



# TOWN OF PELHAM

## *Planning Department*

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July 26, 2018

**Subject: Request for Qualifications – Town of Pelham, New Hampshire  
CMAQ Application 17-10CMAQ – State Project #41751**

The Town of Pelham hereby issues this Request for Qualifications (RFQ) for comprehensive consulting engineering services required for roadway intersection improvement projects situated at the intersections of Sherburne Road & Mammoth Road (NH Route 128); and Marsh Road (NH Route 111A) and Mammoth Road. Sherburne Road and Mammoth Road are Class II public Highways under the jurisdiction of NHDOT District 5. Marsh Road is a Class IV Public Highway within the Town of Pelham's Urban Compact.

### **Project Background**

These projects will be funded under a New Hampshire Department of Transportation (NHDOT) Congestion, Mitigation, & Air Quality (CMAQ) Grant. Correspondingly, project advancement will occur in a manner consistent with procedures and practices described within the NHDOT's "Local Public Agency Manual for the Development of Projects" (Manual). The Manual can be viewed at [www.nh.gov/dot](http://www.nh.gov/dot) under Quick Link, "LPA Program". Engineering consultants seeking to respond to this RFQ are directed to Section 13 of the Manual regarding the Qualification Based Selection (QBS) process.

The intersection of Sherburne Road and Mammoth Road currently experiences safety and congestion issues; as documented by both a 2005 Signal Warrant Analysis conducted by the Nashua Regional Planning Commission (NRPC) and a 2011 Road Safety Audit conducted by the NHDOT. This intersection currently experiences significant traffic queuing to the extent the Town of Pelham often utilizes a police detail at this location during weekday afternoon commuting hours to manage the east-bound queue at Sherburne Road's approach to Mammoth Road. The weekday afternoon peak volume operating on Mammoth Road is such that cross traffic operating on Sherburne and Marsh Roads lack adequate gaps in the traffic stream to enable safe and timely entrance to Mammoth Road. Recent analysis of intersection control options conducted by the NRPC suggests that both intersections should be improved simultaneously due to their close proximity and the need for the intersections to function as a system. The goal of the planned improvement projects is to improve the safety and operation of both intersections and to relieve congestion throughout the day, particularly during peak hours of operation.

Attached, please find a copy of correspondence issued by the NHDOT Bureau of Planning and Community Assistance on July 02, 2018 describing current project status.

### **Scope of Engineering Services**

Engineering services will encompass each of the following four Phases:

- 1) *Engineering Study* – Pursuant to Section 15 of the LPA Manual, the initial step in the design process entails preparation of an Engineering Study. This phase of work will include, but is not limited to: a local concerns meeting; preparation of the Purpose and Need Statement; preparation of an accurate and current Existing Conditions Plan (or plans) of the project area; identification of relevant design criteria to be utilized throughout the design process; preliminary environmental reviews and documentation within the project areas; an alternatives analysis for the proposed intersection improvements; descriptions of the proposed action plan for each intersection; and cost estimates broken down by location. Upon review by the Town and any revisions, the report will be submitted to the NHDOT for review prior to commencement of the “Preliminary Design” phase. Phase 1 will conclude with a public presentation of the Study’s results at a regularly scheduled meeting of the Pelham Board of Selectmen.
- 2) *Preliminary Design* – Following NHDOT approval of the Engineering Study, preliminary design plans will be developed pursuant to Section 15 of the LPA Manual. Preliminary design includes developing in more detail the proposed action. Submission to the NHDOT under this phase of design development may include but is not limited to: Overview/Location Plans; Existing Conditions/Removals Plans; General Intersection Improvement Layout Plans (including signing and striping design and layout); General Drainage, Utilities, and Erosion Control Plans; and Construction Detail Sheets. The NHDOT submission will also include: traffic studies; hydrologic studies; appropriate environmental/historical documentation; updated cost estimates based on the preliminary plans; and the identification of any right-of-way needs. This phase will also include the completion of the Categorical Exclusion (CE) Checklist. Preliminary design plans will be presented to the public at a regularly scheduled meeting of the Board of Selectmen.
- 3) *Final Design/Plans, Specifications and Engineer’s Estimate (PS&E)* – Following NHDOT approval of the Preliminary Plans and confirmation that the National Environmental Policy Act (NEPA) process has been completed, Final Plans will be developed, including construction details and final cost estimates for construction and construction services. Final Plans shall incorporate all comments on the preliminary plans. Final plan details shall conform to NHDOT specifications. Right-of-way (ROW) negotiations and acquisitions shall begin during this phase in cooperation with the Town of Pelham. Construction Specifications and Contract Documents shall also be prepared during this Phase. Submittal during this phase shall follow the PS&E Checklist included in the LPA Manual.

- 4) *Bidding Services* – Bidding packets will be prepared. Upon receiving submitted construction bids, the engineering firm will tabulate the bids and review the submitted bonding information from each to ensure sufficient bonding is in place. The tabulated information shall be forwarded to the Town and the NHDOT for review prior to awarding the construction contract.

A fifth phase of work may be awarded to the selected engineering firm. This phase would involve construction administration, inspection and oversight. NHDOT requires almost full time inspections (a minimum of 32 hours per week) throughout the entire construction phase. An entirely separate scope and fee arrangement would be developed for this portion of engineering work during the “Final Plans” Phase.

At least one staff person involved in the project must be a Professional Engineer licensed in the State of New Hampshire. The lead individual from the engineering firm must have successfully completed Local Public Agency (LPA) training provided by NHDOT.

### **RFQ Process**

Selection of an engineering consultant is a two-step process. The first step, requested by way of this document, requires receipt of a brief Statement of Qualifications from each interested engineering consultant. Statements of Qualifications must address the following:

- 1) Firm’s qualifications for the project (*please note any experience with CMAQ or other federally funded/NHDOT supervised projects which include intersection improvements*);
- 2) Project understanding;
- 3) Project approach;
- 4) Project schedule;
- 5) Resumes of project team; and
- 6) References for similar projects.

Upon receipt of the Statements of Qualifications, Town Officials will rank responding firms based on:

- 1) Experience conducting similar projects;
- 2) Demonstrated understanding of the project;
- 3) Experience of the project team; and
- 4) Input from references.

Statements of Qualifications must be received at the Pelham Planning Department no later than 3:00 PM prevailing time on Friday August 17, 2018 and be addressed to:

Mr. Jeff Gowan; Planning Director  
Pelham Planning Department  
6 Village Green  
Pelham, New Hampshire 03076

The top ranked firm shall then be notified and, as the second step in the process, will be asked to submit a detailed proposal for engineering services.

Specific questions regarding the planned intersection improvement projects or this Request for Qualifications may be addressed to Mr. Gowan via telephone (603) 508-3074 or email [jgowan@pelhamweb.com](mailto:jgowan@pelhamweb.com).

Sincerely:



Jeff Gowan; Planning Director  
Town of Pelham

Attachments:

- Overview aerial image of the project areas
- NHDOT Bureau of Planning and Community Assistance correspondence, dated July 02, 2018



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

July 2, 2018

William Cass, P.E.  
Assistant Commissioner

Jeff Gowan  
Planning Director  
Town of Pelham  
6 Village Green  
Pelham NH 03076

SENT VIA EMAIL

Re: **Town of Pelham CMAQ Application 17-10CMAQ – State Project # 41751**

Dear Mr. Gowan:

Thank you for calling me today to go over the status of the CMAQ project and to explore how the town of Pelham can get started. At this point you have signed the municipal agreement and returned it to the Department. That document will be executed when the CMAQ program gets approval from the Executive Council. We anticipate that will happen this summer. The Department is also waiting for this project to be included in the State Transportation Improvement Plan (STIP) and that should get approval sometime in July.

There are certain tasks that need to be done that most municipalities don't seek federal reimbursement for. One of these tasks is going through the Qualifications Based Selection (QBS) process to hire a consultant engineer. The town of Pelham can begin this process prior to the Department executing the municipal agreement as long as you are not going to seek any federal reimbursement.

There is some risk in doing work before the municipal agreement is executed which is minor. We can't guarantee exactly when your funds would be available. The Department is assuming that there will be no issues with the G&C approval and that the federal CMAQ funds will be available in federal fiscal year 2019 which begins October 1, 2018. There have been years when federal funds are not fully apportioned to the states and that has delayed when projects can be obligated.

The only repercussion of starting the QBS process prior to having an executed agreement is that you will not be able to tell the consultant an exact date of when they can start their design which will dictate the project schedule. I don't see that as a major obstacle and in your request for proposals (RFQ) I would put that funding is likely to be available in November of 2018.

Until the Department assigns the CMAQ projects to project managers you can use me as your point of contact. When you complete the QBS process you will need to submit all the material to the Department along with your recommendation on a preferred consultant. After we approve your process and selection you will then do a scope & fee negotiation with the preferred consultant. That

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will also need to be submitted for approval. If you have any questions during this process please call or email me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom J.', with a long horizontal flourish extending to the right.

Thomas Jameson, PE  
Project Manager  
Bureau of Planning and Community Assistance  
Tel. (603) 271-3462

**INTERSECTION IMPROVEMENTS AT  
MAMMOTH ROAD AND SHERBURNE ROAD  
and  
MAMMOTH ROAD AND MARSH ROAD  
PELHAM, NH**

