

**Pease Development Authority (PDA)
Request for Qualifications (RFQ)
Transportation Planning & Engineering Services**

The Pease Development Authority (PDA) requests Statements of Qualifications from firms interested in providing on call professional transportation planning and engineering services in conjunction with the operations at PDA properties.

This is not a Request for Proposals

Interested firms may obtain a copy of the expanded RFQ and information package by visiting PDA's website at www.peasedev.org or calling the Engineering office at 603-766-9294.

Qualification packages must be **submitted in triplicate** to:

Pease Development Authority
Attention: Engineering Manager
55 International Drive
Portsmouth, NH 03801

no later than 3:00 p.m. local time on August 2, 2019. The outside of the envelope containing submittals shall be clearly marked "**PDA Transportation Planning & Engineering Services**". Late submittals will not be accepted or evaluated.

The following information is provided to augment the RFQ as advertised, as a means of assisting firms in developing their Statements of Qualifications.

Projects: The successful firm will be assigned projects as necessary to assess and design/plan improvements to PDA operated properties at Pease International Tradeport, Skyhaven Airport, and Division of Ports and Harbors sites. Although there are no specific projects currently identified requiring the requested services, the PDA anticipates the following types of projects may be undertaken during the next three to five years:

1. Review the Pease Surface Transportation Master Plan to determine if any updates are required to reflect development, transportation projects, and traffic analyses;
2. Conduct traffic studies at key intersections to determine present and future capacities;
3. Provide technical analyses of Tradeport traffic safety including: TDM; signage; upgrades of intersections; speed limits; and, other improvements;
4. Conduct periodic traffic counts and analyze the data.
5. Review traffic information submitted by others in support of proposed development projects;
6. Design engineering services for roadway and intersection improvements.

This list is not necessarily all-inclusive, nor should it be assumed that all projects will be undertaken within the next three to five years. Timing of, and number of projects undertaken will be a function of available funding as well as the rate and type of growth experienced.

Funding: Some of the anticipated projects may be funded in part by Federal Grants. The successful firm should have experience in developing, managing and implementing Federal Grant projects and should have knowledge of the many types of funding available and the eligibility requirements.

Contract Negotiations and Term:

After selecting the best qualified firm, PDA will attempt to negotiate labor rates, fees and other contract terms to the satisfaction of both parties. In the event that the negotiations are not successful, PDA will contact the second-rated firm, and so on, until negotiations are successful. The negotiated agreement will be three years in duration, with the possibility of two one-year extensions at the discretion of PDA. The Authority retains the right to terminate any and all agreements in the event of unsatisfactory performance, noncompliance with contractual obligations or funding constraints.

Insurance: The successful firm will be required to meet PDA insurance requirements as outlined on the attached documentation.

Basis of Selection:

A Qualifications-Based Selection (QBS) process will be utilized, as required by State of New Hampshire law and PDA policy. The QBS procedure will include evaluation of timely-submitted Statements of Qualifications, development of a "short list" of the most highly qualified firms, interviews with the short-listed firms if needed, and visits by PDA staff to their offices, as deemed necessary to make a final recommendation. The evaluation committee will make its final recommendation to the PDA Board of Directors.

Evaluation Committee:

An evaluation committee will review all submittals and conduct interviews of the short listed firms, if needed.

Evaluation Criteria:

The following is a partial list of the criteria that will be used to rank submittals and develop a short list of firms to be interviewed.

- Capability to perform all or most aspects of the listed projects;
- Recent experience on comparable projects;
- Quality of projects previously undertaken;
- Reputation for personal and professional integrity and competence;
- Key personnel's professional background (with emphasis on the project manager), caliber and availability;
- Current workload and available resources;
- Capability to complete projects on time and within budget;
- Capability to provide qualified inspectors/construction monitors;
- Knowledge of federal and state agency regulations, policies & procedures;
- References.

Attached is a copy of the full list of weighted criteria that will be used to evaluate SOQ's.

Interviews: Based on the results of reviewing and ranking qualification submittals, a short list of firms may be invited for presentations and interviews. Short listed firms are expected to have, as a minimum, the client point of contact person/project manager attend, and take an active role in the presentation/interview.

Selection Approval:

The recommendation of the evaluation committee will be forwarded to the PDA Board of Directors for its consideration and approval.

Conflict of Interest:

In order to avoid a conflict of interest, the successful firm must agree that it will not provide similar services to Pease tenants or potential tenants for projects coming before the PDA Board for approval.

Disadvantaged Business Enterprises:

Disadvantaged Business Enterprises will be afforded full opportunity to submit responses to this advertisement. No firm will be discriminated against on grounds of race, sex, religion, color or national origin.