



# **Request for Qualifications and Proposal Lakeside Park Planning, Design, and Construction Assistance**

(Released Wednesday May 17, 2023)

(Responses due by 12:00 P.M. EST on Wednesday, May 31, 2023)

## **General:**

The Town of Enfield, NH (hereafter referred to as the “TOWN”) invites qualified firms to submit proposals for engineering firms to assist with resource analysis, surveying, planning, design, permitting, and construction assistance for Lakeside Park improvements described herein (hereafter referred to as the “CONTRACTOR”).

## **Instructions:**

Proposals must be submitted in a sealed envelope or electronically via the email to the contact below no later than 12:00 P.M. EST on Wednesday, May 31, 2023. Envelope must be clearly marked “CLASSIFICATION AND COMPENSATION STUDY” and will be opened publicly at that time. **Proposals delivered after the time listed above will not be accepted.**

## **Submit proposals to:**

Ed Morris  
Town Manager  
PO Box 373  
23 Main Street  
Enfield NH 03748.  
(603) 632-5026

Proposals can also be submitted electronically to [townmanager@enfield.nh.us](mailto:townmanager@enfield.nh.us)

Questions can be submitted to the contact above.

Proposal information is available on the Town’s web site at:

<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>

## **Scope of Work:**

The Town of Enfield (Town) is seeking to engage one or more firms to assist with resource analysis, surveying, planning, design, permitting, and construction assistance for Lakeside Park improvements which will generally include modification of the existing gravel parking area to reduce impervious areas with a single row of parking and a cul-de-sac turnaround, additional

landscape features, inclusion of stormwater treatment, a trail network that unites the pavilion and rail trail along with the creation of an outdoor classroom, portable toilet facilities, and additional parking on Main Street. The Town intends to utilize public grant funding for this project.

**Likely Services Required:** The project will likely include the need for topographic and detail surveying, wetland delineation, base plan development, master Plan refinement and review with the community, identification of permitting needs, design plans including landscape, SWQPA (shoreland) permitting, limited wetland impacts and permitting, and construction assistance. The actual scope of services will be defined and refined through project development.

### **Proposed Project Timeline**

The TOWN needs to have permitting and final design completed in 2023 with construction to be completed by August 30, 2024, per the grant guidance.

**Proposal Content:** If your firm is interested in this project, please submit a Letter of Interest and Qualifications (LOIQ) to the contact listed below by e-mail prior to the indicated deadline. LOIQs should include no more than four 8-½" x 11" pages to include:

1. A statement of interest.
2. A statement regarding your understanding of the services that will be needed.
3. Brief firm qualifications.
4. Provide a description of how you would accomplish the required services including the engagement of sub-consultants or other team members who may also work directly for the Town.
5. A brief summary of your firm's ability to assist with this project.
6. Identify key staff members and/or firm resources.
7. A brief summary of experience with similar projects.
8. A brief summary of experience with the New Hampshire Department of Transportation, District 02 (former landowner), the New Hampshire Department of Environmental Services, and the Town of Enfield.
9. Special certifications such as Pre-Qualification and registry with the State of New Hampshire, DBE status, and sustainable considerations such as office location.
10. Experience with grants, especially LCWF grants.
11. A proposed timeline for the project.

### **Additional Submission Considerations:**

1. You may attach resumes separately (in addition to the four page LOIQ response).
2. If you plan to utilize sub-consultants, you may provide a brief summary regarding roles and qualifications in addition to the four page LOIQ response.
3. The Town will require the identification of a Project Manager.
4. This solicitation does not commit the Town to select any interested party or award a contract or to pay any costs incurred in the preparation of the LOIQ response. The Town reserves the right to accept or reject any or all proposals/qualifications received or to cancel this LOIQ entirely.
5. A request for a salary schedule and fiscal considerations such as hourly rates will be made after the selection of a consulting firm or team. Inclusion of hourly rates, fees, or costs must not be included with submissions offered in response to this LIOQ.

## Guidelines:

All Proposals become the property of the TOWN and will therefore be considered a public document which will be open to public viewing, after the bid opening. This proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the TOWN. This request for proposal in no way commits the TOWN to make an award or reimburse any CONTRACTOR for any expense incurred in responding to this request.

The successful CONTRACTOR will be required to provide proof of insurance and must be submitted to the TOWN upon signing a contract for services and be issued by a carrier that is duly licensed to do business in the State of New Hampshire. Any subcontractors will be subject to the same insurance requirements.

## Evaluation Criteria:

All proposals received in response to this RFQ will be evaluated to determine if they are complete and meet the requirements specified in this RFQ. The CONTRACTOR will be chosen based on who will provide the “best value” taking into consideration the most beneficial combination of qualifications, services, costs (which will be requested as part of final determination), and who has met the requirements of this RFQ. Only proposals judged to be responsive to the submission requirements set forth in this RFQ will be evaluated.

Contractors will be scored based on their:

- Organization and presentation of materials
- Experience and skill level of their project team;
- Experience conducting similar work;
- Quality of past work;
- Ability to complete the project in a timely manner and within budget;
- Reputation and references.

The TOWN reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received.

The TOWN may award a contract based upon the proposals received without discussion of such proposals with proposers. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the TOWN.

The Request for Proposal documents and Notice of Award shall be the agreement between the TOWN and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

The TOWN reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR's facilities and equipment, references or previous contract performance.

### **Revisions:**

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on Wednesday, May 24, 2023, no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a CONTRACTOR in response to a formal request of a substantive nature will be posted on the TOWN's RFP page on the Town of Enfield, NH website (<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>) no later than five (5) days prior to the due date.

Only such amendments, when issued by the TOWN, will be considered as being binding on the TOWN. Verbal explanations or instructions given by a TOWN employee to a CONTRACTOR in regard to this solicitation shall not be binding on the TOWN and shall be considered informal unless confirmed in writing by the TOWN. CONTRACTORS should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

### **Contract:**

The final contract will be negotiated with the chosen CONTRACTOR.

The TOWN is exempt of all taxes.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

**THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER**