



REQUEST FOR PROPOSALS WITH QUALIFICATIONS
SEABROOK SEAWALL REPAIR PROJECT
#RFPQ2020-MGR-09

**Town of Seabrook, New Hampshire
Office of the Town Manager**



**REQUEST FOR PROPOSALS WITH QUALIFICATIONS
SEABROOK SEAWALL REPAIR PROJECT
ENGINEERING AND INSPECTION SERVICES**

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You are cordially invited to submit a proposal with statements of qualifications to provide comprehensive professional engineering and inspection services for the Repair of the Seabrook-Hampton Harbor Seawall, Seabrook, NH in agreement with the attached specifications, terms, and conditions. Prospective respondents are advised to read this information carefully before submitting a proposal.

One (1) original and three (3) copies of the requested information, along with two (2) electronic copies on thumb drives must be submitted in a sealed envelope or package, clearly marked:

**RFPQ2020-MGR-09
Seabrook Seawall Repair
Town of Seabrook
C/o Town Manager
99 Lafayette Road
Seabrook, NH 03874**

All proposals must be received by February 27, 2020, at 2 pm EST at which time bidding *will* be closed.



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I. INTENT

The Town of Seabrook New Hampshire (the "Owner"), acting through its Town Manager, in accordance with the provisions of New Hampshire Revised Statutes Annotated Chapter 37, Section 6 and the provisions of the Town of Seabrook's Purchasing Policy and Purchasing Procedures is requesting proposals with statements of qualifications to provide comprehensive professional engineering and inspection services for the Repair of the Seabrook-Hampton Harbor Seawall, Seabrook, NH (the "Project"). This Project will be funded by the taxpayers of Seabrook, New Hampshire, and the Department of Commerce, Economic Development Administration.

II. INSTRUCTIONS

All inquiries regarding the Request for Proposal with Qualification (the "RFPQ") documents, procedure, and any technical aspect shall be directed to William Manzi, Town Manager by email at wmanzi@seabrooknh.org with an email cc to Gino Baroni of Trident Project Advantage Group (the "OPM") at gbaroni@tridentgrp.com. These inquiries and responses will be shared with all firms who have registered with the Town Manager to receive the RFPQ.

All Proposals with Statements of Qualifications shall be submitted in conformance with this Request for Proposal with Qualification and all its sections, including any attachments and addenda distributed. All requested information must be supplied. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements. Failure to comply will be reflected in the evaluation of the RFPQ and may result in disqualification of the firm. Emailed submissions shall not be accepted.

III. SCOPE OF PROJECT

Project Description and Purpose

This Project is located in Seabrook, New Hampshire, along the Hampton-Seabrook Harbor. The existing section of the seawall is currently failing and is in imminent danger of complete collapse. The proposed Project will 1) replace approximately 429 linear feet of steel sheet pile on the existing bulkhead; 2) repair the existing timber fender system; 3) regrade and repave the area behind the seawall. All aspects will be designed by a professional engineer licensed in the State of New Hampshire, and all required permits for the work of the Project shall be secured through the proper agencies having jurisdiction.

The overall purpose of this Project is to properly complete the work of the Project stated above to secure the stability of the wharf used for loading and unloading equipment for the Seabrook Station Nuclear Power Plant and maintain an open channel used by the commercial fishing industry, as well as tourism and recreational boaters/fishing.



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This Project is partially funded with a Public Works Grant from the Department of Commerce, Economic Development Administration, and as such, must comply with all Standard and Specific Award Approval conditions.

A preliminary engineering report was prepared for this Project in conjunction with the application for grant funds from the Department of Commerce, Economic Development Administration, and is available for review upon request.

IV. THE PROFESSIONAL ENGINEERING SERVICES (THE "SERVICES") SHALL INCLUDE, BUT NOT BE LIMITED TO:

- Review of the existing plans, expired permits, reports, and other materials.
- Supplemental field inspection/work, which may include but not limited to survey and soil investigations (as needed). As part of the response, please include recommended testing and inspection tasks, destructive and nondestructive, of existing conditions, and why.
- Final complete, proper, and first cost and operational cost-effective design of the seawall repair and the Project
- Obtain all permits and permissions required. A list of anticipated permits includes, but may not be limited to:
 - a) NH DES Wetlands Bureau, Wetland Permit Application (was previously issued but has expired and needs to be re-filed);
 - b) Army Corps, Programmatic General Permit (PGP);
 - c) Historical resource notifications (NH Division of Historical Resources) previously reviewed file #3991;
 - d) NH Natural Heritage Inventory (the previous filing found no adverse impacts, but this needs to be updated);
 - e) NH Fish & Game for construction timing restrictions (will be based on Natural Heritage Inventory response);
 - f) Coastal Zone Management Consistency Determination final review;
 - g) Necessary consultation with the National Marine Fisheries Service under the Endangered Species Act and the Marine Mammal Protection Act.
- Engineer's Opinion of Costs in sufficient detail as required by the Owner and OPM.
- Preparation of complete and proper bid documents based on past experience, current data, and analysis of recommended testing and inspection tasks, destructive and nondestructive, of existing conditions agreed to by the Owner.
- Assistance in and advice on the proper bid process: advertisement, review, and response to RFI's during bidding, bid review, and recommendation to the Owner and OPM, contract preparation assistance. Participation by conducting a pre-bid meeting, the bid openings, review proof and adequacy of bidder's qualifications, preparation, and submission of tabulation of bids, the ranking of bids, and recommendation as to Project award firm. The final decision of the award shall be by the Owner.
- Construction Administration Services (to include, but not limited to, on-site review in preparation of review of and confirmation of the application of payment requests; review of and response to shop drawings; RFIs, change orders, etc.)
- Construction inspection services from pre-construction through final Project acceptance.



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- a) Supervise any required subsurface explorations such as borings and soil tests, regardless of who performs that work, analysis, and reports thereof.
- Provide Grant Administrator with Project updates via the Owner, no less frequently than monthly updates.

V. CONTRACT DOCUMENT

Upon selection, the final scope of services for this Project will be incorporated into an Owner-Consultant Agreement (the "Agreement") for execution. Upon execution of the Agreement or thereafter at the Owner's sole direction, the Engineer will be provided a written Notice to Proceed by the Owner to commence undertaking the scope of services/work outline in the Agreement. All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the Engineer pursuant to this proposal shall be the property of the Owner, Town of Seabrook New Hampshire.

VI. SCHEDULE OF WORK

It shall be the obligation of the Engineer to ensure the proper completion of the Project, including final inspection(s) and acceptance by all authorities having jurisdiction of the Project, on or before March 23, 2022. Time is of the essence. Following the award of the Project, the Engineer will work with the OPM or its designee in preparation of a CPM schedule, providing dates, durations, tasks including permits, inspections, etc., and to finalize the same acceptable to the Owner.

VII. SUBMITTAL REQUIREMENTS

Sealed Proposal and Statement of Qualification (RFPQ) shall contain one (1) original and three (3) copies of the requested information, along with two (2) electronic copies on thumb drives, and will be received until 2:00 PM on Thursday, February 27, 2020, at the Seabrook Town Offices, care of the Town Manager. All RFPQ submittals must be clearly marked "RFPQ 2020-MGR-09–Seabrook Seawall Repair". All submission shall be limited to a maximum of twenty (20) pages, including the cover letter and resumes. **Emailed submissions shall not be accepted.**

All Firms submitting RFPQs to this request shall include the following information:

- Cover Letter.
- Scope of Services – Confirmation of Scope of Services with suggestions of any major tasks that were not specifically identified in this request but are felt advantageous by the respondent for the Owner to consider.
- Project Understanding and Approach to accomplish the Scope of Services, including recommended testing and inspection tasks, destructive and nondestructive, of existing conditions, and why.
- Preliminary Proposed Schedule to include the following milestones:
 - a) Commencement Date of services/work;
 - b) Kick-off Meeting Date;
 - c) Details of tasks for submissions and dates of obtaining required permits (including entities) and approvals;



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- d) All critical tasks and durations including initial efforts for testing and inspection of existing conditions, preparation and the delivery date of 50% plans, specifications, and probable cost estimate;
 - e) Meeting to review 50% plans, specifications, bid documents, and preliminary probable cost estimate;
 - f) Date of completing final plans, specifications, bid documents including all contract documents, and probable cost estimate;
 - g) Meeting to review 100% plans, specifications, bid documents including all contract documents, and probable cost estimate; and
 - h) Details for dates for soliciting bids, receipt, analysis, presentation of data to Owner, and award.
- Proposed Fee. The fee for basic services must be either stated as a fixed price fee and not-to-exceed reimbursables or a not-to-exceed Fee with monthly time card submission with agreed-upon hourly rates and not-to-exceed reimbursables. The contract fee may not be based on the use of the cost-plus-a-percentage-of-cost or percentage of construction cost form of fee/compensation.
 - Breakdown of proposed fee structure, by task or deliverables, and reimbursable costs of proposed fee and reimbursable proposal.
 - Description of other similar projects completed by your firm.
 - Resumes of key personnel, their proposed role, and percentage of dedicated time of each to be assigned to this Project.
 - Resumes of any sub-consultants proposes, if necessary, their proposed role and percentage of dedicated time to this Project.
 - Three (3) references with contact information for similar services/work.
 - Additionally, you may include a maximum of three (3) pages of information not covered above, which you feel may be useful in the evaluation of your proposal.

VIII. EVALUATION AND SELECTION PROCESS

Proposals properly submitted and received will be evaluated in accordance with, but not limited to, the following evaluation criteria:

- Thoroughness and completeness of Scope of Services **(10 points)**
- Thoroughness and completeness of Project Understanding and Approach **(20 points)**
- Thoroughness and completeness of Preliminary Proposed Schedule **(10 points)**
- Thoroughness, completeness, and competitiveness of Proposed Fee and Reimbursables **(20 points)**
- Related projects, relevant experience and capabilities **(15 points)**
- Relevant experience and capabilities of proposed personnel (and sub-consultants) and dedicated time of key personnel **(20 points)** and
- Response of references provided **(5 points)**.

The selection process will include the evaluation of each submitting firm's statement of qualifications based on the firm's qualifications and the overall proposed fee and reimbursables. Proposals with thorough and complete responses will receive more points than incomplete responses. Proposals with



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relevant project experience similar in scope and size, and personnel with similar work experience will receive more points. With respect to fees, proposals with lower fees will receive higher points, as long as the proposed fee is inclusive of all costs. The submitting firms will be rated and shortlisted, and interviews may be conducted at the sole discretion of the Owner. The Owner will enter into negotiations with the top-rated firm. If services, schedule, deliverables, and/or fees are not mutually agreeable with the top-rated firm, the Owner will enter into negotiations with the second-rated firm and so on until an agreement acceptable as in the best interest of the Owner and the taxpayers of Seabrook, NH is reached. The Owner reserves the right to discontinue the selection process at any time prior to awarding the contract. There will be no reimbursement to any firm if the selection process is terminated.

IX. ADDITIONAL INFORMATION

- The Engineer shall be registered on the website www.SAM.gov and shall not appear on the Excluded Parties List on the website www.SAM.gov.
- Compensation based completion of specific milestones shall be included in the Agreement between the Owner and the Engineer.
- As part of the Agreement, the Engineer shall agree to be responsible for any damages arising from any defects in design or negligence in the construction inspection and shall carry Professional Liability Insurance coverage in an amount not less than Two Million (\$2,000,000) Dollars.
- For contracts over \$100,000, an executed copy of the Certification Regarding Lobbying shall be submitted as required by Section 1352, Title 31, of the US Code.
- The Engineer shall comply with the federal contract provisions included in Appendix II of 2 CFR Part 200.

X. MISCELLANEOUS

This request for Proposals with Statement of Qualification does not commit the Owner to award a contract. It is not to be construed as creating any contractual relationship between the respondents and the Owner, the OPM, and any other party.

This request for Proposals with Statement of Qualification does not commit the Owner to pay any costs incurred in the preparation of a response to this RFPQ or to procure or contract for services and supplies. Costs incurred for the preparation of the RFPQ in response to this RFPQ shall be the sole responsibility of the firm submitting.

All submissions or material provided in response to this RFPQ shall become the irrevocable and sole property of the Owner whether or not the firm is selected.

The Owner reserves the right to reject any or all submittals, to waive technical or legal deficiencies, to cancel in part or in its entirety this RFPQ, and to accept any RFPQ response that it may deem to be in the best interest of the Owner. By submitting a proposal to this RFPQ, the respondent affirmatively waives any claim against the Owner and the OPM.

The Town of Seabrook New Hampshire is an equal opportunity employer. All qualified Statement of Qualifications will receive consideration without regard to race, color, religion, creed, age, gender, or national origin.



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XI. BID SUBMISSIONS

Bids must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

“The undersigned certifies under penalties of perjury that this bid 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.”

(Authorized Signature)

(Date)

(Company) & (Title)

XII. CONTRACT TERMS

The Town of Seabrook will negotiate contract terms upon selection. All contracts are subject to review by the Town of Seabrook legal counsel and will be awarded upon signing of a commitment or contract, which outlines terms, scope, budget, and other necessary items.

Approved by:

Handwritten signature of William M. Manzi III in black ink.

William M. Manzi III
Town Manager

2/5/2020