

**TOWN OF EXETER PARKS AND RECREATION DEPARTMENT  
REQUEST FOR PROPOSALS ENGINEERING & DESIGN SERVICES  
RECREATION PARK**

**INTRODUCTION**

The Town of Exeter is requesting Request for Proposals to provide comprehensive professional engineering services for a project for the Town's Recreation Park located at 4 Hampton Road. All qualified consultants are invited to submit an RFP.

**GENERAL REQUIREMENTS**

Engineering firms making qualifications must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

Sealed qualifications should be plainly marked "**RFP – Recreation Park Engineering & Design Services**" on the outside of the mailing envelope, and addressed to:

Town of Exeter  
Parks and  
Recreation  
Department  
32 Court St  
Exeter, NH  
03833  
Attn:  
Greg Bisson

Proposals will be accepted until **2:00 p.m. on Friday, April 26, 2019** at the Parks and Recreation Office. Five copies of the proposal shall be submitted.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the firm submitting the proposal. The Town of Exeter reserves the right to select or reject any engineering firm that it deems to be in the best interest to accomplish the project specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The Town reserves the right to waive defects and informalities of the qualifications.

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## PROJECT BACKGROUND

The Recreation Park was constructed in 1974 utilizing half of the property 12 acres. The facility includes 3 softball fields, 8 tennis courts, 2 basketball courts, a pool and parking. Planet Playground is also located adjacent to this property on private land leased by the town. This facility has only seen minimal expansion and renovations over the year. In addition to the effects of the passage of time and wear and tear on the facility, 2015 Needs assessment conducted by the Town emphasized a need for the following, expanded athletic fields, new location and replacement of the playground and an new indoor facility situated on the property. Exeter Parks and Recreation maintains this property with several organizations utilizing it.

## SCOPE OF WORK

The goal of the project is to develop a final design in which bid documents can be developed.

The project area is defined as 4 Hampton Road property (Recreation Complex).

The project is expected to provide detailed plans for the proposed construction of additional parking, two soccer fields, a walking trail, new play areas and location of a multigenerational recreation building.

The project will create a comprehensive plan to develop the property in a phased approach.

The chosen consultant shall be expected to perform the following scope of services for the project:

### **1.0 Conceptual Plan Review – May 2019 – July 2019**

- S-1.1 Attend one (1) kickoff meeting with the Recreation Advisory Committee.
- S-1.2 Obtain and review: The Exeter Master Plan, 2015 Recreation Needs Assessment Report, 2016 Town Wide Facility Study, Recreation Complex Conceptual Plan prepared by Tighe and Bond as well as Eaglebrook Engineering and Survey.
- S-1.3 Perform topographic survey at a one-foot contour.
- S-1.4 Perform a site visit to observe existing conditions and photo-document existing conditions.
- S-1.5 Advertise, prepare exhibits for and attend one (1) Public Listening Session to present the project and solicit input from the public on the previously developed conceptual plans.

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S-1.6 Take meeting minutes and distribute to stakeholders as required.

S-1.7 Support Public Outreach and Abutter Coordination Services.

Social Media: Support the Exeter Parks and Recreation Department by supplying data, project updates, and information to be used on Facebook, Instagram and Twitter with the purpose of educating the public on the project. Provide regular updates for each social media platform as the Project develops, at the frequency to be determined by the Town. Coordination with Town staff regarding final material to be posted. Comments posted to these sites will be noted but not responded to. Town staff will be given administrator rights to respond to comments.

Direct Mailing: Support Exeter Parks and Recreation by assisting in the development of a direct mail flier to every address within the project area: the mailing will announce the date of the public meeting and introduce ways for the public to comment, voice preferred project design options and listen to project updates.

S-1.8 Building upon the prior concept plans, develop two (2) conceptual layouts of the proposed improvements.

S-1.9 Develop conceptual drainage layout. Determine approximate area of disturbance for Alteration of Terrain (AoT) permit requirements.

S-1.10 Perform early utility coordination efforts to verify existing infrastructure locations.

S-1.11 Advertise, prepare exhibits for and attend a second meeting to present the alternatives, including the Preferred Alternative as determined by the Recreation Advisory Committee, and solicit feedback from the public. Take meeting minutes and distribute to stakeholders as required.

S-1.12 Prepare a conceptual Opinion of Probable Construction Cost for each alternative.

**2.0 Preliminary Design Phase – July 2019 – September 2019**

P-2.1 Develop a preliminary layout for the preferred improvements at the Recreation Facility including building location.

P-2.2 Develop a preliminary design for the drainage system. Perform hydraulic calculations for sizing of the proposed drainage system.

P-2.3 Develop Preliminary Design Plans. The plans are anticipated to include the following sheets:

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- Title Sheet
- Index and General Notes
- Standard Symbols
- Typical Sections (2 sheets)
- Miscellaneous Details (3 sheets)
- General and Utility Plans (20 Scale) – 4 sheets
- Drainage Notes
- Layout, Marking, and Signing Plans (20 Scale) – 4 sheets
- Building Location
- Erosion Control Details
- Cross Sections (50' interval) – 4 sheets
- Apply for all permits through NH Department of Environmental Services

P-2.4 Prepare an Opinion of Probable Construction Cost using the NHDOT item number nomenclature format and current weighted average unit prices.

**3.0 Final Design Phase – September 2019 – November 2019**

F-5.1 Advance the Preliminary Plans list to address any review comments from the Town of Exeter and/or Recreation Advisory Committee and add necessary construction layout and payment information.

F-5.2 Revise the Opinion of Probable Construction Cost Estimate

F-5.3 Prepare Draft contract and bid documents.

F-5.4 Preliminary PS&E (plans, specifications and estimate) Documents to Town of Exeter and/or Recreation Advisory Committee for review and comment. Up to 3 copies of the submittal will be provided.

F-5.5 Provide conceptual illustration for the total project as well as building.

F-5.6 Revise Plans, Specifications, and Estimate to address review comments.

**PRE-PROPOSAL MEETING**

There will be a **mandatory** pre-proposal meeting on **Tuesday, April 16th, 2019 at 2:00 p.m. at the Daniel R. Healy Pool building at the Recreation Park, 4 Hampton Road, Exeter, NH 03833**. All proposers will have an opportunity to ask questions at this meeting.

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## SCHEDULE

The selected consultant shall be expected to begin work immediately upon contract signing and complete all project work in its entirety by or before November 4, 2019, including final Town review and approval. Contract award and execution is anticipated within one to two weeks of proposal submission. See "Process and Contract" section below.

## TOWN ROLL

Parks and Recreation staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the Town's Recreation, Planning and Public Works Departments will review plans and other documents prepared by the consultant.

## PROPOSAL SUBMITTAL REQUIREMENTS

### Submittal Format for Proposal

The Proposal shall include the following components (these components should appear in the order they appear below). Suggested section labels are provided in bold. (max 16 pages)

1. **Transmittal Letter** .
2. **Project Team**. List key members of the proposed Project Team. Respondents should identify and provide relevant background information for the proposed project manager and the key member or members who will represent the project team in public forums and meetings. For each member represented, include: a. Team Member Name and Firm affiliation b. Area of specialty c. Specific involvement/role in projects used as references d. Office location e. Total years of experience f. Years with current firm
3. **Statement of Understanding and Scope of Services**. The proposer shall state in succinct terms their understanding of the Town's needs for this project and what is required by this request for Proposal. Describe in narrative form the proposer's approach and technical plan for accomplishing the work listed herein. The proposer is encouraged to elaborate and improve on the tasks listed in the RFP; however, the proposer shall not delete any requested scope tasks unless explicitly noted.
4. **Schedule**- The proposer shall submit a schedule for completing the scope of work for engineering and design.
5. **Roster of Firms and Firm Experience**. Provide a one-page listing of firms proposed to be part of the project team. Clearly indicate the role each will perform.
6. **Past Projects and References** (Needs to be relevant to athletic field construction). Provide information, including narrative and depictions, of relevant past projects (up to five). Clearly indicate the role the proposed team members played in each project. The project descriptions shall be current and limited to a maximum of one full page

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per project, along with client references for similar projects and up-to-date contact information (name, title, organization, phone, cell and email).

7. **Project Budget** - itemized by task and a total project cost stated as a firm fixed fee. Hourly rates for project staff shall also be provided.
8. **Other Information.** Other information, qualifications and/or exceptions that the firm may consider appropriate to raise during the selection process. Submittal Package Components should appear in the submittal in the order that they are requested and clearly labeled using section breaks. One original submittal and four (4) copies of the proposal, including attachments, are required. An electronic version shall be submitted with the package on a thumb drive. Pages shall be no larger than letter-size (8 1/2 x 11 inches) or, if folded to that dimension 11 x 17 inches, is acceptable. It is acceptable to produce the submittal on both sides of the paper. The box or envelope in which the proposals are delivered must be clearly labeled on the outside with the Respondent's name and project RFP title. Submittals shall be delivered to the following address before 2:00 p.m. on Friday, April 26, 2019: Town of Exeter, Parks and Recreation, 32 Court St, Exeter, NH 03833.

**SELECTION PROCEDURE**

In response to the proposals, the Town may select one or more Firms for interviews and an oral presentation. The submission of a response shall not guarantee an opportunity to an interview.

The final selection will be based upon, but not limited to, the following criteria:

1. Firm's qualifications and resource capability
2. Qualifications of project team (minimum of one licensed Professional Engineer, registered in the branch classification of Civil Engineer in the State of New Hampshire)
3. Related experience (including, but not limited to, engineering, regulatory familiarity, and budgets)
4. Understanding of the Project Scope
5. Approach for completing the work
6. Commitment to Project timelines
7. Quality of Proposal
8. References

The Town will select a Firm based upon the written response, oral interviews, contact from previous engagements, and any other pertinent information deemed necessary by the Town. The Town reserves the right to request substitution of any provider identified by the Firm as part of its team. If an agreement cannot be reached with the selected Firm, the Town retains the right to terminate negotiations with that Firm without notice and open negotiations with the next ranked

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Firm. The compensation discussed with one interested Firm will not be disclosed or discussed with another Firm.

No work shall begin until the Firm and the Town has executed a contract.

**CONTRACT DOCUMENT**

Upon selection, the successful Engineer will prepare Engineering Contracts for Town review and execution. Upon execution of the Contract, the Engineer will be instructed to commence providing the work outlined in the contract. 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 Town of Exeter.

**RESERVATION OF RIGHTS**

The Town of Exeter Parks and Recreation reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal, and to negotiate such terms and conditions of the final contract as it may be in the best interest of the Town. The Town reserves the right to negotiate directly with the firm(s) selected for additional project work including construction administration services, and/or additional project engineering and design services at the hourly rates shown in the proposal submitted in response to this RFP. The Town reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the consultant and to evaluate its submittal. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the Town of Exeter.

**INDEMNIFICATION AND INSURANCE REQUIREMENTS**

Indemnification The contract will require the consultant to agree to pay on behalf of and hold harmless the Town of Exeter for all claims arising in whole or in part from its work on behalf of the Town. Consultant will be required to maintain insurance in such form as will protect the consultant from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract. Consultant shall also be required to maintain professional liability insurance. Amounts and coverages shall be subject to contract negotiations.

**ADDITIONAL INFORMATION**

If you have any questions regarding this RFP, they should be directed in writing to Greg Bisson, Parks and Recreation Director, Exeter Parks and Recreation, at [Gbisson@exeternh.gov](mailto:Gbisson@exeternh.gov).

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**ADDITIONAL OPTIONAL SERVICES REQUESTS**

Please list the cost association with the following requests for proposal stating if an outside agency would execute it. Please list the name of the outside agency who will execute the following tasks and who will be the lead on this portion.

1. The design team shall develop a schematic design for a 20,000 square-foot multi-generational community center. The schematic designs shall include floor plans, programming, and color-rendered 3D visualizations that clearly show building materials and rooflines. The design team shall also develop a cost estimate for the final design, engineering, and construction of the community center.
2. The design team shall develop a schematic design for the playground area(s). As part of the design process, it is expected that the design team will work with Town Staff to facilitate community outreach in a variety of ways in order to maximize community feedback and engagement. The schematic design shall incorporate both community and staff input, and shall be presented as a color-rendered site plan and 3D visualization. The design team shall specify equipment manufacturers and fall zones, surface materials, and associated site amenities such as fencing, seating, planting, paving, and retaining walls. The schematic design shall also include a detailed cost estimate for the playground.
3. The design team shall develop a conceptual plan for a supplemental parking lot at 10 Hampton Road. If approved, the design team may be asked to incorporate the plans into the final design plans as an additional service.