



REQUEST FOR QUALIFICATIONS:

On-Call Engineering Services for North Country Council Regional Planning Commission

Contact: Nicholas Altonaga, Senior Planner, naltonaga@nccouncil.org

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North Country Council Regional Planning Commission
161 Main Street, Littleton, NH 03561 | (603) 444-6303

Date of Issue: May 21, 2025

Proposals Due: June 24, 2025, at 4:00 PM

SUBMISSION

Proposals may be submitted electronically or mailed.

Applicants must be able to conduct an interview via telephone or virtually if requested.

A. Project Description:

North Country Council (NCC) is calling for statements of qualifications to provide on-call engineering services in support of transportation planning efforts throughout the North Country Council Planning Commission region. Project tasks include assisting in local Ten-Year Plan project submissions and other types of local and regional transportation planning projects that may be funded with local, state, or federal funds (including the Federal Highway Administration and Federal Transit Administration).

B. Scope of Services

NCC provides a wide variety of transportation planning services to its member communities. The primary task for the on-call engineer at NCC is to prepare conceptual cost estimates for project proposals relating to the Ten-Year Plan. However, additional services may include, but are not limited to:

- Development and presentation of conceptual sketches, engineering designs, and other planning level assistance for proposed projects
- Drafting of project scopes of work, deliverables, timelines, and implementation details for local projects
- Meetings with planning boards, select boards, economic development committees, conservation committees and other local boards and groups
- Site visits and meetings with representatives of NCC member communities and staff to discuss projects and work products

All work under the overall master agreement will be assigned by individual task orders negotiated on a lump sum basis. The overall master agreement will begin no earlier than July 1, 2025, and extend through June 30, 2027. The maximum amount to be awarded under the overall master agreement is not to exceed **\$75,000**.

Please note that the overall amount of work assigned through task orders will depend on the volume of requests received by NCC from communities.

C. Statement of Qualifications Requirements:

A firm, partnership, individual, etc., interested in providing on-call engineering services to NCC must have the following qualifications and document them within their proposal:

Table 1: Checklist of Submission Requirements

Requirements
Name of the consulting firm with a brief history and description
Name, title, and professional and educational qualifications; including appropriate state licenses and affiliations, of key personnel assigned to this project
List of any staff with current New Hampshire Department of Transportation (NHDOT) Local Public Agency (LPA) certification
Staff shall possess significant experience in local transportation planning/engineering
Staff shall possess demonstrated experience working with federal transportation funds
Sufficient staff to perform the work in an adequate and appropriate timeframe to allow for sufficient assistance to communities
Include an executive summary demonstrating understanding of the request and the ability to complete similar type projects within time constraints
A brief description of the three most current related projects with an outline of the level of involvement
Include a list of at least three (3) professional references, including name, title, contact information, and description of product provided (if clients) or relationship (if colleagues)

Submit any questions regarding this RFQ to Nicholas Altonaga, Senior Planner, by email at naltonaga@nccouncil.org by **4:00 PM, Friday, May 30, 2025**. Questions and their answers shall be posted on the North Country Council website for review on **Tuesday June 3, 2025**, by 4:00pm

D. Submission Process:

Only one form of submission is required and can be submitted electronically to Nicholas Altonaga at naltonaga@nccouncil.org or via hard copy posted to:

North Country Council
Attn: Nicholas Altonaga
161 Main Street
Littleton NH, 03561

All statements of qualifications must be received by NCC no later than **June 24, 2025, at 4:00PM**. Materials received after this time will not be accepted or reviewed. It is the intent of NCC to notify the selected firm by **July 22, 2025**.

The expense of preparing and submitting a statement of qualifications is the sole responsibility of the consultant. NCC reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ. This solicitation in no way obligates NCC to award a contract.

E. Review and Selection Process:

The submissions will be reviewed by a selection committee comprised of NCC staff using a Qualifications-Based Selection (QBS) process and criteria outlined in Table 2.

Table 2: Selection Criteria

Criteria	Maximum Possible Points
Demonstrates understanding of work needed to be done as part of the contract, including experience with similar work done.	30
Familiarity and experience working with local, state, and federal government bodies.	30
Qualifications of the firm and the personnel to be assigned to this project.	15
Availability of in-house expertise including but not limited to traffic engineering, drainage systems, stormwater management; and bicycle & pedestrian facility design	15
Quality of work products presented, including demonstrated technical abilities and capability of adapting to client needs.	10
Total Possible Points	100

In unusual circumstance where a recommendation cannot be made based on the QBS process and selection criteria, the highest ranked consultants may be invited to a telephone or video call interview. Presentations will be allowed, with a time limit specified prior to the interview. Should interviews be held, NCC will evaluate the interview using the criteria presented below in Table 3. Scores from the interview criteria will be added to the selection score to determine the final ranking.

Table 3: Interview Criteria

Criteria	Maximum Possible Points
Demonstrates understanding of work needed to be done as part of the contract, including experience with similar work done prior.	20
Familiarity and experience working with local, state, and federal government bodies.	20
Demonstrates ability to present (both orally and visually) in technical and non-technical terms.	10
Total Possible Points	50

NCC will afford individuals and firms full opportunity to submit proposals in response to this invitation and will not discriminate on the basis of race, color, national origin, sex, age, or disability in consideration for this award.