

Town of Conway, New Hampshire
Request for Qualifications (RFQ)
Engineering Consulting Services
April 15, 2025

The Town of Conway, New Hampshire (Town) issues this Request for Qualifications (RFQ) for engineering consulting services (Engineer) to provide the scoping activities related to the Potter Road Bridge Design Project. This section utilizes the Qualification Based Selection (QBS) process in accordance with NH RSA 21-I:22 Selection of Engineers, Architect and Surveyors, and 2 CFR 200.320(b)(2)(iv). This project is intended to be funded by the Building Resilient Infrastructure & Communities (BRIC) grant program, which was awarded to the Department of Safety, HSEM, from the Federal Emergency Management Agency (FEMA).

Qualifications Statements shall be submitted by qualified firms that are capable and can demonstrate a background in the aspects of work described in the Scope of Services of this RFQ. Firms submitting Qualifications Statements must be licensed to practice engineering in the State of New Hampshire. It is the intent of this RFQ to select one qualified firm with expertise in the engineering disciplines listed in the Scope of Services.

Any questions regarding this RFQ may be addressed to Andrew Smith, Public Works Director, asmith@conwaynh.org, with "RFQ Question – Potter Road Bridge Design Project" in the subject line. All questions received and their corresponding responses will be issued as an addendum to this RFQ on the Town's website. Prospective consultants shall be solely responsible for obtaining all questions and answers related to this RFQ.

Qualification Statements are due at the Town of Conway, NH Town Hall located at 23 Main Street, Conway, NH 03818 no later than 2:00 pm on May 9, 2025. Four (4) hard copies and one (1) electronic copy (in .pdf format on USB thumb drive) are required. Submissions will not be accepted via fax or email. Submissions received at the above address after this time will not be considered.

The submittal shall be entitled:

REQUEST FOR QUALIFICATIONS –ENGINEERING CONSULTING SERVICES

Potter Road Bridge Design Project

Town of Conway, New Hampshire

Building Resilient Infrastructure & Communities Grant Program # EMB-2023-BR-004

Copies of the RFQ and any issued addenda can be obtained from the Town's website.

PROJECT BACKGROUND/PURPOSE

The Town of Conway, NH has been awarded a grant from the Building Resilient Infrastructure & Communities (BRIC) grant program, which was awarded to the Department of Safety, HSEM, from the Federal Emergency Management Agency (FEMA) to help fund the Potter Road Bridge Design Project. Potter Road is a 1.83-mile-long gravel road in Conway, NH. Potter Road only has one exit in the winter months and the second exit is a narrow road through a neighboring Town. This is one of three bridges on Potter Road, and is located close to the year round entrance/exit of Potter Road. The population on Potter Road is a mix of seasonal and year round residents.

The proposed project involves project scoping activities for a culvert replacement on Potter Road. The existing culvert is undersized, leading to damage to Potter Road in the vicinity of the crossing during large storm events. The purpose of this grant is for the Town of Conway to develop design

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alternatives that incorporate nature-based solutions for enhancing Potter Roads bridge resiliency to address road washouts. The replacement culvert will be designed to meet current codes & standards, passing the 100-year storm. The project scoping activities will invoice three phases: pre-design, ancillary services, and engineering design.

Pre-design services generally entail activities needed to gain a further understanding of the existing conditions. This includes: a field survey of topographic & boundary features; research right-of-way documentation and adjacent parcel deeds; a hydrologic-hydraulic assessment of the existing and proposed crossing; subsurface explorations and a geotechnical assessment; and a feasibility study including detailed alternatives analysis, cost of estimating, and a benefit-cost analysis (utilizing the FEMA BCA Toolkit) if required.

Ancillary Services generally entail non-design activities needed to meet regulatory requirements. This is believed to include: local, state, and federal permitting application preparation, and coordination of the Town's easement acquisition process.

Engineering Design generally entails necessary civil/structure engineering activities to develop plans, specifications, and estimated to process with construction. This is believed to include: preliminary design, which will form the basis of necessary agency approvals; & final design which will incorporate all aspects of the project with sufficient detail.

The Town seeks engineering consulting services to provide the scoping services for this project.

A. SCOPE OF SERVICES

The Scope of Services for the Potter Road Bridge Design Project includes, but is not limited to: design services, permitting assistance, bid document preparation, construction oversight/administration, compliance with NH HSEM requirements, project coordination and administration assistance, and other general engineering tasks as they arise.

1. Attend Kick-Off meeting with Town staff to discuss the overall project objectives and goals, refine the scope of services if necessary, and get the project firmly started.
2. Scoping activities include a field survey of topographic and boundary features.
3. Research of right-of-way documentation.
4. Hydrologic and hydraulic assessment of existing and proposed facilities.
5. Completion of a feasibility study/alternatives analysis, cost estimating, public involvement, revision of benefit-cost analysis.
6. Permitting application preparation, CLOMR & no-rise certification preparation.
7. Development of engineering design plans. No subsurface study is included in the proposed scoping project.
8. Attend final review of the completed scoping services with Town representatives and prepare report to address any deficiencies and corrective actions required.
9. Assist the Town with required NH HSEM quarterly performance and financial reports throughout the project. Assist the Town with required NH HSEM final reporting and grant close out documents.
10. Comply with Appendix II to 2 CFR Part 200 – Contract Provisions for Non-Federal Entity Contracts under Federal Awards throughout all phases of the project.

B. QUALIFICATIONS STATEMENT

Prospective consultants shall submit a Qualifications Statement in response to this RFQ. The Qualifications Statement shall be limited to 20 single-sided or 10 double-sided pages and shall include the following (page covers, tabs/dividers, the cover letter and resumes are not included within the page count):

1. Cover Letter: Signed by a representative of the consultant firm authorized to enter into contracts and commit the staff and corporate resources to complete the scope of work as expeditiously as possible.
2. Firm Profile: Provide a general outline of the firm, including brief history, areas of practice/service, place(s) of business of the firm, and the office from which the services of this RFQ will be provided. If the firm is proposing the use of subconsultants to perform any aspects of the defined base services, similar information on each additional firm shall be included.
Project Team: Provide a description of the project team proposed to provide the services identified in this RFQ. Identify the Project Team Manager/Main Client Contact and other key personnel who would be charged with providing services to the Town. The Project Team Manager must be a registered professional engineer in the State of New Hampshire and have experience with federally funded construction projects. Provide individual resumes of no more than two pages each describing the background and experience of each key employee. If the firm is proposing the use of subconsultants to perform any aspects of the defined services, resumes for subconsultant personnel should be included as well.

3. Firm's Related Experience: Provide a description of the experience of the firm and project team, including specific examples of similar work and their relationship to the services included in this RFQ. Describe experience with Federally funded construction projects and understanding of applicable Federal regulations. Provide other pertinent information that may clearly and effectively identify the prospective consultant as a qualified firm. General promotional materials are not needed or wanted.

Project Schedule: Provide a detailed anticipated schedule of the project and the firm's capacity for maintaining the schedule.

4. References: Provide three (3) references for relevant projects completed over the past five (5) years. Include names of contact persons with email addresses and telephone numbers to facilitate contacting them.
5. Firm Performance: Provide a statement describing what procedures your firm proposes to implement and follow to ensure quality end products and successful project.

C. CONSULTANT SELECTION

The selection process will be a Qualifications Based Selection (QBS). It is the Town's intent to select a consultant based on the merits of the firm's Qualification Statement. Qualification packages will be opened on May 9, 2025 at 2:00 pm at a public meeting. Qualification packages will be scored and ranked by a Selection Committee consisting of officials from the Town. The top firms may be interviewed. Firms will be evaluated on the following criteria:

- Responsiveness to submission requirements (5 points).
- Qualifications of firm and project team members (25 points). Particular attention will be given to the experience and demonstrated ability of the project manager to develop program efficiencies and proactively complete all project tasks and the project teams' past experience working together.
- Previous related work, with particular preference given toward similar project types (40 points). Particular attention will be given to experience with NH HSEM funded projects

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and experience with projects involving interjurisdictional entities.

- Understanding of required project work and approach (30 points).

The firm that is ranked the highest will be notified and the Town will meet with the selected firm to negotiate hourly fees for engineering services, terms, and conditions of the contract and applicable insurance coverage. If the Town is unable to reach agreement with the highest-ranking firm, the Town will entertain entering into negotiations from the second-rated consulting firm and so on, until an agreement is reached. The Town reserves the right to discontinue the selection process at any time prior to awarding the contract.

D. OTHER

This RFQ does not commit the Town of Conway to pay any costs incurred by engineering firms in the preparation, submission, or presentation of a qualifications package. By submitting to this RFQ, the firm is authorizing the Town to request any relevant information or ask any questions in order to make an informed decision. The firm further agrees to release the Town from any liability in the review of the firm's Qualifications Statement and references.

If the Selection Committee feels, at any time, that a firm's Qualification Statement contains false or misleading statements, references, or any other matter which does not support a function attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status of the phase of the selection process.