

REQUEST FOR QUALIFICATIONS

TOWN OF ASHLAND

On-Call Engineering Services

September 13th 2024

The Town of Ashland (TOA) is inviting consulting engineering firms to submit a Statement of Qualifications (SOQ) for On-Call Engineering Services. The On-Call contracts which result from this solicitation will be for a base period of five (5) years. The TOA may elect to extend the contracts on an annual basis thereafter, as agreed to by both parties.

The Statement of Qualifications will be received at the office of the Town of Ashland, PO Box 517, Ashland NH 03217, attention Town Manager Fred Welch. SOQs may also be brought directly to the TOA office located at 20 Highland Street, Ashland NH 03217. Submittals **are due by 3pm on October 4th, 2024**. Provide one (1) original and six (6) copies of the submission. Each envelope is to be marked on the front with the name of the company and labeled "Town of Ashland On-Call Engineering Services." SOQs submitted after the specified date and time shall not be considered.

Any questions related to this RFQ should be directed to Fred Welch, via email at: townadmin@ashland.nh.gov All questions must be received no later than **September 20th 2024**. The TOA will post an addendum on its website in response to questions it receives no later than **September 26th 2024**.

The TOA is an Affirmative Action/Equal Opportunity employer. Respondents to this RFQ agree and warrant that in the performance of the work contemplated under this RFQ they will not discriminate or permit discrimination against any person or group of persons. Respondents agree to provide the New Hampshire Commission for Human Rights with such information requested by the TOA concerning employment practices and procedures.

The TOA reserves the right to accept or reject any or all SOQs or any part of an SOQ; to waive formalities or informalities, and to award the professional services deemed to be in the best interest of the TOA.

SCOPE OF WORK

The Town of Ashland is requesting proposals from professional civil engineering firms able to provide a variety of engineering and related services required by the Town of Ashland to assist the Town on an as-needed basis. The services desired include but are not limited to: civil engineering design services; landscape architecture; preparation of plans, specifications and cost estimates for a variety of municipal engineering projects.

STATEMENT OF QUALIFICATIONS CONTENT AND FORMAT

The Statement of Qualifications shall be limited to 25 pages and should include the following information:

- A. Cover letter.
- B. A description of the firm's approach to providing services of this nature.
- C. Firm overview and summary of qualifications as they relate to civil engineering
- D. Organizational chart and summary of the project management team
- E. Relevant Experience – Provide examples of recent relevant experience for the services proposed. The same information shall be provided for subcontractors, if utilized. Provide a minimum of three (3) reference projects for similar On-Call Service work completed within the prior 5 years.
- F. References – Provide a minimum of three (3) municipal references with phone numbers and email addresses. References should be from recent recipients of the Consultant's services. (within the past 5 years).

EVALUATION AND SELECTION PROCESS

The Town of Ashland will select an engineering firm based on the best value, and will consider the following:

- Engineering firm's qualifications
- Experience of the individuals on similar projects
- Understanding the project scope
- Approach for completing the work
- Commitment to the project timelines/schedule
- Quality of the proposal
- Any other criteria determined appropriate by the Town

An attempt will be made to negotiate a final scope and fee with the selected firm. If the Town is unable to reach an agreement with the selected firm, the Town reserves the right to negotiate with the next highest ranked firm, and so on, until an agreement is reached.

CONTRACT DOCUMENT

Upon selection, the successful engineering firm will prepare engineering contracts for execution. Upon execution of the contract the engineering firm will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the engineering firm pursuant to this proposal shall be the property of the Town.

RESERVATIONS OF RIGHTS

The Town reserves the right to make such inquiries regarding the firms qualifications and reputation as it deems necessary to evaluate the firm. The Town reserves the right to negotiate directly with the selected firm for additional project work including design, bidding, construction administration services, and/or additional project engineering and design services.