

April 6, 2022
Town of Alstead, New Hampshire

Request for Qualifications (RFQ)
Comstock Road over Darby Brook
(NHDOT Bridge No. 046/141, NHDOT Project No. 40661)
&
Hill Road over Darby Brook
(NHDOT Bridge No. 059/134, NHDOT Project No. 40649)

The above bridge projects have been approved for funding under the NHDOT Municipally Owned Bipartisan Infrastructure Law (MOBIL) Program. The Town of Alstead requests qualifications and experience for engineering study, design, permitting, bidding and construction engineering support services relative to the above referenced projects. If interested in being considered for these services, your firm is requested to provide company qualifications, which should address the following issues regarding the project: Company Overview, Project Team, Project Qualifications and resumes of the team to be assigned to the project.

In general, the sections of your submission should include the following:

Company Overview

Each consultant shall provide an overview of their company that shall include a minimum of the following:

- a. Location of corporate headquarters.
- b. Location where the work will be performed.
- c. Number of years in business for corporate and branch offices.
- d. Other names that the firm has conducted business under.
- e. Overview of the company and types of engineering services provided.

Project Team

Include a Project Team and Organization Chart of all individuals who will be assigned to work on this project. The Consultant shall be required to have a minimum of two licensed professional engineers on staff, one of which shall have a roster classification of structural in the State of New Hampshire. The Consultant must also have attended the Local Public Agency (LPA) training provided by NHDOT and also listed in the NHDOT LPA Pre-Qualified Preliminary Engineering Firms <https://www.nh.gov/dot/org/projectdevelopment/planning/lpa.htm#pes>. Also, list any proposed subconsultants, their intended scope of work and qualifications.

Indicate the current staff that has worked on municipal bridge projects completed by your firm and the tasks performed. Resumes shall be included for each member of the project team. Provide a list of all LPA certified personnel.

Project Qualifications

List similar Municipally-Managed bridge projects funded by NHDOT for which the Consultant has provided engineering services in the last five (5) years. The following information shall be included for each project:

- a. Project location.
- b. Bridge type, clear span, number of lanes, load capacity and date completed.
- c. Owner contact with address and phone number for at least five (5) projects.
- d. Include brief scope of the project and the engineering services provided.
- e. Construction cost.

Provide a narrative on the Consultant's familiarity and past experience with the NHDOT Process for Municipally-Managed State Bridge Aid Program and LPA Manual. The Consultant shall document bridge design experience with prestressed concrete, precast concrete arches, precast box culverts/rigid frames, steel, timber bridges or other structures which may be relevant to these projects.

Consultant selection shall be a Qualifications Based Selection (QBS) based on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, and possession of a satisfactory record of performance.

Upon receipt of all qualifications, the Town's review committee may then choose to interview firms or make a selection based on qualifications. The Town will then enter into negotiations with the top rated firm and develop the scope and fee in accordance with the Independent Government Estimate (IGE) in accordance with the LPA Manual. If the Town cannot reach agreement on a scope and fee with that firm, the Town will entertain a proposal from the second rated firm, and so on, until an agreement is reached.

Four (4) copies of the Qualifications must be delivered to the Town of Alstead, Select Board Office, 15 Mechanic Street, Alstead, NH 03602 no later than 2:00 pm on Monday, May 16, 2022.