

September 28, 2015  
Town of Gilmanton, New Hampshire  
503 Province Road  
P.O. Box 550  
Gilmanton, NH 03237

Request for Qualifications (RFQ)  
Bridge Engineering Services

The Town of Gilmanton requests that engineering firms interested in being considered to provide bridge engineering services submit qualifications statements detailing their experience in bridge design, roadway design, traffic control plan design, environmental permitting, bidding and construction contract administration and construction engineering services. The Town has multiple potential bridge projects. The selected consultant, contingent upon funding availability and consultant performance, is anticipated to assist the Town in one or more of these projects. If interested, your firm is requested to provide a qualifications package, which should include the following:

Letter of Transmittal

A brief Letter of Transmittal (not to exceed two (2) pages) may be included.

Company Overview

Each consultant shall provide an overview of their company which shall include a minimum of the following:

- a. Location of corporate headquarters.
- b. Location where the work will be performed.
- c. Number of years in business for corporate and branch offices.
- d. Types of engineering services provided by the company.

Project Team

Include a Project Team and Organization Chart listing all individuals who will be assigned to bridge projects. The Consultant shall have a minimum of two licensed professional engineers on staff at least one of which shall be classified in the branch of structural. Also, identify any proposed sub-consultants, their intended scope of services and qualifications and your company's previous teaming experience with the sub-consultants. Indicate the current staff that has worked on NHDOT Municipal Bridge Aid projects completed by your firm. Resumes shall be included for each member of the project team and shall be limited to two pages maximum per individual. Also provide a list of other available local staff members who could be assigned to bridge projects.

Relevant Project Experience

List similar NHDOT Municipal Bridge Aid projects for which the Consultant has provided engineering services in the last ten (10) years. The following information shall be included for each project:

- a. Project location, bridge type and year completed if applicable.
- b. Owner contact with address and phone number.
- c. Include brief scope of the project and engineering services provided.
- d. Construction cost.

The Town of Gilmanton intends to proceed with a consultant selection utilizing a Qualifications Based Selection (QBS) process in accordance with the NHDOT Municipal Bridge Aid Program. A technical proposal including a project understanding and project approach is not required at this time and will not be reviewed if submitted. The Town will rank interested firms based on qualifications and experience only.

Upon receipt and review of all qualifications, the Town may then choose to interview firms or make a selection based solely on qualifications submittals. The Town will then enter into negotiations with the top rated firm for a fee for services. If the Town cannot reach agreement on a scope and fee with that firm, the Town will begin negotiations with the second rated firm, and so on, until an agreement is reached.

Five (5) copies of Qualifications must be delivered to Paul Branscombe, Town Administrator, Town of Gilmanton, 503 Province Road, Gilmanton, NH 03237 no later than **2:00pm on Friday October 16, 2015**.