

Request for Qualifications On-Call Engineering Services Southern NH Planning Commission

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Date of Issue: Monday, May 13, 2024

Deadline for Submission: Friday, June 14, 2024 at 4:30 PM

A. Project Description:

The Southern NH Planning Commission (SNHPC) is requesting statements of qualifications to provide on-call engineering services in support of transportation planning efforts throughout the SNHPC region. The efforts include scoping and developing preliminary cost estimates for transportation improvement projects that may be funded with local, state or federal funds (including Federal Highway Administration and Federal Transit Administration) and maintaining the region's travel demand model for Long Range Planning and air quality conformity purposes.

B. Scope of Services

The SNHPC provides a wide variety of transportation planning services to its 14 member communities. Engineering services on an on-call basis may include, but are not limited to:

- Developing improvement concepts and providing planning-level engineering assistance for proposed transportation projects in the SNHPC region;
- Preparing preliminary cost estimates for projects and/or alternatives within projects;
- Assisting SNHPC staff in updating and maintaining the region's travel demand model (which is based on a Cube software platform) for Long Range Planning and air quality conformity purposes; and
- Meeting with representatives of SNHPC member communities and staff on an as-needed basis to discuss work products.

All work under the overall master agreement will be assigned by individual task orders negotiated on a lump sum basis. The master agreement will extend through June 30, 2026. The maximum amount to be awarded under the master agreement will be \$120,000.

C. Statement of Qualifications Requirements

A firm, partnership, or individual interested in providing on-call engineering services to the SNHPC must provide a Statement of Qualifications that includes the following:

- Name of the consulting firm, partnership, or individual 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;
- Executive Summary demonstrating understanding of the request and the ability to complete similar projects within time constraints;
- Documentation of experience in local transportation planning/engineering;
- Documentation of experience working with federal transportation funds;
- Documentation that the firm, partnership, or individual has the staffing capacity necessary to perform the work in an adequate and appropriate timeframe;
- Description of the firm, partnership, or individual's three most current related projects with an outline of the level of involvement; and
- 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 Evaluation Process:

The submissions will be reviewed by a selection committee comprised of SNHPC staff and representatives of the SNHPC Technical Advisory Committee (TAC). An in-person or electronic interview (e.g. Zoom or similar platform) may be requested prior to selection.

The evaluation criteria are as follows:

- Qualifications and experience of the personnel to be assigned to the project (15%);
- Professional competence as evidenced by the firm, partnership, or individual's three most current related projects and references (15%);
- Experience in scoping and developing cost estimates for federally-funded transportation improvement projects (20%);
- Experience in regional travel demand modeling utilizing the Cube Software platform (20%);
- Demonstration that the firm, partnership, or individual has the staffing capacity necessary to perform on-call services in adequate and appropriate timeframe (15%); and
- Clarity, completeness, and conciseness of the Statement of Qualifications (15%).

E. Submission Process:

Questions regarding this RFQ should be directed to Nathan Miller, AICP, SNHPC Deputy Executive Director at nmiller@snhpc.org. Questions about this RFQ must be submitted by Friday, May 31, 2024 at 4:30 PM. Responses to all questions received regarding this RFQ shall be posted on the SNHPC website (www.snhpc.org) by 4:30 PM on Tuesday, June 4, 2024.

Statements of Qualification may be submitted electronically to Nathan Miller, AICP, SNHPC Deputy Executive Director at nmiller@snhpc.org. Hard copies of the submission are not required.

All statements of qualifications must be received by SNHPC no later than 4:30 PM on Friday, June 14, 2024. Materials received after this time will not be accepted or reviewed. It is the intent of the SNHPC to notify the selected firm prior to Friday, July 5, 2024.

The expense of preparing and submitting a statement of qualifications is the sole responsibility of the consultant. The SNHPC 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 Request for Qualifications. This solicitation in no way obligates the SNHPC to award a contract. Any contract awarded by the SNHPC pursuant to this RFQ shall be subject to the provisions of the New Hampshire Department of Transportation's (NHDOT) Local Public Agency (LPA) Manual for the Development of Projects.

The SNHPC will afford firms, partnerships, or individuals 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 of this award.