

RFQ: On-Call Engineering Services for Non-Motorized Transportation Projects



Town of Bristol, NH

A. Project Description

The Town of Bristol is calling for statements of qualifications to provide on-call engineering services for non-motorized transportation projects, such as pedestrian and bicycle facilities. These projects include Transportation Alternatives Program, Safe Routes to School, and other projects that may be funded with local, state, or federal funds (including Federal Highway Administration and Federal Transit Administration).

B. Preliminary Scope of Services

Engineering services on an on-call basis may include, but are not limited to:

- Development 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
- Development of final design plans and specifications;
- Providing construction oversight services;
- Meeting with town 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.

C. Statement of Qualifications Requirements

A firm, partnership, individual, etc., interested in on-call engineering services to the Town of Bristol must have the following qualifications and document them:

- Name of the consulting firm, address, brief history, and description of the firm;
- 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 and pedestrian and bicycle facility design;
- Staff should possess demonstrated experience working with federal transportation funds;
- Staff should be able to perform the work in an adequate and appropriate timeframe;
- Staff must include an LPA certified project manager;

- Include an executive summary demonstrating understanding of the request and the ability to complete similar type projects within time constraints;
- Include a brief description of the three most current related projects with an outline of the level of involvement; and
- Include 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 the Planner and the Town Administrator. A telephone or in-person interview may be requested prior to consultant selection.

E. Submission Process

Questions regarding this RFQ should be directed to Liz Kelly at planner@townofbristolnh.org or by telephone at (603)744-3354 x17. Submissions of statements of qualifications must be submitted in electronic form to Liz Kelly and should be received no later than 4:00 p.m. on Friday, February 9, 2018. Materials received after this time will not be accepted or reviewed. It is the intent of the Town of Bristol to notify the selected firm prior to Friday, February 23, 2018.

The expense of preparing and submitting a statement of qualifications is the sole responsibility of the consultant. The Town of Bristol 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 obligates the town to award a contract.

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

To Apply:

Contact:

Liz Kelly, Planner
230 Lake Street
Bristol, New Hampshire 03222
www.townofbristolnh.org
(603)744-3354

Deadline for Proposal: Friday, February 9 2018, 4:00 p.m.