CITY OF LACONIA

Laconia
CITY ON THE LAKES

REQUEST FOR QUALIFICATIONS
RFQ No. 1701-02

ON CALL ENGINEERING SERVICES INFRASTRUCTURE

DUE 2:00PM – January 6, 2017

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ON CALL ENGINEERING SERVICES
INFRASTRUCTURE

The City of Laconia Department of Public Works is requesting **Statements of Qualifications** from interested consulting firms, licensed to do business in the State of New Hampshire, for professional On Call Engineering Design and Consulting Services.

Services include, but are not limited to, the following type of projects:

Group A - Horizontal Infrastructure

- Roadway and Streetscape
- Retaining wall
- Bridge and bridge structural
- Stormwater and water quality

Group B - Vertical Infrastructure

- Architecture Services
- Building structural (including foundations) infrastructure
- Building systems (HVAC, electrical, etc.) and envelope (roofs, walls, etc.)

Geotechnical services that are a minor component of a larger project will be performed by consultant/team under this request for qualifications.

The City intends to select a minimum of three consultants to perform the functions listed in the two groups. Consultants may create a team to cover all of the identified services or they may propose on individual categories. Changes to teams, after award, may only be made with the approval of the Director of Public Works. Selected firms will be the City's pre-qualified firms for a period of three (3) years, with the City reserving the right to discontinue service, at any time, should work prove unsatisfactory, as determined solely by the Director of Public Works.

During the three (3) year period, as scope presents, the City will choose the most qualified firm, or firms, of the three "pre-qualified" to submit a proposal listing, at a minimum, their approach to the project, description of the types of services to be provided, allocation of resources to each aspect of the project, time frames to complete and an estimate of cost to provide the services for the scope of work. Proposals will be ranked and the highest ranked proposal may be accepted, further negotiated, or rejected. If rejected, the City will move to the next highest ranked proposal, and so on, until a proposal is accepted or the City decides to publicly post the opportunity. The City of Laconia reserves the right to go outside the pre-qualified firms if the requirements of the project, in the sole opinion of the Public Works Director or his Designee, do not meet the qualifications of the pre-qualified firms/teams.

Potential projects during this period include but are not limited to:

- Court Street improvement project – Design and construction inspection services
- Union Avenue improvement project - Design and construction inspection services
- Road infrastructure pavement management analysis – Program development and condition evaluation services.
- Public Works building settlement- Analysis to determine possible solutions and costs.

Consultant selection is a Qualification Based Selection (QBS) process. Top candidates may be requested to make a presentation to the selection committee as part of the evaluation process. The statement of qualifications should be concise and focused. Submittals should not be over 25 pages.

Consultant selection will be based on:

- Qualifications of the project team
- Experience with similar projects designed and implemented by the firm/team
- Firm's history and resource capability to perform required services
- Budget and cost control experience
- Firms quality control and assurance procedures
- Familiarity with local area and construction practices.
- Experience with NH DOT projects
- Experience with Federal grant funded projects
- Familiarity with Federal and State regulations
- Familiarity with NH DOT manuals and guidelines for municipal management of locally managed projects.
- Consultants are required to have the appropriate licensed professionals on staff.
- Reference check.

Submission Requirements:

Interested firms should submit four (4) copies of a Statement of Qualifications. Statements should include the following information, which will be used to evaluate and rank all submissions. Please keep RFQ submittals to no more than 10 pages.

1) Name, address, brief history and description of the size and experience of the firm.
2) Resumes of key personnel to be assigned to this project(s) and a percentage of their time devoted to tasks.
3) Related projects / areas of expertise / experience (competence of the firm)
   a) Description of other projects designed by this firm similar to this project.
   b) Include reference contact information.
4) Description of budgeting, cost, and quality control/quality assurance procedures.
5) A brief description of the firms approach to planning, designing, and implementing a project.
6) Statement concerning whether there is a real or perceived conflict of interest.

7) Statement of financial stability of firm.
8) Other information you consider pertinent to your firm's consideration (one page maximum).

Submissions to are to be labeled

"**On Call Infrastructure Engineering Services RFQ No. 1701-02"**

and are to be delivered **by 2:00pm (EST) on Friday, January 6, 2017 to**:

City of Laconia
Purchasing Office
45 Beacon Street East
Laconia, NH 03246

The City of Laconia reserves the right to accept or reject any or all submissions, to waiver technical or legal deficiencies, and to accept, in part or in whole, any submission that it deems, at its sole discretion, to be in the best interest of the City of Laconia. The City also reserves the right to cancel this request for qualifications at any time for any reason.

Questions can be directed to:

Wes Anderson	or	Jonathan Gardner
Director of Public Works		Purchasing Specialist
Phone (603) 528-6379		Phone (603) 524-3877
E-mail: andersonw@city.laconia.nh.us		E-mail: gardnerj@city.laconia.nh.us