



## Southwest Region Planning Commission

# Request for Qualifications On-Call Engineering Services Southwest Region Planning Commission

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**Contact:** J. B. Mack, Assistant Director  
Southwest Region Planning Commission  
37 Ashuelot Street  
Keene, NH 03431  
(603) 357-0557  
[jbmack@swrpc.org](mailto:jbmack@swrpc.org)

**Date of Issue:** October 27, 2023

**Deadline for Submission:** December 1, 2023

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### A. Project Description

The Southwest Region Planning Commission (SWRPC) is requesting statements of qualifications to provide on-call engineering services in support of transportation planning efforts throughout the SWRPC Region. The efforts include scoping and developing preliminary cost estimates for transportation improvement projects that may be funded with local, state or federal funds (including Federal Highway Administration and Federal Transit Administration).

### B. Scope of Services

SWRPC provides a wide variety of transportation planning services to its thirty-three member communities. On-call engineering services may include, but are not limited to:

- Developing improvement concepts and providing planning-level engineering assistance for proposed transportation projects in the SWRPC region;
- Preparing preliminary cost estimates for projects and/or alternatives within projects; and
- Meeting with representatives of SWRPC member communities and staff on an as-needed basis to discuss work products.

Priority tasks will involve assisting SWRPC in evaluating project proposals for New Hampshire's FY 2027-2036 Ten Year Transportation Improvement Plan update. All work under the overall retainer agreement will be assigned by individual task orders negotiated on a lump sum basis. The overall retainer agreement may extend through June 30, 2025. The amount to be awarded under the overall retainer agreement will depend on the level of demand for on-call engineering services as determined by SWRPC and the needs of our member municipalities, but the amount will not exceed \$75,000.

### **C. Statement of Qualifications Requirements**

The firm, partnership, or individual interested in providing on-call engineering services to SWRPC must provide a Statement of Qualifications that includes the following:

- Name of the consulting firm, partnership, or individual 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;
- Executive Summary demonstrating understanding of the request and the ability to complete similar projects within time constraints;
- Documentation of experience with local transportation planning/engineering;
- Documentation of experience working with federal transportation funds;
- Documentation that the firm, partnership, or individual has the staffing capacity necessary to perform the work in an adequate and appropriate timeframe;
- Description of the firm, partnership, or individual's three most current related projects and their level of involvement; and
- List of at least three (3) professional references, including name, title, contact information, and description of product provided (if clients) or relationship (if colleagues).

### **D. Review and Evaluation Process**

The submissions will be reviewed by a selection committee comprised of SWRPC staff and representatives of the SWRPC Transportation Advisory Committee (TAC). An in-person or video interview may be requested as part of the selection process.

The evaluation criteria are as follows:

- Qualifications and experience of the personnel to be assigned to the project (20%);
- Professional competence as evidenced by the Statement of Qualifications (20%);
- Experience in scoping and developing cost estimates for federally-funded transportation improvement projects (20%);
- Demonstration of staffing capacity necessary to perform on-call services in an adequate and appropriate timeframe (20%); and
- Clarity, completeness and conciseness of the Statement of Qualifications (20%).

### **C. Submission Process**

Questions regarding this RfQ should be directed to J. B. Mack at [jbmack@swrpc.org](mailto:jbmack@swrpc.org).

Questions about this RfQ must be submitted by November 17, 2023 at 12:00 p.m. Responses to all questions received regarding this RfQ shall be posted on the SWRPC website's page for RfQ postings (<https://www.swrpc.org/about/jobs-rfps/>) by November 24, 2023 at 5:00 p.m.

Statements of Qualifications may be submitted electronically to J. B. Mack at [jbmack@swrpc.org](mailto:jbmack@swrpc.org). Hard copies of the submission are not required.

All statements of qualifications must be received by SWRPC no later than December 1, 2023 at 5 p.m. Materials received after this time will not be accepted or reviewed. It is the intent of SWRPC to notify the selected firm, partnership or individual of its priority award decision prior to January 12, 2024.

The expense of preparing and submitting a statement of qualifications is the sole responsibility of the firm, partnership or individual. SWRPC reserves the right to reject any and all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Qualifications. This solicitation in no way obligates SWRPC to award a contract. Any contract awarded by SWRPC 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.

SWRPC will afford firms, partnerships, or individuals the 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.