

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES RELATED TO
SALEM BIKE-PED CORRIDOR PHASE 2 DESIGN AND CONSTRUCTION
SUPERVISION**

The Town of Salem, New Hampshire is requesting qualifications from qualified engineering firms to provide engineering services related to the Salem Bike-Ped Corridor Phase 2 project. Information about the Town of Salem is available on the Town of Salem website at www.townofsalemnh.org.

Any change to the provisions or specifications of this RFQ shall be made by written addendum issued no later than five (5) working days prior to the RFQ acceptance date. Prospective vendors shall have complete responsibility for being aware of any and all addenda.

All proposals must be received by **12:00 PM** prevailing time on the Town of Salem Purchasing Department clock on **Tuesday, March 15, 2016**. **Qualifications received after that date and time shall not be considered.** Interested parties must submit three (3) sealed copies of the proposal, on double-sided pages to: Town of Salem Purchasing Department, 33 Geremonty Drive, Salem, NH 03079, and be clearly labeled as '**RFQ - SALEM BIKE-PED CORRIDOR PHASE 2 DESIGN AND CONSTRUCTION SUPERVISION**'.

Copies of the Specifications may be obtained, without charge, at the Purchasing Department, Town Hall, 33 Geremonty Drive, Salem, NH 03089 upon prior arrangement with Christine Wholley, Purchasing Agent at (603) 890-2090, or via e-mail at cawholley@ci.salem.nh.us. Bid documents may also be viewed or printed at no charge by visiting the Town web site at www.townofsalemnh.org. Any questions regarding this project should be directed to Christine Wholley, Purchasing Agent, in writing via email at cawholley@ci.salem.nh.us.

Following review of all proposals by a review committee, a recommendation will be made to the Town Manager, and that official will award the contract to the best responsible Proposer. The Town Manager's judgment shall be final and the right is reserved by the Town, through its Town Manager, to reject any or all proposals as he may determine and to waive defects in form or minor irregularities where the best interest of the Town would be served.

TOWN OF SALEM, NEW HAMPSHIRE

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES RELATED TO SALEM BIKE-PED CORRIDOR PHASE 2 DESIGN AND CONSTRUCTION SUPERVISION

A. BACKGROUND

The Town of Salem has begun constructing a system of bicycle/pedestrian trails using the former Manchester and Lawrence rail corridor within the Town of Salem (and connecting to Windham, NH). The basis of this trail system is the Salem to Concord Bikeway Feasibility Study, dated April 30, 2003, prepared by Rizzo Associates, Inc. and Alta Planning + Design. The proposed project is to design and construct a new trail segment connecting the soon to be constructed multi-use trail segment that will terminate at the intersection of Old Rockingham Road and North Broadway to the existing trail segment currently terminating at Willow Street. This connecting segment (Phase 2) will be approximately three thousand (3000) feet in length. The funding for this project will come from the Transportation Alternative Program (TAP). For the project to be eligible for these funds, NHDOT has established a specific timetable that must be met. That timetable is found under the scope of service. All work included within the scope of service must be completed in accordance with the NHDOT LPA Program in order to ensure that all expenses are reimbursable under the Town's TAP Agreement.

B. SCOPE OF SERVICES

The Engineering firm shall meet the following schedule and provide engineering and technical services in accordance with NHDOT Local Public Agency Program standard associated with the following:

1. Schedule

- June 1, 2016 – Engineering Study (including Feasibility) Submitted to NHDOT
- August 15, 2016 – Preliminary Design Submitted to NHDOT
- October 14, 2016 – Final Design Submitted to NHDOT
- December 1, 2017 – Advertisement for Construction Bids Issued
- September 15, 2017 – Construction Complete

2. Scope

- Engineering study
 - Feasibility Study
 - Local Concerns Meeting and Public Presentation of Preferred Alternative
 - Purpose and Need Statement
 - Existing Condition Description

- Design Criteria
- Alternative Analysis/Proposed Lay Out
- Structure Studies and Recommendation
- Cost Estimate/Engineer's Estimate
- Preliminary Design Phase
 - Design Drawing/Plans (cross section, base plan, detail sheets, etc.)
 - Environmental Documentation
 - ADA Compliance
 - Traffic, soil, or any other study appropriate for the design of the project
 - Cost Estimate and Engineer's Estimate
- Final Design/Plans/Specifications and Engineer's Estimate
 - Final Design Drawings/Plans (update and finalization of the preliminary design)
 - Contract Documents (General Conditions, schedule of prices, technical specifications, Quality Control Documents, etc.)
 - Final Cost Estimates and Engineer's Estimate
- Construction Administration and Construction Monitoring
 - Review of invoices
 - Material submittal review/approval
 - Day to day construction monitoring
 - Quality Control monitoring
 - Federal labor monitoring and reporting

All the above work is to be in accordance with the requirements of NHDOT LPA Program.

C. SUBMISSION REQUIREMENTS

Statement must contain the following:

- Demonstrate that the firm and the principal staff who will be assigned the work have experience in bicycle/pedestrian/multi-use trail work;
- Evidence that the firm has staff that has their LPA Certification from NHDOT and has performed or is performing bicycle/pedestrian/multi-use services similar to the Scope of Services for more than two (2) local municipal government clients in the last three (3)

years;

- Demonstrated experience and qualifications of the staff members who will undertake the work;
- Demonstrate that the firm and the principal staff who will be assigned the work have a thorough understanding of New Hampshire Department of Transportation (NHDOT) Local Public Agency Program and the requirements for the program for all phases of work;
- Provide a listing of municipal or local government clients for whom general engineering and bicycle/pedestrian/multi-use trail design/construction services have been provided. Include client name, address, contact person, telephone number, number of years of service, and parameters covered;
- Identify any subcontractor or firm that may be used during the course of the contract;
- Demonstration that the firm can comply with the required schedule and a brief discussion on methodology for project approach and management;
- Three (3) copies of proposal, with tabs separating each section.

D. SELECTION PROCESS:

A review committee comprised of Town staff will review all statements and select a number of firms for formal presentation and interview. Interviews will be held on March 24, 2016, from 9:00 – 12:00 PM. The selection will be based upon a combination of factors including, but not limited to:

- Experience of appointed staff
- Schedule and time to perform work
- Experience of supervisory personnel
- Experience and capabilities of the firm
- Management approach and capacity to perform the work
- Experience with NHDOT LPA/Transportation Enhancement
- Successful completion of similar scope of work
- References

Statements, when received, shall be irrevocable for a period of ninety (90) calendar days following date received. The Town Manager's judgment shall be final and the right is reserved

by the Town, through its Town Manager, to reject any or all statements as he/she may determine incomplete, and to waive defects in form or minor irregularities where the best interest of the Town would be served.

General questions regarding this RFQ may be addressed to:

Christine Wholley, Purchasing Agent
Town of Salem
33 Geremonty Drive
Salem, NH 03079
603-890-2190
cawholley@ci.salem.nh.us