

TOWN OF HOOKSETT
NEW HAMPSHIRE

**REQUEST FOR QUALIFICATION
FOR
ENGINEERING SERVICES RELATED TO COLLEGE PARK DRIVE SIDEWALK
(State Project: Hooksett #20259)
DESIGN AND CONSTRUCTION SUPERVISION**

BACKGROUND

The Town of Hooksett in March of 2010 applied for the Congestion Mitigation and Air Quality Grant (CMAQ) for the addition of a sidewalk on College Park Drive. This would be to facilitate a safe, alternative pedestrian access route in the Town of Hooksett, where there is a significant population located near the town offices, local destination points, newer commercial and residential area along Rte. 3 where the Town Library, Mount St. Mary's Condo complex, and the University Heights multi-use residential and commercial development is located. This development is planned to have 4,400 residential units. The proposed sidewalk will connect two existing sidewalks, at either end of this roadway. The addition of sidewalks will invite pedestrian use to the Village area by connecting the residential neighborhoods west of Route 3 to the Library and conservation and recreation areas east of Route 3.

The proposed project is realistic in terms of construction, operation, and service. College Park Drive which was recently built, was initially designed with sidewalks; however, funding limitations resulted in the elimination of the sidewalk from the approved plans. With minimal drainage modifications and swale / side slope grading, the proposed 2200+/- sidewalk and vertical curbing can be constructed. Additionally, the signalized intersection on Route 3 will require modifications to accommodate the additional sidewalk

In February 2011 the town was notified by NHDOT that this CMAQ application was approved with federal funding awarded 80% and a 20% town match.

The purpose of this RFQ is to select a consultant to review work completed to date, provide a limited view of any additional alternatives and complete design, bid documents and construction oversight. All work shall be in compliance with NHDOT's federally funded municipally managed process according to the "Local Public Agency Manual for development projects (LPA Manual)", v 1.0, prepared by NHDOT October 2011. The Town would like to put this construction project out to bid by June 2013.

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
- 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, hydrological 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, engineers 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 at grade, signalized vehicle intersection design services with emphasis on pedestrian-oriented design, and traffic calming measures, 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.
- Demonstrate 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) Congestion Mitigation and Air Quality (CMAQ) 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 regarding pedestrian sidewalk services have been provided. Include client name, address, contact person, telephone number, number of years of service, and parameters covered.
- 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 work
- Experience with NHDOT CMAQ
- Holding NHDOT LPA Certification
- Successful completing of similar type of work
- References

Statements, when received, shall be irrevocable for a period of ninety (90) calendar days following date received. The Town Council'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:

Leo Lessard
Director of Public Works
210 West River Road
Hooksett, NH 03106

603-668-8019
llessard@hooksett.org