

Town of Henniker

18 Depot Hill Road
Henniker, NH. 03242
603.428.3221

Request for Qualifications

For

SRTS project Number 28735
Design and Construction Services
For sidewalks, drainage and utilities

On

Western Avenue and Route 114

Date of Issue: January 13, 2014

Deadline for Submission: February 7, 2014 @ 4 p.m.

Introduction and Background

The Town of Henniker has been awarded a Safe Routes to School Grant and is seeking engineering services in relation to this grant. All work shall be in compliance with of the NHDOT's federally funded municipally managed process according to the "Local Public Agency Manual for the Development of Projects" (the most recent edition LPA Manual).

Project Description

Design and possible inspection of the Installation of approximately 567 feet of 5 foot wide sidewalk, 600 feet of curb, installation of 4 catch basins / piping, and rebuild an inadequate intersection. Including but not limited to crosswalks, ADA ramps, signs and markings.

Preliminary Timeline

Notice to Proceed Engineering Study	April 10, 2014 (assumed)
Survey Complete/Delivered	May 9, 2014
Local Concerns Meeting	May, 2014
Engineering Study/ Concept Plans	May 14, 2014
Notice to Proceed Preliminary Plans	June 8, 2014
Public Information Meeting	June, 2014
Preliminary Plan Approval	August 15, 2014
Notice to Proceed/Final Design	September 12, 2014
Final Plans Submittal	October 31, 2014
PS&E Documents	November 30, 2014
Authorization to Advertise	December 12, 2014
Open Bids	February 12, 2015
Start Construction	April 6, 2015

General Scope of Services

The following list is the required services known at this time and it may be adjusted to include more or less services.

I. Engineering Study

Data Collection and Preparation of Base Mapping, ADA Analysis, Design Criteria, Engineering Analysis, Meetings and Coordination with Town Staff, Environmental Documentation, Alternatives Analysis with Proposed Project Documentation, Structure Studies and Recommendations, Engineer's Opinion of Probable Cost [EOPC], Public Presentation of Preferred Alternative and Engineering Study Preparation & Submission.

II. Preliminary Design

Design Plans and Documents, ADA Compliance, Environmental and Historical Documentation, Public Outreach, Engineer's Opinion of Probable Cost [EOPC], and Submission of Preliminary Plans.

III. Final Design Plans

Final Design, Contract Documents, Final Engineer's Opinion of Probable Cost (EOPC), Right-of-Way Activities, Meetings and Coordination and Pre-Construction Activities.

IV. Construction Phase Services (Not Part of this Contract Phase)

Construction Phase Services is provided for review in accordance with Section 14 of the LPA Manual; however, these services are not to be included as part of the tasks in the initial design-phase contract. It is expected that they will be negotiated after final plans are complete and the details and scope of the actual construction of the project are better understood.

Insurance

The successful vendor has to submit a certificate of insurance showing minimum liability limits of \$1,000,000; types of liability coverage and workers compensation participation. The Town of Henniker must be named as an additional insured.

Submission Requirements

All work for this project will follow the LPA Manual. Please include the following information in your Statement of Qualifications:

- Firm name, address, brief history, and description of firm.

- Evidence that the firm has performed or is performing design services on similar projects with emphasis on pedestrian-oriented design for more than two (2) local municipal government clients in the last three (3) years.
- Demonstrate experience and qualifications of the actual people who will undertake the work and their resumes.
- Demonstrate that the firm and the principal staff who will be assigned the work have a thorough understanding of NHDOT SRTS program and the requirements for the program for all phases of work.
- Provide a listing of municipal or local government clients for whom general engineering and design/construction services have been provided. Include client name, address, contact person, telephone number, number of years of service, and parameters covered.
- Identify any subconsultant or firm that may be used during the course of the contract.
- Brief description of your approach to planning, designing, and implementing the project.
- Brief discussion on cost and quality control procedures.
- Draft Schedule through construction (if it differs greatly from the preliminary timeline on page 1 of this document).

Selection Process

A review committee comprised of Town officials and staff will review all Statements of Qualifications and develop a short list of firms under consideration. The short list of firms may be asked to make a formal presentation and interview to the committee. The firms will again be rated and the Town will enter negotiations with the top rated firm for a fee proposal for engineering services. If not mutually agreeable, the Town will entertain a fee proposal from the second rated firm, and so on, until an agreement is reached.

The selection will be based upon a combination of factors including, but not limited to:

- Understanding of Project Scope
- Experience of appointed staff
- Staff certified in the NHDOT LPA process
- Schedule and time to perform work
- Experience of supervisory personnel
- Experience and capabilities of the firm
- Management approach and capacity to perform the work
- Experience with NHDOT SRTS
- Successful completion of similar scope of work
- References

Statements, when received, shall be valid for a period of ninety (90) calendar days following date received. The Town's judgment shall be final and the right is reserved by the Town to reject any or all statements as he/she may determine *incomplete*, and to waive defects in form or minor irregularities where the best interest of the Town would be serviced.

Five (5) copies of the response shall be delivered to:

Tom Yennerell, Town Administrator
Town of Henniker
18 Depot Hill Road
Henniker, NH 03242

All submissions must be received by 4:00 p.m. on February 7, 2014. Fax or email submissions are not acceptable. Any response received after this deadline will not be considered and will be returned unopened. It is the intention to have selected a consultant by March 7, 2014.