



# Southwest Region Planning Commission

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## REQUEST FOR PROPOSALS

### INTERMODAL TRANSPORTATION CENTER FEASIBILITY STUDY

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**Date of Issue:** November 14, 2018

**Deadline:** December 14, 2018 at 12:00 noon (EST)

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#### I. INTRODUCTION

The Southwest Region Planning Commission (SWRPC), based in Keene, New Hampshire is seeking qualified consultants to assist in conducting a study to determine the feasibility of developing an intermodal transportation center in the Greater Keene, New Hampshire area. The consultant can be an independent contractor, firm, or combination thereof.

The City of Keene serves as a regional center for employment, commerce and services for Cheshire County and Southwest New Hampshire. As the only city in the otherwise rural Monadnock Region, Keene's daytime population grows significantly as residents from surrounding communities arrive for jobs, educational opportunities, retail activity, cultural experiences, medical appointments, and a whole range of institutions and services.

In reviewing a map of Southwest New Hampshire, it becomes readily apparent that a number of transportation facilities converge in Keene – major highways, arterial roads, trail networks, former rail beds, etc. The City has a vibrant Main Street and downtown area and serves as host to Keene State College, Antioch University New England and River Valley Community College as well as Cheshire Medical Center/Dartmouth Hitchcock Keene – the largest employer in Cheshire County with approximately 1,500 employees. Furthermore, significant investments have been made in bicycle and pedestrian infrastructure within and emanating outside the City center. Dillant-Hopkins Airport, a general aviation facility with the 3<sup>rd</sup> longest runway in the State, is operated by the City of Keene and is located on adjacent property in the Town of Swanzey.

As a bustling regional service center, the City of Keene and Southwest New Hampshire would greatly benefit from a focused feasibility study of a potential intermodal transportation center (ITC) to be located in the Greater Keene area. The idea of an ITC has been linked to Keene's role as a regional service center, to facilitate orderly community development activities and promote smart growth principles, become a catalyst for economic activity, and serve as a cultural center for the community and the region.

The focus of the study is anticipated to be areas in or near the City of Keene including Gilbo Avenue, Marlboro Street, and Dillant-Hopkins Airport – as these areas have been suggested as potential locations for an ITC. It is also anticipated that one or more additional potentially suitable locations for an ITC may

emerge from the effort, primarily through the work of the Project Steering Committee (PSC) during Phases II and III of the study.

## **II. PROJECT DESCRIPTION**

The proposed project is being funded by Federal Transit Administration Section 5305(e) funds administered by the New Hampshire Department of Transportation (NHDOT). SWRPC submitted a proposal to NHDOT that proceeds in four phases, roughly 6 months each, including a study preparation phase (Phase I), project initiation and basic feasibility assessment phase (Phase II), scenario planning phase (Phase III) and the selection of a preliminary design phase (Phase IV). While Phases I and II are certain to take place, Phases III and IV are, in part, contingent on the findings of Phases II and III respectively. The Consultant's scope of work begins with Phase II. The project's Phase I is currently underway with Phase II anticipated to begin in January 2019 with the support of a qualified consultant selected through this RFP process.

### **Phase I. Study Preparation**

As noted above, Phase I of the project does not involve any consultant tasks. However, it is described below to provide prospective consultants an understanding of the entire scope of the project. Phase I will involve forming a PSC, procuring a consultant, and collecting information and data to aid in developing findings and recommendations in subsequent phases of the project. Phase I work will occur between July and December 2018.

SWRPC staff will perform a number of activities to prepare for Phases II-IV as described in this scope of work. These include:

1. Recruiting members to serve on a PSC.
2. Developing and implementing a procurement process for a consultant to provide services relating to Phases II through IV of the project.
3. Identifying existing transportation resources and assets and their functional and locational relationships.
4. Identifying any plans for changes to existing transportation resources and assets such as the expansion of services or infrastructure or intermodal improvements.
5. Gathering existing data on local public transit ridership information, requesting data from private transportation operators and collecting additional data as needed (i.e. recording boardings/alightings at strategic stops).
6. Collecting data and information associated with existing transportation activity in the vicinity of identified ITC focus areas including a characterization of parking, walking and bicycling activity near each location.
7. Collecting socioeconomic information and data (e.g. housing, retail and employment density) as it relates to identified ITC focus areas.

No deliverables are required from the Consultant for Phase I, but the Consultant is expected to work with SWRPC to finalize an agreement for the scope of work that is anticipated to begin in January 2019 with Phase II of the project.

### **Phase II. Study Initiation**

The second phase of the project will involve the PSC, SWRPC and the consultant developing a purpose and need statement for an ITC, as well as developing criteria for evaluating suitable ITC functions and locations in the Greater Keene area. A public meeting will be held during this phase to gather input and

feedback to inform the purpose and need statement as well as considerations for evaluating potential candidate ITC locations. Phase II work is anticipated to span between January and June 2019.

SWRPC staff tasks will include:

1. Providing guidance and oversight of consultant activities.
2. Organizing and facilitating up to four meetings with the PSC including preparing agendas and minutes. Meeting topics will include reviewing and discussing the Phase I data and findings, incorporating participation of the consultant, preparing for a public meeting to discuss issues, challenges and opportunities of an ITC, reflecting on the outcome of the public meeting, providing input and feedback on a project purpose and need statement, and providing input and feedback on criteria for prioritizing features of an ITC and criteria for screening potential ITC locations.
3. Organizing and preparing for the public meeting. This task will include the development of a presentation about the project including a summary of findings from Phase I, promoting the meeting through press releases and invitations, and documenting public feedback during the meeting.
4. Gathering additional data and information as needed described in Phase I to evaluate conditions associated with potential ITC locations based on feedback during Phase II from the PSC and public meeting.
5. Assistance in developing a purpose and needs statement for the project.
6. Assistance in identifying considerations to prioritize features (e.g. restrooms, waiting area, ticketing area, parking, bus bays, office space, etc.) typically associated with an ITC.
7. Assistance in identifying considerations to screen potential ITC locations.

The consultant's tasks for this phase will include:

1. Guiding the PSC to develop a public meeting agenda.
2. Attending up to four meetings with the PSC including meetings covering preparation for the public meeting and reflecting on the outcome of the public meeting.
3. Developing and delivering a presentation about the functions and benefits of ITCs, and important considerations for assessing the feasibility and viability of an ITC.
4. Facilitating the public meeting.
5. Guiding a process for developing a purpose and needs statement for the project based on input from the PSC and SWRPC.
6. Guiding a process for identifying characteristics for use in prioritizing ITC features.
7. Guiding a process for identifying characteristics for use in screening potential ITC locations.
8. Finalizing a purpose and needs statement and the characteristics referenced in task 6 and 7 above.
9. Documenting the consultant's Phase II contributions with a technical memo.

The Consultant's Phase II deliverables will include an agenda for the public meeting, a presentation for the public meeting, a purpose and needs statement for the project, the development of considerations for use in prioritizing ITC features and screening potential ITC locations, and a technical memo documenting the consultant's overall Phase II contributions.

### **Phase III. Scenario Planning**

The third phase of the project will involve applying scenario planning, a Federal Transit Administration planning emphasis area, to evaluate the benefits and costs of incorporating various ITC building features as well as the advantages and disadvantages of various ITC locations. The project team will examine at

least three different population/economic growth scenarios and associated demands on the transportation system in relation to at least three ITC locations. A public meeting will be held during this phase to collect feedback and input associated with the scenario planning exercise. Phase III work is anticipated to span between July and December 2019.

SWRPC staff tasks will include:

1. Providing guidance and oversight of consultant activities.
2. Organizing and facilitating four to six meetings with the PSC including preparing agendas and minutes. Meeting topics will include discussions around the development of at least three population and economic growth scenarios as they relate to the three or more ITC locations identified during Phase II, assessing the criteria against the scenarios, planning a public meeting to present the scenario planning findings and reflecting on the outcome of a public meeting.
3. Organizing and preparing for a public meeting to present and collect feedback on the scenario planning results, promoting the meeting through press releases and invitations, and assisting in the documentation of feedback during the meeting.

The consultant's tasks for this phase will include:

1. Guiding the PSC in developing scenarios and applying the considerations to each scenario.
2. Developing estimates for boardings/alightings, intermodal transfer estimates and parking needs for each scenario.
3. Guiding the PSC to develop a public meeting agenda.
4. Attending four to six meetings with the PSC including meetings discussing scenarios as well as covering preparation for the public meeting and reflecting on the outcome of the public meeting.
5. Developing and delivering a presentation about the scenario planning exercise during the public meeting.
6. Facilitating the public meeting.
7. Documenting the consultant's Phase III activities with a technical memo.

The Consultant's deliverables will include an agenda for the public meeting, a presentation for the public meeting and a technical memo outlining the scenarios and findings, and documenting the consultant's overall Phase III contributions.

#### **Phase IV. Preliminary Design Alternative**

Based on the progress of the previous phases, in the fourth and final phase of the project, the project team will develop a preliminary design alternative for an ITC. The design alternative will address site issues, dimensional information, cost estimates and other information sufficient to develop a meaningful recommended design for an ITC. Phase IV work is anticipated to span between January 2020 and June 2020.

For the fourth phase, SWRPC staff tasks will include:

1. Providing guidance and oversight of consultant activities.
2. Organizing and facilitating up to four meetings with the PSC including developing agendas and minutes. Meeting topics will include discussions about developing a preliminary design alternatives.

The consultant's tasks for this phase will include:

1. Guiding PSC on developing preliminary design alternatives.
2. Outlining proposed building functions and dimensions.
3. Developing a conceptual-level ITC design that includes floor plan information about placement and square footage of ITC features and amenities, a site plan indicating the ITC conceptual footprint in its neighborhood location, and a street level rendering of the conceptual ITC.
4. Developing a conceptual cost estimate for the ITC incorporating engineering costs, land costs and construction.
5. Developing a final study report documenting Phase II through Phase IV.

The Consultant's deliverables will include a technical memo and related drawings outlining the preliminary design alternative as described above documenting the consultant's overall Phase IV contributions and a final study report documenting Phase II through Phase IV activities.

### **III. RESPONSE FORMAT**

Responses to this Request for Proposals (RfP) should consist of a technical proposal consisting of:

1. A cover letter expressing the consultant's/consultant team's interest in the project, including identification of the principal individuals that will be assigned to the project.
2. A description of the general approach to be taken toward completion of the project, an explanation of any proposed modifications to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. A scope of work that includes detail about steps to be taken by the consultant in addressing tasks associated with Phases II through IV.
4. Descriptions of products or deliverables resulting from Phases II through IV of the project.
5. A proposed schedule that indicates project milestones for Phases II through IV and the overall time for completion.
6. A schedule of labor and associated costs broken down by Phase and task. If the use of sub-consultants is proposed, a separate schedule must be provided for each.
7. Resumes of key individuals that will be involved in this project including sub-consultants if applicable.
8. Demonstration of success on similar projects, including brief project descriptions and contact names and addresses for reference.
9. A representative work sample similar to the type of work being requested if available.

Please note that Items 1 through 5 must be limited to a total of 8 pages. Cost proposal information, resumes, professional qualifications and work samples are not included in this total.

### **IV. CONTRACT PERIOD AND AMOUNT**

The continuity of this project is driven by public process outcomes at each phase. The commencement of each phase is determined by results of the preceding phase. SWRPC has sole discretion in making the decision on the commencement of each phase based on feedback and input from NHDOT, the PSC, the general public, the consultant and other stakeholders. All work is expected to follow the timeline in Section II of this Request for Proposals.

The contract with the consultant will require negotiating a budget for each phase. The maximum consultant budget for the entire project is \$34,750, of which a maximum of \$15,000 is budgeted for Phase II. The maximum budget for Phases III and IV includes any unspent carryover funds from Phase II plus \$19,750.

The funding for this project is tied to SWRPC's existing and future biennial agreements with NHDOT. SWRPC's current agreement with NHDOT concludes on June 30, 2019. SWRPC will begin negotiating a new biennial agreement with NHDOT during the first quarter of calendar year 2019 for an agreement covering the period July 2019 through June 2021. Since the timing of SWRPC's agreement with NHDOT will be renewed at the beginning of the second year of the ITC Feasibility Study, SWRPC's contract with the consultant will also require renewal between Phases II and III of the project. Neither SWRPC nor NHDOT anticipate there being a lapse of funds to continue the project in the second year and SWRPC intends to use the same consultant for the entire study.

## **V. CONSULTANT SELECTION**

The consultant selection committee will review and evaluate all proposals based on the following criteria (Total is 105 points):

1. Qualifications of the firm and the personnel to be assigned to this project. (15 Pts.)
2. Experience of the consultant personnel working together as a team to complete similar projects. (10 Pts.)
3. Demonstration of overall project understanding and insights into local conditions and potential issues. (20 Pts.)
4. Demonstrated knowledge of Project Area. (15 Pts.)
5. Clarity of the proposal and thoroughness in addressing the scope of work. (20 Pts.)
6. Submission of a complete proposal with all elements required by the RfP. (10 Pts.)
7. Quality of representative work sample. (10 Pts.)
8. Additional creative suggestions from the consultant firm (5 Pts.)

The consultant selection committee may elect to interview consultants prior to making a selection.

## **VI. SUBMISSIONS**

Consultants interested in this project should submit six bound copies of their proposal to:

J. B. Mack  
Principal Planner  
Southwest Region Planning Commission  
37 Ashuelot Street  
Keene, NH 03431

Technical and cost proposals must be submitted in sealed envelopes or packages with the following information clearly printed on the outside:

- Name and address of prime consultant
- Due date and time
- Project name

Proposals should be double-sided and use recycled paper, if possible. Questions about the project should be directed to J. B. Mack at the above address or at:

Telephone: (603) 357-0557  
E-mail: [jbmack@swrpc.org](mailto:jbmack@swrpc.org)

All proposals must be received by SWRPC no later than 12:00 noon (EST) on Friday, December, 14, 2018. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.

All proposals upon submission become the property of SWRPC. The expense of preparing and submitting a proposal is the sole responsibility of the consultant. SWRPC 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 RfP. This solicitation in no way obligates SWRPC to award a contract.