

Request for Qualifications On-Call Engineering Services Nashua Regional Planning Commission

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Date of Issue: Wednesday, January 10, 2024

Deadline for Proposal: Friday, February 2, 2024 before 3:30pm

A. Project Description

The Nashua Regional Planning Commission (NRPC) is seeking statements of qualifications to provide on-call engineering services in support of transportation planning efforts throughout the Nashua Regional Planning Commission area. Services would include scoping and developing preliminary cost estimates for local and regional transportation projects that may be funded with local, state, or federal funds including projects submitted for inclusion in the New Hampshire Ten Year Transportation Improvement Plan as well as Congestion Mitigation Air & Quality and Transportation Alternatives Program grant applications as well as other transportation-related engineering services may be required.

B. Scope of Services

NRPC provides a wide variety of transportation planning services to its 13 member communities. The on-call engineering services may include, but are not limited to:

- Development and presentation of conceptual sketches and other planning-level engineering assistance for proposed projects.
- Preparation of preliminary cost estimates for projects and or alternatives/phases within projects, and,
- Meeting with representatives of NRPC member communities and staff to discuss work products.
- Other related tasks as needed.

All work under this agreement will be assigned through individual task orders with each negotiated on a lump sum basis. The overall agreement will extend through June 30, 2025. The maximum amount to be awarded under this agreement will be \$75,000.

C. Statement of Qualifications Requirements

A firm, partnership, or individual, interested in providing on-call engineering services to NRPC must have demonstrated experience working with federal transportation funds to support local transportation planning and engineering. Please provide the following information and documentation where applicable:

- Name of the consulting firm with a brief description,
- Name, title, and professional and educational qualifications, including appropriate state licenses and affiliations of key personnel assigned to this project,
- A narrative demonstrating understanding of the request and the ability to complete similar type projects within time constraints,
- Documentation of experience in scoping and developing cost estimates for federally funded transportation improvement projects,
- A brief description of the three most current related projects with an outline of the level of involvement,
- At least three professional references, including name, title, contact information, and description of product provided (if clients) or relationship (if colleagues).
- Submissions are not to exceed a total of 25 pages (8.5 x 11), inclusive of resumes and firm experience. Covers, budget exhibits, DBE documentation, and an introductory letter shall not count against this maximum. Font size should be at a minimum of 11 points.

D. Review and Evaluation Process

The submissions will be reviewed by a selection committee comprised of three NRPC Transportation Technical Advisory Committee (TTAC) members and two NRPC staff members. In-person or electronic interviews may be requested prior to consultant selection. The evaluation criteria are as follows:

Scoring Criteria (100 points)

- Demonstrated understanding of the scope of services outlined in the RFQ and ability to assist with projects in a constructive, effective, and timely manner (30 points).
- Transportation engineering and planning experience with projects of similar scope and demonstrated ability to work with municipalities and state DOTs through all project phases of project planning, design, financing, and construction (30 points).
- Qualifications of the personnel to be assigned to this project and demonstrated ability to successfully provide the engineering services (25 points).
- Multi-modalism: demonstrated experience in planning for and designing bicycle, pedestrian, transit, and multi-modal projects (15 points).

E. Submission Process

Questions regarding this RFQ should be directed to Ned Connell at nedc@nashurpc.org.

All questions regarding this RFQ must be submitted by **Friday, January 19, 2024, before 3:30pm**. Responses to all questions received by January 19 will be posted on the NRPC website by **Friday, January 26, 2024, by 3:30pm**.

Submissions must be sent electronically to Ned Connell at nedc@nashurpc.org. Hard copies of the submission are not required.

All statements of qualifications must be received by NRPC no later than **3:30pm on Friday, February 2, 2024**. Materials received after this time will not be accepted or reviewed. It is the intent of NRPC to notify the selected firm no later than **Friday, February 23, 2024**.

The expense of preparing and submitting a statement of qualifications is the sole responsibility of the consultant. NRPC 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 obliges NRPC to award a contract.

NRPC encourages consortiums utilizing DBEs for no less than 15% of this contract. NRPC will afford DBEs, individuals, and firms a 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.