Town of Conway, NH

Request for Qualifications

Construction Engineering Services- NHDOT Project #40638 – Eastern Project

NH 16 (Main Street) Roadway Reconstruction, Sidewalk & Drainage Improvements

A. Request for Qualifications

The Town of Conway, NH, acting as the Local Public Agency (LPA) is requesting qualifications and experience statements from professional engineering firms to cover construction administration, progress billing, and resident inspection for the Conway NH 16 (Main Street) Roadway Reconstruction, Sidewalk and Drainage Improvements (NHDOT Project #40638) - Eastern Project. This is not a request for proposals. The Town anticipates reviewing qualifications and experience statements submitted in response to this RFQ, and subsequently inviting selected firms to prepare detailed proposals for the project.

The project background, requirements for submittals, and related information are provided below. Questions regarding this RFQ may be directed to James A. Badera Jr., P.E., Town Engineer, at 603-447-3811 ext. 234 or at [jbadera@conwaynh.org](mailto:jbadera@conwaynh.org).

Qualifications and experience statements are due by **4:00 PM on Friday, June 20, 2025**. Submittals can be dropped off or mailed to the Town of Conway, New Hampshire, Town Hall, located at 23 Main Street, Conway, NH 03818.

B. Introduction

The Town of Conway is the LPA for this State/Federally funded project. This RFQ is for construction activities only, the project has been designed by others. The purpose of the Conway 40638 project is to improve safety, increase capacity, and address operational deficiencies at the NH16/NH153 and NH16/NH113 intersections. The project includes reconstruction of the roadway and sidewalks along NH16, upgrade of the NH16/NH153 traffic signal, and realignment of the NH16/NH113 intersection. The project is anticipated to span multiple construction seasons beginning in the Fall of 2025 and ending in the Fall of 2027.

C. Engineering Services Required

The professional engineering services anticipated to be required by the Town of Conway during the construction of the project, and addressed in this RFQ, generally include:

* Construction Administration
* Progress Billing
* Resident inspection
* Monthly Progress Reports submitted to NHDOT
* Wage Compliance
* Contract Administration
* Submittal Review
* Quantity Measurements

D. Requirement for Statements of Qualifications

Minimum Qualifications are:

* Certified to work on LPA Projects
* Current DOT Audit
* Licensed in New Hampshire

\*Please Note: Firms that are not LPA qualified and that do not have a current DOT audit will not be qualified.

Statements of qualifications submitted to the Town of Conway in response to this RFQ should include the following information:

1. Description of Firm:

A general outline of the firm, including brief history, areas of practice/service, location of the office(s) of the firm, and the office from which this project would be completed. If a project team involving subconsultants providing particular services is submitted, similar information on such additional firms to be included.

2. Description of Experience in the construction administration of state/federally funded projects including LPA Projects:

Include a description of the experience of the firm specifically in the construction engineering services for state/federally funded projects. Include at least two roadway reconstruction and drainage projects through the construction and completion of the project; at least one must be a state/federally funded LPA project.

3. Example Projects and References:

Provide descriptions of at least three reference projects involving construction engineering services for state/federally funded projects. Include at least two roadway reconstruction and drainage projects, at least one must be a state/federally funded LPA project. Include project type, location, status, services provided, and key personnel of firm involved in project. Also include client reference for each project (with address and telephone number) who may be contacted to discuss the project.

4. Related Experience and Projects:

Provide descriptions of at least three additional specific projects in other areas which may be illustrative of the firm’s services. Similar information as #3 above requested.

5. Project Team

Provide a description of the project team proposed for the Conway project, including the names and relevant experience of key persons on the project team. Please include resumes for each key person on the project team. Include proposed project manager, project engineer(s), resident engineer/quality assurance inspectors, and other key team members. As appropriate, provide the roles on the projects highlighted in #3 above played by key individuals proposed for the Conway project team.

6. You are invited to include additional pages of information not covered above, which you feel may be useful.

E. Available Information for Review

The following information and background documents may be reviewed, if desired, by appointment at the Conway Town Hall:

* Design Drawings
* Contract between the Town and NHDOT

Please contact Jackie White, Administrative Assistant at 603-447-3811 ext. 223 or at [jwhite@conwaynh.org](mailto:jwhite@conwaynh.org) to schedule an appointment.

F. Review of Qualifications Statements

It is anticipated after review and evaluation of submittals received in response to this RFQ; the Town of Conway will establish a short-list of up to three firms. These firms will be invited to prepare a detailed proposal for construction engineering services for the project.

Required qualifications and experience of short-listed firms will include providing similar engineering services in the implementation of at least two roadway reconstruction and drainage projects through the construction and completion of the project; at least one must be a state/federally funded LPA project. Additionally, key members of the proposed project team will have played similar roles on these projects.

Statements of qualifications will be reviewed by the Selection Review Committee. **Each firm will be rated using the categories and rating factors as shown on the *Firm Evaluation Form.* (See Appendix A – attached).** The Town will select a short list of firms for preparation of detailed proposals, based on the relevant qualifications and experience of the firm, proposed project team, project references, and related factors. The Town reserves the right to short-list firms which in the Town’s judgement may potentially best serve the interests of the Town.

H. Anticipated Schedule

* Issue RFQ- May 2025
* Receive Qualification Submittals- June 2025
* Short-list firms; Issue Request for Proposal- July 2025
* Proposals Received- August 2025
* Select Firm- Sept. 2025
* Commence Services:
  + Bidding Sept. – Oct. 2025
  + Begin Construction November 2025