INTRODUCTION

Through this Request for Qualifications (RFQ) The Town of Goffstown, NH (Town) is soliciting submission of qualifications from consulting firms licensed to do business in the State of New Hampshire for professional services needed by the Town for:

1) Planning, design, permitting, and construction civil engineering infrastructure projects in the Town, and/or
2) Surveying operations.

The intent of this RFQ is to secure services for 3-year contracts from multiple firms in both fields.

If it becomes necessary to revise any part of this RFQ or otherwise provide additional information, an addendum will be posted on the Town's website at www.goffstown.com/rfp. The "Awarding Authority" will be the Town of Goffstown. Any published addenda to the RFQ and the Proposer's Response will become part of the Contract between the Town of Goffstown and the successful proposers.

All Qualifications Statement submissions must be submitted to the Town in sealed envelopes and addressed to:

Goffstown Public Works Department
16 Main Street
Goffstown, NH 03045

no later than 1:00 PM on May 27, 2016. Qualifications Statement packages submitted shall contain three copies and one original and must be *clearly marked in a sealed envelope* either ***"On-Call Engineering Services for the Town of Goffstown, New Hampshire"*** or ***"On-Call Surveying Services for the Town of Goffstown, New Hampshire"*** or both, as applicable.

PROJECT DESCRIPTION

The Town intends to select consulting firms to assist the Town with the various planning, design, permitting and construction phase work assignments that are identified by the Town as projects to be completed by On-Call consultants for Engineering and Surveying Services. The Town intends to select multiple consultants determined to be in the Town's best interest for any single area or combination of the following general consulting service categories:

1. Transportation engineering (Roadway and Intersection Engineering)
2. Structural engineering (Bridge)
3. Traffic studies
4. Environmental resource mapping and permitting

5. Construction inspection services
6. General civil engineering services
7. Surveying

KEY DATES

May 23rd, 2016 1:00 p.m. last date for questions to be submitted to Town.
May 25th, 2016 1:00 p.m. any addendums will be issued.
May 27th, 2016 1:00 p.m. qualifications due at Town Hall, Goffstown, NH
June 6th – 17th, 2016 Evaluation & Interview period
Within 30-60 days the Town will award to the selected firms.

QUALIFICATION INSTRUCTIONS

INSTRUCTIONS TO PROPOSERS

1. The Town may cancel this RFQ, in whole or in part, or may reject all qualifications submitted in response, or may procure only some service categories outlined in this RFQ if such action is determined to be fiscally advantageous to the Town or if it is otherwise in the best interest of the Town. Selection by the Town for any category does not bind the Town to enter into any task assignment for the selected consulting firm.

2. The Town may request that supplementary information be furnished to assure the Town that a proposer has the technical competence, the business and technical organization, and the financial resources adequate to successfully perform the necessary work.

3. All qualifications shall be in ink or typewritten and must be presented in an organized and clear manner.

4. Questions or clarifications arising from these documents shall be submitted to the Town in writing or email to Meghan Theriault at mtheriault@goffstownnh.gov. They must be submitted in accordance with the Key Dates noted elsewhere herein.

5. Each proposer shall acknowledge receipt of any and all addendums issued to this Request for Qualifications by so indicating in the Cover Letter. Failure to do so shall be cause to reject the qualification as being unresponsive.

6. The proposer shall sign the qualification statement correctly in ink or in the case of an organization, firm, partnership or corporation, a person having the legal authority from said organization to sign the qualification statement.

7. Each proposer shall be presumed to have read and be thoroughly familiar with these documents. Unfamiliarity with these documents shall in no way relieve any proposer from any obligation in respect to his/her qualifications.

8. It is understood that the designer's qualifications statement to the Town to provide the consultant service categories will remain valid for 120 days past the submission deadline.

9.The proposer's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over proposal/purchase shall apply to the agreement throughout, and they shall be deemed to be included in the agreement the same as though herein written out in full.

10.It is understood that the proposer has submitted the qualifications statement in good faith and has not colluded with any other individuals, firms, or corporations in creating the qualification to subvert the selection process.

11.All costs involved in preparing the qualification statement will be borne by the consultant; the Town will not be liable for any costs associated with the creation of the qualifications statement. The proposer shall be familiar with all state, local and other laws relating to this type of work.

12.All responses are to include a statement that the qualification statement is in accordance with this RFQ and that the proposer has read and understands all sections and provisions herein. Exceptions, if any, are to be clearly stated.

13.Qualification statements, which are incomplete, conditional or obscure, will be rejected. No award will be made to any proposer who cannot satisfy the awarding authority that he/she has sufficient ability and sufficient capital to enable him/her to meet the requirements of these specifications. The awarding authority's decision or judgment on these matters shall be final, conclusive and binding.

14.Any qualification received after the date and time stated in this RFQ will be deemed "non-responsive" and shall not be opened. Unopened qualifications will be returned to the proposer.

15.The evaluation of the qualifications will be conducted by a selection committee appointed by the Town. The judgment of the evaluators will be based upon the evaluation criteria set forth in this RFQ and shall be final.

16.The qualification statements will be opened and the name of the person or organization submitting a qualification will be recorded. The contents of all submittals will be opened privately and not be disclosed to the public or competing proposers until the evaluation process is completed. A register of

qualifications will be completed indicating the name of the proposer. This register may be viewed upon request.

17.Any contract resulting from this RFQ shall be awarded to the proposer(s) whose qualifications are deemed to be the most advantageous to the Town. The selection committee will be the sole judge in determining whether a vendor's qualification satisfies the requirements of this RFQ and whether or not the Qualifications will prove advantageous to the Town. The selected vendor(s) will be under contractual agreement to the Town pending selection and execution of a contract with the Town and any actual task order that proceeds from this selection. The Town is not bound to award any task assignment to the selected consultant(s) and all assignments that arise will be awarded based upon consideration of the Town's best interest.

18.Response to this RFQ acknowledges the vendor's acceptance of all sections and requirements of this document. The RFQ will be written into the successful designer's qualification as part of the contract.

QUESTIONS AND CLARIFICATIONS

Questions requiring clarification shall be submitted in writing or email to the Town prior to the date indicated within the key dates included herein, in order to afford the Town adequate time to respond with a correction or additional information prior to the deadline for submission of qualifications. Should it be found necessary, a written addendum will be incorporated into the RFQ and will become part of the agreement. All addendums will be posted on the Town's website at www.goffstown.com/rfp.

NOTIFICATION OF AWARD

All proposers will be notified of the selection decision within 90 days of the date qualifications are due to the Town unless otherwise notified by the Town. In no case will the award be made beyond 90 days unless the vendor agrees to extend the period of time in which the qualification is valid.

INTERVIEWS

After their review of firm qualifications, the selection committee ***may interview*** a selected short list of the most qualified, responsive and responsible proposers. Proposers whose submittals are determined to be not advantageous or that did not meet the minimum requirements will not be interviewed.

In the event that there are interviews for short-listed consultants, the selection committee will then rank those finalists and make a recommendation of award to the Board of Selectmen as the awarding authority on this project.

Reimbursement for expenses incurred for this interview will not be forthcoming to the consultants to be interviewed. The Town reserves the right to change the interview period or to extend the dates during which interviews may be undertaken.

LICENSES AND PERMITS

The proposer is responsible for attaining and holding in good standing all relevant licenses and certificates associated with the completion of these services. Evidence of these requirements is to be made part of the qualification submittal. If a permit is not currently held or the application process is pending, the contractor should indicate such.

The Town reserves the sole right to decide if the contract may be awarded to the contractor despite the failure to produce the actual permits or copies thereof. Licenses and permits must be held in force throughout the terms of the services as contracted.

Professional registration for engineers, surveyors, and environmental consultants (Certified Wetland Scientist) is required on these On-Call Engineering and Surveying Services contracts. The names of the consultant's key staff must be submitted along with their resumes. The Project Manager and any key individuals listed shall attend any interview. The chosen consultant must have sufficient staff to undertake and complete any assignment in a timely manner.

MISCELLANEOUS INFORMATION

The qualification submittals will be accepted until **1:00 PM on May 27th, 2016.** They shall be delivered to:

Goffstown Public Works Department
Goffstown Town Hall
16 Main Street
Goffstown, NH 03045

All information acquired by the consultant from the municipality or from others at the expense of the municipality in performance of this On-Call agreement, shall be and remains the property of the municipality. All records, data file, computer records, work sheets, deliverable products (complete or incomplete), and all other types of information prepared or acquired by the proposer for delivery to the Town shall be and remain the property of the Town.

The proposer agrees that he will use this information only as required in the performance of this agreement and will not, before or after the completion of

this agreement, otherwise use said information, nor copy, nor reproduce the same in any form except pursuant to the sole written instructions of the Town.

QUALIFICATION REQUIREMENTS

A. MINIMUM REQUIREMENTS

The selection committee may reject qualification(s) which do not meet the following certain minimum requirements.

1. The submitting consulting firm must have a minimum of ten years' experience in the consulting service categories listed herein. Any specific Town of Goffstown experience must be identified clearly within the submittal. A minimum of five (5) representative projects must be submitted.

2. The qualifications must be from an established business, corporation, partnership or firm who normally furnish such services as the principal business for which the corporation or firm is formed. A description of the business, including a list of clients (does not have to be complete list; sample is acceptable) and number of employees, is required.

3. Submitting engineering consulting firms must have knowledge of, and experience with the administrative requirements, procedures, and practices related to the planning, design, funding, and construction of transportation infrastructure utilizing the New Hampshire Department of Transportation Local Public Agency process. The submitting consulting firm shall also have staff members who have been certified to complete municipally-managed projects that are in part funded by the federal government, by the NH Department of Transportation.

4. A client reference list, with names, addresses, and telephone numbers for clients for whom the projects/assignments that the consultant has performed in the past and that follow the consultant services categories listed herein. A minimum of three (3) municipal references is desired.

5. Key staff member experience appropriate for any assignment that may lead from the consultant selection categories listed herein. Consultants must be prepared to commit key individuals as submitted in their Qualifications Statement to this On-Call service agreement. Any deviation from the proposed individuals will constitute a breach of any contractual agreement which may result from this Request for Qualifications.

6. The qualifications statement must be signed by a representative of the firm who has authority to bind the company to services provided to the Town.

7. All responses are to include a statement that the Qualifications Statement is in accordance with this Request for Qualifications and that the proposer has read and understands all sections and provisions herein. Exceptions, if any, are to be clearly stated.

8. The Qualifications Statement submittal must include the following in the specific arrangement noted below. Failure to follow this submittal format may result in rejection of the request for consideration.

a. Cover letter
b. Table of Contents
c. Firm Overview
d. Project Team Description
e. Relevant Project Experience
    i. Project Description
    ii. Client Name and Phone Number
f. Client References
g. The firm's QA/QC Procedures
h. Appendix (Resumes)

9. The Qualifications Statement shall be no longer than 30 pages exclusive of front/back covers, letter of interest, Table of Contents, dividers, and staff resumes. Resumes must be included in the Appendix.