**Town of Conway, New Hampshire Request for Qualifications (RFQ) Engineering Consulting Services**

The Town of Conway, New Hampshire (Town) issues this Request for Qualifications (RFQ) for engineering consulting services (Engineer) to provide the site design and construction administration for an outdoor Skate Park.

Qualifications Statements shall be submitted by qualified firms that are capable with a demonstrable 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 James A. Badera Jr., P.E., Town Engineer, [jbadera@conwaynh.org,](mailto:jbadera@conwaynh.org,) with “RFQ Question – Outdoor Skate Park” 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 solel[y responsible fo](https://www.plymouth-nh.org/projects/downtown-stormwater-improvements-project/)r obtaining all questions and answers related to this RFQ.

Qualification Statements are due at the Town of Conway, New Hampshire Town Hall located at 23 Main Street, Conway, NH 03818 no later than 2:00 pm on May 22, 2025. Six (6) 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

**Skate Park Project**

**Town of Conway, New Hampshire**

Copies of the RFQ and any issued addenda can be obtained from the [Town’s website.](https://www.plymouth-nh.org/projects/downtown-stormwater-improvements-project/)

# PROJECT BACKROUND/PURPOSE

The Town of Conway, New Hampshire is looking to construct and outdoor Skate Park on Town owned land. This project includes site design, permitting, and management of construction for the Skate Park with supporting amenities and parking. The park will have a footprint of approximately 10,000 square feet and will be constructed above ground.

The Town seeks engineering consulting services to provide the design and construction services for this project. Preliminary plans have been developed for the Skate Park layout. This RFQ is focused on a scope of services for design of site grading, drainage, and other applicable site work necessary to incorporate the park layout into a construction ready plan set.

The proposed project timeline\* is as follows:

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| --- | --- |
| **Milestones:** | **Expected Date:** |
| Advertise RFQ for Engineering Services | May 1, 2025 |
| RFQ Proposals Due | May 22, 2025 |
| Award Engineering Contract | June 15, 2025 |
| Preliminary Engineering | June 16, 2025 – August 2025 |
| Final Engineering | September 2025 – December 2025 |
| Development and Advertisement for Bids | February 1, 2026 |
| Pre-Bid Meeting | February 15, 2026 |
| Bid Opening | March 1, 2026 |
| Construction Contract Award | March 15, 2026 |
| Pre-Construction Conference | March 30, 2026 |
| Issuance of Notice to Proceed | April 13, 2026 |
| Construction Phase | April 14, 2026 – September 21, 2026 |
| Substantial Completion of Construction | September 21, 2026 – October 21, 2026 22026222026oOctobeOt21212202222026202026 |
| Final Completing/Acceptance by Town of Conway | October 22, 2026 |

\*Project Timeline is proposed and is subject to change based on negotiated scope and fee for the project.

# SCOPE OF SERVICES

The Scope of Services for the outdoor Skate Park Project includes, but is not limited to: surveying services, geotechnical investigation and report, design services, permitting assistance, bid document preparation, construction oversight/administration, compliance with applicable funding 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. Data Collection of all relevant existing studies, reports, record drawings and data. Pertinent information shall be utilized to the extent possible to avoid duplication of previous study efforts. Coordinate with the existing utilities companies that provide service in the project area.
  3. Confirm existing conditions.
  4. Hydraulic modeling, subsurface information, and surveying information.
  5. Prepare 30% Schematic Design (SD) plans for review by the Town of Conway.
  6. Provide 60% Design Development (DD) plans for review by the Town of Conway.
  7. Provide 90% Construction Documents (CD) plans for review by the Town of Conway.
  8. Provide bid phase and bid analysis services. Prepare bid ready technical and construction plans and specifications for this project. Assist the Town throughout the bidding process. This includes advertising, conducting a Pre-Bid meeting, responding to bidder general and technical questions, attending the Bid Opening, administering the receipt of bids, comparing bids, checking the bids to ensure all requirements have been met, calling references, confirming math and tabulate the results, and making a written recommendation for award of the contract.
  9. Provide construction administration and inspection services to ensure successful execution of the project. Prepare for and attend the preconstruction meeting and provide consultation and advice to the Town during construction and be available to meet with appropriate parties.
  10. Supervise any required subsurface explorations such as borings and soil tests to determine amounts of rock excavation or foundation conditions. Review shop drawings, surveys, samples, test results, inspection reports and certificates, schedules, record information and other data which the contractor is required to submit and take appropriate action based on the data and information provided. Determine the acceptability of substitute materials proposed by the contractor. Visit the site at intervals appropriate to the stage of construction to observe the progress and quality of the work completed by the contractor and to determine in general if the work is proceeding in accordance with the construction contract.

# 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.

3. 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.

4. 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.

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

1. References: Proved 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.

1. Firm Performance: Provide a statement describing what procedures your firm proposes to implement and follow to ensure quality end products and successful project.

# 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 and price. Qualification packages will be opened on **May 22, 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 federally funded projects 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.

# 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.

# AVAILABLE INFORMATION

* Vicinity Map of Proposed Location
* Conceptual Skate Park Plans