pickleball court design.
9. Incorporate security features including surveillance cameras.
10. Ideas to enhance the existing bath house as possibly a community space– the Town does not expect to immediately restore swimming due to ongoing water quality concerns.

11. Retrofit existing basketball court and street hockey court lighting with new poles and LED bulbs, with appropriate level of luminescence.

**SCOPE OF SERVICES REQUESTED**

Work plan tasks include but are not 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 permits as necessary.
5. Assess the existing water piping network to provide suitable pressure and volume to splash pad.
6. Preparation of conceptual design for Derry Department of Public Works to review and approve prior to advancing to a final design.
7. Attendance at one public meeting, (likely Derry Town Council)
8. Preparation of preliminary project schedule and cost estimates to accommodate available budget.
9. Preparation of final design plans to include, but not limited to, existing conditions plan, geotechnical engineering, site grading and layout, drainage systems, utility design, electrical designs for lighting infrastructure.
10. 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.
11. 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**

RFP Design Services Released	July 11, 2022
Questions to Derry DPW	July 29, 2022
Responses to Questions	August 5, 2022
RFP Due by 4pm	August 12, 2022
Evaluations/Interviews	August 15, 2022 – August 19, 2022
Award of Contract	August 22, 2022
Preliminary Design Complete	November 30, 2022
Final Design Complete/Bid Release	February 13, 2023
Target Construction Bid Opening	March 17, 2023

**WORK BY OTHERS - NOT PART OF RFP**

Target Construction Start	June 12, 2023
Target Construction Completion	November 24, 2023

## **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 may do so at their convenience,**

**All questions shall be submitted via email to Michael A. Fowler, P. E., Director of Public Works at [mikefowler@derrynh.org](mailto:mikefowler@derrynh.org). Questions about the proposal are due by July 29, 2022 at 4pm. Responses to questions and/or addendums will be distributed via the Town website under Bids & Proposals.**