

TOWN OF BENNINGTON, NEW HAMPSHIRE

**REQUEST FOR QUALIFICATIONS
FOR
ENGINEERING SERVICES RELATED TO VILLAGE PEDESTRIAN IMPROVEMENT PROJECT –
PHASE II
(State Project: Bennington #16030)
DESIGN AND CONSTRUCTION SUPERVISION**

BACKGROUND

The Town of Bennington was awarded Transportation Enhancement Funds in 2004 to improve pedestrian safety by reconstructing sidewalks in the Village. Once the preliminary design was complete it became apparent that the project needed to be scaled back due to cost fluctuations as compared to 2003 when the grant application was submitted. This scaled back project became Phase I. A series of delays (including the implementation of the Comprehensive Shoreland Protection Act and the delay in the approval of the engineering study) prevented the construction phase of the ARRA funded project from occurring until 2009; completed in 2010. The purpose of this RFQ is to select a consultant to finish the Sidewalk Improvement Project (Phase II) by providing design, bid documents and construction oversight. All work shall be in compliance with NHDOT's federally funded municipally managed process according the "Local Public Agency Manual for the development of projects (LPA Manual)", V2.0 dated March 2012. The Town would like to put this construction project out to bid in early spring of 2014.

SCOPE OF WORK

- Reconstruct approximately 2000 feet of roadside in the Village area
- Repair/Replace existing sidewalks, provide new sidewalks, curbing, drainage upgrades
- Improve intersection definition of Main Street/Eaton Avenue/Bible Hill Road/Antrim Road

SCOPE OF SERVICES

The engineering firm shall provide engineering and technical services associated with the following:

Engineering Study – submission of an Engineering Study to NHDOT for review and approval which includes:

- Existing condition survey and documentation
- Design criteria
- Environmental review and documentation including meetings with NHDOT Cultural and Natural Resources
- Utility evaluation

Bennington RFQ – State Project #16030

- Public involvement – public meetings with the Town to present the project and presentation of the preferred alternative
- Alternative analysis with selection of preferred alternative from all alternatives considered
- Preliminary Site Plan
- Engineer’s Estimate of Cost

Preliminary Design – submission of Preliminary Design plans, hydrologic and hydraulic data, Engineer’s Estimate and other pertinent data as required to NHDOT for review and approval

Final Design – submission of Final Design Plans, Right of Way (ROW) negotiations and acquisitions, contract documentation and specifications for bidding and Engineer’s Estimate

Coordination – coordination with Town staff, NHDOT, NHDES (if required), NH Natural Heritage Bureau, NH Division of Historic Resources and others as required

Construction Phase Services – includes close to full-time construction oversight, preparation and attendance of pre-construction conference, maintenance of project records such as daily reports, correspondence, federal and state labor compliance, field notebooks for field measurements, quantity book, engineer’s estimate of balances and excesses, record book, record plans, lab book, certificates of compliance and coordination of change orders and Quality Assurance and Materials Testing

SUBMISSION REQUIREMENTS

Statement must contain the following:

- Evidence that the firm has performed or is performing sidewalk construction projects with drainage upgrades, preferably along a Main Street corridor within the Scope of Services for more than two (2) local municipal government clients in the last three (3) years.
- Demonstrated experience and qualifications of the actual people who will undertake the work.
- Demonstrate that the firm and the principal staff who will be assigned the work have a thorough understanding of New Hampshire Department of Transportation (NHDOT) Transportation Enhancement (TE) Program and the requirements for the program for all phases of work.
- Provide a listing of municipal or local government clients for whom general engineering and intersection design/construction services have been provided. Include client name, address, contact person, telephone number, number of years of service and parameters covered

Bennington RFQ – State Project #16030

- Identify any subcontractor or firm that may be used during the course of the contract
- Brief discussion on methodology for project approach and management
- Draft Schedule through construction
- Five (5) copies of proposal, with tabs separating each section.

SELECTION PROCESS

A review committee comprised of Town Officials will review all Statements and select a number of firms for formal presentation and interview. The selection will be based upon a combination of factors including, but not limited to:

- Understanding of Project Scope
- Experience of appointed staff
- Schedule and time to perform work
- Experience of supervisory personnel
- Experience and capabilities of the firm
- Management approach and capacity to perform the work
- Experience with NHDOT TE Program
- Successful completion of similar scope of work
- References

Statements, when received, shall be irrevocable for a period of ninety (90) calendar days following the date received. The Board of Selectmen's judgment shall be final and the right is reserved by the Town to reject any or all Statements as he/she may determine *incomplete*, and to waive defects in form or minor irregularities where the best interest of the Town would be served.

General questions regarding this RFQ may be addressed to:

Dee French
Town Administrator
7 School Street #101
Bennington, New Hampshire 03442

(603) 588-2189

townadministrator@townofbennington.com