

Town of Conway, New Hampshire
Request for Qualifications (RFQ)
Engineering Consulting Services
March 29, 2024

The Town of Conway, New Hampshire (Town) issues this Request for Qualifications (RFQ) for engineering consulting services (Engineer) to provide the scoping activities related to the West Side Road Elevation Project Phase I. This section utilizes the Qualification Based Selection (QBS) process in accordance with NH RSA 21-I:22 Selection of Engineers, Architect and Surveyors, and 2 CFR 200.320(b)(2)(iv). The projects are intended to be funded through FEMA Public Assistance and/or Hazard Mitigation Assistance Programs.

Qualifications Statements shall be submitted by qualified firms that are capable and can demonstrate a 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 Andrew Smith, Public Works Director, asmith@conwaynh.org, with "RFQ Question – West Side Road Elevation Project Phase I" 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 April 22, 2024. Four (4) 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
West Side Road Elevation Project Phase I
Town of Conway, New Hampshire
Hazard Mitigation Grant Program Project Number 4516-6R

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 New Hampshire Homeland Security and Emergency Management to help fund the West Side Road Elevation Project Phase I. West Side Road is a 5.77-mile-long road which runs along the western side of the Saco River. This road floods in three places: First Bridge (North End), Moat Brook (Middle), and Swift River Bridge (South End). This project will focus on the south end. A large portion of the Town's population resides in this area and are trapped between two flooded portions of road during large storm events.

The proposed project will include conducting scoping activities associated with the proposed elevation of an approximately 1,250 ft section of West Side Road. Scoping activities will include a field survey of topographic and boundary features, research of right-of-way documentation, hydrologic and hydraulic assessment of existing and proposed facilities, completion of a feasibility study/alternatives analysis, cost estimating, public involvement, revision of benefit-cost analysis,

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permitting application preparation, CLOMR and no-rise certification preparation, and development of engineering design plans. No subsurface study is included in the proposed scoping project.

The approved scope of work for Phase I does not include any construction/implementation or ground-disturbing activities. Later, if FEMA funding is pursued for implementation or construction of the project, then a full review of the application package will be required. Phase I design and scoping activities does not allow for any construction/implementation or ground disturbing activities.

The Town seeks engineering consulting services to provide the scoping services for this project.

A. SCOPE OF SERVICES

The Scope of Services for the West Side Road Elevation Project includes, but is not limited to: design services, permitting assistance, bid document preparation, construction oversight/administration, compliance with NH HSEM requirements, project coordination and administration assistance, and other general engineering tasks as they arise.

1. Attend Kick-Off meeting with Town staff to discuss the overall project objectives and goals, refine the scope of services if necessary, and get the project firmly started.
2. Scoping activities include a field survey of topographic and boundary features.
3. Research of right-of-way documentation.
4. Hydrologic and hydraulic assessment of existing and proposed facilities.
5. Completion of a feasibility study/alternatives analysis, cost estimating, public involvement, revision of benefit-cost analysis.
6. Permitting application preparation, CLOMR & no-rise certification preparation.
7. Development of engineering design plans. No subsurface study is included in the proposed scoping project.
8. Attend final review of the completed scoping services with Town representatives and prepare report to address any deficiencies and corrective actions required.
9. Assist the Town with required NH HSEM quarterly performance and financial reports throughout the project. Assist the Town with required NH HSEM final reporting and grant close out documents.
10. 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.

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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.

3. 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.

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

4. 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.
5. 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 April 22, 2024 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. 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 NH HSEM 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.

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

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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 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.