



# **Request for Qualifications and Proposal Bridge Engineering, Planning, Design, and Construction Assistance**

(Released Tuesday, September 5, 2023)

(Responses due by 12:00 P.M. EST on Wednesday, September 27, 2023)

## **General:**

The Town of Enfield, NH (hereafter referred to as the “TOWN”) invites qualified firms (hereafter referred to as the “CONTRACTOR”) to submit proposals for engineering firms to assist with engineering, surveying, planning, design, permitting, and construction assistance for replacement of the Shaker Boulevard Bridge #13592 over Knox River.

## **Instructions:**

Proposals must be submitted in a sealed envelope or electronically via the email to the contact below no later than 12:00 P.M. EST on Friday, September 27, 2023). Envelope must be clearly marked “Shaker Boulevard Bridge Replacement” and will be opened publicly at that time.

**Proposals delivered after the time listed above will not be accepted.**

## **Submit proposals to:**

Jim Taylor  
Public Works Director  
PO Box 373  
23 Main Street  
Enfield NH 03748.  
(603) 632-5026

Proposals can also be submitted electronically to [jtaylor@enfield.nh.us](mailto:jtaylor@enfield.nh.us)

Questions should be submitted to:

Jim Taylor @ [jtaylor@enfield.nh.us](mailto:jtaylor@enfield.nh.us)

Proposal information is available on the Town’s web site at: <https://www.enfield.nh.us/enfield-projects/pages/requests-proposals-rfps-qualifications-reqs>

## **Scope of Work:**

The Town of Enfield (Town) is seeking to engage one or more firms to assist with engineering, surveying, planning, design, permitting, and construction assistance for the replacement of the Shaker Boulevard Bridge over Knox River (#13592). This replacement will be funded from a combination of MOBIL (Municipally Owned Bipartisan Infrastructure Law), State of NH Bridge Aid, and Town of Enfield funding sources. The current bridge is a temporary Bailey bridge that was installed after Hurricane Irene washed out the previous bridge in 2011.

**Likely Services Required:** The project will likely include the need for topographic and detail surveying, wetland delineation, base plan development, master plan refinement, identification of permitting needs, bridge design plans, possible SWQPA (shoreland) permitting, wetland impacts and permitting, and construction assistance. The actual scope of services will be defined and refined through project development.

**Proposed Project Timeline:** The TOWN will select a CONTRACTOR in early October and work can begin on surveying and base plan development in 2023; planning, ROW, permitting, design, resource identification, in 2024: advertising, construction, construction assistance, in 2025.

**Proposal Content\*:** If your firm is interested in this project, please submit a Letter of Interest and Qualifications (LOIQ) to the contact listed below by e-mail prior to the indicated deadline. RFQs should include:

1. A statement of interest.
2. A statement regarding your understanding of the services that will be needed.
3. Firm qualifications.
4. Provide a description of how you would accomplish the required services including the engagement of sub-consultants or other team members who may also work directly for you or the Town.
5. A brief summary of your firm's ability to assist with this project, including ability to meet the timeline.
6. Identify key staff members and/or firm resources.
7. A brief summary of experience with similar projects.
8. A brief summary of experience with the New Hampshire Department of Transportation, District bridge program, the New Hampshire Department of Environmental Services, other state agencies, and the Town of Enfield.
9. Special certifications such as Pre-Qualification and registry with the State of New Hampshire, DBE status, and sustainable considerations such as office location.
10. Experience with grants, especially Federally funded grants.
11. A proposed timeline for the project.

## **Additional Submission Considerations:**

1. You may attach resumes of key staff members and subconsultants.
2. If you plan to utilize sub-consultants, you may provide a brief summary regarding roles and qualifications.
3. The Town will require the identification of a Project Manager.
4. A request for a salary schedule and fiscal considerations such as hourly rates will be made after the selection of a consulting firm or team. Inclusion of hourly rates, fees, or costs must not be included with submissions offered in this response.

5. Firm shall be on the both NHDOT LPA prequalified bridge engineers lists.

**\*Note:** Some or all the above can be submitted by reference to linked documents on the NHDOT LPA prequalified engineer lists along with a letter of interest.

### **Guidelines:**

All Proposals become the property of the TOWN and will therefore be considered a public document which will be open to public viewing, after the bid opening. This proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the TOWN. This request for proposal in no way commits the TOWN to make an award or reimburse any CONTRACTOR for any expense incurred in responding to this request.

The successful CONTRACTOR will be required to provide proof of insurance and must be submitted to the TOWN upon signing a contract for services and be issued by a carrier that is duly licensed to do business in the State of New Hampshire. Any subcontractors will be subject to the same insurance requirements.

### **Evaluation Criteria:**

All proposals received in response to this RFQ will be evaluated to determine if they are complete and meet the requirements specified in this RFQ. The CONTRACTOR will be chosen based on who will provide the “best value” taking into consideration the most beneficial combination of qualifications, services, costs (which will be requested as part of final determination), and who has met the requirements of this RFQ. Only proposals judged to be responsive to the submission requirements set forth in this RFQ will be evaluated.

Contractors will be scored based on their:

- Organization and presentation of materials
- Experience and skill level of their project team;
- Experience conducting similar work;
- Quality of past work;
- Ability to complete the project in a timely manner and within budget;
- Reputation and references.

The TOWN reserves the right:

- to accept or reject any or all RFQ in whole or in part;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received.

The TOWN may award a contract based upon the proposals received without discussion of such proposals with CONTRACTORS. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the TOWN.

The Request for Proposal documents and Notice of Award shall be the agreement between the TOWN and successful proposer with respect to the matters dealt with herein, and such shall

supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

The TOWN reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR's facilities and equipment, references or previous contract performance.

**Revisions:**

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on Wednesday, September 20, 2023), no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a CONTRACTOR in response to a formal request of a substantive nature will be posted on the TOWN's RFP page on the Town of Enfield, NH website (<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>) no later than five (5) days prior to the due date.

Only such amendments, when issued by the TOWN, will be considered as being binding on the TOWN. Verbal explanations or instructions given by a TOWN employee to a CONTRACTOR in regard to this solicitation shall not be binding on the TOWN and shall be considered informal unless confirmed in writing by the TOWN. CONTRACTORS should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

**Contract:**

The final contract will be negotiated with the chosen CONTRACTOR.

The TOWN is exempt of all taxes.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

**THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER**