



# BELMONT LAND USE OFFICE

TOWN OF BELMONT, NEW HAMPSHIRE

## REQUEST FOR INFORMATION

**DATE:** August 18, 2022  
**FROM:** Sarah A. Whearty, PE, Town Planner  
**RE:** On-Call Engineering Services – RFQ

---

1. On the list of things to be included in the Qualifications Statement on pages 7 and 8, what is the difference between the v. Relevant Project Experience section and the vi. Project Description section?
  - *I was envisioning “relevant project experience” would encompass what experience your firm may have working for/with other Towns, like work experience on a resume. The Project Description section might highlight specific projects that you helped a Town with.*
  - *For example:*
    - *Relevant Project Experience: On-Call Consultant for the Town of Belmont*
    - *Project Description: Sewer main design review and construction oversight*
2. Similar question for sections vii and viii. Is vii Client Name and Phone Number for the relevant projects submitted and section viii Client References for additional references beyond the projects submitted? Do you require additional client references beyond the clients for the projects submitted?
  - *These sections can be combined but please indicate 3 preferred references.*
  - *I had envisioned vii. Client Name and Phone number being a more extensive list and viii. Client References being the more relevant/preferred contacts.*
    - *For example:*
      - *Client Name and Phone number: Town of Hampstead, City of Nashua, City of Laconia, Town of Gilford*
      - *Client References: City of Laconia DPW (more relevant in terms of location), Town of Gilford Town Administrator (relevant in terms of population, concentrated urban areas, and location)*
3. If multiple consultants are selected, how will assignments be allocated to the consultants? Will a second round of proposals be necessary for each assignment? Or will assignments just be evenly distributed?
  - *It is not my intention to have our selected consultants compete against each other. I will plan to evenly distribute the work. Sometimes a firm may be selected for their specialty in a particular area for example, traffic or retaining walls, and they may receive more of those specific projects but less construction oversight.*
  - *On a rare occasion, an applicant may request quotes from our other consultants. In that instance, I would ask for the other 2 consultants to submit estimates.*

4. Can you identify the current or most recent (if contracts have expired) holders of this on-call contract?
  - *To my knowledge the Land Use Department has never held a contract with a consultant. The Department of Public Works has worked with Underwood Engineering for many years and I believe this office has historically used their services in the absence of any other contracts.*
5. Once the on-call consultants have been selected, what will be the process for task assignments? Will multiple on-call consultants be asked to provide competing proposals for a specific project, then one consultant will be selected based on those proposals? Or, will the Town select and negotiate a specific task assignment with one consultant from the on-call list based on experience, qualifications, etc.?

*(Same as Question 3)*

  - *It is not my intention to have our selected consultants compete against each other. I will plan to evenly distribute the work. Sometimes a firm may be selected for their specialty in a particular area for example, traffic or retaining walls, and they may receive more of those specific projects but less construction oversight.*
  - *On a rare occasion, an applicant may request quotes from our other consultants. In that instance, I would ask for the other 2 consultants to submit estimates.*
6. We have another team within our company that performs private site development work. Will they be able to continue pursuing work within Belmont if we are selected as an on-call consultant (i.e. will another on-call consultant be assigned for their Planning Board reviews, construction inspections, etc.,?)?
  - *Being selected as one of the Town's On-Call Consultants will not preclude any firm from doing business in Belmont. In the event one of our consultants was involved in the development side of a project, we would select one of the other firms to complete the design review and/or construction oversight.*
7. On the last page of the RFQ, #8 under minimum requirements, it lists: vii. Client Name and Phone Number and viii. Client References. Can these two sections be combined into one client reference table that lists the municipality and contact information with specific contact names and titles? Or should we be providing 2 separate tables, one with just name/title/phone number and the other with all of the contact information?

*(Same as Question 2)*

  - *These sections can be combined but please indicate 3 preferred references.*
  - *I had envisioned vii. Client Name and Phone number being a more extensive list and viii. Client References being the more relevant/preferred contacts.*
    - *For example:*
      - *Client Name and Phone number: Town of Hampstead, City of Nashua, City of Laconia, Town of Gilford*
      - *Client References: City of Laconia DPW (more relevant in terms of location), Town of Gilford Town Administrator (relevant in terms of population, concentrated urban areas, and location)*
  - *One table is fine.*