



Request for Qualifications Parking and Trail Planning, Design, and Construction Assistance

(Released Thursday June 29, 2023)

(Responses due by 12:00 P.M. EST on Friday, July 21, 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 roadside parking and multipurpose trail described in Addendum A (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 Friday, July 21, 2023). Envelope must be clearly marked “Parking and Trail Planning, Design, and Construction Assistance” 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

Questions should be submitted to:

Rob Taylor @ planning@enfield.nh.us

CC: townmanager@enfield.nh.com

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 parallel parking

along Main Street near Mascoma Lakeside Park and for a mile long trail down Route 4A from Shakoma Beach to the Shaker Museum.

Likely Services Required: The project will likely include the need for topographic and detail surveying, wetland delineation, base plan development, master plan refinement, identification of permitting needs, design plans, possible 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 permitted and final design completed by June of 2024 and after State approval a contractor needs to be in place and the funds obligated by mid-August 2024, per the grant guidelines.

Proposal Content: If your firm is interested in this project, please submit a RFQ submission to the contact listed below by e-mail prior to the indicated deadline. RFQs should include:

1. A statement of interest.
2. A statement regarding your understanding of the services that will be needed.
3. Firm's 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 you or the Town.
5. A brief summary of your firm's ability to assist with this project, including ability to meet the timeline.
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, Fish and Game, other state agencies, 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 Federally funded grants.
11. A proposed timeline for the project.

Additional Submission Considerations:

1. You may attach resumes of key staff members and subconsultants.
2. If you plan to utilize sub-consultants, you may provide a brief summary regarding roles and qualifications.
3. The Town will require the identification of a Project Manager.
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 this response.

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 each firms' qualifications taking into consideration the most beneficial combination of qualifications, services, costs (which will be requested as part of a second scope and fee step after qualification based determinations are made), 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 Friday, July 21, 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

Addendum A

Grant Narrative:

Byway: Enfield Shaker Village Scenic Byway (a State of New Hampshire Scenic Byway) is a 3.2 mile byway located on NH Route 4A in Lebanon and Enfield, New Hampshire.

Project: Walk a Mile in Their Shoes (A Byway Transportation Alternative)

Project Abstract: The NSBP funds will be used to increase the use and enjoyment of the Byway through the development of a parking area (see Attachment 1) and the construction of a mile long multiuse path alongside the byway (see Attachment 2). This trail would connect the historic Enfield Shaker Village and Museum to the recreation areas along the shores of Mascoma Lake, increasing access to recreational, cultural and economic development opportunities. The addition of parking and a new sidewalk along Main Street near the newly constructed Mascoma Lakeside Park (MLP) will allow visitors of the byway to stop and enjoy the beauty and serenity the lake and park have to offer, while connecting them to other recreation activities, including the proposed multi-use trail. The construction of a trail along the byway that is elevated above and distance from the road, will increase the safety of alternative transportation and allow for more diverse visitors to the byway. Adding the trail and parking will meet multiple goals of the Corridor Management Plan, Regional Transportation Plan, and Enfield Master Plan.

Project Goal(s): The funds requested in this project will meet all four goals outlined in the project NOFO.

1. *Safety* – Many people walk, run and bicycle down the side of the byway (NH Route 4A) which is a heavily traveled road. According to the Byway’s 2017 Corridor Management Plan “The portion of state Route 4A that includes the Byway is listed as a bicycle route

on the State's bicycle map. Portions of the byway have very narrow shoulders with blind curves that can be a safety concern for bicyclists.” This project separates the multi-use trail from the road to provide a safe transportation alternative along the byway from the town's recreation amenities to the historic Enfield Shaker Village.

2. *Equity and Accessibility* – The trail will be constructed and topped with stone dust to meet ADA design standards, allowing people of all abilities to enjoy the byway. The multiuse trail will also increase inclusion for those that do not have access to motorized transportation.
3. *Economic Strength* - The addition of a parking area and multi-use trail will increase traffic to the byway and ultimately the businesses of the Town of Enfield. MLP is also a short walk to downtown Enfield where patrons can enjoy lunch by the river, small boutique shopping, and other amenities. The parking will also be connected via sidewalk and bike paths to the multi-use trail proposed in this grant which will connect the recreation areas to the historic Enfield Shaker Village which will see economic benefits as well.
4. *Climate and Sustainability* - The multiuse trail will connect downtown Enfield and the Northern Rail Trail to the Shaker Village, adding opportunities for people to utilize non-motorized transportation along the byway. MLP is also being developed to be an educational park to help people understand the importance of clean water, native plants, pollinators, and other sustainable practices. Increasing visitors to this area will have an indirect impact on how people view sustainability and conservation issues.

Primary Project Type: This project primarily supports project eligibility criteria #4 by creating a multi-use trail along the side of the byway for use by pedestrians, bicycles, and other alternative transportation methods, and by increasing parking just off the byway, which will be used as a rest area with amenities such as restroom facilities and picnic areas. This project also

connects the town's recreation center to the Enfield Shaker Village and Museum, that takes people back to the 1800's when the Shaker settlement was active adding an interpretive element to the project.

Additional Project Type: The project also supports criteria #5 through the creation of parking along main street. The parking area will allow increased use of Mascoma Lakeside Park that has trails along the water's edge, a small boat/kayak launch area, places to play in the water and much more. The parking will also connect people to the Northern Rail Trail (60+ miles of trail) and is connected via sidewalk and bicycle lanes to Shakoma Beach, and the Mascoma boat launch area.

Project Description: The Town of Enfield, an eligible municipal government applying through the State of New Hampshire Department of Transportation for improvements to the Enfield Shaker Village Scenic Byway, a state recognized Scenic and Cultural Byway. We are requesting \$734,417.01 in federal funds via the NSBP, with the town providing \$183,604.25 in matching funds, for a project total of \$918,021.26. The funds will be used for the purposes of building a multi-use trail alongside the byway and expanding parking off the byway, both of which will be constructed in the State of NH right of way.

The parking expansion project will create 15 new paved parallel parking spaces and a sidewalk along Main Street in Enfield, NH adjacent to Mascoma Lakeside Park (MLP) and the Northern Rail Trail.

The majority of the project cost will be constructing a 10-foot-wide ADA accessible trail approximately one-mile in distance from the Town's Shakoma Beach Parking Area down the south side of NH Route 4A to the LaSellette Shrine. The trail will then cross NH Route 4A with the assistance of Rectangular Rapid Flashing Beacons (RRFBs) to the north side of the road to the Enfield Shaker Village Museum. This trail will be built on top of the current Town of Enfield

sewer easement. The finished surface will be stone dust to provide an ADA accessible surface. Along this trail we will need to construct two bridges: one to cross a small stream drainage and one to provide ADA accessibility to the trail.

The Enfield Select Board unanimously approved the application for this grant on Monday May 2, 2022. The Town of Enfield is ready to commit the funds, from our Capital Improvement Fund in the 2023 budget, and expects all the permitting, environmental reviews, and engineering to be completed in 2024, with construction to be completed by the end of the calendar year of 2025.

The grant awarded requires complete obligation of funds by September 2024.

Town Plans: Enfield has discussed this plan for many years, but the cost of the project, when placed against the many needs of the Town, has not been able to be funded. The Enfield Shaker Village Scenic Byway Corridor Management Plan, adopted in 2017, has many goals and strategies identified that this project would address, including but not limited to: seeking grant funding for improvements to bike/ped; bike lanes and paths, sidewalks and crosswalks and developing and improving links between historic, cultural, recreational, scenic, and natural sites and resources. In addition to the Corridor Management Plan, the Town of Enfield conducted a public survey, as part of our Master Planning Task Force effort, in November and December of 2021 (see Attachment 3).

Finally, the Upper Valley Lake Sunapee *Regional Corridor Transportation Plan* (the long-rang regional transportation plan) notes that there is “no pedestrian/bicycle connection between Lower Shaker Village and Main St” along NH Route 4A and “shoulder widths along much of NH 4A are too narrow for most cyclists.” The plan identifies the following regional priority projects: 1) “Develop comprehensive access improvements for Lakeside Park and Northern Rail Trail;” and 2) “Improve pedestrian and bicycle access along NH Route 4A from the Shaker Bridge/Main St to Shaker Dog Park.”

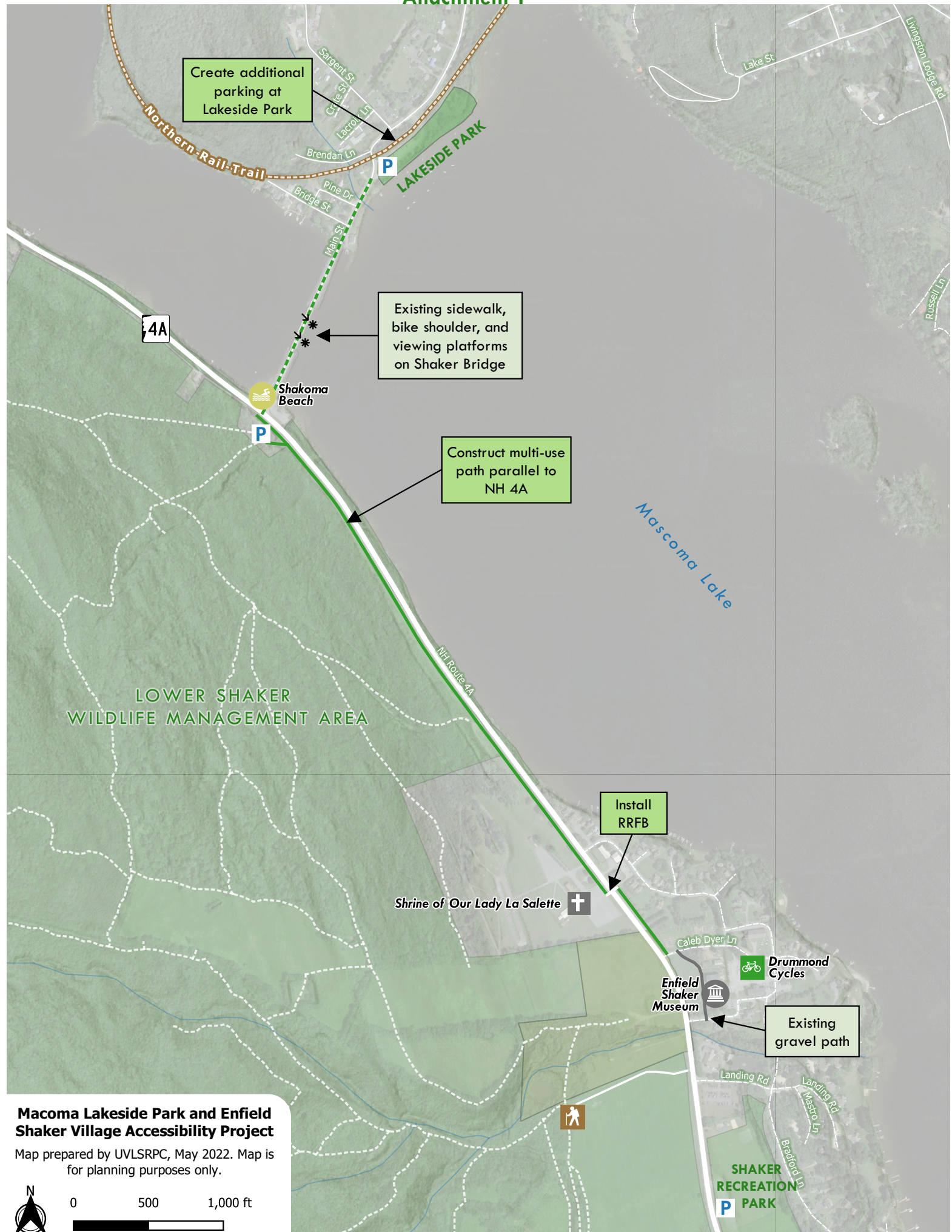
The project success will be measured by having more people use the byway, a reduction in injury accidents, and more visitors to the park and retail spaces. Data will be collected to establish the amount of trail users compared to current usage; we expect the usage increase to be high enough that it will be easy identifiable. The reduction of injury accidents will be tracked through our emergency services reporting software, and increased traffic to the park and retail areas will be gauged by visual usage of the parking areas, and retail space surveys.

Project Selection Criteria: This project addresses two primary problems. First is the increased use and safety of the byway through the construction of an elevated multi-use trail that separates pedestrian, bicycle, and other alternative forms of transportation from the motorized vehicle traffic along the byway. We do not have current pedestrian/ bicycle use data from the road, but the Northern Rail Trail is heavily used in Enfield and surrounding communities (approximately 1,000 per week in neighboring Lebanon according to trail counter data), and a strong assumption can be made that if we provide a safe and well maintained trail along the byway, it will be used by many, increasing the overall traffic of the byway.

This project also solves the problem of giving visitors to the byway a place to park and enjoy the lake and the recreational activities the byway corridor has to offer. Currently, parking is limited and often fills up in the summertime. Adding the parking along Main Street will add 15 additional parking spaces, giving visitors from the byway a place to stop. The parking area will provide convenient access to Mascoma Lakeside Park, Shakoma Beach, the Northern Rail Trail, the new multi-use trail, and many more amenities the Town of Enfield and the Enfield Shaker Village have to offer.

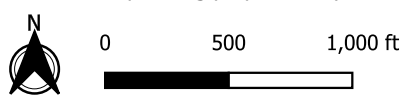
This project supports all four goals of the NSBP funding by increasing pedestrian safety, opening opportunities for inclusion and diversity by adding an ADA accessible trail alongside the byway, increasing economic strength by connecting the byway to the town's retail centers, and provides direct access to Mascoma Lakeside Park where people can learn about conservation issues that

will help keep our lakes clean and encourage sustainable environmental practices. All of these goals are met, while encouraging people to get out of their vehicles and actively enjoy the byway.



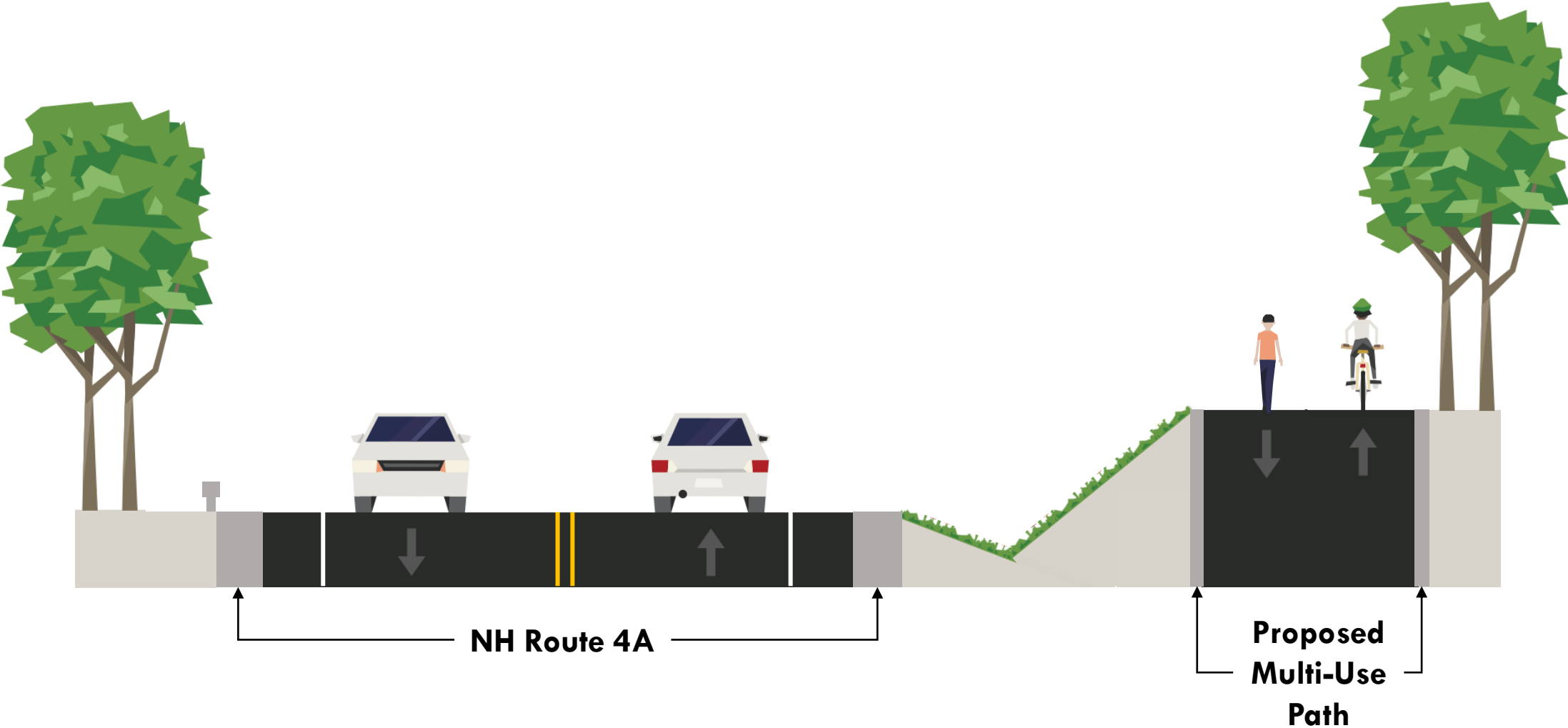
Macoma Lakeside Park and Enfield Shaker Village Accessibility Project

Map prepared by UVLSRPC, May 2022. Map is for planning purposes only.



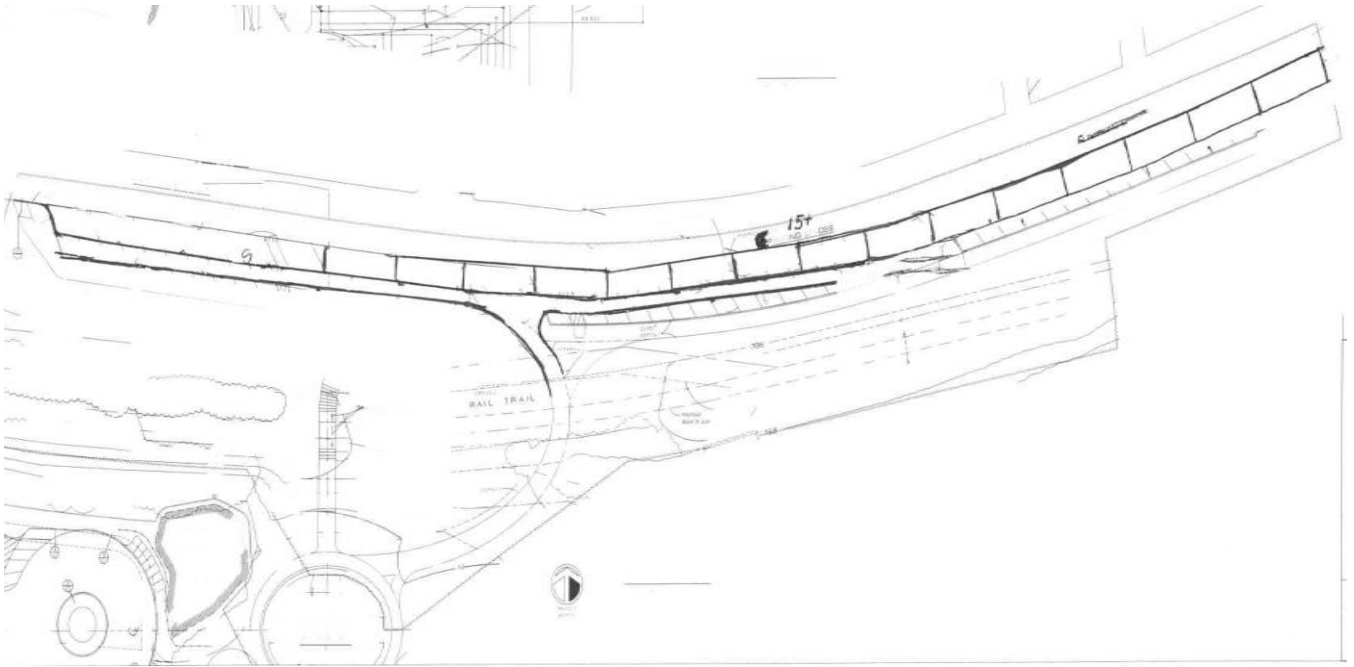
**Mascoma Lakeside Park and Enfield Shaker Village Accessibility Project:
NH 4A Multi-Use Path Cross-Section**

Prepared by UVLSRPC, April 2022



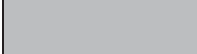
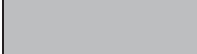


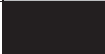


Attachment 2

Main Street Parking Plan



Attachment 3 Citizen Survey


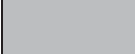
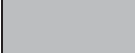
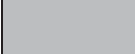
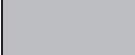
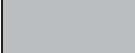






Do you support the town building new sidewalks in the following areas?

Enfield Village		46%
Route 4A along Mascoma Lake		45%
Connecting to the rail-trail		44%
Connecting to the school		38%
Route 4 east of the village		24%
Route 4 west of the village		19%
None of the above		17%

Comments from Citizens:

- Include sidewalk enhancement for Shaker Hill Road, Route 4, Route 4A.
- Pedestrian safety for walkers, runners, bicyclists and horseback riders, etc.
- More sidewalks and bike trails, Put a sidewalk 4a on Main St to the Shrine.
- Route 4A has a lot of people walking and biking but is very unsafe.
- It is unsafe to bicycle or walk along Route 4-A and most of Route 4.
- Need to improve near LaSalette to bridge.
- Runners would like to be safe trying to run down Shaker Hill Rd and 4A.
- Anything including widening the road because it is unsafe with bike and pedestrian traffic walking along 4A the road is too narrow

Do you think Enfield should do any of the following to improve transportation?

Build sidewalks, crosswalks, paths, bike lanes		51%
Maintain sidewalks and paths in winter		33%
Install car charging stations in public spaces		32%
Increase the frequency of bus service		31%
Improve road maintenance		30%
Expand bus routes		28%
Facilitate carpooling through town website		28%
Install traffic calming measures		24%
Upgrade traffic control technology		22%
Build more commuter parking		19%
Expand road capacity		12%
None of the above		8%