



# **EXETER PUBLIC WORKS DEPARTMENT**

13 NEWFIELDS ROAD EXETER, NH 03833-3792 (603) 773-6157 FAX 772-1355

[www.exeternh.gov](http://www.exeternh.gov)

## **REQUEST FOR QUALIFICATIONS**

**PROFESSIONAL ENGINEERING SERVICES  
KINGSTON ROAD SHOULDER WIDENING  
NH DOT TAP #40436**

**RFQ No. DPW 2015-02**

**September 3, 2015**

## **INTRODUCTION**

The Town of Exeter is requesting statements of qualifications to provide comprehensive professional engineering services for a project to widen road shoulders on approximately 1.1 miles of Kingston Road (NH Route 111) in the Town of Exeter. The Town has been awarded a grant from the NH Department of Transportation (NHDOT) Transportation Alternatives Program (TAP) to fund a portion of this project.

## **GENERAL REQUIREMENTS**

Engineering firms making qualifications must respond in writing to all requirements of this Request for Qualifications (RFQ). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

Sealed qualifications should be plainly marked "**RFQ No. DPW 2015-02 – Professional Engineering Services, Kingston Road Shoulder Widening**" on the outside of the mailing envelope and addressed to:

Town of Exeter  
Public Works Department  
13 Newfields Rd  
Exeter, NH 03833  
Attn: Jennifer Mates, P.E.

Qualifications will be accepted until **2:00 p.m. on Friday, October 9, 2015** at the Public Works office. Five copies of the proposal shall be submitted.

Costs incurred for the preparation of a proposal in response to this RFQ shall be the sole responsibility of the firm submitting the proposal. The Town of Exeter reserves the right to select or reject any engineering firm that it deems to be in the best interest to accomplish the project specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The Town reserves the right to waive defects and informalities of the qualifications.

## **BACKGROUND**

The Kingston Road Shoulder Widening project will improve safety for pedestrians, bicyclists, and motorists, as well as link residential neighborhoods with recreational opportunities. The project is needed to address the existing and future transportation, safety, and health needs of a growing community of young to elderly residents.

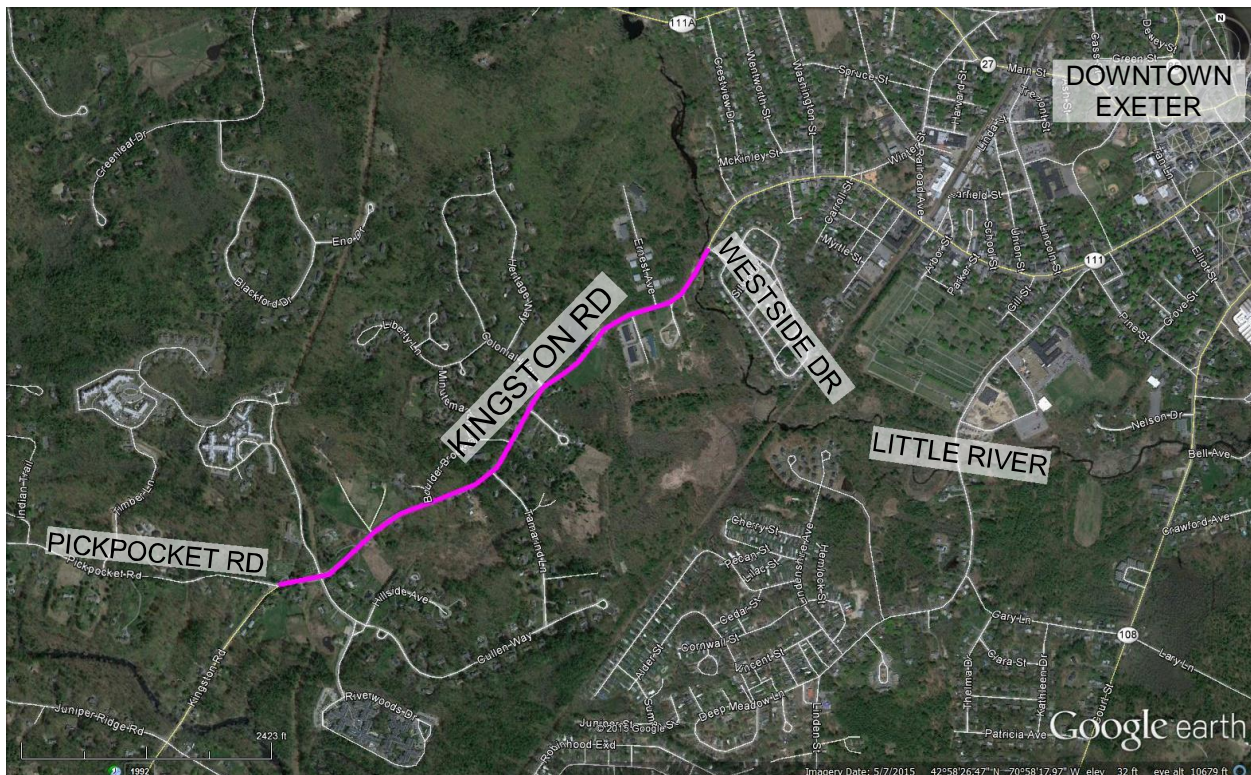
The project proposes to widen roadway shoulders to 5-foot minimum width on Kingston Road (Route 111), between Pickpocket Road and Westside Drive, a distance of approximately 1.1 miles (See Figure 1). Work includes excavation, box widening, paving, and slope construction/grading. Minor adjustments will be made to drainage structures/pipes and to existing utilities, where necessary. Most, if not all, work will fall within existing rights-of-way and previously disturbed areas.

This project received approval for design and construction from the voters in 2015 Town Meeting for the amount of \$750,000. This project has been funded in part through a grant from NHDOT's TAP program, and in part by the taxpayers of the Town of Exeter.

All aspects of this project must comply with *the New Hampshire Department of Transportation Local Public Agency Manual for the Development of Projects* as amended, and any notices issued. The chosen consultant shall have received the Local Public Agency (LPA) Certification. The manual can be found at [www.nh.gov/dot](http://www.nh.gov/dot) under Quick Links, "LPA Manual." The person in responsible charge of the project must be a professional engineer licensed in New Hampshire and must be certified as a Local Public Agency (LPA) trained as provided by NHDOT.

The Town's expectation is that the project will be put out to bid in early 2016 and construction will be accomplished in 2016. The selected engineer will complete the design, approval, and bidding processes for construction to meet this schedule.

**Figure 1: Limits of Proposed Shoulder Widening (shown in pink)**



## **ENGINEER INVITATIONS**

All qualified consultants are invited to submit. The Qualifications-Based Selection (QBS) process as defined by the NHDOT must be followed. Failure to meet these requirements will result in disqualification of the application.

## **CONTRACT DOCUMENT**

Upon selection, the successful Engineer will prepare Engineering Contracts for execution. Upon execution of the Contract the Engineer will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the Engineer pursuant to this proposal shall be the property of the Town of Exeter.

## **SCOPE OF SERVICES**

In addition to the requirements outlined in the LPA Manual, the following items shall be addressed in the engineering scope of services:

1. The engineer shall review the project scope and current cost estimates, and advise the department as to the adequacy for accomplishing the work.
2. The engineer will add direction to the project to have a viable construction project in the schedule previously described. The engineer may need to recommend adjustments to the phasing of the projects.
3. The engineer will perform a survey of the existing conditions showing all elevations, observable landmarks (e.g., edge of road, sidewalks, buildings, trees and manhole structures with inverts, etc.), delineated wetlands, and underground utility locations. The engineer will coordinate with the utility owners to have the underground utility marked out prior to the survey. The survey shall be done in the NH State Plane coordinate system, NAD83 to be compatible with the Town's GIS system.
4. The engineer shall investigate and determine the limits of the right-of-way (ROW) and utility easements and show them on the plan. The engineer shall delineate the existing ROW and easements in which any work will be performed.
5. No information about the presence of ledge in any of the project areas is currently available. The engineer shall make recommendations for subsurface investigations as needed.
6. The engineer shall apply for wetland applications as required.
7. Coordinate with the private utility companies for any pole or utility relocations, and new utility construction. Consult with the private utilities so that any of their outstanding work items can be accomplished in a timely manner.
8. The engineer shall develop a sediment and erosion control plan for construction activities. This plan shall be included with the final plans. This requirement does not

relieve the contractor from creating a detailed storm water pollution prevention plan (SWPPP) for accomplishing the work.

9. The engineer shall provide 3 complete copies of the design documents to the Town for review and approval at each phase. Meetings with the Town and engineer will be required to discuss each review. A final digital copy of the plans and specifications will also be provided to the Town in PDF format.
10. The bid specifications shall include estimated quantities for the Bid Schedule. The engineer shall use the NHDOT format for the specifications.
11. A cost estimate shall be supplied with the final plan and specification submission.
12. Administer one neighborhood meeting during the engineering study phase and prior to completion of final design to receive input from the residents. Conduct as many meetings as necessary with Town officials to complete the work.
13. Bidding services shall include: issue plans and specifications to bidders, respond to bidders' questions, prepare and distribute addenda, attend the pre-bid meeting, review the bids, provide a recommendation of award, and prepare the contract documents.
14. Construction administration, shop drawing review and resident engineering services are not included at this time, but may be added during subsequent construction phases.

#### **INFORMATION AVAILABLE**

- Exeter MapsOnline GIS information - <http://mapsonline.net/exeternh/>
- NHDOT TAP grant application, dated September 26, 2014 (<http://exeternh.gov/rfps>)

#### **PRE-PROPOSAL MEETING**

There will be a **non-mandatory** pre-proposal meeting at **10:00 a.m. on Tuesday, September 15, 2015** at the Exeter Public Works Department to discuss this project and answer questions.

#### **TIMELINES**

The Engineer Selection Schedule is as follows:

Request for Qualifications	Thursday, September 3, 2015
Pre-Proposal Meeting	Tuesday, September 15, 2015
Qualifications Due	Friday, October 9, 2015
Interview Notification	Within two weeks of Qualifications Due date
Interviews	Shortly after notification
Selection	TBD
Contract Negotiations	TBD
Contract Approval	TBD

## **PROPOSAL SUBMITTAL REQUIREMENTS**

Five (5) copies of the proposal shall be submitted. **All submissions shall be limited to a maximum of 16 pages, including the cover letter, resumes and schedule.** The pages shall be numbered.

1. Cover letter
2. Project understanding
3. Project approach to accomplish the work
4. Scope of Services ó Highlight major tasks that were not specifically called out in the Project Tasks.
5. List of similar work experience, construction administration and resident engineering specifically for the project manager and project engineer that will be working on these projects.
6. Project Team Chart identifying the team
  - a. Principal-in-Charge
  - b. Project Manager
  - c. Project Engineer(s)
  - d. Sub Consultants
7. Project Schedules in Gantt format for each project

Project cost proposals are not requested at this time.

## **EVALUATION CRITERIA & INTERVIEWS**

From the qualifications submitted by qualified engineering firms, the Town may select finalists for an interview. The Town of Exeter will select its consultant in accordance with NH RSA 21-I-22, "Selection of Engineers, Architects and Surveyors." The qualification packages will be reviewed by the Town and interviews may be conducted.

The final selection will be based upon the following criteria:

1. Firm's qualifications and resource capability
2. Qualifications of project team (minimum of one licensed Professional Engineer, registered in the branch classification of Civil Engineer in the State of New Hampshire)
3. Related experience (including, but not limited to, engineering, regulatory familiarity, and budgets)
4. Understanding of the Project Scope
5. Approach for completing the work
6. Commitment to Project timelines
7. Quality of Proposal
8. References

The firms will be rated and an attempt will be made to negotiate a fee schedule with the top-ranked firm. If the Town is unable to reach agreement with the selected firm, the Town reserves the right to negotiate with the next highest ranked firm until an agreement is reached.

### **TOWN ROLE**

Town staff will be responsible for administering the project and overseeing the engineer's work on this project. Representatives of the Town's Public Works Department will review plans and other documents prepared by the engineer.

### **RESERVATION OF RIGHTS**

The Town reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm.

The Town reserves the right to negotiate directly with the firm selected for additional project work including design, construction administration services, and/or additional project engineering and design services.

### **CONTACT INFORMATION**

If you have any questions regarding this RFQ, please contact Jennifer Mates, P.E., Assistant Town Engineer at [jmates@exeternh.gov](mailto:jmates@exeternh.gov) or (603) 418-6431.