



Engineering Services for Bicycle & Pedestrian Infrastructure Improvements

Request for Qualifications (RFQ 2018-030) Town of Salem

November 30, 2018

SALEM PURCHASING
Christine Wholley, Purchasing Agent
cawholley@salemnh.gov

Christopher A. Dillon, Town Manager

Prepared for and in coordination with the
Salem NH Municipal Services Department
Daniel Hudson, P.E., Director of Engineering
603-890-2033
dhudson@salemnh.gov

REQUEST FOR QUALIFICATIONS

Engineering Services for Bicycle & Pedestrian Infrastructure Improvements

November 30, 2018

The Town of Salem, NH (the Town) is seeking qualification statements from consulting engineers for design of pedestrian infrastructure improvement projects in Salem, NH. Services are intended to be comprehensive and include all aspects of work needed to generate plans, bid documents, specifications, and estimates, and is anticipated to involve surveying, geotechnical investigation, engineering design, plan and specification preparation, estimating, permitting, assistance in the bid process, contract award, and construction administration.

The Town intends to contract with a qualified consulting engineer (the consultant) for a period extending to December 31, 2020. The Town may, at its sole option and discretion, elect to extend the contract on an annual basis for up to two (2) additional years. The Town reserves the right to self-perform or separately contract with other consultants for similar services.

The consultant selection process will be qualifications based. The consultant must submit a qualifications statement in the prescribed format. Qualifications statements and all correspondence relating to this RFQ shall be submitted to:

Daniel Hudson, P.E.
Engineering Division
Town of Salem
33 Geremonty Drive
Salem NH 03079
Tel. 603-890-2033
Email: dhudson@salemnh.gov

Qualifications statements (5 hardcopies and 1 PDF copy) **must be received by the Director of Engineering by 11:00 a.m. on December 21, 2018**; late submittals will not be considered. The Town will review submitted qualifications statements and shortlist two or more consultants for submission of detailed proposals (without cost information) and interviews. Final selection of a consultant from shortlisted firms will be based on combined scoring of interviews and evaluation of proposals.

Copies of the full RFQ may be obtained from the Town's purchasing website.
(<http://www.townofsalemnh.org/purchasing/pages/current-bids-proposals-and-awards>)

1. GUIDELINES FOR PROSPECTIVE CONSULTANTS

It is the policy of the Town that contracts are awarded only to responsible consultants. In order to qualify as responsible, a prospective consultant must meet the following standards as they relate to this request:

- a. Be an engineering company in good standing that is certified to practice engineering in the State of New Hampshire, and that employs one or more engineers licensed to practice professional engineering in New Hampshire;
- b. Have the necessary experience, organization, technical and professional qualifications, skills and facilities;
- c. Be able to comply with the proposed or required time of completion or performance schedule;
- d. Have a demonstrated satisfactory record of performance.

2. TIMETABLE

Qualifications statements will be reviewed upon receipt. The Town will short list two or more consultants for preparation of detailed proposals and interviews. Interviews will be held during the week of January 21st, 2019, with a consultant being selected on or about February 1, 2019. It is desired that a contract be signed with the consultant on or about February 22, 2019.

3. LIMITATIONS

This Request for Qualifications (RFQ) does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

The Town reserves the right to accept or reject any or all RFQ documents received as a result of this request, or to cancel in part or in its entirety this RFQ, if it is in the best interest of the Town to do so.

4. REVISIONS TO THE REQUEST FOR QUALIFICATIONS

Any questions or inquiries must be submitted in writing and must be received by the Director of Engineering no later than seven (7) calendar days before the RFQ submittal date in order to be considered. Any changes to the RFQ will be posted on the Town's purchasing website (<http://www.townofsalemnh.org/purchasing/pages/current-bids-proposals-and-awards>) on or before December 19, 2018.

5. EVALUATION SUPPORT FROM OUTSIDE SOURCES

In the evaluation of qualifications and proposals, the Town, at its discretion, may obtain support from outside sources. The proposer will agree to fully cooperate with the personnel of any such organization.

Section 1: Background

As part of an ongoing capital improvements program, the Town of Salem, NH contracts with engineering firms to support the design and construction administration of infrastructure improvement projects. The Town desires to contract with an engineering firm experienced in the design of bicycle and pedestrian infrastructure on an indefinite delivery/indefinite quantity basis. The Town intends to award the design of Phase VI of the Salem Bike-Ped Corridor to the selected consultant. Additional projects may also be awarded to the consultant at the Town's sole discretion.

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 rail corridor extends 5.2 miles in total through Salem and is being developed in phases. Phase I, from the Windham town line to Old Rockingham Road, was completed in 2016. Phase II runs from Old Rockingham Road to Willow Street and was completed in the fall of 2018. Phases III-V continue south to Rockingham Park Boulevard and are being built by a private developer. The remaining segments from Rockingham Park Boulevard south to the state line will be completed in several additional phases in the coming years.

The Phase VI project includes approximately 0.3 miles of paved rail trail running from Rockingham Park Boulevard to Cluff Crossing Road. At the intersection of Rockingham Park Boulevard and South Broadway (Route 28) two significant road crossings will be created. The bike-ped corridor will cross Rockingham Park Boulevard anticipated to be via a series of three crosswalks separated by refuge islands. This intersection will also include a crosswalk across Route 28, which is currently a significant barrier to bicycle and pedestrian travel in Salem. Connecting sidewalk segments will be constructed along the northeastern corner of the intersection to fill a gap in sidewalk infrastructure. At the southern end of the project, two additional sidewalk segments will be constructed to connect with the existing sidewalk on Cluff Crossing Road, providing access to a large, high-density residential area.

This project is funded by the Congestion Mitigation and Air Quality (CMAQ) Program. 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 Local Project Agreement.

Section 2: Content of Submissions

All material submitted by prospective consultants shall become the sole property of the Town of Salem, NH unless otherwise specified in this RFQ. The Town shall be under no obligation to return any material submitted by a consultant in response to this RFQ, unless otherwise specified in this RFQ. Materials submitted shall remain confidential until final selection of a consultant. However, the Town of Salem cannot assure the confidentiality of any materials or information, which may be submitted by a consultant in response to this RFQ. Thus, consultants who choose to submit confidential information do so at their own risk and discretion. No costs or expenses incurred by consultants in responding to this RFQ, or in subsequent scope and fee negotiations, will be borne by the Town.

Qualifications Statements:

Qualifications statements (5 hardcopies and 1 PDF copy) **must be received by the Director of Engineering by 11:00 a.m. on December 21, 2018**; late submittals will not be considered. The Town will review submitted qualifications statements, score and rank them, and shortlist two or more consultants for interviews and submission of detailed proposals (without cost information) for the Salem Bike-Ped Corridor Phase VI project. Final selection of a consultant from shortlisted firms will be based on combined scoring of interviews and evaluation of proposals.

Qualifications statements shall adhere to the following format and page limits:

- Cover (1 page)
- Letter of Interest (2 pages)
- Table of Contents (1 page)
- Company Overview (1 page)
- Company Qualifications and Recent Similar Projects (10 pages)
- Project Team Organizational Chart (1 page)
- Resumes for Key Project Staff (12 pages)
- List of References (1 page)

Page limits refer to pages that include content. Section dividers (with or without tabs and titles) and blank pages (including backs of single sided pages) will not be counted. Qualifications statements shall be bound (three ring binder, GBC, spiral, etc.) and all pages shall be 8.5" x 11".

Each prospective consultant must furnish all requested information in the formats specified by this RFQ. Supplemental promotional materials and other miscellaneous documents are not desired and will not be considered as meeting any of the requirements of this RFQ. To enable the Town to perform a fair comparative analysis and evaluation of qualifications, it is desired that the above uniform format be employed. The consultant's degree of compliance with the requirements of this RFQ and clarity of their submission will be a factor in its subsequent evaluation.

Detailed Proposals: (to be submitted following Town shortlisting of two or more consultants)

Selected finalists will be asked to prepare detailed proposals (without cost information) for the Salem Bike-Ped Corridor Phase VI Project (see Section 1) for submittal a minimum of 3 business days prior to the consultant's interview. Consultants are expected to present their proposal at their interview. Proposals shall include a written scope, a matrix with associated tasks and labor (hours) by category (principal, project manager, engineer, etc.), and a schedule in Gantt chart format. Following interviews, the Town will rate the interviews and detailed proposals as part of its final selection of a consultant.

Selected finalists shall include in their proposal any and all tasks and services deemed necessary to complete the work successfully. All proposals should be comprehensive with an objective of providing a set of plans, specifications, estimates, and permits suitable for bidding and subsequent construction. The Scope of Work shall be in accordance with the requirements of NHDOT LPA Program.

Upon completion of the design phase, the Town of Salem, NH may elect to negotiate contract administration, inspectional services, and/or additional design phases with the selected consultant, or at its sole discretion, may elect to self-perform the services or engage alternative consulting services.

Section 3: Evaluations

The Evaluation Committee will rate prospective consultants based on the criteria below. This is not intended to be an all-inclusive list; the Evaluation Committee may add or modify criteria at its sole discretion.

- The firm and the principal staff who will be assigned the work have experience in bicycle/pedestrian/multi-use trail work and appropriate qualifications;
- The firm has staff with 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;
- 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;
- References include municipal or local government clients for whom general engineering and bicycle/pedestrian/multi-use trail design/construction services have been provided. References include client name, address, contact person, telephone number, number of years of service to client, and parameters covered;
- Any subcontractor(s) that may be used during the course of the contract have adequate experience;
- Demonstration that the firm can comply with the required schedule and methodology for project approach and management;

Rejection of Proposals

The Town reserves the right to reject any and all submittals received in response to the RFQ. A consultant's submittal may be rejected, if the consultant:

1. Fails to adhere to one or more of the provisions established in the RFQ.
2. Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein.
3. Fails to meet the minimum evaluation criteria specified in this RFQ.
4. Fails to submit to the required address on or before the deadline date established by the Town.
5. Misrepresents its services, experience and personnel by providing demonstrably false information or fails to provide material information.
6. References indicate that consultant has failed to complete similar services on projects for other clients to their satisfaction.
7. Refuses to submit a Detailed Proposal if notified that it has been shortlisted.
8. Refuses a reasonable request for an interview.
9. Refuses to provide clarification requested by the Town.

Note: This list is not necessarily all inclusive. The Town may, for any reason in its sole opinion, reject any proposal that is not in the best interest of the residents of the Town of Salem, NH.

Section 4: Responsibilities of the Consultant

Description of Responsibilities: Upon successful award and acceptance of a contract, the consultant agrees to the basic requirements of the award as follows:

1. **Prime Contractor:** The successful consultant will be considered the prime contractor for those services indicated in their proposal and will be required to assume full responsibility for the services offered in this proposal whether or not the firm is the firm delivering all of the services. The successful consultant shall be the sole point of contact with regard to all contractual matters, including performance of service.
2. **No Assignment:** Assignment by the successful consultant to any third party of any contract based on the RFQ or any monies due shall be prohibited unless approved in advance by the Town of Salem in writing.
3. **Statement of Time:** Time, when stated as a number of days, shall mean all calendar days, including Saturdays, Sundays, and holidays.
4. **Project Management Representation:** The consultant shall provide the staff and resources as outlined in the RFQ and shall not assign to other staff without the written approval of the Town.
5. **Completion of Scope:** The consultant shall complete the scope as negotiated and agreed upon and shall deliver staff and resources to professionally and expeditiously complete such scope. The consultant by virtue of their prior professional experience shall understand and endeavor during the contract negotiations to determine the possible obstacles that would interfere with the completion of the scope. The consultant shall make such obstacles known to the Town and provide the Town with solutions to overcome such obstacles.
6. **Deliverables:** In addition to providing hard copy documentation of work product, the consultant shall also provide the Town with deliverables in requested electronic formats (PDF, AutoCAD, Word, Excel, etc.). Ownership of plans and documents shall be to the Town. The only acceptable exclusions of this shall be in the areas of intellectual property that has been substantially developed by the consultant prior to and not part of the contract.
7. **Force Majeure:** Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, and unusually severe weather, but the failure or delay must be beyond each party's control and without its fault or negligence. Dates or times of performance may be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

Non-Discrimination in Employment and Affirmative Action

1. The consultant shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, or physical/mental handicap. The consultant agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment.

2. If a complaint or claim alleging violation by the consultant of such statutes, rules, or regulations is presented, the consultant agrees to cooperate in the investigation and disposition of complaint or claim.
3. In the event of the consultant's non-compliance with the provisions in this section, the Town of Salem shall impose such sanctions as it deems appropriate, including but not limited to the following:
 - a. Withholding of payments due the consultant until the consultant complies, and
 - b. Termination or suspension of any contract or agreement pursuant to this RFQ.

Project Area



[END OF REQUEST FOR QUALIFICATIONS]