

# Request for Qualifications

## On-Call Transportation Planning and Engineering Services

### Rockingham Planning Commission

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Rockingham Planning Commission  
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**Date of Issue:** May 3, 2022

**Deadline for Submission:** Friday, June 3, 2022, at 2:00 PM

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#### **A. Project Description:**

The Rockingham Planning Commission (RPC) is requesting statements of qualifications to provide on-call engineering services in support of transportation and other planning efforts throughout the RPC region. Efforts include scoping and developing preliminary cost estimates for transportation improvement projects that may be funded with local, state or federal funds (including Federal Highway Administration and Federal Transit Administration); assistance with technical analysis; Support for additional land use and environmental planning services may be required depending on funding availability.

#### **B. Scope of Services**

The RPC provides a wide variety of transportation planning services to its eighteen member communities. RPC seeks qualified firm(s) to provide one or all of the following services. Preference will be given to firm(s) that can provide all services.

On-call Services that may include, but are not limited to:

- Develop improvement concepts and providing planning-level engineering assistance for proposed transportation projects in the RPC region.
- Prepare preliminary cost estimates for projects and/or alternatives within projects.
- Meet with representatives of RPC member communities and staff on an as-needed basis to discuss work products.
- Development and presentation of conceptual sketches and other planning level engineering assistance for proposed projects.
- Meetings with planning boards, select boards, budget committees, economic development committees, conservation committees and other local boards and groups.

#### **C. Project Schedule and Funding**

All work under the overall master agreement will be assigned by individual task orders negotiated on a not to exceed lump sum based on availability of contract funds. The maximum amount to be awarded under the overall master agreement will be up to \$125,000. The selected consultant should be prepared to commence work as soon as a contractual agreement is executed. The overall master agreement for on-call services will extend through June 30, 2025. The selected firm(s) will be required to provide a year-end summary report documenting assistance provided by June 30 of each year.

#### **D. Statement of Qualifications Requirements**

A firm, partnership, or individual interested in providing on-call engineering services to RPC must provide a Statement of Qualifications that includes the following:

1. Contact Information: Include the name, address, phone email address if of the firm. (The term "firm" used in this RFQ is meant to include all forms of organizations that may respond.)
2. Form of organization: Indicate whether the firm is a partnership, corporation or sole proprietorship and include federal taxpayer ID number. The submission must indicate if a subcontractor will be utilized to carry out any portion of the scope of services. If so, the information required in items 1 through 7 must include the relevant information for the subcontractor(s) or team member(s).
3. Submission narrative: Description of how the assistance will be provided including: the firm(s)' approach for each task, and experience working with local/state/regional government agencies.
4. Key personnel: Identify the names of key personnel, their titles, experience, and how each will be involved with this assistance.
5. Statement of qualifications: Include a statement about the qualifications of the firm and the key personnel identified above to undertake the proposed services. Please include brief descriptions three recent and relevant projects or services that the firm has completed.
6. References: Include contact information for three (3) persons or agencies that RPC may can contact regarding the firm's past performance on similar technical consulting assistance agreements.
7. Evidence of Insurance: Provide evidence that the firm shall, at its sole expense, obtain and maintain in force the following insurance:
  - a. Commercial or comprehensive general liability insurance including contractual coverage, for all claims of bodily injury, death or property damage, in policy amounts of not less than \$250,000 per occurrence and \$2,000,000 in the aggregate; and
  - b. Workers' compensation and employer's liability insurance as required by law.

#### **E. Review and Evaluation Process:**

The submissions will be reviewed by a selection committee comprised of RPC staff. A telephone or electronic interview (e.g., Zoom, etc.) may be requested prior to selection.

The evaluation criteria are as follows:

- Professional competence as evidenced by the firm, partnership, or individual's three most current related projects and references (25%)
- Experience in scoping and developing cost estimates for federally funded transportation improvement projects (25%)
- Qualifications and experience of the personnel to be assigned to the project (15%) LPA Certification (5%)
- Demonstrated experience working with municipalities to support land use planning, economic development, and environmental planning. (15%)
- Clarity, completeness, and conciseness of the statement of qualifications and approach outlined in the statement narrative (15%)

#### **F. Submission Process:**

**Questions** regarding this RFQ should be directed to Tim Roache, Executive Director at [troache@therpc.org](mailto:troache@therpc.org) by **Friday, May 20, 2022 at 4:00 PM**. Responses to all questions received regarding this RFQ shall be **posted** on the RPC website ([www.therpc.org](http://www.therpc.org)) by 4:30 PM on **Wednesday, May 18, 2022**.

Statements of Qualification are to be submitted electronically to Tim Roache, Executive Director at [troache@therpc.org](mailto:troache@therpc.org).

All statements of qualifications must be received by RPC no later than **4:00 PM on Friday, June 3, 2022**. Materials received after this time will not be accepted or reviewed. It is the intent of RPC to notify applicants of our **decision by Friday, June 10, 2022**.

The expense of preparing and submitting a statement of qualifications is the sole responsibility of the consultant. RPC 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 Request for Qualifications. This solicitation in no way obligates RPC to award a contract. Any contract awarded by RPC pursuant to this RFQ shall be subject to the provisions of the New Hampshire Department of Transportation's (NHDOT) Local Public Agency (LPA) Manual for the Development of Projects.

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

**APPENDIX A**  
**Federal Compliance Assurances**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "CONTRACTOR") agrees as follows:

(1) Compliance with Regulations: The CONTRACTOR shall comply with the REGULATIONS relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT" Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the REGULATIONS), which are herein incorporated by reference and made a part of this agreement.

(2) Nondiscrimination: The CONTRACTOR, with regard to the work performed by it during the contact, shall not discriminate on the ground of race, color, national origin, sex, religion, age or disability in the selection and retention of sub-applicants, including procurements of materials and leases of equipment. The CONTRACTOR shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the REGULATIONS, including employment practices when the agreement covers a program set forth in Appendix B of the REGULATIONS.

(3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the CONTRACTOR for work to be performed under a Sub-agreement, including procurements of materials or leases of equipment, each potential sub-applicant of supplier shall be notified by the CONTRACTOR of the CONTRACTOR'S obligations under this contract and the REGULATIONS relative to nondiscrimination on the grounds of race, color, national origin, sex, religion, age or disability.

(4) Information and Reports: The CONTRACTOR shall provide all information and reports required by the REGULATIONS or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the RECIPIENT or the New Hampshire Department of Transportation to be pertinent to ascertain compliance with such REGULATIONS or directives. Where any information required of the CONTRACTOR is in the exclusive possession of another who fails or refuses to furnish this information the CONTRACTOR shall so certify to the RECIPIENT or the New Hampshire Department of Transportation as appropriate and shall set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of the CONTRACTOR'S noncompliance with nondiscrimination provisions of this agreement, the RECIPIENT shall impose such contract sanctions as it or the New Hampshire Department of Transportation may determine to be appropriate, including, but not limited to:

- (a) withholding of payments to be the CONTRACTOR under the contract until the CONTRACTOR complies; and/or

(b) cancellation, termination, or suspension of the contract, in whole or in part.

(6) Incorporation of Provisions: The CONTRACTOR shall include the provisions of paragraphs (1) through (2) in every sub-agreement, including procurements of materials and leases of equipment, unless exempt by the REGULATIONS, or directives issued pursuant thereto. The CONTRACTOR shall take sure action with respect to any sub-agreement or procurement as the RECIPIENT or the New Hampshire Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided; however, that in the event a CONTRACTOR becomes involved in, or is threatened with, litigation with a sub-applicant or supplier as a result of such direction, the CONTRACTOR may request the RECIPIENT to enter into such litigation to protect the interests of the RECIPIENT and in addition, the CONTRACTOR may request the United States to enter into such litigation to protect the interests of the United States.