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City of Somersworth, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

REQUEST FOR PROPOSAL

Architect/Engineering Services Feasibility Study for Accessibility at the Public Library

You are cordially invited to submit a proposal for architectural/engineering services to conduct a feasibility study of accessibility alternatives within the Public Library.

All proposals must be submitted with the attached bid certificate, in a sealed envelope, plainly marked "RFP# 02182021 Architect/Engineering Services":


Somersworth City Hall
Attn: Scott A. Smith, Director of Finance
One Government Way
Somersworth, NH 03878

All proposals/bids must be received by March 25, 2021, at 2:00 p.m. EST at which time they will be publicly opened and read aloud at the Somersworth City Hall.

****IMPORTANT:*** *If you are not interested in submitting a quotation on this particular bid request, but wish to remain on our active bid list, please sign and return the attached form with a NO BID indication. Failure to respond in this manner will result in deletion from our bid list.*

Vendors wishing to respond to a bid request with alternates to specifications must notify the Finance Office no less than five (5) days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.

			
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SECTION 1. INVITATION TO SUBMIT PROPOSALS

The City of Somersworth invites qualified architects and/or engineers to submit proposals to conduct a feasibility study for providing accessibility alternatives within the Public Library.

The City is interested in developing concepts for improved accessibility alternatives inside the Public Library.

1.1 Property Background- The building was constructed around 1969 in downtown Somersworth on a 0.32-acre site. The building is adjacent to the US Post Office, office and retail buildings, and municipal buildings. The building is a sound masonry structure with ADA access to the building from Station Street. Users can currently access the upper mezzanine, bathrooms, and lower Children’s room by staircase only.

1.2 Project Intent – The current layout of the building is multi-level with access to various parts of the Library by staircase only. The City would like to have a consultant to develop a concept or multiple concepts to provide improved access to the Library’s entire collection, with a major focus on access to bathrooms and the children’s section.


In addition to the concept(s) provided, the City is requesting general cost estimates to construct the concept(s).

1.3 Building Tour – City staff will provide interested consultants an opportunity to tour the facility on March 15, 2021 at 11:00 AM. The City is encouraging interested consultants to attend this tour, but it is not mandatory. The City **will not** be providing alternative dates for individual tours

SECTION 2. SPECIFICATIONS:

Qualified consultants are asked to submit a proposal to provide the following:

1. Meet with City Officials to identify and understand the possible accessibility alternatives.
2. Identify all improvements required to keep the facility in compliance with all building and life safety codes in order to receive a Certificate of Occupancy to use the facility as determined in item 1.
3. Develop cost estimates for the concept(s) for accessibility alternatives within the facility.
4. Prepare a draft report including a description and sketches of the accessibility improvement option(s), and cost estimates to make the improvements.

			
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- Meet with City Officials to present the draft report. Incorporate any changes requested by the City into a final report, including cost estimates and facility wide improvements.

SECTION 3. QUALIFICATIONS OF CONSULTANT

Consultant must be an architect or engineer, licensed to practice in New Hampshire, and be able to demonstrate an understanding of national and local building and life safety codes

A description of your firm and other related information to be submitted is detailed in Section 7 of this request.

SECTION 4. COMPENSATION SCHEDULE


All prospective architects/engineers shall include in a sealed envelope, separate from the proposal submittal, a sheet showing the proposed hourly rate that will be charged to the City for the services of the personnel involved in the engagement, and include an upset or not to exceed amount to complete the work. The sealed envelope shall have the words “**Compensation**” and the name printed or typed prominently on the front.

SECTION 5. SELECTION PROCESS

The City of Somersworth will use the information provided to develop a shortlist of candidates/firms from which to contact and conduct interviews. A selection team will review the proposals and choose those firms/individuals who appear to be the most qualified to meet the City’s needs/objectives to meet with the selection team to discuss a range of topics including the architect/engineer’s experience, qualifications, and objectives. Following the interview process the selection team will review the information received and impressions generated by the interview and select the leading candidate(s) for a follow up interview.

SECTION 6. INSURANCE

The firm shall include evidence of insurance including but not limited to general liability, property and casualty, errors and omissions, and worker’s compensation insurance. This evidence shall be shown on a certificate of insurance issued by the firm’s insurance carrier(s), and shall name the City of Somersworth as an additional insured.


			
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SECTION 7. PROPOSAL PREPERATION AND SUBMISSION REQUIREMENTS

A. General Requirements

1. Sealed proposals must be received by the Finance Office, City of Somersworth, One Government Way, Somersworth, NH 03878 no later than **March 25, 2021 at 2:00PM.**
2. Questions and requests for clarification must be in writing and received by the Finance Director, at One Government Way, Somersworth, NH 03878 or sasmith@somersworth.com by **March 18, 2021 end of business.** All responses will be e-mailed or faxed by **March 22, 2021** to each consultant who has obtained a copy of the RFP and has provided an e-mail address or fax number.
3. The proposal should be mailed or delivered directly to:

City of Somersworth
Attn: Scott A. Smith
One Government Way
Somersworth, NH 03878
4. Proposals and Compensation should be submitted in two separate, sealed envelopes. One envelope should include *Technical Proposal* material and the other envelope should include *Compensation* material. The *Technical Proposal* will be comprised of the architect/engineer firm's experience and qualifications of its personnel in performing municipal engineering. There should be no dollar units or total costs included in the *Technical Proposal*. The *Compensation Proposal* will consist of the engineer/firm's cost proposal.
5. Four (4) copies of the proposal shall be submitted by placing them in a suitably sized envelope or shipping box and labeling with the words: **"City of Somersworth – RFP # 02182021– Architect/Engineering Services."**
6. The City requests that no City officials be contacted during the process. The Finance Director may be contacted only to clarify questions concerning the RFP.
7. The City reserves the right to reject any or all proposals if there is good cause; to cancel the solicitation, waive technicalities; request clarification or additional information and be the sole judge of suitability of the services for its intended use and further specifically reserves the right to make the award and negotiate the final contract in the best interest of the City considering cost effectiveness. Failure to respond to any requirements outlined in the RFP, or

			
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failure to enclose copies of the required documents, may disqualify the proposal. The City reserves the right to retain all submitted proposals.

8. In order to standardize the review process, the architect/engineer firm's Technical and Cost proposals must be presented in the following format and include the designated information. Architect/Engineering Firms are cautioned that any deviation from this format may result in the disqualification of their submission.

B. Technical Proposal

1. Title Page

1. Project title
2. Name of submitter and if applicable submitter's firm
3. Address and telephone number of submitter and/or firm
4. Name of contact person
5. Date of submission

2. A Letter of Transmittal (limit to one or two pages)


1. Briefly state the submitter's understanding of the work to be done and make a positive commitment to perform the work within the required time frame.
2. This letter should be signed by the individual authorized to negotiate for and contractually bind the firm.

3. Table of Contents

1. Include a clear identification of the material by section and by page number. Such sections will be those identified below.

4. Professional Experience and Qualifications

1. Indicate the location of the office and the number of people, including specific expertise of each if applicable, that may provide services to the City.
2. Indicate whether or not the firm is licensed to practice in the State of New Hampshire.

			
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3. Provide a list of the office’s most significant engagements (maximum of 5) performed in the last two years that are similar to the engagement described in the RFP. Indicate the type(s) of services performed and the number of years served for each. For each engagement listed, provide names, addresses, and telephone numbers of personnel of current and prior municipal engineering clients who may be contacted by the City for reference.
4. Indicate the experience of the local office in providing additional services to the municipal clients by listing the name of each municipality, the type(s) of services performed, and the number of years of engagement.
5. Provide a resume for each individual who may be assigned to engineering services for the City which describes his/her professional qualifications, licenses, and experience in providing engineering services for municipalities. Additional information should include any specialized skills, training, or background in engineering. This may include participation in State or national professional organizations, speaker or instructor roles in conferences or seminars, or authorship of articles or books.

5. Other Information

1. Provide one copy of the proposal electronically on a USB drive, preferably in a .PDF format.
2. Describe any regulatory action taken by any oversight body against the proposing engineering firm or local office, if any.
3. Identify any potential difficulties, along with the firm’s proposed resolution and any additional assistance expected from City staff.
4. Provide any other information you believe relevant to the decision of selection of the best engineering firm for the City.

B. Compensation Proposal

The Compensation Proposal should address the requested information in Section 4 of this request.

			
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PROPOSAL CERTIFICATE

The undersigned certifies that this proposal is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity

Signature/Title

Company

Business Address _____

City/Town _____


State _____

Zip _____

Date

Phone Number

Check here if appropriate : _____ (X) NO PROPOSAL
Any deviations from the above stated specifications must be so noted and any bid prices must be reflective o/these deviations

			
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GENERAL TERMS AND CONDITIONS

Preparation of Proposals

Proposals shall be submitted on the forms provided and must be signed by the consultant or the consultant's authorized representative. The person signing the proposal shall initial any corrections to entries made on the proposal form.

Unless otherwise stated in the Request for Proposal, the consultant agrees that the proposal shall be open for acceptance for sixty (60) calendar days from the date of submittal to the City of Somersworth.

Acceptance or Rejection of Bids/Proposals

The City of Somersworth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that is determined to be in the best interest of the City.

The City of Somersworth also reserves the right to reject the proposal of any consultant that has failed to perform properly or complete on time contracts of a similar nature.

Delivery of Proposals


Proposals must be submitted in a sealed envelope, and shall be addressed to the City at the address and to the attention of the official as outlined in the Request for Proposals. All proposals must be submitted prior to the specified date and time. Any proposals received after the specified date and time will not be considered and will not be opened. Proposals delivered via facsimile, e-mail, or any format other than within a sealed envelope shall not be considered.

Withdrawal of Proposals

A consultant will be permitted to withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposal.

Public Opening of Proposals

Proposals will be publicly opened and read aloud at the time and place as indicated in the Request for Proposals. Any consultant, authorized agent, or other interested party may be present.

			
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Proposal Ownership and Costs

Upon submission, proposals become the property of the City of Somersworth. The cost of preparing and submitting a proposal is the sole responsibility of the consultant and shall not be chargeable in any manner to the City. The City will not reimburse any consultant for any costs associated with the preparation and submission of a proposal.

Examination of Proposed Materials

The submission of a proposal shall be deemed a representation and warranty by the consultant that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No requests for modification in the provisions of the RFP shall be considered after its submission on the grounds that the consultant was not fully informed as to any fact or condition. Statistical information, which may be contained within a RFP or any addendum thereto, is for informational purposes only. The City disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate

Quantities


Quantities of materials, whether to be used on projects, or purchased directly by the City, are provided for informational purposes only unless otherwise specifically stated. The City disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate. Consultants are responsible to verify the accuracy of these estimates.

Buy Local

The City of Somersworth reserves the right to award any proposal to local vendors, as determined by the City, even in the event they may not be the lowest qualified vendor, if it is determined to be in the best interest of the City. The City will consider such factors as overall cost, prior service, and any other pertinent information available when making such decisions.

Insurance Requirements

The successful consultant shall procure and maintain insurance, in the amounts and coverage detailed by the proposal documents at the consultant's sole expense. The successful consultant shall be required to present to the City of Somersworth a certificate of insurance in the amounts required naming the City of Somersworth as an additional insured.

			
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Results

After the proposals are opened and read, the results will be available for the public. Persons that desire a comprehensive list of the results may do so by attending the opening, or requesting such, in writing, to the Director of Finance and Administration.

The award of a proposal shall not be considered official until such time that a Purchase Order, fully executed contract, or an award letter has been issued by the City of Somersworth. No presumption of award shall be made by any consultant until such documents have been executed and are in hand. Verbal notification of award is not considered official. Any action by the consultant to assume otherwise is done so at their own risk and the City will not be held liable for any expense incurred by a consultant that has not received an official award.