

THE CITY OF NASHUA

*Administrative Services
Purchasing Department*

"The Gate City"

April 26, 2021

Subject: Request for Proposal RFP 0022-052421 Architectural Design Services for a Concept Plan at the Millyard

The City of Nashua, NH, herein referred to as "the City", is seeking proposals from qualified vendors for Architectural Design Services. The Scope of Work for this project may be found in Exhibit A of this request.

The City, through the Mayor, who is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this request if in the City's best interest.

INFORMATION FOR BIDDERS:

Proposals for this RFP may be submitted to the City the following ways:

1. Electronically: Submission electronically via Bid Express. A Digital ID is not required to submit via Bid Express. Please review the documents in Choose an item. (electronic copies are linked here), [Bid Express Vendor Guide](#) and [Vendor Set-up Guide](#) for more information.
2. Paper: Submission one (1) copy and one digital copy on a USB drive in sealed envelope(s) or package(s) clearly marked "RFP0022-052421".
3. Email: Since City Hall is currently closed (except by appointment) we will accept an email submission for this bid. The subject of the email submission should be marked "RFP0022-052421" and the maximum file size acceptable for email submission is 3MB. If you do not receive an email confirmation of receipt, please do reach out to ensure we have received it prior to the due date/time however. All email bids must be sent to purchasing@nashuanh.gov for consideration. Bids sent to any other city email will not be considered received for the purpose of submission and will not be considered as an acceptable bid.

Regardless of the method of submission, proposals must be submitted in the format requested and address the item(s) specified in the RFP package and must be received no later than 4:00pm on Monday, May 24, 2021 in the Purchasing Department; City Hall, 229 Main Street, Nashua NH 03061. Postmarks or other timestamps will not be accepted in lieu of actual delivery. Vendors can use whatever delivery mechanism it chooses as long as it remains clear that the vendor is responsible for submissions prior to the date and time.

The time of receipt shall be considered when a proposal has been officially documented by the Purchasing Department, in accordance with its established policies, as having been received at the location designated above. The City accepts no responsibility for mislabeled mail. Any and all damage that may occur due to shipping shall be the Vendors responsibility.

Further details are available on the City's web site, www.nashuanh.gov, under Services; Bid Opportunities; Current Bids and on the Bid Express website; (Refer to Document RFP0022-052421). Proposals will be opened publicly on Zoom on the due date and time. Results of the proposal opening will be posted on the City's website, www.nashuanh.gov, under Services; Bid Opportunities; Bid Results; (Refer to Document 0022-052421) within twenty-four (24) hours of the opening.

Complete specifications and related documentation are available on our website, www.nashuanh.gov, under Services, Bid Opportunities, Current Bids; and on the Bid Express website. Refer to Document RFP 0022-052421 and related documents. Please note paper copies of bid documents will not be available. No bid documents are available at the Central Purchasing Office.

The City assumes no liability for the payment of costs and expenses incurred by any party in responding to this invitation for proposal. All proposals become the sole property of the City of Nashua. This invitation for proposal is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which qualifications are solicited.

The timeline for this project is as follows:

Projected Timeline	Date
Pre-Proposal Meeting Zoom Meeting ID: 603 589 3330 Passcode	Monday, May 03, 2021, 10:00am
Deadline for Vendor Questions	Monday, May 10, 2021, 10:00am
Vendor Question Answers Posted	Monday, May 17, 2021, 4:00pm
Proposals Due	Monday, May 24, 2021, 4:00pm
Vendor Interviews	tbd

There will be an optional virtual pre-submittal meeting on Monday, May 03, 2021, at 10:00am via Zoom log on Info:

<https://zoom.us/j/6035893330?pwd=YjZ5ZUtSMURySmdBRms1bXBLO1NUdz09>

Meeting ID: 603 589 3330 Passcode: 5893333

Attendance to this meeting is recommended for all wishing to submit a proposal for this project however, Vendors who do not attend may submit questions in writing per the dates specified in this RFP

Please note: At any/all in person meetings attendees are required to wear masks and adhere to all City COVID-19 protocols. The meeting is an opportunity for the City of Nashua to provide an overview of the project objectives. Vendors are encouraged to attend and participate in the meeting.

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate and complete email transmission/receipt and is not responsible to acknowledge receipt. Inquiries must be submitted in writing, citing the RFP title/number, Page, Section, and must be received no later than Monday, May 10, 2021, by 10:00am to:

City of Nashua
229 Main Street, Nashua, NH 03060
Kelly Parkinson, Purchasing Manager
purchasing@nashuanh.gov

The City will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this RFP. Answers to vendor submitted questions and other addenda will be posted on the City of Nashua website www.nashuanh.gov, under Services; Bid Opportunities; Current Bids; (Refer to 0022-052421) and on Bid Express no later than Monday, May 17, 2021 at 4:00 pm

Bids will be opened in public virtually (via Zoom) on the given due date and time. Log on information for this public opening is as follows:

<https://zoom.us/j/6035893330?pwd=YjZ5ZUtSMURySmdbRms1bXBLQ1NUdz09>
Meeting ID: 603 589 3330 Passcode: 5893333

All proposals are binding for ninety (90) days following the deadline for proposals, or until the effective date of any binding resulting contract, whichever is later.

The City may reject any or all of the proposals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against The City. The City reserves the right to waive any irregularities when the public interest will be served thereby. The City also reserves the right to negotiate any change or amendment in any proposal without soliciting further requests for proposals if the action is necessary for the best interest of The City.

The City of Nashua will reject the proposal of any proposer who is presently debarred, declared ineligible or excluded by any Federal department or agency, and reserves the right to reject the proposal of any proposer who has previously failed to perform any contract properly for any purchaser, or to complete on time, contracts of a similar nature, who is not in the position to perform the contract, or who has neglected the payment of bills or otherwise disregarded its obligations to clients, purchasers, subcontractors, material men, or employees.

The City is exempt of all taxes. All proposals must be FOB Nashua, NH. All Vendors must comply with all applicable Equal Employment Opportunity laws.

Pursuant to NRO 5-78 (F), the Purchasing Manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the City. Therefore, this bid request is void as to anyone who is in ~~default on said payments.~~

Sincerely,
Kelly Parkinson
City of Nashua
Purchasing Manager
parkinsonk@nashuanh.gov

GENERAL REQUIREMENTS

- A. To be eligible for an award, a Vendor must be deemed "responsible". A responsible Vendor:
- has the ability, capacity and skill to provide the goods or services required
 - can provide the goods or services within the time frame specified
 - has a satisfactory record of integrity, reputation, judgment and experience
 - has sufficient financial resources to provide the goods or services
 - has an ability to provide future maintenance and support as required
 - has developed a positive track record with the City of Nashua to the extent the vendor has previously provided goods or services.
- B. Working on behalf of the City, the Vendor shall be consistent with State and Federal statutes and be an advocate for the City throughout the project.
- C. The successful Vendor will be required to provide the City with certificates of insurance for coverage as listed below and endorsements affecting coverage required by the contract within ten (10) calendar days after the City issues the notice of award. The City requires thirty (30) calendar days written notice of cancellation or material change in coverage. The certificate and endorsements for each insurance policy must be signed by a person authorized by the insurer and who is licensed by the State of New Hampshire. General Liability, Employer's Liability and Auto Liability policies must name the City of Nashua as an additional insured and reflect on the certificate of insurance:
- General Liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate
 - \$1,000,000 Combined Single Limit Automobile Liability (coverage must include all owned, non-owned and hired vehicles)
 - Workers' Compensation Coverage in compliance with the State of New Hampshire statutes, \$100,000/\$500,000/\$100,000
 - Professional Liability: \$1,000,000
- D. The City also reserves the right to negotiate any change or amendment in any proposal without soliciting further proposals if the action is necessary for the best interest of the City.
- E. The City may conduct discussions with responsible Vendors prior to selection. Successful Vendors shall begin performance upon receipt of an executed contract and a valid purchase order issued from the City.
- F. After the initial designation of a Vendor, City Staff will work with the selected Vendor to negotiate final terms and conditions between the City and the successful Vendors prior to the Contract Award. A draft contract is attached (Appendix A).
- G. The Vendor shall meet all requirements of the Americans with Disabilities Act.
- H. The City encourages disadvantaged business enterprise (DBE) participation from contractors and/or subcontractors.
- I. Pursuant to NRO 5-71 (A), the City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sounds. Due consideration will be given to the purchase of such products. If you are proposing any such products which qualify, please so indicate in a cover sheet by item number and description. We are also conscious of energy use and encourage Vendors to propose products that are energy efficient.

- J. The Vendor should understand that under the New Hampshire Right-to-Know Law, all documents submitted in response to this request, including financial information, are considered public information and will be made available to the public upon request, unless specifically exempted under the law.
- K. Any vendor submitting a proposal may appeal a pending award prior to award by the City. The appellant must:
- Submit a written protest to the City's Purchasing Manager within five (5) business days after the proposal opening.
 - Describe, in the written protest, the issues to be addressed on appeal
 - Post, with the written protest, a bond with a surety meeting the requirements of General Condition 5.02 authorized to do business in this state or submit other security in a form approved by the City who will hold the bond or security until a determination is made on the appeal.
 - Post the bond or other security in the amount of 25% of the total dollar value of the appellant's bid, up to a maximum bond or other security amount of \$250,000.00.
 - Not seek any type of judicial intervention until the City has rendered its final decision on the protest. The City will stop award actions until after the City's Purchasing Manager has responded in writing to the protest. If the appellant is not satisfied with the response, the appellant may then protest to the Board of Aldermen, who will render a final decision for the City. No award protests will be heard by the Board of Aldermen unless vendor has followed the appeal process.

If an appeal is granted, the full amount of the posted bond or security will be returned to the appellant. If the appeal is denied or not upheld, a claim may be made against the bond for expenses suffered by the City because of the unsuccessful appeal.

The City is not liable for any costs, expenses, attorney's fees, loss of income, or other damages sustained by the appellant in a bid appeal process.

- L. The City assumes no liability for the payment of costs and expenses incurred by any vendor in responding to this request. All proposals become sole property of The City. This is not a contract and shall not be interpreted as such but rather serves as an instrument through which qualifications are solicited.

PROJECT SCOPE

Project area and scope of work is defined in the project scope of work attached as Exhibit A

PROPOSAL PROCESS & RESPONSE

The RFP response should be fully self-contained, concise, and display clearly and accurately the capabilities, knowledge, experience, and capacity of the Vendor to meet the requirements of the project and the proposal. Vendors are encouraged to utilize methods they consider appropriate in communicating the required information. At a minimum, this will include submission of the information requested below:

A. Project Team

- All key staff shall be identified and their roles described.
- Identification of key staff members is considered a commitment to assign these individuals should the Consultant be selected. No key staff member will be reassigned without written approval by the City.
- Resumes will be provided for key staff members. Resumes shall demonstrate experience and background appropriate for each individual's assigned responsibilities.

B. Project Approach

- Proposals should adequately address each item listed in the Scope of Work (Exhibit A) and specify the final deliverables. Sufficient detail shall be provided to demonstrate knowledge of the steps needed to successfully complete the described project in the allotted time.
 - The Project Approach will also include any recommendations the Consultant may have that could improve the overall process.
- C. Relevant Experience
- A description of relevant experience that demonstrates proven knowledge in land concept planning and design will be provided.
 - Three references will be provided who are familiar with the Consultant's relevant experience and expertise. Current City of Nashua personnel and elected officials shall not be used as references.
- D. Cost and Timeline
- Please provide a projected start date and project timeline.
 - The cost provided shall be inclusive of all costs necessary to complete the project. Provide a fee computation broken down by the major tasks and for the project as a whole. Include the maximum fee not to be exceeded for the services rendered. Provide only the hourly fee schedule for the personnel involved in the project.
- E. General Submission Requirements
- Responses to this RFP shall be submitted on 8.5 inch by 11 inch sheets.
 - If submitting a paper proposal, responses shall be bound.
 - Pages will use one inch minimum margins and font size shall be eleven points (minimum) and should be double-side printed.
 - There is no page limit, however it is noted that relevance and **brevity** shall be considered during evaluation of the submittals.
 - Bids submitted electronically via Bid Express are preferred. If you choose to submit a paper response, then one hardcopy and an electronic copy on a USB device shall be submitted.

PROPOSAL REVIEW/EVALUATION

Proposals shall be evaluated by specific criteria set forth in this RFP. All proposals considered responsive shall be evaluated for completeness of data provided, support for all claims made, and the overall approach taken. The objective is to select a Vendor, through the outlined evaluation process, whose proposal is judged to be in the best interest of the City.

A. INITIAL REVIEW-SUBMITTED PROPOSALS

All proposals will be initially evaluated to determine if they meet the mandatory requirements.

- 1) The proposal must have been received on or before the specified deadline.
- 2) The proposal must be complete, in the required format, and comply with all the material requirements of this RFP.
- 3) Vendors must provide references as outlined.

Failure to meet these requirements may result in a rejected proposal. No proposal shall be rejected, however, if it contains a minor irregularity, defect, or variation, if the irregularity, defect, or variation is considered by the City to be immaterial or inconsequential. In such cases, the Vendor will be notified of the deficiency and given an opportunity to correct the irregularity, defect, or variation, or the City may elect to waive the deficiency and accept the proposal.

B. CRITERIA FOR SELECTION

All proposals received from Vendors will be reviewed and evaluated by a committee of qualified personnel. This committee will recommend for selection the proposal which most closely meets the requirements of the RFP and is the most advantageous to the City. The City of Nashua is not bound to accept the lowest priced proposal if that proposal is not in the best interest of the City as determined by the City. The City reserves the right to accept or reject any and/or all offers, to waive any and/or all formalities, to clarify any discrepancies in the proposal and to award a contract in the best interest of the City.

Contract(s) will be awarded based on a competitive selection of proposals received. A review committee comprised of city stakeholders will be conveyed to evaluate the proposals and provide a recommendation. Below please are specifics as to how the proposals are weighed for decision making purposes.

- 1) Qualifications and experience of project team
- 2) Past performance and service on similar projects and responses from client references
- 3) Proposed Project Completion Dates
- 4) Overall quality of Bid
- 5) Total cost proposed
- 6) Classification as a disadvantaged business enterprise

These criteria will be used to evaluate, rate, and rank the proposals received. The City may choose to interview the top three respondents following ranking or immediately select a Vendor from the proposals submitted.

Criteria	Weight
Qualifications and Experience: <ul style="list-style-type: none"> Respondent must demonstrate adequate experience in the following areas: qualification, general experience and technical competence of the project team Experience with similar type/size project Feedback from References with projects similar in size & scope Expertise and resources that can perform the necessary tasks required to deliver results. Bidder must provide information that demonstrates they possess the technical expertise that is required for this scope of work 	40%
Overall Impression of Proposal <ul style="list-style-type: none"> Organization, clarity, conciseness and thoroughness. Approach to the scope of services and statement of works Proposed project schedule 	10%
Additional Considerations (applicable only when not in conflict with state or federal guidelines) <ul style="list-style-type: none"> Qualification as a DBE Qualification of a Local preference Use of Environmentally sound products in proposed solution 	5%
Cost Proposal: Cost proposal should include any payment schedule setting forth the frequency and amount of progress payments, and identifying the tasks and deliverables ("milestones") to be completed for each payment to be deemed earned.	45%

ADDITIONAL CONSIDERATIONS:

The Vendor selected shall be expected to comply with all applicable federal and state laws in performance of services. The consideration of all proposals and subsequent selection of the successful vendors shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin. Services provided by the successful Vendor shall be rendered through a Professional Services Contract, which has been included (Appendix A).

Respondent Vendors must identify any exceptions or objections it has to the City's sample Standard Form of Agreement, General Conditions, Supplementary Conditions documents.

The City may from time to time revise the above listed documents. The City will not accept or entertain any exceptions or objections to the above listed documents at any time after Proposal submittal except and only to the extent the City subsequently makes a material change to a substantive provision of the above listed terms and conditions.

The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP. Disclosure of any potential conflict or statement that there are none to the best knowledge of the Vendor(s). Also, Vendor(s) should state its intention to conform to the no conflict provisions of the RFP.

Prospective applicants who have any questions regarding this opportunity may contact:

Kelly Parkinson | Purchasing Manager
City of Nashua | Administrative Services Division
229 Main Street | Nashua, NH 03060
Email: parkinsonk@nashuanh.gov
Ph: 603-589-3330

Exhibit A

Background On Request

The City of Nashua recently constructed the Broad Street Parkway a \$60 million dollar limited access roadway connecting the Everett Turnpike to the area of the city that has been historically known as the “Nashua Mill Yard”. The road measures approximately two miles long and created to relieve traffic congestion on two arteries in Nashua, Main Street and Amherst Street. It offers commuters a second way to cross the Nashua River creating better access to the downtown area and encourages pedestrian traffic as well.

The City of Nashua is seeking architectural design services to help develop a concept plan for the remnant land leftover in the Mill Yard now that the project is substantially complete. The primary deliverable for this initiative is the development of a concept plan on 3.5 to 4.0 acres of land.

There will be a secondary deliverable in that a very high-level master plan for the ancillary property owned by the city is also expected. The purpose of this request is to outline potential building envelopes on the available land area beyond what is studied in detail above. Furthermore, the City will be looking for content that demonstrates a certain aesthetic design to act as an inspiration for future development in the Mill Yard. In total the City of Nashua has approximately 7 acres of land in and around the Nashua Mill Yard. A strategic plan for all the various pieces of land is of interest.

A map delineating the area that should be studied has been included.

Scope of Services and/or Deliverable(s)

A limited public outreach/engagement

- It will be necessary for there to be a limited stakeholder engagement within the community to develop the proposal. The retained architectural firm should outline a specific number of meetings to achieve the goal of developing a mutually agreed upon plan/study with community input and proper consensus on a concept plan that will be the preferred alternative.
- The proposal should outline in specific terms a plan for the public outreach/community engagement services with an associated fee for service.

Deliverable a memo outlining/summarizing the process and recommendations

A technical memo from a real estate professional who can articulate the highest and best use of the land “as is”. There will be limited information initially and this memo should be approximately two or three pages. The purpose of the memo is to describe the use and magnitude of development based on the current market conditions what would be economically feasible.

- The proposal should outline in specific terms what the technical memo shall entail with the associated fee for service included (It is also expected that the retained consultant will participate as necessary in the development of the concept plan and this fee should also be included)

Deliverable a technical memo outlining/summarizing the process and recommendations

Develop 3 Concept Plan(s)

- A study that consists of the following:
 - Initiate code and site analysis
 - Develop site plan layout diagrams including required street, curb, and intersection upgrades if necessary
 - Develop Program Plan including spacing with a floor plan
 - Develop massing studies
 - Develop Elevation studies/renderings
 - Develop and confirm space and program requirements are achievable w/ legal/civil engineering review
- The proposal should outline in specific terms what the concept plan phase of the services shall entail with the associated fee for service

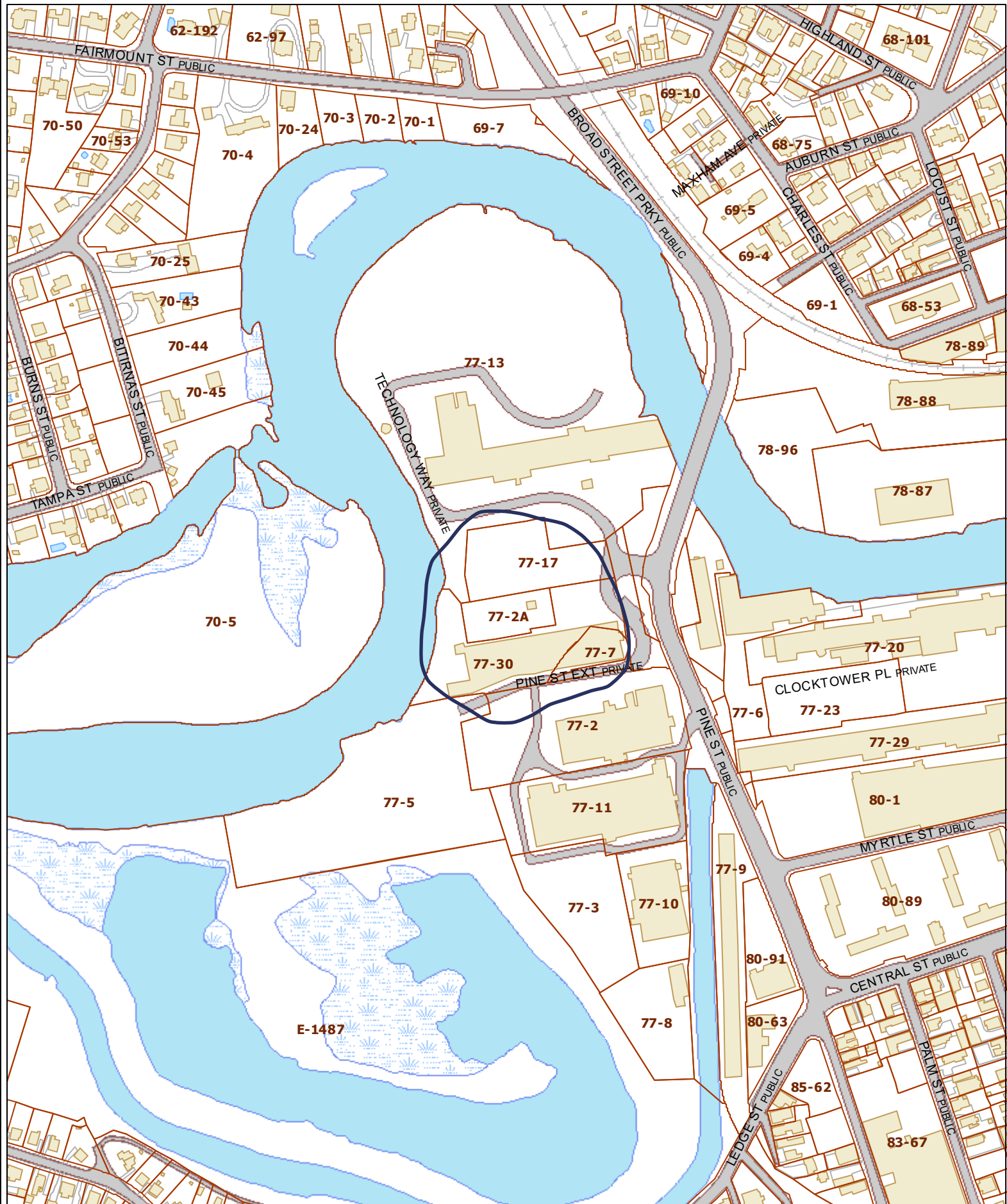
Deliverable a flip book style document including, but not limited to the itemized matters mentioned above

Based The Selected Preferred Alternative Develop A Cost Estimate

- A cost estimate from a qualified 3rd party (ideally from a construction management firm familiar with the market and has done comparable work) to provide an estimate of the cost to develop the proposed concept plan including but not limited to the building and civil work necessary to carry-out the project.
- The proposal should outline in specific terms what the technical memo shall entail with the associated fee for service included (It is also expected that the retained consultant will participate as necessary in the development of the concept plan and this fee should also be included)

Deliverable a cost analysis memo outlining/summarizing the cost(s) for the concept plan

Overall Final Deliverable: A bound report that includes all of the phases mentioned above



Mill Yard Potential Development Site

