

# Request for Qualifications On-Call Engineering Services Central NH Regional Planning Commission

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**Contacts:**

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**Date of Issue:** Thursday, August 8, 2019

**Deadline for Proposal:** Friday, August 30, 2019, 4:00 p.m.

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**A. Project Description:**

The Central New Hampshire Regional Planning Commission (CNHRPC) is calling for statements of qualifications to provide on-call engineering services in support of transportation planning efforts throughout the Central New Hampshire Planning Commission region. The projects include Transportation Alternatives, Road Safety Audits, and other types of local and regional transportation planning projects that may be funded with local, state or federal funds (including the Federal Highway Administration and Federal Transit Administration).

**B. Scope of Services**

CNHRPC provides a wide variety of transportation planning services to its twenty member communities. Engineering services on an on-call basis may include, but are not limited to:

- Development and presentation of conceptual sketches and other planning level engineering assistance for proposed projects;
- The preparation of conceptual cost estimates for projects and/or alternatives within projects; and
- Site visits and meetings with representatives of CNHRPC member communities and staff to discuss projects and work products.

All work under the overall master agreement will be assigned by individual task orders negotiated on a lump sum basis. The overall master agreement will extend through June 30, 2021. The maximum amount to be awarded under the overall master agreement will be \$35,000.

**C. Statement of Qualifications Requirements:**

A firm, partnership, individual, etc., interested in providing on-call engineering 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 local transportation planning/engineering;
- Staff should possess demonstrated experience working with federal transportation funds;
- Sufficient staff to perform the work in an adequate and appropriate timeframe;
- 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 selection committee comprised of CNHRPC staff and representatives of the CNHRPC Transportation Advisory Committee (TAC). A telephone or in-person interview may be requested prior to consultant selection.

#### **E. Submission Process:**

Questions regarding this RFQ should be directed to Michael Tardiff at [mtardiff@cnhrpc.org](mailto:mtardiff@cnhrpc.org) or Dean Williams at [dwilliams@cnhrpc.org](mailto:dwilliams@cnhrpc.org) or by telephone at (603) 226-6020. Copies of the response in electronic form shall be sent to Dean Williams, Transportation Planner at [dwilliams@cnhrpc.org](mailto:dwilliams@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 Friday, August 30, 2019**. Materials received after this time will not be accepted or reviewed. It is the intent of CNHRPC to notify the selected firm prior to **Friday, September 13, 2019**.

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.