

**Request for Qualifications
On-Call Transportation Engineering Services
Strafford Regional Planning Commission**

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Date of Issue: Friday, September 1, 2023

Deadline for Submission: Friday, September 29, 2023 at 4:30 PM.

A. Project Description:

The Strafford Regional Planning Commission (SRPC) is requesting statements of qualifications to provide on-call engineering services in support of transportation planning efforts throughout the SRPC region. Efforts include scoping and developing preliminary cost estimates for transportation improvement projects that may be funded with local, state, or federal dollars (including Federal Highway Administration and Federal Transit Administration).

B. Scope of Services

The SRPC provides a wide variety of transportation planning services to its eighteen member communities. SRPC seeks qualified firm to provide the following services:

On-call Engineering Services that may include, but are not limited to:

- Development of improvement concepts and provision of planning-level engineering assistance for proposed transportation projects in the SRPC region.
- Preparation of conceptual cost estimates for projects and/or alternatives within projects
- Meetings with representatives of SRPC member communities and staff on an as-needed basis to discuss work products.
- Site visits and meetings with representatives of SRPC member communities and staff as-needed to discuss projects and work products.

C. Project Schedule and Funding

All work will be assigned by individual task orders negotiated on a not to exceed lump sum basis. The selected consultant should be prepared to commence work as soon as a contractual agreement is executed. The agreement will extend through the end of State Fiscal year 2025 (June 30, 2025).

The services to be provided are to be funded through SRPC's Unified Planning Work Program (UPWP). Funding available for technical consulting assistance under the contract period is up to \$100,000. The selected firm will be required to provide a year-end summary report documenting assistance provided by June 30, 2025.



D. Statement of Qualifications Requirements

A firm, partnership, or individual interested in providing on-call engineering services to SRPC must provide a Statement of Qualifications that includes the following:

1. Contact Information: Include the name, address, phone email address of the firm. (The term "firm" used in this RFQ is meant to include all forms of organizations that may respond.)
2. Form of organization: Indicate whether the firm is a partnership, corporation or sole proprietorship and include federal taxpayer ID number. The submission must indicate if a subcontractor will be utilized to carry out any portion of the scope of services. If so, the subcontractor required in items 1 through 7 must include the relevant information for the subcontractor(s) or team member(s).
3. Submission narrative: Description of how the assistance will be provided including: the firm(s)' approach for each task, equipment and/or procedures to be used.
4. Key personnel: Identify the names of key personnel, their titles, experience, and how each will be involved with this assistance.
5. Statement of qualifications: Include a statement about the qualifications of the firm and the key personnel identified above to undertake the proposed services. Please include brief descriptions of three recent and relevant projects or services that the firm has completed.
6. References: Include contact information for three (3) persons or agencies that SRPC may contact regarding the firm's past performance on similar technical consulting assistance agreements.
7. Evidence of Insurance: Provide evidence that the firm shall, at its sole expense, obtain and maintain in force the following insurance:
 - a. Commercial or comprehensive general liability insurance including contractual coverage, for all claims of bodily injury, death or property damage, in policy amounts of not less than \$250,000 per occurrence and \$2,000,000 in the aggregate; and
 - b. Workers' compensation and employer's liability insurance as required by law.

E. Review and Evaluation Process:

The submissions will be reviewed by a selection committee comprised of SRPC staff and representatives of the SRPC Technical Advisory Committee (TAC). A telephone or electronic interview (e.g. Zoom, etc.) may be requested prior to selection.

The evaluation criteria are as follows:

- Qualifications and experience of the personnel to be assigned to the project (25%);
- Professional competence as evidenced by the firm, partnership, or individual's three most current related projects and references (25%);
- Specialized Experience of the Project Team:
 - Experience in scoping and developing cost estimates for federally-funded transportation improvement projects (30%);
- Clarity, completeness, and conciseness of the Statement of Qualifications and approach outlined in the statement narrative (20%);

F. Submission Process:

Questions regarding this RFQ should be directed to Colin Lentz, Sr. Transportation Planner at clentz@strafford.org by **Friday, September 15, 2023 at 4:30 PM**. Responses to all questions received regarding this RFQ shall be **posted** on the SRPC website (www.strafford.org) by 4:30 PM on **Tuesday, September 19, 2023**.

Statements of Qualification are to be submitted electronically to Colin Lentz, Sr. Transportation Planner at clentz@strafford.org. All statements of qualifications must be received by SRPC no later than **4:30 PM on Friday, September 29, 2023**. Materials received after this time will not be accepted or reviewed. Upon receipt and review of applications, SRPC will conduct interviews with candidates with the intent to notify applicants of a final **decision by Friday, October 20, 2023**.

The expense of preparing and submitting a statement of qualifications is the sole responsibility of the consultant. SRPC reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Qualifications. This solicitation in no way obligates SRPC to award a contract. Any contract awarded by SRPC pursuant to this RFQ shall be subject to the provisions of the New Hampshire Department of Transportation's (NHDOT) Local Public Agency (LPA) Manual for the Development of Projects.

SRPC will afford firms, partnerships, or individuals' full opportunity to submit proposals in response to this invitation and will not discriminate on the basis of race, color, national origin, sex, age, or disability in consideration of this award.

APPENDIX A
Federal Compliance Assurances

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "CONTRACTOR") agrees as follows:

(1) Compliance with Regulations: The CONTRACTOR shall comply with the REGULATIONS relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT" Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), which are herein incorporated by reference and made a part of this agreement.

(2) Nondiscrimination: The CONTRACTOR, with regard to the work performed by it during the contact, shall not discriminate on the ground of race, color, national origin, sex, religion, age or disability in the selection and retention of sub-applicants, including procurements of materials and leases of equipment. The CONTRACTOR shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the REGULATIONS, including employment practices when the agreement covers a program set forth in Appendix B of the REGULATIONS.

(3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the CONTRACTOR for work to be performed under a Sub-agreement, including procurements of materials or leases of equipment, each potential sub-applicant of supplier shall be notified by the CONTRACTOR of the CONTRACTOR'S obligations under this contract and the REGULATIONS relative to nondiscrimination on the grounds of race, color, national origin, sex, religion, age or disability.

(4) Information and Reports: The CONTRACTOR shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the RECIPIENT or the New Hampshire Department of Transportation to be pertinent to ascertain compliance with such REGULATIONS or directives. Where any information required of the CONTRACTOR is in the exclusive possession of another who fails or refuses to furnish this information the CONTRACTOR shall so certify to the RECIPIENT or the New Hampshire Department of Transportation as appropriate and shall set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of the CONTRACTOR'S noncompliance with nondiscrimination provisions of this agreement, the RECIPIENT shall impose such contract sanctions as it or the New Hampshire Department of Transportation may determine to be appropriate, including, but not limited to:

- (a) withholding of payments to be the CONTRACTOR under the contract until the CONTRACTOR complies; and/or

(b) cancellation, termination, or suspension of the contract, in whole or in part.

(6) Incorporation of Provisions: The CONTRACTOR shall include the provisions of paragraphs (1) through (2) in every sub-agreement, including procurements of materials and leases of equipment, unless exempt by the REGULATIONS, or directives issued pursuant thereto. The CONTRACTOR shall take sure action with respect to any sub-agreement or procurement as the RECIPIENT or the New Hampshire Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided; however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a sub-applicant or supplier as a result of such direction, the CONTRACTOR may request the RECIPIENT to enter into such litigation to protect the interests of the RECIPIENT and in addition, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.