
MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: All Interested Parties
FROM: Carter Terenzini, Town Administrator
RE: Town Engineer Screening Committee
DATE: March 6, 2015
CC: BoS

Carter



At its meeting of March 5, 2015 the SelectBoard voted to establish a Town Engineer Screening Committee. The Committee will interview and recommend a ranked short list of firms (three) for approval by the Board. Upon this approval the Committee will then negotiate a contract and agreed fee schedule with the topped ranked firm for submission to the Board for approval. Should it not be able to reach agreement with the top ranked firm it will proceed to the second ranked firm and so forth.

They Committee will follow Qualification Based Selection guidelines as generally set forth by NH DOT (Attached; Please note the section on Indefinite Duration Indefinite Quantities). Additional materials on the QBS process may be viewed on the pages of the NH Society of Civil Engineers at <http://ascenh.org/index.php?page=quality-based-selection-qbs-committee>

The membership of the panel be as follows:

User Agency:	Scott Kinmond, DPW Director/Highway Agent
User Agency:	Bruce Woodruff, Town Planner
Peer User Agency:	Mike Faller, DPW Director, Meredith
Area Contractor:	Ed Ambrose
Citizen At Large:	Richard Brown

Mr. Russell Wakefield will be a non-voting liaison to and observer from the Board. You are tasked with reporting your rankings to the Board or before June 1, 2015 that a firm might be under contract on or about July 1, 2015. The Board has designated Mr. Brown as the Chair.

Please note that unlike our previous solicitation, we cannot restrict our selection based upon, or give preference to, the office location of the submitting firms.

You will also find enclosed the advertisement which has gone out as noted. Some 75+/- firms have been sent the notice directly via first class or email.



PLEASE POST
CONTRACT OPPORTUNITY
TOWN OF MOULTONBOROUGH

Request for Qualifications
Town Engineer

The Town is accepting Statements of Qualifications (SOQs) from single firms or joint ventures seeking to serve as the Town Engineer for the coming 3 year period which may be extended for an equal term. While past expenditures are no guarantee of future expenditures, the Town has paid out \$100,000+/- annually in professional fees over the past five years under the terms of its Indefinite Quantity contract.

The work to be performed is general transportation and civil engineering (i.e. roadway and intersection design, drainage, pavement preservation and reconstruction work), landscape architecture (i.e. parks and trails) and architectural/structural analysis and design (i.e. building design, roofs and building code compliance), and general design & planning. Work will include planning, design and cost estimating, bidding, construction administration and peer review of work by others. The contract will be subject to negotiation of individual work orders. There is no guaranteed minimum amount of work guaranteed per year.

Firms, including consultants thereto, must have at least one professional in each required discipline registered within the state of New Hampshire and a minimum staffing complement of five persons. Although the registration requirements may be met through the use of consultants, the prime firm must meet the staffing requirements and provide a Project Manager/Client representative with at least a Professional Engineer (PE) registration. The prime firm must have a NH DOT LPA Certified Project manager on-staff. Submissions must address the following:

- 1.) A history of the firm(s);
- 2.) A comprehensive list of similar projects (minimum of five projects per discipline and twenty five (25) in total for all types);
- 3.) Identification, resumé and role of the Project Manager(s) to be assigned;
- 4.) Identification, resumé and role of other individuals which may be assigned to the Town's Projects including at least one NH DOT LPA Certified Manager; and
- 5.) A listing of your most recent projects (minimum of five projects per discipline and twenty five (25) in total for all types) including the original cost estimate, the contract award price (if it went to bid) , the final contract value, and the reason for any variance more than 5% therein.

Detailed information may be found at www.moultonboroughnh.gov (Paid, Volunteer, and Contract Openings). Selection will be conducted in accordance with standard NH DOT QBS criteria as may be modified to account for the non-highway projects that will be part of this contract. Five copies of the SOQs must be submitted to Mr. Carter Terenzini, Town Administrator, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 by the close of business on Thursday, April 16, 2015.

Posted: Town Bulletin Boards (7)

Advertised: Meredith News & Manchester Union Leader 03/19/15 & 03/26/15

Mailed: Vendors Mailing List

Web: Town; winnipesaukee.com; NHMA; Professional Firm Associations

**Upcoming Sample Project Information
From the 2015 Town Meeting**

ARTICLE 11

Project	Budget
Randall Rd (687'), Pave, Shim & Overlay	\$11,000
Ames Rd (634'), Pave, Shim & Overlay	\$10,000
Playground Dr (475'), Pave, Shim & Overlay	\$8,000
Myers Rd (317'), Pave, Shim & Overlay	\$5,500
Crack Sealing – Roads TBD Spring 2015	\$10,000
Chip Sealing: Brae Burn Rd, Countryside La, Susan Ln, Victory Ln, Melly Ln, Buckingham Est Rd	\$50,000
Lee Rd (3,700'), Reclaim Asphalt & Repave	\$160,000
Ossipee Mtn Rd (1,000'), Reclaim Asphalt & Repave	\$135,000
Ossipee Mtn Rd (1,000'), Reconstruction	\$100,000
Intersection of Far Echo Rd & Moultonboro Neck Rd Intersection Intersection Shaker Jerry Rd & Wentworth Shores Rd Intersection of Old Rte 109 & Rte 25 Intersection of Castle Shores Rd & States Landing	\$165,000
Contingency 10%	\$65,500
2015-2016 Engineering	\$90,000
Total	\$810,000

ARTICLE 12

DPW – Facilities (Public Safety Building Parking Lot Design)	\$10,000
	\$63,000
Recreation – Facilities (Pathway Phase II Retrofit)	
Recreation – Facilities (States Landing)	\$50,000
Total	\$454,000

ARTICLE 13

Department/Project	
DPW – Facilities (Highway Garage Water Treatment Plan & Equipment)	\$20,000
Recreation – Facilities (Softball Field Initial Design & Permitting)	\$15,000
Total	\$35,000

ARTICLE 17

The Operating Budget contains \$2,500+/- for our ground water management permit testing and reporting and \$5k+ for periodic on-call services.

Continued.....

ARTICLE 30

To see if the Town of Moultonborough will vote to raise and appropriate the sum of Eighty Five Thousand Dollars (\$85,000) for engineering, acquisition of rights of way or easements, legal costs, preparation of plans and specifications, and bidding for the purpose of sidewalk construction in Moultonborough Village. The intent is to provide a sidewalk along Route 25 within the R.O.W. as possible, with a crosswalk located approximately halfway between the library and the Central School, generally outlined as Phase 1 (omitting segments S1A & S2A) of the Village Sidewalk Study dated Nov. 2013, and further to authorize the Select Board to negotiate, execute, deliver and accept such deed and other documents as it deems reasonable, appropriate and in the best interests of the town to effectuate the purpose of this article. This appropriation shall be non-lapsing until December 31, 2016, or until such earlier date as the SelectBoard shall certify these tasks have been completed.

Other Ongoing Projects

You may view our Capital Improvement Plan, Village Vision and States Landing Projects and general discussions of other potential future projects on our Town web site.

Typical A&E Expenditures

For the period of 2011 through 2014, the Town has annually expended a range of a \$100,000+/- to \$173,000+/- on A& E services. The average was \$140,000+/-.

Countdown to Hiring
Town Engineer

BoS Establishes Member Screening Committee	March 5, 2015
Mailings & Web Postings	March 18, 2015
1 st Advertising	March 19, 2015
Committee Finalizes Questions & Scoring Criteria	April 9, 2015
Submissions Due & Screening Begins	April 16, 2015
Top Three List Identified & Sent to BoS	May 15, 2015
BoS Signs Off and Authorizes Negotiations	May 21, 2015
Contract & Orientation w/Start	June 1, 2015