

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

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**Contacts:**

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**Date of Issue:** Friday, January 19, 2024

**Deadline for Proposal:** Friday, February 23, 2024, 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 bicycle and pedestrian infrastructure, road safety audits, corridor studies, 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).

**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;
- Support for regional transportation planning projects,
- Support in developing a regional Safe Streets for All (SS4A) Action Plan including safety analysis;
- Meetings with planning boards, select boards, economic development committees, conservation commissions and other local boards and groups as needed, 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, 2025. The maximum amount to be awarded under the overall master agreement will not exceed \$50,000.

**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 shall hold a current New Hampshire Department of Transportation (NHDOT) Local Public Agency (LPA) certification;
- Staff shall possess significant experience implementing projects through the LPA process
- Staff shall possess significant experience in local transportation planning/engineering;
- Staff shall possess demonstrated experience working with federal transportation funds;
- Sufficient staff to perform the work in an adequate and appropriate timeframe;
- Experience working with a variety of local boards, committees and groups;
- Knowledge and experience applying a “complete streets” approach;
- 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 and scored by a selection committee. A virtual or in-person interview may be requested prior to consultant selection. Responses will be scored using the following criteria:

- (30 Points) Demonstrated understanding of the scope of the project outlined in the RFQ. Demonstrated ability to assist with projects in a constructive and effective manner.
- (30 Points) Experience with projects of similar scope in transportation engineering and planning e.g. TAP, CMAQ, Intersection and Road Safety Audits. Demonstrated ability to work with municipalities and the state department of transportation from planning to engineering to construction.
- (25 Points) Qualifications of the firm and the personnel to be assigned to this project. Demonstrated experience with the LPA process.
- (15 Points) Quality of representative work samples.

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

Questions regarding this RFQ should be directed to Michael Tardiff at [mtardiff@cnhrpc.org](mailto:mtardiff@cnhrpc.org) or Craig Tufts at [ctufts@cnhrpc.org](mailto:ctufts@cnhrpc.org) or by telephone at (603) 226-6020. Any questions received will be posted with responses on the CNHRPC website. Qualification statements shall be sent to Craig Tufts, Senior GIS/Transportation Planner at [ctufts@cnhrpc.org](mailto:ctufts@cnhrpc.org) in electronic form. 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, February 23, 2024**. 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, March 15, 2024**.

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.