

Request for Qualifications

Town of Rye Town Engineer Engineering and Land Use Review Engineering/Consulting Services April 16, 2015

The Town of Rye is soliciting qualifications for engineering services to include (1) general engineering services; (2) independent review of private development for subdivisions & site plans; and (3) construction observation services. Suggested scope of services for the qualifications are included below, and are available at Rye Town Hall and on the Town web site. Alternatives to the attached scope of services are allowed if they meet the Town's requirements. Qualifications should be sent to: Planning Administrative Office, clearly labeled "Engineering Services", at or before 12:00 PM on Thursday, April 30, 2015 in the Planning Administrative's Office, to be opened and read in public on Thursday, April 30, 2015 at 1:00 PM. For further information please contact Kim Reed, Town Planning Administrator by phone at 603-964-9800 or by email at kreed@town.rye.nh.us. All quotes will be taken under advisement pending review and recommendation by the Planning Administrator to the Planning Board Review Committee. The selection of a Town Engineer will be made by the Planning Board.

Qualifications shall be in a sealed envelope, plainly marked "Engineering Services" and addressed to:

Planning Administration
10 Central Road
Rye, New Hampshire 0370

Scope of Services

Work to be performed is on a contractual, as-needed basis, however the scope of services is anticipated to include, but not be limited to, the following: general engineering services such as construction/reconstruction of roadways; drainage analysis and design; stormwater management; utilities (including water, sewer, electrical, lighting, conduits, poles); traffic engineering; structural engineering (including bridges, buildings, and retaining walls); erosion control & landscaping; federal, state and municipal permitting; and construction observation & monitoring.

In addition, the Town is seeking an engineering firm that also has experience with subdivision and site plan review services in order to perform independent analysis of designs and experience in construction activity to ensure compliance with conditions of approval, applicable government regulations, and generally accepted design/construction standards.

The selected firm and/or principals will be designated as the Town Engineer to work in consultation with the Planning Board, under the general auspices of the Planning Administrator. Technical assistance may also be sought by the Building Inspector. Special project assignments may also come from the Planning Board depending upon the emergence of issues and the availability of funds.

Qualification Requirements

Identification of Key Staff & Statement(s) of Qualifications

Qualifications should include names and resumes for all personnel to be assigned work under the contract, to include current job titles, licenses and certifications. The qualifications should also designate a project manager to serve as the primary liaison between the Town and the engineering firm.

Project Experience

Qualifications should provide a list of specific projects and activities performed by the key personnel that demonstrate competency in as many aspects of the scope of services as possible. Descriptions should also include mention of innovative solutions that were developed for complex situations.

References

Qualifications must include the names and contact information/references for at least four (4) clients including at least two (2) municipal clients. The Town of Rye will speak with municipal officials in the fields of administration, finance, planning, and public works who were directly involved with key personnel.

Conflict of Interest Policy

Provide a statement on how the firm will prevent or mitigate any conflicts of interest that may exist based on relationships with Town officials or other clients.

Insurance & Indemnification

Provide a copy of an insurance certificate and statement of indemnification to cover assigned personnel who will be engaged on behalf of the Town. The Town reserves the right, however, to negotiate additional terms and coverages upon acceptance of a Qualification. In addition, the Town will require an original certificate of insurance with a cancellation limitation clause that identifies the Town of Rye as an additional insured prior to the start of any actual work.

Proposed Subcontractors

Provide a list of any known subcontractors (and their area of specialization) that will be used to supplement the services that have been set forth in this RFQ. Include names, resumes and project experience for their key personnel.

Fee Schedule

Provide a list of current fees by personnel and/or position that will be applicable during the initial two years of the contract. Include a description of fee policies for subcontractors, travel time and reimbursements.

It is the intention of the Town to negotiate a contract with the Town Engineer to provide consulting on a case-by-case basis for all projects/activities that require engineering services under the terms and conditions of this RFQ. Each project/activity will require the Town Engineer to provide an estimate based upon identification of assigned staff,

lists of tasks, hours of labor, the fee schedule, use of subcontractors, attendance at meetings and site visits, contingencies, reimbursements, etc.

Contract Qualification to include Waivers, Exclusions & Limitations

Provide a sample contract form to be used as a basis for an agreement with the Town, with the understanding that both parties reserve the right to negotiate all actual terms and conditions to achieve mutual agreement. Contract Qualifications should list all waivers, limitations and exclusions, however, it must be noted that the Town will not agree to limit the professional liability of the Town Engineer to the value of the contract. Contract Qualifications should also include reference to this RFQ as a basis of understanding, along with statements on document ownership and copyrights.

General Information

It is requested that interested firms submit four (4) copies of Qualifications that incorporate the requirements set forth herein. The Town of Rye assumes no responsibility for any costs associated with the preparation of Qualifications or participation in the selection process in response to this RFQ.