



**REQUEST FOR QUALIFICATIONS:  
On-Call Engineering Services for Lakes Region Planning Commission**

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**Contact:** Shanna B. Saunders, Executive Director, [s.saunders@lakesrpc.nh.gov](mailto:s.saunders@lakesrpc.nh.gov)

-Lakes Region Planning Commission  
103 Main Street, Suite 3  
Meredith, NH 03253 | (603) 279-8171

**-Date of Issue:** July 11, 2024; **AMENDED 7-29-24 with updated due date**

**Proposals Due:** August 2, 2024, at 4:00 PM; August 16<sup>th</sup> 2024 at 4PM

**SUBMISSION**

Proposals may be submitted electronically or mailed.

Applicants must be able to conduct an interview via telephone or virtually if requested.

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**A. Project Description:**

The Lakes Region Planning Commission (LRPC) is calling for Statements of Qualifications to provide on-call engineering services in support of transportation planning efforts throughout the Lakes Region Planning Commission's member communities. Project tasks include scoping and developing preliminary cost estimates for local Ten-Year Plan project submissions and other types of local and regional transportation planning projects that may be funded with local, state, or federal funds (including the Federal Highway Administration and Federal Transit Administration).

**B. Scope of Services**

LRPC provides a wide variety of transportation planning services to its member communities. The primary task for the on-call engineer at LRPC is to prepare conceptual cost estimates for project proposals relating to the State of New Hampshire Ten-Year Transportation Plan. However, additional services may include, but are not limited to:

- Development and presentation of conceptual sketches, engineering designs, specifications and other planning level assistance for proposed projects,
- Drafting of project scopes of work, deliverables, timelines, and implementation details for local projects,
- Preparing preliminary cost estimates for projects and alternatives within projects,
- Meetings and or site visits with representatives of LRPC member communities and staff on an as-needed basis to discuss projects and options

**All work under the overall master agreement will be assigned by individual task orders negotiated on a lump sum basis.** The overall master agreement will begin no earlier than August 31, 2024, and extend through June 30, 2025, with the possibility of up to two one-year extensions.

Please note that the overall amount of work assigned through task orders will depend on the volume of requests received by LRPC from its member municipalities.

**C. Statement of Qualifications Requirements:**

A firm, partnership, individual, etc., interested in providing on-call engineering services to LRPC must have the following qualifications and document them within their proposal:

*Table 1: Checklist of Submission Requirements*

Requirements
Name of the consulting firm with a brief history and description
Name, title, and professional and educational qualifications; including appropriate state licenses and affiliations of key personnel assigned to this project
List of any staff with current New Hampshire Department of Transportation (NHDOT) Local Public Agency (LPA) experience and certification
Staff shall possess significant experience in NH-based transportation planning/engineering
Staff shall possess demonstrated experience working with federal transportation funds
Sufficient staff and firm capacity to perform the work in an adequate and appropriate timeframe to allow for sufficient assistance to municipalities
Include a one-page executive summary demonstrating understanding of the request and the ability to complete similar type projects within time constraints
A brief description of the three most current related projects with an outline of the level of involvement
Include a list of at least three (3) professional references, including name, title, contact information, and description of product provided (if clients) or relationship (if colleagues)
Bios of staff expected to be involved in this particular contract with hourly rates
List of Administrative, indirect, materials, printing and travel rates.

Submit any questions regarding this RFQ to Shanna B. Saunders, Executive Director, by email at [s.saunders@lakesrpc.nh.gov](mailto:s.saunders@lakesrpc.nh.gov) by **4:00 PM, August 7, 2024**. Questions and their answers will be posted on the Lakes Region Planning Commission website for review on August 9, 2024, by 3:00 pm.

**D. Submission Process:**

Only one form of submission is required and can be submitted electronically to the Lakes Region Planning Commission at [execadmin@lakesrpc.nh.gov](mailto:execadmin@lakesrpc.nh.gov) or via hard copy posted to:

Lakes Region Planning Commission  
 Attn: Shanna B. Saunders  
 103 Main Street, Suite 3  
 Meredith, NH, 03253

All statements of qualifications must be postmarked no later than **August 16, 2024**. Materials postmarked after this time will not be accepted or reviewed. It is the intent of LRPC to notify the selected firm no later than **August 30, 2024**.

The expense of preparing and submitting a Statement of Qualifications is the sole responsibility of the consultant. The LRPC reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Qualifications (RFQ). This solicitation in no way obligates LRPC to award a contract. Any contract awarded by the LRPC pursuant to this RFQ shall be subject to the provisions of the New Hampshire Department of Transportation’s (NHDOT) Local Public Agency (LPA) Manual for the Development of Projects.

LRPC will afford firms, partnerships, or individuals full opportunity to submit proposals in response to this invitation and will not discriminate on the basis of race, color, national origin, sex, age, or disability in consideration of this award.

**Review and Selection Process:**

The submissions will be reviewed by a selection committee comprised of LRPC staff using a Qualifications-Based Selection (QBS) process and criteria outlined in Table 2.

*Table 2: Selection Criteria*

<b>Criteria</b>	<b>Maximum Possible Points</b>
Demonstrates understanding of work needed to be done as part of the contract, including experience with similar work done.	30
Familiarity and experience working with local, state, and federal government bodies.	25
Qualifications of the firm and the personnel to be assigned to this project.	30
Quality of work products presented, including demonstrated technical abilities and capability of adapting to client needs.	15
<b>Total Possible Points</b>	<b>100</b>

In unusual circumstances where a recommendation cannot be made based on the QBS process and selection criteria, the highest ranked consultants may be invited to a telephone or video call interview. Presentations will be allowed, with a time limit specified prior to the interview. Should interviews be held, LRPC will evaluate the interview using the criteria presented below in Table 3. Scores from the interview criteria will be added to the selection score to determine the final ranking.

*Table 3: Interview Criteria*

<b>Criteria</b>	<b>Maximum Possible Points</b>
Demonstrates understanding of work needed to be done as part of the contract, including experience with similar work done prior.	20
Familiarity and experience working with local, state, and federal government bodies.	20
Demonstrates ability to present (both orally and visually) in technical and non-technical terms.	10
<b>Total Possible Points</b>	<b>50</b>