

REQUEST FOR QUALIFICATIONS

Conceptual Design for Stratham Safe Routes to School

STRATHAM SAFE ROUTES TO SCHOOL

February 14, 2018

Introduction

The Stratham Safe Routes to School Committee is developing a Safe Routes to School Travel Plan assessing potential infrastructure improvements (sidewalk construction, striping, traffic calming, signaling) within a two-mile radius of Stratham Memorial School (SMS) and the Cooperative Middle School (CMS) in Stratham, New Hampshire. The project is being undertaken at the request of the Stratham Safe Routes to School Committee (SRTS), and will be funded with a Safe Routes to School program grant from the New Hampshire Department of Transportation (NHDOT).

Elements of this project include developing a conceptual design and first order cost estimates for adjustments of existing roadways and intersections leading to the Stratham Schools. The emphasized concern is student safety via foot and bicycle travel to and from the schools.

The purpose of this Request for Qualifications (RFQ) is to identify firms qualified to complete conceptual design work, evaluate costs and prioritize projects. An aerial photo map is included of the school zones and residential development surrounding for Stratham Memorial School (SMS) and the Cooperative Middle School (CMS).

Preliminary Scope of Services

Consulting services are sought for the following tasks:

1. Conceptual Design for sidewalks, shoulder widening, striping, signage, signaling and other supportive infrastructure – These elements may include:
 - Pavement widening, striping and traffic calming needs for safe bicycle travel
 - Sidewalks connecting neighborhoods to the schools, and on school grounds
 - Signage and pavement markings for awareness of children and motorists;
 - Adding pedestrian and bicyclist infrastructure where necessary;
 - Pedestrian/bicycle bridge over NH Route 101 to connect CMS to adjacent neighborhoods;
 - Multi-use path improvements through Stratham Hill Park connecting to SMS;
 - Connecting multi-use paths to and from the CMS within the surround neighborhoods;
 - Prioritize projects for cost efficiency and student accessibility.
2. Meetings with Safe Routes to School Committee – The consultant team will meet with the Safe Routes to School Committee 3-4 times during the project, including an initial meeting, presentation of draft conceptual designs for feedback, and presentation of final conceptual designs.
3. Public Meetings – Two public meetings are envisioned for the planning process, including an initial public input session early in the design process, and a presentation of the preferred conceptual design alternatives for proposed construction projects.

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A Safe Routes to School Committee has been established (in October 2017) to guide the overall project. The Committee includes representatives from the Town of Stratham (Town Administrator, Town Planner, Parks & Recreation, Police, Public Works, Planning Board, Pedestrian and Cyclists Advocacy Committee), Stratham Memorial School, Cooperative Middle School, Stratham School District, Rockingham Planning Commission, Parent Teacher Organization members and other parents.

Planning assessments and data sets with bearing on the project will be available to the consultant team, including:

- Student population maps for grades K-8;
- Results of a SWOT analysis undertaken by the SRTS Committee;
- Parent survey data; and
- Traffic volume and speed counts.

It is expected that key information and findings from these studies and datasets will be incorporated into the analysis required for the conceptual design work.

Project Budget

The project is being undertaken with Federal Highway Administration (FHWA) Safe Routes to School (SRTS) Travel Planning grant funding, to be provided under contract by the NH Department of Transportation. The budget available to support the scope of work described above is limited by NHDOT to \$10,000 for conceptual design work as part of SRTS Travel Planning awards. The contract is anticipated to commence in late spring of 2018, with all work completed by September 30, 2018.

Content for Letter of Qualifications

Interested firms should submit the following:

1. The firm's name, office address, phone number and name and email address of the contact person;
2. A synopsis of the firm's understanding of the study and design tasks to be undertaken;
3. Summary of anticipated approach to the study;
4. A statement of the firm's availability and time required to complete the study;
5. Confirmation that the firm's proposed project manager is certified in the NHDOT's Local Public Agency (LPA) project management process; and
6. A maximum of one page of additional information not covered above, which you feel may be useful.

Consultant Selection

The Stratham SRTS Committee and Town Staff will review letters of qualification, check references, and develop preliminary ranking of firms based on this information. The SRTS Committee will invite a short list of firms to participate in interviews to determine final selection of a preferred firm. All other firms will be notified in writing of the selections. Pre-interview site visits may be arranged with the first to be interviewed to provide the opportunity for a better understanding of the project requirements. Following the interviews firms will be ranked in accordance with the criteria identified below, and a preferred firm will be selected and invited to submit a full proposal and a final project scope and fee will be negotiated.

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Selection Criteria

1. Relevant experience and resource capacity of firm to perform required services
2. Evaluation of proposed personnel
3. Demonstration of project understanding
4. Assessment of anticipated project approach
5. Statement of availability and schedule
6. Reference check

Anticipated Selection Timeline

February 14, 2018	Request for Qualifications published
March 16, 2018	Letters of Qualifications due
March 19-23, 2018	Short list of approximately 3 to 5 firms to be contacted for interviews
March 26-April 6, 2018	Interviews to be conducted
April 9-13, 2018	Selection of highest ranked firm and invitation to submit cost proposal
May 7-18, 2018	Negotiation of final scope of services and cost; contract executed
May 21, 2018	Target date for commencement of work

The Stratham SRTS Committee hereby notifies all firms that it will affirmatively ensure that in any contract entered into pursuant to this request for qualifications, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, national origin, sex, age or disability in consideration for an award.

Submission

Interested firms should submit **five (5) copies of their letter of qualifications by 4:00 PM on Friday, March 16, 2018** to Town Planner Tavis Austin at the address below. For more information, contact:

Tavis Austin, Town Planner
Town of Stratham
10 Bunker Hill Avenue
Stratham, NH 03885
(603) 772-7391 extension 147
taustin@strathamnh.gov

Insurance

A selected firm will agree that it will carry any and all insurance which will protect it, the Town and their officials, agents, volunteers and employees from any and all claims and demands, costs, damages, loss of service or consortium, expenses, compensation and attorneys' fees including, but not limited to, any and all claims for personal injury and/or death, workers' compensation injuries, and property damages which may, in any way, arise from or out of the activities of the selected firm whether such operations be performed by the selected firm itself, anyone directly or indirectly employed by it or any other persons or company retained in any way to carry on all or portion of the project, activities or work required by or related to the agreement reached. A selected firm will further agree that the Town and its officials,

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agents, volunteers and employees shall be named as an additional insured in any and all such liability insurance policies required by the Town.

Indemnification

Further, to the fullest extent permitted by law, a selected firm shall protect, indemnify, save, defend and hold harmless the Town, including its officials, agents, volunteers and employees (“Indemnified Parties”), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of the selected firm or the activities of the selected firm or its agents, employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

The Town shall not be required to defend or indemnify the Contractor, any subcontractor or any professional service provider associated with this project.

General Provisions

The Town of Stratham assumes no responsibility or liability for costs incurred by Proposers in responding to this invitation or in responding to any further request for interviews, additional data, etc.

The Town of Stratham reserves the right to accept or reject any or all submissions/proposals or accept any submission/proposal that the Town deems advantageous in its sole discretion regardless of the price quoted. The Town also reserves the right to waive any non-material irregularities or information in any submission/proposal, and to accept or reject any item or combination of items.