



EXETER PLANNING DEPARTMENT

10 FRONT STREET • EXETER, NH • 03833 • (603) 773-6112 • FAX 772-4709

www.exeternh.gov

REQUEST FOR QUALIFICATIONS

**PROFESSIONAL ENGINEERING SERVICES
EPPING ROAD, WINTER STREET, AND SPRING
STREET SIDEWALK PROJECT
NH DOT #16-13TAP**

RFQ No. PL 2017-01

May 16, 2017

INTRODUCTION

The Town of Exeter is requesting statements of qualifications to provide comprehensive professional engineering services for a project to construct sidewalks on Winter Street, Spring Street and Epping Road (NH 27). The Town has been awarded a grant from the NH Department of Transportation's (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. PL 2017-01 – Professional Engineering Services, Epping Road, Winter Street, and Spring Street Sidewalk Project**" on the outside of the mailing envelope and addressed to:

Town of Exeter
Planning Department
10 Front St
Exeter, NH 03833
Attn: Dave Sharples

Qualifications will be accepted until **2:00 p.m. on Friday, June 30, 2017** at the Planning 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

As part of a town wide pedestrian improvement project, Exeter is seeking to connect sidewalks on Winter Street, Spring Street and Epping Road (NH 27). The project will also provide a safer pedestrian crossing at the intersection of Warren Street and Epping Road and at the intersection of

Brentwood Road (NH 111-A) and Epping Road. The general goal and objective of this project is to eliminate gaps in existing sidewalks that will enhance and promote pedestrian use and safety.

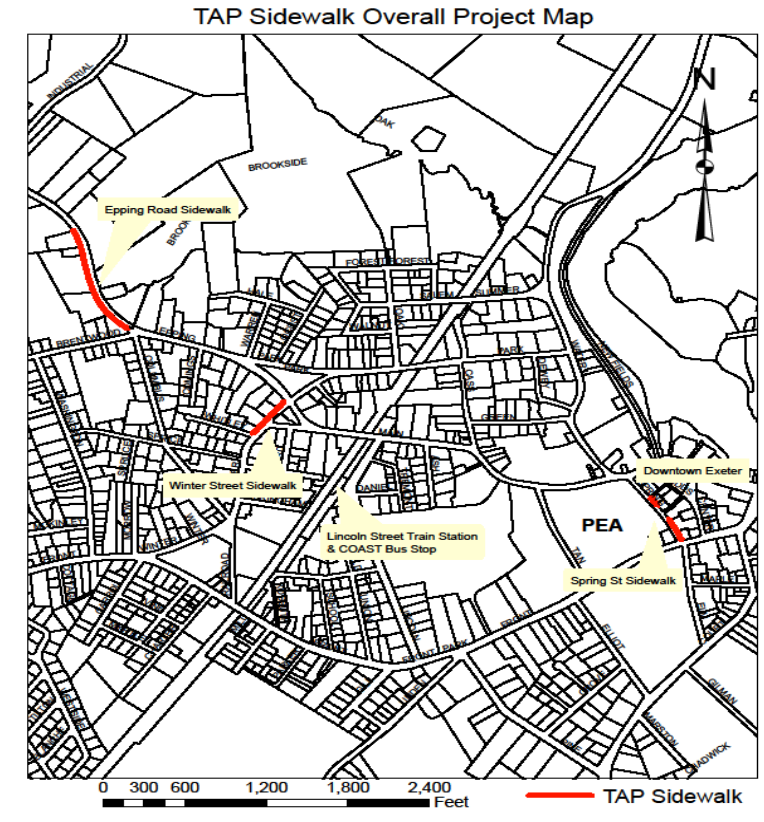
The proposed sidewalk on Epping Road will connect an existing sidewalk on the western side of Epping Road to a sidewalk that was required as part of a recent site plan approval of the Planning Board. The proposed sidewalk on Winter Street will connect an existing sidewalk on Winter Street to an existing sidewalk on Epping Road. This approximately 370 linear foot section of sidewalk will provide a direct pedestrian connection to the Epping Road corridor and provide a cross walk across Epping Road to a well used local park. On Spring Street, the project proposes two short sections of sidewalk that connect the existing sidewalk along this roadway. Spring Street is located within the dense urban core of Exeter and the project will provide safe access along the eastern side of this roadway where pedestrians need to either walk across the street to the sidewalk on the opposite side or walk in the vehicular travel way as there is parallel parking against the existing granite curbing and no space for pedestrians. 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 2017 Town Meeting for the amount of \$541,261. 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 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 2018 and construction will be accomplished in late 2018 or 2019. The selected engineer will complete the design, approval, and bidding processes for construction to meet this schedule.

Figure 1: Overall Project Map



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 planner 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 public 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 bidder's 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, titled TAP 2016 Application (<http://exeternh.gov/rfps>)

PRE-PROPOSAL MEETING

There will be a **non-mandatory** pre-proposal meeting at **10:00 a.m. on Tuesday, May 30, 2017** in the Nowak Room at the Town Office to discuss this project and answer questions.

TIMELINES

The Engineer Selection Schedule is as follows:

Request for Qualifications	Tuesday, May 16, 2017
Pre-Proposal Meeting	Tuesday, May 30, 2017
Qualifications Due	Friday, June 30, 2017
Interview Notification	Within three 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 – 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 Planning Department and 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 Dave Sharples, Town Planner at dsharples@exeternh.gov or (603) 773-6114.