

Request for Qualifications

On-Call Transportation Planning and Engineering Services

Rockingham Planning Commission

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Rockingham Planning Commission
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Date of Issue: June 1, 2026

Deadline for Submission: Friday, June 26, 2026, at 2:00 PM

A. Project Description:

The Rockingham Planning Commission (RPC) is requesting statements of qualifications to provide on-call engineering services in support of transportation and other planning efforts throughout the RPC region. Efforts include scoping and developing preliminary cost estimates for transportation improvement projects that may be funded with local, state or federal funds (including Federal Highway Administration and Federal Transit Administration); and assistance with technical analysis. Support for additional land use and environmental planning services may be required depending on funding availability.

B. Scope of Services

The RPC provides a wide variety of transportation planning services to its 24 member communities. RPC seeks qualified firm(s) to provide one or all of the following services. Preference will be given to firm(s) that can provide all services.

On-call Services that may include, but are not limited to:

- Developing improvement concepts and providing planning-level engineering assistance for proposed transportation projects in the RPC region.
- Preparing preliminary cost estimates for projects and/or alternatives within projects.
- Meeting with representatives of RPC member communities and staff on an as-needed basis to discuss work products.
- Development and presentation of conceptual sketches and other planning level engineering assistance for proposed projects.
- Meetings with planning boards, select boards, budget committees, economic development committees, conservation committees and other local boards and groups.

C. Project Schedule and Funding

All work under the overall master agreement will be assigned by individual task orders negotiated on a not-to-exceed lump sum based on availability of contract funds. The maximum amount to be awarded under the overall master agreement will be up to \$125,000.

The selected consultant should be prepared to commence work as soon as a contractual agreement is executed. The overall master agreement for on-call services will extend through June 30, 2029. The selected firm(s) may be required to provide a year-end summary report documenting assistance provided by June 30 of each year.

D. Statement of Qualifications Requirements

A firm, partnership, or individual interested in providing on-call engineering services to RPC must provide a Statement of Qualifications that includes the following:

1. Contact Information: Include the name, address, phone, and email address of the firm. (The term "firm" used in this RFQ is meant to include all forms of organizations that may respond.)
2. Form of organization: Indicate whether the firm is a partnership, corporation or sole proprietorship and include federal taxpayer ID number. The submission must indicate if a subcontractor will be utilized to carry out any portion of the scope of services. If so, the information required in items 1 through 7 must include the relevant information for the subcontractor(s) or team member(s).
3. Submission narrative: Description of how the assistance will be provided including: the firm(s)' approach for each task, and experience working with local/state/regional government agencies.
4. Key personnel: Identify the names of key personnel, their titles, experience, and how each will be involved with this assistance.
5. Statement of qualifications: Include a statement about the qualifications of the firm and the key personnel identified above to undertake the proposed services. Please include brief descriptions three recent and relevant projects or services that the firm has completed.
6. References: Include contact information for three (3) persons or agencies that RPC can contact regarding the firm's past performance on similar technical consulting assistance agreements.
7. Evidence of Insurance: Provide evidence that the firm shall, at its sole expense, obtain and maintain in force the following insurance:
 - a. Commercial or comprehensive general liability insurance including contractual coverage, for all claims of bodily injury, death or property damage, in policy amounts of not less than \$250,000 per occurrence and \$2,000,000 in the aggregate; and
 - b. Workers' compensation and employer's liability insurance as required by law.

E. Review and Evaluation Process:

The submissions will be reviewed by a selection committee comprised of RPC staff. A virtual interview (e.g., Zoom, Teams, etc.) may be requested prior to selection.

The evaluation criteria are as follows:

- Professional competence as evidenced by the firm, partnership, or individual's three most current related projects and references (25%)
- Experience in scoping and developing cost estimates for federally funded transportation improvement projects (25%)
- Qualifications and experience of the personnel to be assigned to the project (15%)
- NHDOT LPA Certification (5%)
- Demonstrated experience working with municipalities to support land use planning, economic development, and environmental planning. (15%)
- Clarity, completeness, and conciseness of the statement of qualifications and approach outlined in the statement narrative (15%)

F. Submission Process:

Questions regarding this RFQ should be directed to David Walker, Executive Director at dwalker@therpc.org by **Friday, June 12, 2026 at 4:00 PM**. Responses to all questions received regarding this RFQ shall be **posted** on the RPC website (www.therpc.org) by 4:30 PM on **Wednesday, June 19, 2026**.

Statements of Qualification are to be submitted electronically to David Walker, Executive Director at dwalker@therpc.org.

All statements of qualifications must be received by RPC no later than **4:00 PM on Friday, June 26, 2026**. Materials received after this time will not be accepted or reviewed. It is the intent of RPC to notify applicants of our **decision by Friday, July 10, 2026**.

The expense of preparing and submitting a statement of qualifications is the sole responsibility of the consultant. RPC 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 Request for Qualifications. This solicitation in no way obligates RPC to award a contract. Any contract awarded by RPC pursuant to this RFQ shall be subject to the provisions of the New Hampshire Department of Transportation's (NHDOT) Local Public Agency (LPA) Manual for the Development of Projects.

RPC will afford firms, partnerships, or individuals 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 of this award.

ATTACHMENT A Federal Requirements

This procurement is funded with federal transportation planning funds administered by the Federal Highway Administration (FHWA), and is subject to applicable federal laws, regulations, and requirements.

The successful consultant will be required to comply with all applicable federal, state, and local requirements, including those associated with federally funded Metropolitan Planning Organization (MPO) activities.

1. Civil Rights and Disadvantaged Business Enterprise (DBE)

The Rockingham Planning Commission MPO is committed to ensuring nondiscrimination in all federally assisted activities. In accordance with federal civil rights requirements, the MPO:

- Does not discriminate on the basis of race, color, national origin, sex, age, or disability; and
- Encourages the participation of Disadvantaged Business Enterprises (DBEs) in federally funded procurements, consistent with applicable federal regulations.

Consultants responding to this RFQ are advised that compliance with all applicable Title VI, ADA, DBE, and equal opportunity requirements will be mandatory for the selected firm and any subconsultants.

This notice is provided for informational purposes and does not require submission of civil rights or DBE documentation at the RFQ stage, unless otherwise specified.

2. Debarment and Suspension Certification

By submitting a Statement of Qualifications in response to this RFQ, the respondent **certifies** that it:

- Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally assisted contracts; and
- Has not, within the preceding three years, been convicted of or had a civil judgment rendered against it for fraud or a criminal offense in connection with a federal, state, or local public transaction.

The MPO reserves the right to verify this certification prior to selection or award.

3. Disclosure of Required Federal Assurances

The consultant selected through this RFQ process will be required to comply with all applicable federal contract provisions, certifications, and assurances associated with FHWA- and/or FTA-funded agreements.

These requirements will be incorporated into the final contract by reference and/or as contract exhibits and may include, but are not limited to:

- Federal contract provisions required by **2 CFR Part 200**;
- Civil rights, nondiscrimination, and DBE assurances;
- Debarment, suspension, and lobbying certifications;
- Audit, access to records, and retention requirements; and
- Other federal requirements applicable to the scope of services and funding source.

Submission of a response to this RFQ constitutes acknowledgment that these federal requirements will apply to the resulting contract.

Failure to agree to comply with applicable federal requirements may result in disqualification or termination of the contract.