

Request for Qualifications On-Call Engineering Services Upper Valley Lake Sunapee Regional Planning Commission

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Date of Issue: January 18, 2023

Deadline for Proposal: February 15, 2023

A. Project Description:

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) is calling for statements of qualifications to provide on-call engineering services in support of transportation planning efforts throughout the UVLSRPC region. The projects include Transportation Alternatives, and other types of local and regional transportation planning projects that may be funded with local, state, or federal funds (including Federal Highway Administration and Federal Transit Administration).

B. Scope of Services

UVLSRPC provides a wide variety of transportation planning services to its twenty-seven member communities. Engineering services on an on-call basis may include, but are not limited to:

- Development and presentation of conceptual sketches and other planning level engineering assistance for proposed projects;
- The preparation of preliminary cost estimates for projects and/or alternatives within projects; and
- Meeting with representatives of UVLSRPC member communities and staff to discuss work products.

All work under the overall master agreement will be assigned by individual task orders negotiated on a lump sum basis. The overall master agreement will extend through June 30, 2024. The maximum amount to be awarded under the overall master agreement will be \$75,000.

C. Statement of Qualifications Requirements:

A firm, partnership, individual, etc., interested in providing on-call engineering services to UVLSRPC must have the following qualifications and document them.

- Name of the consulting firm with a brief history and description;
- Name, title, and professional and educational qualifications, including appropriate state

- licenses and affiliations, of key personnel assigned to this project;
- Staff should possess significant experience in local transportation planning/engineering;
 - Staff should possess demonstrated experience working with federal transportation funds;
 - Staff should possess demonstrated experience with the State of New Hampshire project development and specifications.
 - Sufficient staff to perform the work in an adequate and appropriate time frame;
 - Include an executive summary demonstrating understanding of the request, the ability to complete similar type projects within time constraints and the ability to maximize the cost-benefit ratio of proposed work;
 - A brief description of the three most current related projects with an outline of the level of involvement; and
 - Include a list of at least three (3) professional references, including name, title, contact information, and description of product provided (if clients) or relationship (if colleagues).

D. Review and Screening Process:

The submissions will be reviewed by a selection committee comprised of UVLSRPC staff and Commissioners of the UVLSRPC. A telephone or in-person interview may be requested prior to consultant selection. The selection committee will use pre-determined review criteria that is available from UVLSRPC on request.

E. Submission Process:

Questions regarding this RFQ, or to request the review criteria, should be directed to Meghan Butts at mbutts@uvlsrpc.org or by telephone at (603) 448-1680. All questions regarding the RFQ should be submitted to UVLSRPC by February 8, 2023. Following the deadline for questions, UVLSRPC will post a document including all questions and responses on their website for review. Copies of the response in electronic form shall be sent to Meghan Butts, Executive Director at mbutts@uvlsrpc.org. Hard copies of the submission are not required.

All statements of qualifications must be received by UVLSRPC no later than **4:00PM on Wednesday February 15, 2023**. Materials received after this time will not be accepted or reviewed. It is the intent of UVLSRPC to notify the selected firm prior to **March 17, 2023**.

The expense of preparing and submitting a statement of qualifications is the sole responsibility of the consultant. UVLSRPC 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 RFQ. This solicitation in no way obliges UVLSRPC to award a contract.

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