

# REQUEST FOR QUALIFICATION AND PROPOSALS PAVEMENT CONDITION & IMPROVEMENT PRIORITY RANKING PROJECT TOWN OF SANBORNTON, NH

## 1) DESCRIPTION OF OUR OBJECTIVES

The Board of Selectmen through its Transportation Infrastructure Program Committee (TIPC) is considering embarking upon a roadway pavement condition survey of the entire town road system (not including our on-going road reconstruction project area known as the "Y Project", although Lower Bay Road will be included in your work effort).

### **Pavement Condition & Improvement Priority Ranking Project**

Our paved roadway system is comprised of various segments totaling 30 miles. The Town Department of Public Works will be gathering similar condition information regarding our dirt/gravel roads; however your work will include incorporating the dirt/gravel road data into our RSMS system. A map of our roadway system will be provided to you upon request.

The Town is seeking to use our Road Surface Management Software (RSMS) to make prioritized cost effective decisions regarding the maintenance, repair, rehabilitation and reconstruction of our roadway network. We are seeking services similar to that described in Section 2: General Scope of Services of this RFQ/P. The final report is to be submitted by April 15, 2011.

Your focus will be the determination of the condition of the paved roadways within the Town.

## 2) GENERAL SCOPE OF SERVICES

### **Pavement Condition & Improvement Priority Ranking Project**

The selected firm will be responsible to inspect all publically-maintained paved roadways (not including our on-going project area known as the "Y Project", although Lower Bay Road will be included in your work effort) and to assist the Town in implementing and updating its Pavement Management System. The Town utilizes Road Surface Management Software (RSMS).

Our Public Works Director (PWD) will be responsible for collecting condition data for all dirt/gravel roads in the Town. The PWD will enter the collected dirt/gravel data into the RSMS system. A part of your work responsibilities will be to assist us in making sure that the software is being used correctly for both paved and dirt/gravel roads, providing any additional training and mentoring services to the Town's staff

that may be required. It is intended that your collected survey data of the paved roads will be incorporated into this software by your staff.

The Pavement Condition Index (PCI) value to December 2010 for each studied road segment will be used to categorize the level of pavement distress and the typical improvement treatment required to bring it to the Town's condition criteria. In addition to paved roadways work effort, you will be responsible for determining the condition and distress level of the dirt/gravel roadways and making improvement recommendations as needed. The type of distress will be noted for each section. The priority of each investigated roadway section will be determined using the PCI system as well as reflecting the roadway's importance (school bus route, emergency services, etc.) of use.

Your work will also observe the condition of all culverts, drains and catch basins, to determine the level of distress of each and to make improvement and cost recommendations.

Your work is to reflect and meet all local, state and federal regulations and requirements in effect during this phase of the project's duration.

An updated improvement cost opinion for each roadway section, including both paved and dirt/gravel roads, all culverts, drains and catch basins, and other required and necessary appurtenances, is requested.

At the completion of the project, a digital and six (6) reproducible sets of the report, Opinions of Probable Cost and other associated documents generated during the completion of this project will be provided.

### **General Work Tasks**

Your work effort will also include providing a detailed schedule, in a Gantt format, describing the technical RSMS collection and data input steps to be taken including key meetings, public input sessions, and all other tasks to complete the work.

You will help us plan public input sessions; prepare for and make presentations to the Board of Selectman, TIPC and the public; and provide other communication related services as needed through the completion of this project.

You will keep the Town informed with regard to the project's status through daily reports. Detailed descriptions of work performed by you, budget and schedule status reporting will be provided to the Town. It is expected that your invoices to the Town will contain a description of the work you performed in sufficient detail to fully explain your payment request.

### 3) EVALUATION CRITERIA

Qualification and proposal submissions will be evaluated using the following factors and assigned values. Your firm must be a State Approved vendor. All submittals shall include a cover transmittal letter which clearly states the single contact (principal-in-charge) proposed for this project, the firm or teams mailing address, telephone, e-mail, web site and facsimile numbers. Specifically designate your representative who will serve as lead contact in all communications and who is authorized to negotiate on behalf of the firm or team.

To help us understand more about your capabilities, approach, scope of work and other factors, we request that you provide the following information.

#### a) Experience of the Firm (10%)

- i) General company information:
  - (1) Address of the office which will oversee the project.
  - (2) Years in business at this location.
  - (3) Officers' names.
  - (4) Average volume of all work over the past five years of the office (with specific work volume information regarding pavement condition survey and RSMS experience.
  - (5) Project Manager's name and role. Also describe the role and responsibilities each team member will play.
- ii) List the experience of key staff members to be assigned, including staff members who have experience similar to this project. Provide an organization chart. (Should your firm be invited to participate in an interview, we require that the key people, who will be working on our project, to be present and participate during this interview session.)
- iii) Reference projects: Include a narrative giving a brief description of projects you and your team have completed which are *directly related* to our needs. Provide the name of the lead person involved.
- iv) Describe your team's experience in performing roadway pavement condition evaluations, prioritizing/ranking improvements and working with RSMS software.

#### b) Overall Approach (25%)

- i) Describe your approach.
- ii) Describe the challenges we face and your approach to meet our needs.

#### c) Technical Approach (25%)

- i) Provide a detailed description of your proposed scope of services.
- ii) Describe the deliverables you will provide.
- iii) Provide your approach to obtain any needed permits.

**e) Communication Style (10%)**

- i) Describe your communication style and systems both internally within your team as well as with the Town and any regulatory agencies that may be involved. Show how you will track status keeping us informed throughout the project. Describe what information will be contained in your invoices to us.
- ii) Provide a description of your methodology to promote our project within the community.

**f) Timely Services (10%)**

Describe how you would control our Project Schedule.

**g) Budgetary Controls (10%)**

Describe your methods for achieving cost control goals in completing your work involved in this effort.

**h) Quality Control Plan (10%)**

Provide your process for reducing errors and omissions.

**4) EQUAL EMPLOYMENT OPPORTUNITY**

The selected firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The firm shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, (1) employment, (2) upgrading, (3) demotion, (4) transfer, (5) recruitment or recruitment advertising, (6) layoff or termination, (7) rates of pay or other forms of compensation, and (8) selection for training, including apprenticeship. Sponsor fully encourages the participation of the qualified minority business firms with respect to the project.

**5) INSURANCE REQUIREMENTS**

A copy of your Certificate of Insurance, provided directly from your insurance company/agent, evidencing that the following required insurance levels are maintained will be required upon contract award. Our requirements are as follows:

<u>TYPE</u>	<u>MINIMUM REQUIRED COVERAGE</u>
Workers Compensation	Statutory Amount
Employer’s Liability	\$500,000
Professional Liability	\$500,000
General Liability	\$1,000,000 combined single limit



- An estimate of your person hours and expenses for this project;
- Cost per position; and
- Your proposed agreement terms.

**The selection process would work as follows:**

The first envelope of each respondent will be opened and reviewed. The top three ranked proposal preparers will be invited to an interview. The second envelopes of the top three firms will be opened. Costs will be reviewed for relevant magnitude, but will not, in itself, be used to rank the firms. The top-ranked firm, identified through the interview process, would be contacted for a second meeting with the purpose of answering any remaining questions and negotiating a fee level and an agreement acceptable to the designated representatives of the TIPC and the engineering firm. Should negotiations with this top-ranked firm fail for any reason deemed by the TIPC, we would contact the second-ranked firm (identified after completing interviews and our selection ranking) to negotiate an acceptable agreement. This process would continue until an engineering firm is selected.