

Town of Conway, New Hampshire
Request for Qualifications (RFQ)
Engineering Consulting Services

The Town of Conway, New Hampshire (Town) issues this Request for Qualifications (RFQ) for engineering consulting services (Engineer) to provide the design and construction administration of a Recreation Path project.

Qualifications Statements shall be submitted by qualified firms that are capable and demonstrable background in the aspects of work described in the Scope of Services of this RFQ. Firms submitting Qualifications Statements must be licensed to practice engineering in the State of New Hampshire. It is the intent of this RFQ to select one qualified firm with expertise in the engineering disciplines listed in the Scope of Services.

Any questions regarding this RFQ may be addressed to Paul A. DegliAngeli, P.E., Deputy Town Manager, pauld@conwaynh.org, with "RFQ Question – Recreation Path Project" in the subject line. All questions received and their corresponding responses will be issued as an addendum to this RFQ on the Town's website. Prospective consultants shall be solely responsible for obtaining all questions and answers related to this RFQ.

Qualification Statements are due at the Town of Conway, NH Town Hall located at 23 Main Street, Conway, NH 03818 no later than 2:00 pm on March 31, 2023. Six (6) hard copies and one (1) electronic copy (in .pdf format on USB thumb drive) are required. Submissions will not be accepted via fax or email. Submissions received at the above address after this time will not be considered.

The submittal shall be entitled:

REQUEST FOR QUALIFICATIONS –ENGINEERING CONSULTING SERVICES

Recreation Path Phase II Project
Town of Conway, New Hampshire
EDA Project Number 01-79-15335

Copies of the RFQ and any issued addenda can be obtained from the Town's website.

PROJECT BACKGROUND/PURPOSE

The Town of Conway, NH has been awarded a grant from the US Department of Commerce Economic Development Administration (EDA) to help fund a Recreation Path project. This project includes the design, permitting, and construction of a 2.5 +/- mile recreation path. The path will be a ten (10) foot wide pathway for non-motorized pedestrian/recreation use.

The Town seeks engineering consulting services to provide the design and construction services for this project.

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The proposed project timeline is as follows:

Milestones:	Expected Date:
Submit RFQ to EDA for Approval	March 7, 2023
Advertise for Engineering Services	March 15, 2023
RFQ Due	March 31, 2023
Award Engineering Contract	April 19, 2023
Preliminary Engineering	June - October 2023
Final Engineering/ Bid Package	November 2023 – March 2024
Advertisement for Bids	May 1, 2024
Pre-Bid Meeting	May 15, 2024
Bid Opening	June 1, 2024
Construction Contract Award	June 15, 2024
Pre-Construction Conference	July 1, 2024
Issuance of Notice to Proceed	July 15, 2024
Substantial Completion	October 2025
Final Completing/Acceptance By Town of Conway	November 1, 2025

A. SCOPE OF SERVICES

The Scope of Services for the Recreation Path Phase II Project includes, but is not limited to: design services, permitting assistance, bid document preparation, construction oversight/administration, compliance with EDA requirements, project coordination and administration assistance, and other general engineering tasks as they arise.

1. Attend Kick-Off meeting with Town staff and Mt Washington Valley Trails Association (MWVTA) to discuss the overall project objectives and goals, refine the scope of services if necessary, and get the project firmly started.
2. Data Collection of all relevant existing studies, reports, record drawings and data. Pertinent information shall be utilized to the extent possible to avoid duplication of previous study efforts. Coordinate with the existing utilities companies that provide service in the project area.
3. Confirm existing conditions.
4. Hydraulic modeling, subsurface information, and surveying information.
5. Prepare 30% design plans and preliminary design report. Plans and report to be reviewed by the Town, Mount Washington Valley Trails Association (MWVTA) and Economic Development Administration (EDA)
6. Provide bid phase and bid analysis services. Prepare bid ready technical and construction plans and specifications for this project. Assist the Town throughout the bidding process. This includes advertising, conducting a Pre-Bid meeting, responding to bidder general and technical questions, attending the Bid Opening, administering the receipt of bids, comparing bids, checking the bids to ensure all requirements have been met, calling references, confirming math and tabulate the results, and making a written recommendation for award of the contract. Assist Town with EDA approval of contract documents.
7. Provide construction administration and inspection services to ensure successful execution of the project. Prepare for and attend the preconstruction meeting and provide consultation and advice to the Town during construction and be available to meet with appropriate parties.

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Supervise any required subsurface explorations such as borings and soil tests to determine amounts of rock excavation or foundation conditions. Review shop drawings, surveys, samples, test results, inspection reports and certificates, schedules, record information and other data which the contractor is required to submit and take appropriate action based on the data and information provided. Determine the acceptability of substitute materials proposed by the contractor. Visit the site at intervals appropriate to the stage of construction to observe the progress and quality of the work completed by the contractor and to determine in general if the work is proceeding in accordance with the construction contract. Assist the Town with EDA compliance and comply with EDA funding requirements during construction including, but not limited to documenting day-to-day activities at the construction site in writing; record keeping and certification of Davis Bacon compliance by the Contractor; document compliance with "Buy American" provisions; and prepare monthly report of project completion status. Attend final review of the completed construction with Town representatives and prepare report to address any deficiencies, corrective actions required; prepare and distribute record (i.e. "as-built") drawings based on construction information.

8. Assist the Town with required EDA quarterly reports throughout the project. Assist the Town with required EDA final reporting.
9. Comply with Appendix II to 2 CFR Part 200 – Contract Provisions for Non-Federal Entity Contracts under Federal Awards throughout all phases of the project.

B. QUALIFICATIONS STATEMENT

Prospective consultants shall submit a Qualifications Statement in response to this RFQ. The Qualifications Statement shall be limited to 20 single-sided or 10 double-sided pages and shall include the following (page covers, tabs/dividers, the cover letter and resumes are not included within the page count):

1. Cover Letter: Signed by a representative of the consultant firm authorized to enter into contracts and commit the staff and corporate resources to complete the scope of work as expeditiously as possible.
2. Firm Profile: Provide a general outline of the firm, including brief history, areas of practice/service, place(s) of business of the firm, and the office from which the services of this RFQ will be provided. If the firm is proposing the use of subconsultants to perform any aspects of the defined base services, similar information on each additional firm shall be included.

Project Team: Provide a description of the project team proposed to provide the services identified in this RFQ. Identify the Project Team Manager/Main Client Contact and other key personnel who would be charged with providing services to the Town. The Project Team Manager must be a registered professional engineer in the State of New Hampshire and have experience with federally funded construction projects. Provide individual resumes of no more than two pages each describing the background and experience of each key employee. If the firm is proposing the use of subconsultants to perform any aspects of the defined services, resumes for subconsultant personnel should be included as well.

4. Firm's Related Experience: Provide a description of the experience of the firm and project team, including specific examples of similar work and their relationship to the services included in this RFQ. Describe experience with Federally funded construction projects and understanding of applicable Federal regulations. Provide other pertinent information that may clearly and effectively identify the prospective consultant as a qualified firm. General promotional materials are not needed or wanted.

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Project Schedule: Provide a detailed schedule of the project and the firm's capacity for maintaining the schedule.

6. References: Provide three (3) references for relevant projects completed over the past five (5) years. Include names of contact persons with email addresses and telephone numbers to facilitate contacting them.
7. Firm Performance: Provide a statement describing what procedures your firm proposes to implement and follow to ensure quality end products and successful project.

C. CONSULTANT SELECTION

The selection process will be a Qualifications Based Selection (QBS). It is the Town's intent to select a consultant based on the merits of the firm's Qualification Statement and price. Qualification packages will be opened on March 31, 2023 at 2:00 pm at a public meeting. Qualification packages will be scored and ranked by a Selection Committee consisting of officials from the Town and MWVTA. The top firms may be interviewed. Firms will be evaluated on the following criteria:

- Responsiveness to submission requirements (5 points).
- Qualifications of firm and project team members (25 points). Particular attention will be given to the experience and demonstrated ability of the project manager to develop program efficiencies and proactively complete all project tasks and the project teams' past experience working together.
- Previous related work, with particular preference given toward similar project types (40 points). Particular attention will be given to experience with EDA funded projects and experience with projects involving interjurisdictional entities.
- Understanding of required project work and approach (30 points).

The firm that is ranked the highest will be notified and the Town will meet with the selected firm to negotiate hourly fees for engineering services, terms, and conditions of the contract and applicable insurance coverage. If the Town is unable to reach agreement with the highest-ranking firm, the Town will entertain entering into negotiations from the second-rated consulting firm and so on, until an agreement is reached. The Town reserves the right to discontinue the selection process at any time prior to awarding the contract.

The selected firm will need to provide evidence of an active registration with www.sam.gov and must not appear on an excluded parties list or be subject to debt offset. Additionally, the firm will also need to provide an executed copy of the included Certification Regarding Lobbying (Form CD-512) as required by Section 1352, Title 31, of the U.S. Code.

D. OTHER

This RFQ does not commit the Town of Conway to pay any costs incurred by engineering firms in the preparation, submission, or presentation of a qualifications package. By submitting to this RFQ, the firm is authorizing the Town to request any relevant information or ask any questions in order to make an informed decision. The firm further agrees to release the Town from any liability in the review of the firm's Qualifications Statement and references.

If the Selection Committee feels, at any time, that a firm's Qualification Statement contains false or misleading statements, references, or any other matter which does not support a function,

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attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status of the phase of the selection process.

E. AVAILABLE INFORMATION

- [Specific Award Conditions, U.S. Department of Commerce, Economic Development Administration \(EDA\) for EDA Award No.01-01-15087](#)
- [U.S. Department of Commerce Economic Development Administration. Standard Terms and Conditions for Construction Projects. March 22, 2021](#)
- [Economic Development Administration - Architect/Engineer Contract Checklist](#)