

May 28, 2020

Elimination of the NHDOT Eligible Consultant List

The Department, with the concurrence of the ACEC, has decided to eliminate the Eligible Consultant List.

The Consultant Selection Committee didn't use the list during the selection process. A firm can put in letters of interest and get selected for a contract without being on the list. It is not a pre-qualification list and does nothing but recognize that you have staff and experience in certain engineering fields.

Many NH Towns, when looking to hire an engineering firm, routinely stated in their solicitation that "all responding firms must be on the NHDOT Eligible Consultant List". That is a misunderstanding of what the list really is. The Department does not pre-qualify firms for qualifications-based consultant engineering contracts. We use our selection process of soliciting qualifications from firms for a project (basically asking for a Statement of Qualification – Letter of Interest) from a contract solicitation. The Department's Consultant Selection Committee will review the Letters of Interest and then shortlist a limited number of the most qualified firms to submit a Technical Proposal. The Consultant Selection Committee will then review, rate and score the Technical Proposals to select the most qualified firm to award the contract. This is how firms are determined to be qualified for the contract

We previously used the Eligible Consultant List as an email notification "list serve". When we posted a new contract solicitation, we would send out a notification to all firms on the list. The email notifications were limited to one person per firm – the person whose email address was included in the firm's SF330. Now, as many people from the firm can sign up as they want. Anyone can sign up for NHDOT Consultant Notifications (including consultant contract solicitations) by simply adding their e-mail at: http://maillist.nh.gov/list/dot_consultant_notifications/?p=subscribe&id=1 This notification process is also used to update firms on procedure/policy changes that the Department has made as well as project/contract solicitations.

If you have any questions, please feel free to contact me.

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