

Town of Bethlehem, New Hampshire

Request for Qualifications (RFQ)

Engineering Consulting Services

May 24, 2024

The Town of Bethlehem, New Hampshire (Town) is issuing this Request for Qualifications (RFQ) for engineering consulting services (Engineer) to provide the scoping activities related to the Maple Wood Hill Road 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). The project is intended to be funded through FEMA Hazard Mitigation Building Resilient Infrastructure and Communities (BRIC) Grant.

Qualifications Statements shall be submitted by qualified firms that 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 Mary Moritz, Town Administrator, admin@bethlehemnh.org, with "RFQ Question – Maple Wood Hill Road Project" in the subject line. All questions received and their corresponding responses will be posted on the website with the RFQ. Prospective consultants shall be solely responsible for obtaining all questions and answers related to this RFQ.

Qualification Statements are due at the Town of Bethlehem, NH Town Building located at 2155 Main Street, Bethlehem, NH 03574 no later than 3:00 pm on July 1, 2024. Five (5) 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

Maple Wood Hill Road Project Town of Bethlehem, New Hampshire

Copies of the RFQ and submitted questions can be obtained from the Town's website.

PROJECT BACKGROUND/PURPOSE

The Town of Bethlehem, NH has been awarded a grant from New Hampshire Homeland Security and Emergency Management to help fund the Maple Wood Hill Road Project. This project was identified in the towns 2021 Hazardous Mitigation Plan which states “Prepare engineering and cost estimates to rebuild Maplewood Hill Road to improve the safety of the road, prevent future washouts, and improve the stormwater flow.” Maple Wood Hill Road is a key road connecting two busy routes commonly used by Bethlehem residents and surrounding towns traveling between Bethlehem and Whitefield. The utilization of Maplewood Hill Road reduces congestion at the intersection of 302 Main Street and 142, the location of Bethlehem’s Emergency services and allows commuters to shorten their trips by 4 miles.

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

A. SCOPE OF SERVICES

1. Attend Kick-Off meeting with Town staff to discuss the overall project objectives and goals and get the project firmly started.
2. Phase 1 – Predesign - Gather field information including wetland delineation, field survey, right-of-way research, utilities, hydraulics assessment, and geotechnical assessment.
3. Phase 2 – Alternative Analysis - Evaluate alternatives to mitigate damage from storm events - Initiate with relevant natural and cultural resource agencies - Conduct public meeting to receive input regarding the alternatives. - Prepare Engineering Study Report and select preferred alternative.
4. Phase 3 – Preliminary Design - Design roadway and drainage improvements and prepare preliminary design drawings - Prepare a preliminary estimate of construction costs.
5. Phase 4 – Permitting - Prepare necessary plans, supporting documentation, and permit applications to regulatory agencies. Phase 5 – Construction Documents - Conduct public meeting to receive input regarding the preliminary design. - Prepare construction drawings based on previous phases and Town direction. - Prepare a final estimate of construction costs. - Conduct Benefit-Cost Analysis - Prepare project specifications and contract documents (“shovel ready”). The culmination of this work is intended to result in a “shovel ready” design (drawings, permits, and specifications) and Benefit-Cost Analysis in anticipation of an application for a FEMA Hazard Mitigation Grant Program (HMGP) or BRIC application for the construction of the project.
6. Attend final review of the completed scoping services with Town representatives and prepare report to address any deficiencies and corrective actions required.

7. 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.
8. 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

1. 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):
2. 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.
3. 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.
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 and price. Qualification packages will be opened on July 1, 2024, at 6:00

pm at a public meeting. Qualification packages will be scored and ranked by the Select Board and 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 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

1. The expense of preparing and submitting a statement of qualifications is the sole responsibility of the consultant. The town of Bethlehem reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel this RFQ in part or in its entirety. This solicitation in no way obligates the Town of Bethlehem to award a contract.