

REQUEST FOR QUALIFICATIONS
2016-008 BICENTENNIAL SEWALL INVESTIGATION

I. INTENT

The Town of Hampton, acting through its Town Manager for the Hampton Department of Public Works (DPW), in accordance with the provisions of New Hampshire Revised Statutes Annotated Chapter 37, Section 6 and the provisions of the Town of Hampton's Purchasing Policy and Purchasing Procedures is requesting Statements of Qualifications from qualified Engineering Firms to provide comprehensive professional engineering services for the investigation and preliminary design for the repair/replacement of the Bicentennial Park Seawall. This project will be funded by the taxpayers of Hampton, New Hampshire.

II. PURCHASING POLICY APPLIES

The Town of Hampton's Purchasing Policy and Purchase Procedures in Chapter 718 of the Hampton Code applies to any Request for Qualification (RFQ) received hereunder.

III. INSTRUCTIONS

All inquiries regarding the RFQ document, procedure, and any technical aspect may be directed to Jennifer Hale, Deputy Director of Public Works at (603) 929-3202 weekdays between the hours of 7:00AM and 3:30PM, or by email at jhale@town.hampton.nh.us.

All Statements of Qualifications shall be submitted in conformance with this Request for Qualification (RFQ) 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 engineering firm should be included together with the submittal requirements. Failure to comply will be reflected in the evaluation of the RFQ, and may result in disqualification of the engineering firm.

IV. EXAMINATION OF THE REQUEST FOR QUALIFICATIONS AND CONDITIONS

Each engineering firm shall examine all information and materials contained in and with this Request for Qualifications. Failure to do so shall be at the engineering firm's risk. Each engineering firm must satisfy themselves by their own investigations and research regarding all conditions affecting the work to be done and labor and materials needed, and make their proposal in sole reliance thereon.

V. BACKGROUND

In 2016 voters of the Town of Hampton approved the funding for the investigation into the structural stability and repairs that are necessary along the approximately 300' section of retaining wall at Bicentennial Park. Bicentennial Park was the site of the old Coast Guard Station and the east end of High Street. Between 1944-1945, the seawall was constructed and the Coast Guard operated with a boat ramp through the wall until 1967. In 1973, the Coast Guard Building was burned down to make way for Bicentennial Park and over the next few years the boat ramp area was reconstructed to tie into the existing seawall.

The Bicentennial Park seawall was constructed to prevent coastal erosion and other damage related to wave action and large storms. Erosion continues to be a problem to the north of the wall and

public gathering areas are located behind the wall including Bicentennial Park, a boat launch, sandy beach and a town parking lot making safety an ultimate concern.

Due to excessive damage that has occurred over the years, portions of the wall are missing. There are cracks within the internal core as well as the external surface. Based on previous studies, it has been determined that the wall section along its length is not consistent in materials and/or construction techniques. Various repairs have been made over time.

The existing wall is located directly adjacent to the recently reconstructed State wall which was constructed higher than the Town's wall creating addition concerns as waves break on and over the wall. Additional survey, geotechnical, and structural investigations are necessary to determine the foundation condition, wall integrity, and structural stability of the wall. The Town's expectation is that the selected firm will provide the necessary scope of work to complete the appropriate investigation and provide a preliminary design, opinion of costs, anticipated permits and schedule of work such that the Town can move forward with the necessary repairs/reconstruction of the wall and the protection of Bicentennial Park.



The selected engineering firm is to provide all the services specified below. The selected engineering firm shall provide all labor, equipment, and materials required to complete the Scope of Services in accordance with this document.

VI. SCOPE OF SERVICES

Engineering Services

The Engineering services may include but are not limited to:

- A topographical and existing conditions survey of Bicentennial Park within the limits as shown on Attachment A. The survey shall be done in the NH State Plan Coordinate system, NAD83 to be compatible with the Town's GIS system.
- Delineation of water resource areas as necessary for future permitting efforts
- Geotechnical investigation to determine soil composite and suitability for existing wall and future repairs/reconstruction
- Structural investigation including the necessary testing to determine the structural integrity of the wall
- Review of the surrounding area to determine if additional erosion control and flooding measures are warranted
- A preliminary repair/redesign plan with associated opinion of cost, list of anticipated permits that will be required and schedule of work

VII. SCHEDULE OF SERVICES

It shall be the obligation of the selected engineering firm to complete all engineering services before October 19, 2016. Following the award of contract, the engineering firm shall coordinate the scheduling of all work with the DPW Director or his designee. At minimum, DPW will be given two (2) weeks' notice prior to commencement of any work. No work shall be conducted between September 2 and 5, 2016.

VIII. SUBMITTAL REQUIREMENTS

Sealed Statement of Qualifications shall contain one (1) original and three (3) copies of the requested information and will be received until 3:00 PM on July 14, 2016 at the Hampton Town Offices. All RFQ submittals must be clearly marked "RFQ 2016-008 Bicentennial Seawall Investigation". All submission shall be limited to a maximum of 16 pages, including the cover letter and resumes.

All engineering firms submitting Statement of Qualifications to this request shall include the following information:

1. Cover Letter
2. Project understanding
3. Project Approach to accomplish the work
4. Scope of Services – Highlight major tasks that were not specifically called out in this request.
5. Related projects/areas of expertise/experience including the following:
6. Description of other similar projects completed by your firm
7. Three (3) references with contact information for similar work.

8. Resumes of key personnel and their proposed role to be assigned to this project including subconsultants if necessary;
9. Additionally, you may include a maximum of one page of information not covered above, which you feel may be useful.

Costs for proposed engineering services are NOT requested at this time.

IX. SELECTION PROCESS

The selection process will include the evaluation of each submitting engineering firm's statement of qualifications based on the firm's qualifications. The submitting firms will be rated and shortlisted, and interviews will be conducted. The Town will enter into negotiations with the top rated firm for a fee proposal for engineering services. If not mutually agreeable, the Town will entertain entering into a fee proposal from the second-rated firm and so on, until an agreement is reached. The Town 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.

X. DISQUALIFICATION

A engineering firm may be disqualified and or rejected for either of the following reasons: 1) failure to supply complete information as requested by this RFQ or 2) evidence of collusion among other engineering firms. Any engineering firm(s) so rejected for reason #2 will disqualify the engineering firm(s) involved from consideration in the future dealings with the Town.

The lack of experience of prospective engineering firms may be grounds for disqualification in the award process.

XI. REVISIONS TO RFQ

If it should become necessary to revise any part of this RFQ or otherwise provide additional information, an addendum will be issued by the Town and furnished to all engineering firms who have obtained copies of this original RFQ.

XII. RESERVATION OF RIGHTS

This request for Statement of Qualifications does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services and supplies. Costs incurred for the preparation of the Statement of Qualifications in response to this request shall be the sole responsibility of the engineering firm submitting. The Town reserves the right to reject any or all submittals, to waive technical or legal deficiencies, to cancel in part or in its entirety this request, and to accept any RFQ that it may deem to be in the best interest of the Town.

The Town of Hampton is an equal opportunity employer. All qualified engineering firm's Statement of Qualifications will receive consideration without regard to race, color, religion, creed, age, gender, or national origin.

XIII. CONTRACT DOCUMENT

Upon selection, the final scope of services for this project will be incorporated into a Contract for execution. Upon execution of the Contract, the selected engineering firm will be instructed to

commence providing the work outline in the contract. All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the selected firm pursuant to this proposal shall be the property of the Town of Hampton

XIV. NON-ASSIGNMENT

Neither the selected engineering firm nor the Town shall assign, transfer, convey, or otherwise hypothecate the contract or their rights, duties, or obligations hereunder or any part thereof without the prior written consent of the other, which consent shall not be unreasonably withheld.

XV. INDEMNIFICATION

In accepting the awarded contract, the engineering firm agrees to hold harmless and indemnify the Town of Hampton and its officers, agents, and employees from any liability and any all claims, suits, damages, and attorney's fees and costs, arising from the work to be performed or the services to be provided.

XVI. GOVERNING LAW AND VENUE

This RFQ and the contract agreement to be entered into shall be governed by the statutory and common laws of the State of New Hampshire and venue shall lie in the State Courts of the State of New Hampshire as to any dispute.



ATTACHMENT A: SEAWALL INVESTIGATION

Hampton, NH



June 7, 2016

1 inch = 150 Feet

0 150 300 450



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

www.cai-tech.com