

PEASE DEVELOPMENT AUTHORITY

Request for Qualifications On-Call Marine Engineering and Architectural Services

The Pease Development Authority (PDA), a state entity created pursuant to NH RSA 12-G, requests Statements of Qualifications (SOQ) from qualified firms interested in providing on-call professional marine engineering and architectural services for its subsidiary, the New Hampshire Division of Ports and Harbors (PDA-DPH), with facilities located in Portsmouth, Rye and Hampton, New Hampshire.

Interested firms may obtain a copy of the expanded RFQ and information package from the PDA website <https://peasedev.org/business/bids-opportunities/>, by calling the DPH at 603-436-8500, or by emailing the agency's representative Brenda Therrien at b.therrien@peasedev.org.

Qualifications packages must be submitted in **quadruplicate** to:

Division of Ports and Harbors
Attention: Geno J. Marconi, Director
555 Market St.
Portsmouth, NH 03801

no later than ***12:00 p.m. local time on Friday, October 7, 2022***. Late submittals will not be accepted or evaluated. PDA-DPH will not conduct site visits or any pre-submittal meetings in conjunction with this RFQ. Inquiries may be directed to the PDA-DPH Division Director by calling 603-436-8500.

**COPY OF EXPANDED RFQ AND INFORMATION
CAN BE FOUND ON THE FOLLOWING 3 PAGES**

PEASE DEVELOPMENT AUTHORITY

Request for Qualifications Marine Engineering and Architectural Services September 7, 2022

SCOPE

The Pease Development Authority (“PDA”), a state entity created pursuant to NH RSA 12-G, requests Statements of Qualifications (SOQ) from qualified firms interested in providing on-call professional marine engineering and architectural services for its subsidiary, the New Hampshire Division of Ports and Harbors (PDA-DPH), with facilities located in Portsmouth, Rye and Hampton, New Hampshire. Examples of the types of projects the PDA may undertake during the next several years include, but are not limited to:

- Dock and Pier construction, improvements and repairs
- Geotechnical and structural analysis and design
- Hydrographic and hydrodynamic analysis
- Inspection and condition surveys of terminal and facility infrastructure
- Facility roads and pavements construction
- Terminal and facility construction, improvements, repairs and expansion
- Improvements to infrastructure related to Maritime Transportation Security Act facility security requirements (33CFR, Part 105)

Services associated with these projects may include, but are not limited to: scope and schedule development; preliminary budgeting; design; bidding; permitting; cost estimates; construction administration; resident engineering; grant administration; and other related services as determined by PDA-DPH.

Firms may choose to respond to provide services for one or any combination of the above identified types of projects and should set forth clearly in their response the nature of the projects for which they could provide services. PDA may select one firm or multiple firms based on its determination of the best match for the project types and locations.

The successful firm(s) must have the capability to provide engineering and architectural services commensurate with the tasking mentioned above on an as-needed basis and must be licensed to provide professional engineering and architectural services in New Hampshire. In addition, the successful firm(s) shall be well versed in Federal Grant funding, as well as other funding sources available to seaports and governmental entities.

QUALIFICATION PACKAGE REQUIREMENTS

SOQ's should include a description of relevant experience, identification of a project manager, qualifications of personnel (with emphasis on project manager), capacity to provide on-call services in a timely manner, firm's understanding of the task requirements, references, and any other pertinent information which might be useful.

In order to avoid a conflict of interest, the successful firm must agree to obtain PDA-DPH approval before entering into agreements to provide similar services to PDA-DPH tenants or potential tenants coming before the PDA Board of Directors for approval.

Qualifications packages must be submitted in **quadruplicate** to

Division of Ports and Harbors
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555 Market St.
Portsmouth, NH 03801

no later than ***12:00 p.m. local time on Friday, October 7, 2022***. Late submittals will not be accepted or evaluated. PDA-DPH will not conduct site visits or any pre-submittal meetings in conjunction with this RFQ. Inquiries may be directed to the PDA-DPH Division Director by calling 603-436-8500.

The SOQs submitted in response to this RFQ will become the property of PDA. All information submitted, with limited exceptions, is deemed public and subject to disclosure pursuant to the provisions of NH RSA 91-A.

EVALUATION AND SELECTION

SOQs will be evaluated by a Selection Committee which will use a standard matrix to rank the proposals. Matrix evaluation criteria with weighted scoring is provided below.

1. Experience of Proposed Team – 40%
 - a. Identify project manager who will be the prime contact for DPH communications.
 - b. Provide resumes for the project manager and each team member in a supervisory position.
 - c. Provide an organizational chart for the proposed team. (If teaming with other firms to provide sub-consulting services, show firms in org chart.)
2. Experience of Firm – 30%
 - a. Identify representative projects to be used as relevant experience.
 - b. Demonstrate that the firm is experienced in providing on-call services.
 - c. Demonstrates that the firm understands the business of the New Hampshire Division of Ports and Harbors and, the conditions in which the Division operates.
 - d. Provide a description of the depth of resources available for this contract.
3. Project Approach and Understanding of Services – 25%
 - a. Explain firm's approach to a project, including the process for administration of federal grants.
 - b. Demonstrate an understanding of and familiarity with the requested services.
4. Familiarity with Regulatory Authorities – 3%
 - a. Demonstrate knowledge of applicable local, State, and Federal regulations.
 - b. Demonstrate experience working with representatives of regulatory agencies.
5. Other – 2%
 - a. Reserved for relevant SOQ information provided and not specifically requested.

It is the intent of PDA to review all qualification packages properly submitted, and to select one or more firms based on the contents of the packages. Interviews may be held if necessary. After selecting the best qualified firm(s) and securing PDA Board of Director approval, the PDA will draft its standard on-call professional services agreement for the selected firm(s). Any selected firm will be required to maintain appropriate levels of general and professional liability insurance, and workers' compensation insurance consistent with New Hampshire law.

PDA reserves the right to reject any and all submissions, to waive irregularities and technical defects, and to accept any submission deemed to be in its own best interest.

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.

PROFESSIONAL SERVICES AGREEMENT

The anticipated agreement(s) will be three years in duration, with the possibility of two one-year extensions at the discretion of PDA, for a potential total of five years. This agreement will be a master agreement that will allow PDA to contract on a task-by-task basis for specific assignments as needed.

At the scheduled commencement of each project, PDA will attempt to negotiate rates and other fees with the firm whose qualifications best match the project. In the event that the negotiations are not successful, PDA reserves the right to commence contract negotiations with other respondents.

Any product/deliverable, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ shall become the property of PDA.

SCHEDULE

It is the intent of PDA to forward the Selection Committee's recommendations for award to the PDA Board of Directors on November 17, 2022 and enter into professional services agreement(s) in December of 2022.