



Town of Derry, New Hampshire

REQUEST FOR PROPOSAL

May 13, 2016

The Town of Derry Planning Department is seeking proposals for:

Professional Engineering Services

Offered by:

Town of Derry – Planning Department

RFP Process Coordinated by:

George Sioras, AICP, Director
Planning Department
14 Manning Street
Derry NH 03038
(603) 432-6110

Introduction:

The Town of Derry Planning Department invites firms to submit proposals for professional engineering consulting services. The type of work anticipated includes review of subdivision and site plan submittals to include detailed reviews of the submittals and the issuance of recommendations to the Planning Board with regard to same. Contracts are annual and begin on July 1.

Background:

The Town of Derry Planning Board reviews and approves subdivision and site plan submittals per the Town of Derry Land Development Control Regulations and Zoning Ordinance. The successful firm will be responsible for confirming that all material submitted by the applicant conforms with applicable ordinances, submittal procedures, regulations and RSAs; the submittals are prepared in accordance with good engineering, design, and construction practices, and will recommend any additional studies that would be prudent to make an informed decision with regard to the application.

The successful firm will review applications and associated materials and prepare a report to be submitted to the Planning Board, no later than 3 business days prior to the public hearing at which the application will be reviewed. The report shall identify any missing, incorrect, incomplete or questionable information that was or should have been supplied with the application. The successful firm will also perform reviews of any revised submissions and respond accordingly. Review of the submissions includes and is not limited to field inspections of the proposed site, detailed review of the plan, soils information, storm water drainage, roadway design, utility layout and design, traffic and parking studies, and review of sedimentation and erosion control plans.

Proposal Requirements:

1. The consultant shall furnish information regarding the qualifications and experience of personnel assigned to the Town and the project approach. The consultant shall have a registered professional consultant (PE) on staff who shall serve as the Project Manager. The proposal shall not exceed 10 pages (single sided).
2. The name(s) of sub-contract firms to be utilized for this project.
3. A fee and expense schedule.

Selection Criteria:

All responsive submittals shall be reviewed. Each firm shall be evaluated based on the following criteria:

1. Firm qualifications
2. Qualifications of Project Manager, reviewers, and other key staff
3. Responsiveness to Town's requirements reflected in the proposed approach/scope

The Town shall rate the firms in order of preference. Once a firm is selected, an Agreement for Consulting Services shall be executed.

Submission Information:

Proposals must comply with the following submission procedures:

1. Sealed proposals shall be submitted marked “Professional Engineering Services – Planning Board” on the outside of the envelope, addressed to:

Planning Department

**George Sioras, AICP, Director
Planning Department
14 Manning Street
Derry, New Hampshire 03038**

Proposals will be accepted until 4:00 p.m., May 31, 2016. Proposals received after this time will be returned unopened. Faxed proposals will not be accepted.

2. **AUTHORIZATION:** The proposal must be signed in ink by an authorized signer, or by an agent of the proposer legally qualified and acceptable to the proposer, and contain the printed names, titles, and business and post office address of both parties, if applicable.
3. **WITHDRAWAL OF PROPOSALS:** A proposer will be permitted to withdraw their proposal after it has been deposited if such request is received in writing prior to May 31, 2016 at 4:00 p.m.
4. **RESERVATION OF RIGHTS:** The Town of Derry reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town. The proposer is solely responsible for the contents of their response to this request for proposal.
5. **AVAILABILITY OF DOCUMENTS:** Copies of this proposal are available at:

Planning Department Office
2nd Floor – Derry Municipal Center
14 Manning St
Derry, NH 03038

Town of Derry Website - Planning web page:
www.derry-nh.org.