

Request for Qualifications (RFQ)

Rural Transit Planning Services

Central NH Regional Planning Commission

Contact:

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Date of Issue: Tuesday, April 18, 2017

Deadline for Proposal: Monday, May 1, 2017, 4:00 p.m.

A. Project Description:

The Central New Hampshire Regional Planning Commission (CNHRPC) is calling for statements of qualifications to provide rural transit services in support of the study to (1) Identify and document the need and feasibility of transit service between the City of Franklin and City of Concord, and 2) Assist in the development of a draft plan for proposed service that will most effectively and efficiently meet the transportation needs of area residents.

The Concord Area Transit (CAT) system currently extends to Penacook Village, near the Boscawen Town Line. The Penacook route offers direct connections to downtown Concord and the remainder of the CAT system. The Winnepesaukee Transit System, serving Franklin, provides connections to other Lakes Region communities (Belmont, Gilford, Laconia and Tilton). The study will examine potential connections between the two transit systems that will also potentially serve the Town of Boscawen, including the Merrimack County complex located along US3 in Boscawen.

An update to the Concord Area Transit Service Plan is also scheduled to be completed during this study's timeframe. It is expected that the recommendations of each study will be coordinated as closely as possible.

B. Scope of Services:

Together with RPC staff and representatives of local communities, the selected consultant will provide transit planning services that extend the capabilities of the RPC staff. Specifically, the selected consultant will (1) identify and assess the demand for travel within the Franklin-Concord corridor, (2) facilitate the design of proposed transit services in the corridor, and (3) develop a financial plan with an emphasis on the sustainability of service. Following the completion of these services, the selected consultant will assist in the development of a report to document the results of the study.

All work to be completed under this agreement will be negotiated on a lump sum basis, and be completed by June 30, 2017.

C. Statement of Qualifications Requirements:

A firm, partnership, individual, etc., interested in providing rural transit planning services to CNHRPC must have the following qualifications and document them.

- Name of the consulting firm with a brief history and description;
- Name, title, and professional and educational qualifications, including appropriate state licenses and affiliations, of key personnel assigned to this project;
- Staff should possess significant experience in rural transit planning;
- Staff should possess demonstrated experience working with federal transportation funds;
- Include an executive summary demonstrating understanding of the request and the ability to complete similar type projects within time constraints;
- A brief description of the three most current related projects with an outline of the level of involvement; and
- Include a list of at least three (3) professional references, including name, title, contact information, and description of product provided (if clients) or relationship (if colleagues).

D. Review and Screening Process:

The submissions will be reviewed by a project selection committee comprised led by CNHRPC staff, with the committee developing a short list of firms under consideration. A telephone or in-person interview will then be scheduled with the firms under consideration. The firms will again be rated and CNHRPC will enter negotiations with the top-rated firm for a fee proposal for services. If not mutually agreeable, CNHRPC will entertain a fee proposal from the second rated firm, and so on, until an agreement is reached.

The selection will be based upon a combination of factors including:

- Understanding of project scope
- Experience of appointed staff
- Schedule and time to perform work
- Experience of supervisory personnel
- Experience and capabilities of the firm
- Management approach and capacity to perform the work
- Successful completion of similar scope of work
- References

E. Submission Process:

Questions regarding this RFQ should be directed to Michael Tardiff at mtardiff@cnhrpc.org or by telephone at (603) 226-6020. Copies of the response in electronic form shall be sent to Michael Tardiff at mtardiff@cnhrpc.org. Hard copies of the submission are not required.

All statements of qualifications must be received by CNHRPC no later than **4:00 p.m. on Monday, May 1, 2017**. Materials received after this time will not be accepted or reviewed. It is the intent of CNHRPC to notify the selected firm prior to **Wednesday, May 11, 2017**.

The expense of preparing and submitting a statement of qualifications is the sole responsibility of the consultant. CNHRPC reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ. This solicitation in no way obligates CNHRPC to award a contract.

CNHRPC will afford individuals and firms full opportunity to submit proposals in response to this invitation and will not discriminate on the basis of race, color, national origin, sex, age, or disability in consideration for this award.