



Town of Allenstown

16 School Street, Allenstown, NH 03275

603-485-4276 ext. 120

Derik Goodine – Town Administrator

REQUEST FOR PROPOSALS TO PROVIDE ENGINEERING SERVICES

The Town of Allenstown is accepting proposals from New Hampshire Engineers/Engineering Firms to provide professional review of town owned infrastructure and Land Use Board applications.

All questions regarding this Request for Proposals (RFP) should be directed to Derik Goodine, Town Administrator at (207) 595-0310 (Mobile Phone) or dgoodine@allenstownnh.gov

The proposals shall be submitted to Derik Goodine, Town of Allenstown, 16 School Street, Allenstown, NH 03275 no later than: 3:00 p.m. on Thursday, April 28, 2022. Each proposer shall submit six (6) sets of the proposal, for the 5 member Select Board and 1 for public/in-office review.

SCOPE OF SERVICES:

The scope of work for this contract will involve a licensed or team of professional engineer(s) experienced to provide independent review and analysis of plans and associated technical elements including but not limited to:

1. Development of engineering cost estimates for feasibility on non-town owned water and sewer infrastructure expansion to provide for future business/land development.
2. Determination of compliance with state and local regulations; Federal and State permitting.
3. Review previous MS4 permit submissions and prepare for future filings with town assistance.
4. Drainage design, stormwater management, and review of the drain system.
5. Waste management review for compliance with State and Federal requirements.
6. Environmental permitting, restoration/mitigation plans for stormwater and drainage projects.
7. Road improvement (No State Layouts) design for updated utility infrastructure.
8. Geotechnical review or analysis for structures including bridges, culverts and retaining walls.
9. Town owned buildings; re-use of existing schools and Town Garage design from ground up.
10. Assist the Town's Land Board(s) with plan review with town assistance and provide comments.

The engineer may be requested to attend one or more Town of Allenstown Board meetings relating to a particular project or projects. The selected engineering firm must be able to perform independent observation and monitoring of construction activity, as necessary, to ensure compliance with best engineering practices and industry standards. A written report advising of compliance or of specific points of non-compliance will be prepared by the engineer and provided to the Select Board for review.

PROPOSAL REQUIREMENTS:

Proposals should be submitted in the form of a contract encompassing the requirements in this request for proposals, and should include hourly rates for applicable services, as well as any additional information that will support your hourly rates for cost of personnel.

1. **Identification of Key Staff & Statement(s) of Qualifications** - Proposals should include a brief statement of Company history and Company information along with the names and resumes for all professionally licensed and key personnel to be assigned work under the contract, to include current job titles, licenses and certifications. The proposal should also identify the project manager or engineer to serve as the primary liaison between the Town and the engineering firm.

2. **Project Experience** - Proposals should provide a summary of specific projects and activities performed by the key personnel that demonstrate competency in as many aspects of the scope of services as possible.
3. **References** - Proposals must include municipal clients. The reference information shall have a brief project description and include the name of a contact person and their contact information.
4. **Conflict of Interest Policy** - Provide a statement on how the firm will prevent/mitigate any perceived conflicts of interest that may exist based on relationships with Town Officials or clients.
5. **Insurance & Indemnification** - At a minimum the selected consultant shall provide and maintain appropriate insurance coverages for the period of the agreement.
6. **Fee Schedule and Billing Terms** - Provide a list of current fees by personnel and/or position that will be applicable. Include a description of fee policies for subcontractors, travel time and reimbursements. Include proposed billing terms.

SELECTION PROCESS:

The criteria for selection will be primarily based upon qualifications, experience, references, the quality of the proposal, cost, and an estimation on the overall ability of the firm chosen to professionally represent the Town of Allentown in multiple engineering disciplines.

The selection process will weigh heavily on price but that will not be the only factor the items included below will be scored and a final selection will be made by the Town of Allentown selection committee:

1. Cost of Personnel - **55 points**
2. The experience of the firm with respect to government/municipal services - **20 points**
3. The ability to perform the engineering in-house to meet the requirements - **25 points**

DISQUALIFICATIONS OF PROPOSERS:

A vendor may be disqualified and the vendor's proposal rejected for among other reasons, failure to supply complete information as requested by this Request for Proposal.

RESERVATION OF RIGHTS:

The Town of Allentown reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal that it deems to be in their best interest or to negotiate with any vendor that it deems is in its best interest, regardless of lowest cost of services amount.

The Town of Allentown reserves the right to request additional data or information or a presentation in support of written proposals. However, the Town may award a contract based on offers received, without additional submissions.

The criteria for selection will be primarily based upon qualifications, experience, references, the quality of the proposal, cost, and an estimation on the overall ability of the firm chosen to professionally represent the Town of Allentown in multiple engineering disciplines, in addition to the items in the Scope of Services.

Anticipated value of this contract will be approximately, thirty thousand per year based on the past 4 years. (2018-2021). Additional concerns/projects have been pending and we anticipate the contract value to increase to correct deficiencies with the infrastructure and align re-use of town/school buildings.