

Request for Qualifications (RFQ)

Interstate 89 Commuter Transit Service Feasibility Study

Overview

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) intends to enter into a contract with a professional consulting firm to provide services for the project described below.

To be considered for evaluation, firms shall submit a specific Statement of Qualifications (SOQ) in the manner described below and may not submit more than one response to the RFQ. Any firm submitting a SOQ that does not conform to all of the requirements of this RFQ will be subject to disqualification.

Project Background Information

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) is currently working with the New Hampshire Department of Transportation (NHDOT) to evaluate the feasibility of implementing a commuter transit service along the Interstate 89 corridor connecting the towns of New London, Grantham, Enfield, Lebanon, and Hanover, New Hampshire.

Currently, there is no commuter transit service along the Interstate 89 corridor in the UVLSRPC region. As conceptually envisioned, the proposed service would begin at the Exit 12 Park-and-Ride facility in New London with stops at the Exit 13 Park-and-Ride facility in Grantham, Exit 16 in Enfield, Lebanon City Hall, Dartmouth Hitchcock Medical Center, and Dartmouth College/Downtown Hanover. Depending upon the results of the demand analysis and study findings, there may also be the potential to serve the communities of Sutton and Warner with this service.

Providing a transit connection to the region's employment centers from the south along the Interstate 89 corridor has long been both a statewide and regional need. Moreover, such a transit route would provide service to several unserved communities. The addition of this service could also help to alleviate congestion at the intersection of I-89 and NH Route 120 (Exit 18), which has continued despite recent roadway improvements.

Preliminary Scope of Work

The preliminary scope of work for this project is detailed below and encompasses five tasks.

Tasks 1 and 2 will be the responsibility of the UVLSRPC.

Task 1: General Administration

- Oversee all reporting requirements to New Hampshire DOT; and
- Administer all disbursement, billing, and financial management associated with the project.

Task 2: Project Coordination

- Serve as Project Manager and Point of Contact;
- Oversee the Qualifications-based Selection process for the project consultant;

- Lead and facilitate outreach efforts and communications with the general public and other stakeholders;
- Prepare for and facilitate Advisory Group Meetings and communications with the Advisory Group; and
- Oversee the development, production and distribution of the Interstate 89 Transit Service Design Report.

Tasks 3, 4, and 5 will be the responsibility of the Consultant in coordination with the UVLSRPC.

Task 3: Development of Service Design and Operations Plan

- Examine existing services and develop route design alternatives based on connections to existing services;
- Conduct research as necessary to understand regional and local market characteristics;
- Meet with the Project Advisory Committee to gather input on possible routes/schedules;
- Work with local law enforcement or other appropriate officials to assure ensure that the location of proposed transit stops meet all applicable municipal regulations and/or ordinances;
- Address any seasonal traffic variations or potential emergencies that would require adjustments to any proposed route or schedule;
- Develop indicative schedule(s), route, and proposed route stops. Once a final route/schedule is developed and approved by the Project Advisory Committee, provide a schedule and route map(s) suitable for use as a standalone piece and/or publication in brochures, guides, newsletters, or other advertising materials;
- Develop recommendations for vehicle type, number of vehicles needed for service, and rough vehicle specifications;
- Conduct a peer review of similar transit services in the region and other parts of the U.S. and provide summaries of service design, funding, and ridership; and

Task 4: Development of Financial Plan

- Develop both a short and long-term financial plan for capital and operating costs;
- Develop operating cost estimates including personnel/indirect costs, insurance, vehicle maintenance/repair, fuel, marketing, and capital depreciation. Cost estimates should be based on current industry costs for labor, equipment, services, and facilities in the region;
- Produce estimates of revenue, which may include fares, advertising, State, Federal, local sources, and direct contributions from private sources;
- Develop capital cost estimates based on the recommended vehicle type and number of vehicles. Capital costs may include shelters, signs and other items to improve ridership and service delivery;
- Research and propose current and future funding sources for the purchase of vehicles and proposed operating costs;
- Develop a five-year implementation plan, with key milestones, action items, and responsible agencies to carry out financial obligations; and
- Establish milestones to determine potential service expansion (i.e. evaluating both frequency and geographic scope). The possibility of phasing the project in terms of the number of vehicles and size of initial route has been discussed as an option.

Task 5: Public Outreach

- Meetings with key stakeholders and the Project Advisory Group as needed. It is expected that there will be 4-6 meetings during the planning portion of the project.
- Organize and facilitate four public meetings: Two meetings early on in the process will be held to gather transit needs information from the communities on each end of the route. The third and fourth public meetings will be held to present proposed route and schedule information in order to gather feedback from area residents and visitors.

The following are tentative, milestone dates for the progress of this project.

- **October 19-October 23, 2015:** Review qualifications
- **October 26-October 30, 2015:** Conduct interviews (if necessary) and select top firm to negotiate final scope and fee agreement
- **November 2-November 6, 2015:** Negotiate final scope and fee agreement
- **November 9, 2015:** Begin Project Work
- **June 30, 2015:** Project Completion

Statement of Qualifications

The Statement of Qualifications (SOQ) must be organized in sections containing the following information and demonstrate the firm's capability to complete the scope of work as described above. The SOQ may not be more than ten (10) pages.

- **Description of Firm.** (15 pts.) Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office and the address of the office that will manage the project.
- **Experience.** (35 pts.) Briefly describe other federally-funded projects executed by your firm that demonstrate directly-relevant experience. Extensive descriptions of vaguely related projects are discouraged. List all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.
- **Personnel.** (25 pts.) Provide a professional resume for the key personnel proposed to be assigned to the project (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed Project Manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organizational chart of the project team may be appropriate.
- **Project Approach.** (15 pts.) Describe the key tasks that you believe should be accomplished to complete the project. Provide a narrative description of how you propose to execute the tasks. If applicable, discuss any unique aspects of the project, alternative approaches that the UVLSRPC and project partners might wish to consider, or special considerations related to programmatic/ funding requirements. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.
- **Project Schedule.** (10 pts.) Describe your staff workload and availability and ability of the firm to provide the resources needed.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the SOQ. Appendices to the SOQ may not be more than three (3) pages.

Additional Information

Questions regarding the project may be directed to:

Patricia C. Crocker, MPA
UVLSRPC
10 Water Street, Suite 225
Lebanon, NH 03766
(603) 448-1680
pcrocker@uvlsrpc.org

Questions shall be submitted by 4:00 PM on Monday, October 5, 2015. Written responses to questions will be provided to all interested firms and posted on the UVLSRPC website (www.uvlsrpc.org) by the close of business on Wednesday, October 7, 2015.

Submittal Deadline

Eight (8) copies of the qualifications submittal must be received no later than 4:00 PM on Wednesday, October 14th by:

Patricia C, Crocker, MPA
UVLSRPC
10 Water Street, Suite 225
Lebanon, NH 03766
(603) 448-1680
pcrocker@uvlsrpc.org

Selection Process

Firms will be ranked based on qualifications and the UVLSRPC may choose to interview several of the top ranked firms. However, at its discretion, the UVLSRPC may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the following factors:

- Firm History and Capability to Perform Project (20%);
- Relevant Federally-Funded Project Experience (15%);
- Qualifications of Project Team and Backup (15%);
- Familiarity with Area and Project (10%);
- Project Approach (10%);
- References (10%);
- Availability of the Project Personnel to Begin Work According to the Project Timeline (10%);
- Ability to Complete Work According to the Project Timeline (10%).

A selection committee appointed by the Executive Director of the UVLSRPC will assist with firm

evaluations. The UVLSRPC will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the preferred firm. If unable to reach agreement, the UVLSRPC will terminate negotiations, and commence negotiations with the second-ranked firm, and so forth.

In the evaluation of the Qualifications, the UVLSRPC, at its discretion, may obtain technical support from outside sources. The Respondents will agree to fully cooperate with the personnel of any such organization.

The UVLSRPC expects to evaluate proposals and provide written notification of the results within 30 days of receipt of qualifications. If interviews are held, you will be contacted at least seven (7) days before the interview date.

Limitations

This Request for Qualifications does not commit the UVLSRPC to award a contract, to pay any costs incurred in the preparation of a response to this Request for Qualifications, or to procure or contract for services or supplies.

The UVLSRPC reserves the right to accept or reject any or all responses received as a result of the Request for Qualifications, or to cancel in part or in its entirety this Request for Qualifications, if in the sole judgment of the UVLSRPC that it is in the best interest of the UVLSRPC to do so.