

## **PELHAM, NH PLANNING BOARD**

### **DESIGN PLAN PEER REVIEW AND CONSTRUCTION MONITORING ENGINEERING SERVICES**

#### **REQUEST FOR QUALIFICATIONS**

The Town of Pelham requests qualifications (RFQ) for an additional engineering firm to provide (1) general professional engineering services; (2) independent review of subdivisions and site plans; and (3) inspection services, all on an as needed basis. The scope of services for the qualifications are included below and are available at the Pelham Planning Department and on the Planning Board's web site, [Planning Board | Pelham NH \(pelhamweb.com\)](http://pelhamweb.com).

Qualifications should be sent to the Town of Pelham, Planning Department in a sealed envelope clearly labeled "Town of Pelham Land Use Review Engineering/Consulting Services- Request for Qualifications" and shall be received at or before **4:00 PM** on **August 15, 2023**, at the office of the Planning Department c/o Jenn Beauregard, Planning Director, Town of Pelham, 6 Village Green, Pelham, NH 03076. Fourteen (14) copies plus a pdf electronic version of the RFQ shall be provided. The Planning Board will open and read all RFQ's at their public meeting on **August 21, 2023**, at **7:00 PM**.

#### **I. GENERAL INFORMATION**

The Town of Pelham is soliciting Request for Qualifications (RFQ) from additional engineering firms to provide engineering services on an as needed basis to the Pelham Planning Board.

The Planning Board is made up of six (6) elected positions and one (1) ex-officio with appointed alternates and currently meets twice a month. The Town's Planning Department is comprised of a Planning Director who coordinates efforts for the Board along with a Planning Assistant and additional staff members.

##### **A. The Town Engineering Consultant (TEC) Potential Scope of Services**

The TEC will assist the Planning Board in reviewing subdivision and site plan applications and will provide inspections for approved plans. Below is a general outline of the services a TEC may be asked to provide.

We encourage TECs to apply regardless of whether they can provide all the listed services. We ask that in the application, each TEC indicate the list of services which they CAN provide.

1. Provide general assistance as requested.
2. Review site plan and subdivision applications.
3. Review drainage analysis and design, construction, and installation.
4. Review traffic reports.
5. Provide the Planning Board with a report(s) on the applications.
6. Coordinate and attend a plan review meeting with Department Heads.

7. Attend Planning Board meetings and/or Zoning Board or Board of Selectmen meetings as needed.
8. Meet with Planning Board to discuss applications and inspections.
9. Inspect Planning Board approved projects.
10. Provide the Planning Board with inspection reports.
11. Attend pre-construction meetings and perform final inspections.
12. Advise the Planning Board on estimates for performance guarantees.
13. Advise the Planning Board on bond releases.
14. Review As-built plans.
15. Make other recommendations as deemed appropriate.
16. Perform other engineering services as requested.

## **B. Selection Process**

The Town will utilize the following general selection process:

1. On **July 17, 2023**, at **7:00 p.m.**, the Planning Board will hold a meeting to answer questions from interested consultants. Interested consultants are encouraged to submit their questions in writing prior to the information meeting.
2. Interested consultants will provide written statements of qualifications to the Town with the information requested in this RFQ by the submission deadline.
3. The Planning Board members will review all timely filed RFQs.
4. The Planning Board may interview selected consultants and/or request additional information.
5. The selection of an additional TEC is contingent upon the selected consultant(s) entering into a contract acceptable to the Town.
6. If an agreement cannot be reached with the selected consultant(s), the Town will select other consultant(s).
7. The Town reserves the right at its sole discretion to reject any and all proposals, wholly or in part, to waive any informalities or irregularities therein, to accept any proposal even though it may not be the lowest proposal, to call for submission of new proposals, to negotiate with any firm and/or individual submitting a proposal, to select more than one TEC, and to enter into an agreement with the consultant whom the Town in its sole and absolute judgment determines is in the best interest of the Town even though the consultant may not have submitted.

## **II. SUBMISSION REQUIREMENTS**

All information requested must be addressed. If not, the proposal will be considered non-responsive and will be rejected. The proposal shall not exceed fifty (50) pages. Résumés and project documents shall not be included in the page count.

The proposal shall contain, at a minimum:

**A. Cover Letter**

Containing a brief company background and familiarity with the Town of Pelham's interests and procedures.

**B. Conflict of Interest Statement**

Please acknowledge that your firm will sign a conflict of interest statement that obligates your firm not to engage in any work for developers or contractors who have current development projects in Pelham and that you will not perform any work in Pelham for developers should your firm be awarded a peer review contract. The firm also agrees not to bid, contract for, or otherwise engage in any work on any development project in Pelham for a period of one (1) year after termination of the peer review contract.

**C. Development project design review/engineering services**

**1. Services Approach**

Briefly discuss your firm's approach to addressing the following project design items. Please indicate if the work will be done in-house or by sub-consultant(s).

- |  |   |
|--|---|
| a. Roadway   | f. Electrical Street Lighting                                 |
| b. Stormwater  | g. Fire Cisterns  |
| c. Environmental   | h. Hydraulic Review of Flood Studies and Bridge Flow Analyses |
| d. Traffic Signals, Traffic Impacts                            |   |
| e. Structural / Geotechnical Review of Retaining Walls/Bridges |   |

**2. Standard Rates**

Complete the following Fee Matrix.

	STRAIGHT TIME	OVERTIME
Project Engineer		
Electrical / Lighting Engineer		
Structural Engineer		
Geotechnical Engineer		
Hydraulic / Stormwater Engineer		
Environmental Scientist		
Project Manager		
Traffic Engineer		

**3. Personnel Profiles/Résumés**

Provide a description and the qualifications of your proposed team, including Project Manager, Project Engineer(s), and all personnel as listed in the above matrix.

**4. Provide documentation examples from previous projects.**

Provide copies of engineering reviews for all listed engineering disciplines.

5. Company Approach

Provide an overview of your firm's approach to performing design reviews and servicing the Pelham Planning Board and Planning Department.

6. Familiarity with Pelham

Please demonstrate your firm's familiarity with the Town of Pelham and the benefits your firm will bring to the Town.

***D. Construction Monitoring Services***

1. Services approach

2. Briefly discuss how your firm addresses the following listed aspects of development projects:

- |  |                                  |
|--|----------------------------------|
| a. Construction monitoring estimates     | j. Gravels                       |
| b. Preconstruction meeting               | k. Soils and concrete testing    |
| c. Design changes                        | l. Paving                        |
| d. Erosion control                       | m. Punch lists                   |
| e. Clearing & grubbing                   | n. Construction safety           |
| f. Cuts and fills                        | o. Completion recommendation     |
| g. Buried utilities (Tel/Elect/Cable TV) | p. Field reports                 |
| h. Drainage systems                      | q. Communication with developers |
| i. Lighting                              | r. Invoicing                     |

3. Personnel profiles/Résumés

Provide a description and the qualifications of your proposed project team, including project manager, project engineer, and construction inspectors available for working in Pelham.

4. Soils and Concrete Testing – Approach and Costs

5. Related experience in five (5) NH municipalities with references – development-type construction services

6. Familiarity with the Town of Pelham

Provide a brief overview of your firm's familiarity and prior involvement in Pelham.

7. Standard Rates

Complete the following fee matrix:

	<b>STRAIGHT TIME</b>	<b>OVERTIME</b>
Field Inspector		
Project Engineer		
Project Manager		-
Company Principal		-
Secretary/Administrative Staff		

8. Mileage Rate: \_\_\_\_\_

9. Travel Time Approach

Provide your firm's approach for addressing travel time for construction inspectors.

10. Documentation Examples from Previous Projects

Provide copies of the following actual documents from five (5) previous development projects in New Hampshire:

- Field report
- Issue response letter or memo
- Field book entry
- Construction monitoring estimate
- Preconstruction meeting agenda and minutes
- Bond estimate
- Bond reduction recommendation
- Invoice
- Service sketches
- Soils testing report

### ***E. Planning Services***

#### **Documentation Examples from Previous Projects**

Provide examples of the following actual documents from at least one (1) previous Municipal project in New Hampshire:

1. Generating Zoning Ordinances and Regulations

- Non-residential and residential site lighting
- Signage, including LED display signs
- Non-residential and residential site plans
- Non-residential and residential subdivisions

2. Traffic Studies

- Town-wide traffic corridor
- Intersection evaluations

### 3. Hydraulic / Flood Studies

- Hydraulic analyses
- Water surface profile analyses using HEC-2 and HEC-RAS

### 4. Environmental Management

- Wetland protection / setback evaluations
- Functions and values studies
- Vernal pool mapping and ordinance development

## **III. SELECTION**

The Town will review all responses received by the submission deadline that include all information required by this RFQ. The Town may require selected consultants to participate in an interview process. The Planning Board will award the selected consultants. The Town's decision regarding the selection of the consultants shall be considered final.

## **IV. THRESHOLD REQUIREMENTS**

1. The individual identified as the primary client contact shall be a Professional Engineer licensed in the State of New Hampshire.
2. All individuals performing services offered by the proposal on behalf of the consultant shall be duly licensed and certified to perform the services.
3. The Town is seeking consultant(s) that will be able to provide these services without conflict of interest which would preclude the consultant from submitting subdivision and site plans to the Planning Board on behalf of clients other than the Town of Pelham.
4. The selection of the TEC is contingent upon the selected consultant entering into a contract acceptable to the Town. The contract shall include but is not limited to the following provisions:
  - a. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$1,000,000.00; Products - \$1,000,000.00; Personal & Advertising Injury - \$1,000,000.00; each occurrence - \$1,000,000.00.
  - b. Commercial automobile liability insurance as a result of death or bodily injury to any persons, or destruction of or damage to any property arising out of the ownership, maintenance, or use of any owned, non-owned or

hired motor vehicle with limits of not less than \$1,000,000.00 per occurrence. All coverage shall be on an occurrence basis and not on a claim made basis.

- c. Workers' compensation coverage as required by NH law.
- d. Professional liability insurance, including errors and omissions, with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000 policy aggregate.
- e. All insurance shall provide the Town a thirty (30) day notice of cancellation or change in the terms.
- f. To the extent permitted by the selected consultant's insurer, all required policies shall name the Town of Pelham, its Board, officers, agents, employees, and volunteers as additional named insureds. The selected consultant shall provide the Town certificates of insurance and policy endorsements evidencing compliance with these requirements at the time the contract is signed.
- g. Indemnification: To the fullest extent permitted by law, the selected consultant shall protect, indemnify, save, defend and hold harmless the Town of Pelham, its Board, officers, officials, volunteers, employees, and agents, from and against any and all liabilities, obligations, claims, demands, damages, penalties, causes of action, loss of services, compensation, costs and expenses, including reasonable attorney and paralegal fees, which the Town of Pelham and its Board, officers, officials, volunteers, employees, and agents may become obligated by reason of any accident, bodily injury, death of a person, or loss of or damage to tangible property which may, in any way arise directly or indirectly in connection with or out of the services performed by the selected consultant or anyone directly or indirectly employed by the selected consultant or any other person or company retained in any way to carry on all or a portion of the services necessary to abide by the terms of this contract, including but not limited to any and all negligent, intentional, or wrongful acts or omissions by the selected consultant or any of its officers, employees, or agents.
- h. The Town may at any time terminate the services and/or contract with the selected consultant for the Town's convenience and without cause. In case of any termination by the Town, the selected consultant shall be entitled to receive payment from the Town limited to actual documented expenses of the selected consultant as of the termination date as its sole remedy. In no event will the Town be responsible for lost profits, compensatory or other consequential damages.

- i. Laws: The consultant shall comply with all applicable federal, state, and local laws, regulations, and requirements, applicable to the services performed under the contract.
- j. Non-appropriation: Notwithstanding anything contained in the contract to the contrary, in the event no funds or insufficient funds are appropriated and budgeted or sufficient funds are otherwise unavailable by any cause whatsoever in any fiscal period for the payment due under this contract, the Town shall immediately notify consultant of that event and this contract shall terminate without penalty or expense to the Town on the last day of the fiscal period for which appropriations have been received or made.

## **V. ADDITIONAL QUESTIONS/REQUESTS FOR INFORMATION**

Questions regarding this RFQ should be addressed in writing to:

Pelham Planning Board Chairman  
c/o Jenn Beauregard, Planning Director  
Town of Pelham  
6 Village Green  
Pelham, New Hampshire 03076  
Email: [jbeauregard@pelhamweb.com](mailto:jbeauregard@pelhamweb.com)

The Planning Board will hold an information meeting to answer questions from interested consultants on **July 17, 2023**, at **7:00 pm**. Interested consultants are encouraged to submit their questions in writing prior to the information meeting. The Planning Board will read and answer those questions at the information meeting.

All responses must be received within 60 days of the RFQ postmark date. Send all responses and back-up material to:

Pelham Planning Board  
c/o Jenn Beauregard, Planning Director  
Pelham Planning Department  
6 Village Green  
Pelham, NH 03076