

New Hampshire Department of Transportation



Request for Qualifications Design-Build Project **HARTS LOCATION 16396A**

US Route 302 over Sawyer River

Bridge Replacement and Roadway Reconstruction

September 9, 2011

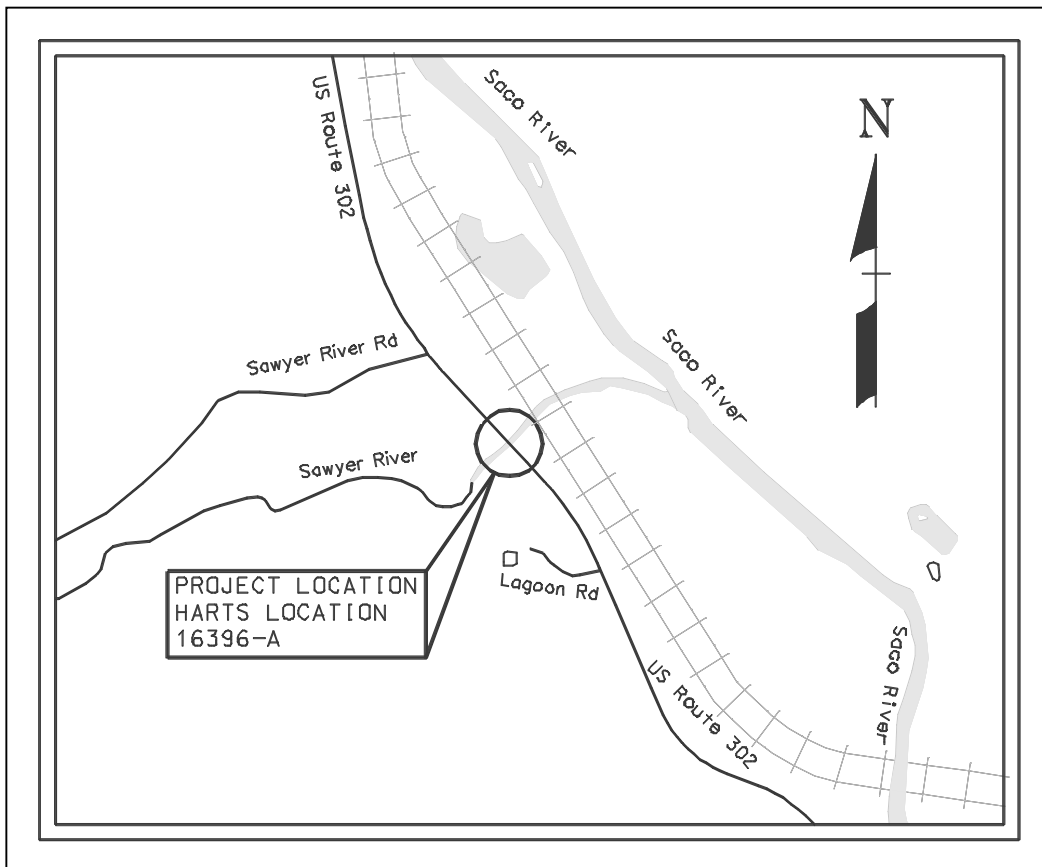


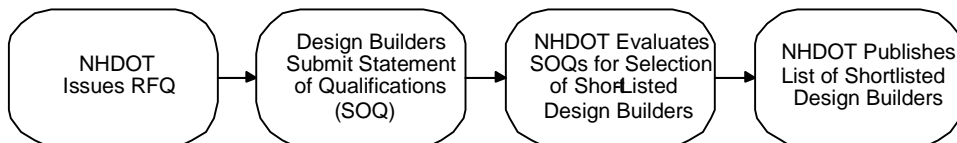
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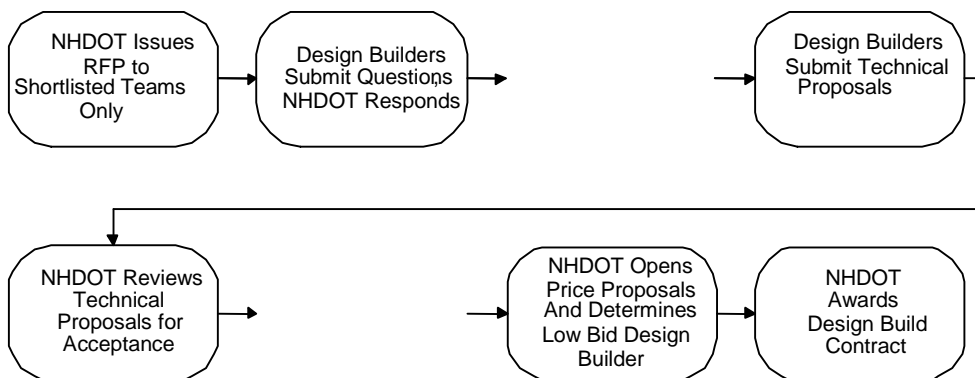
1. Introduction

Pursuant to RSA 228:1 and RSA 228:4, the New Hampshire Department of Transportation (The Department or NHDOT) is soliciting Statements of Qualifications (SOQs) to determine which Design-Builders will be selected to submit a proposal for this project. NHDOT will use a two-step, design build, low bid, procurement method for this project as generally depicted in the flow chart shown below. The Department expects to shortlist a minimum of three and a maximum of five Design-Builders. The Department reserves the right to modify the procurement process at any time, to shortlist fewer or more Design-Builders, or to cancel the solicitation if it is in the best interest of the Department to do so.

Step 1 – Request for Qualifications



Step 2 – Request for Proposals



NHDOT Design-Build(Low Bid) Contract Procurement Flow Chart

2. Definitions

2.1 Design-Builder. Design-Builder is defined as the entity that will be executing the Contract with the Department and that will be the single point of contact and responsibility for all obligations under the Contract. The Design-Builder shall be independent with respect to the Department and shall not be, nor shall it hire, an employee, agent, or representative of the Department. The prime contractor for the Design-Builder shall be current on the New Hampshire Department of Transportation prequalified contractor list.

2.2 Major Participant. Major Participant is defined as:

- The Design-Builder and any Related Legal Entities, Affiliates, and/or Subsidiaries.
- The Builder and all Related Legal Entities, Affiliates, and/or Subsidiaries.
- The Designer and all Related Legal Entities, Affiliates, and/or Subsidiaries.
- Any firm providing more than 30% of the value of the onsite construction work.
- Any firm providing more than 30% of the value of the design work.

3. Project Information

3.1 Project Description and Scope

Harts Location 16396A US Route 302 over Sawyer River Bridge Replacement and Roadway Reconstruction Project (The Project) is a federally funded project that involves the replacement of the existing Bridge (Br. No. #235/059) in the Town of Harts Location, with associated reconstruction of US Route 302 that was damaged by Hurricane Irene. The US Route 302 reconstruction will begin approximately 300 feet north (Sta 302+00) of the existing bridge and extend south to a point approximately 300 feet south (Sta 309+00) of the existing bridge. The Project includes minor vertical profile changes based on the new superstructure depth proposed by the Design Build team, drainage improvements, and waterway improvements. During construction, two lanes of traffic will be maintained on US Route 302 over the detoured alignment using the newly installed temporary bridge.

The following work is also expected to be the responsibility of the selected Design-Builder upon award of the Design-Build Contract:

- Interpretation of existing and proposed boring data and geotechnical evaluation.
- Utility coordination and accommodation.
- Coordination with NHDOT to effectively communicate with local residents and businesses.
- Provide a complete Quality Control (QC) Program for all design and construction activities.

The current total (design, construction, construction quality control) project cost estimate is \$2.25 million.

An RFQ Information Packet is available to all potential Design-Builders on NHDOT's website at <http://www.nh.gov/dot/projects/hartslocation16396A.htm>.

3.2 Project Design and Construction

The new bridge shall have the same shoulder and lane widths providing for an out-to-out width of forty-eight (48) feet, consisting of two 2-foot rail anchorage zones, two 10-foot shoulders, and two 12-foot travel lanes.

The US Route 302 roadway shall have two 12-foot travel lanes and two 10-foot shoulders.

Maintenance of traffic measures shall be employed to safely and effectively convey traffic throughout the project limits during all construction activities. Once the new bridge has been fully constructed, traffic shall be shifted onto the new bridge and any temporary structures and roadways constructed by the Design Build team shall be closed to traffic and removed. Bridge Maintenance crews upon project completion will remove the temporary bridge.

The Department requires that two-way traffic be maintained on US Route 302 at all times. A reduction to alternating one-way traffic flow may be allowed for short durations during allowable times if the Design-Builder can demonstrate that the temporary traffic control meets all safety standards and NHDOT design requirements without causing excessive or unacceptable travel delays. Traffic control shall be designed to accommodate emergency response vehicles at all times.

The Design-Builder will be responsible for providing a complete Quality Control (QC) Program for all design and construction activities. The QC program shall fulfill all State requirements or make provisions for such compliance in coordination with NHDOT. The Design-Builder will be responsible for construction quality control testing and design quality control. Acceptance testing for both design and construction will be provided by NHDOT.

3.3 Project Status

The current status of the Project is outlined below.

Survey. Existing project information is available from the 1991 project (Hart's Location P-4366) is available as tif files for your use on the website. New survey will be performed once the temporary structure and temporary roadway is completed.

Plan and Profile. The existing vertical and horizontal alignment is provided via tif files for your use on the website. During the RFP phase the Department will provide a vertical alignment that meets the requirement of the project with the new superstructure depth required for the longer bridge.

Geotechnical. Boring logs and geotechnical recommendations from the 1991 project (Hart's Location P-4366) are available. It is anticipated that the Department will conduct a supplemental boring program during the RFP process for this Project for reference during the design of the proposed pile or drilled shaft foundation.

Utilities. There are utilities located on the existing bridge and under the existing US 302 roadway. The Design-Builder will be responsible for all accommodation and coordination with all utilities for relocation of their facilities.

Environmental Permits. The Department will complete the NEPA process and obtain the necessary environmental permits for the project based on the TS&L plans completed for the RFP phase.

If the Design-Builder varies from the conceptual plans developed by the Department, any additional permits, and any delay and associated costs caused by procuring them, will be the responsibility of the Design-Builder.

4. General Information

4.1 Changes in Key Personnel

The Department requires that key individuals and major participants presented in the SOQ be retained throughout the solicitation and Contract period in the capacities proposed, unless the Department approves such replacement in writing.

4.2 Stipend

Each Design-Builder that is selected to submit a proposal, and submits a responsive proposal, but is not awarded the Design-Build Contract, may receive a stipend of \$10,000 to partially offset proposal preparation costs. Acceptance of the stipend will; (1) transfer ownership of the proposal to the Department; and; (2) release the Department from any current or future claims or protests made by the Design-Builder relative to the selection process. The Design-Builder will have the option to refuse the stipend.

4.3 Selection Protest

Every Design-Builder who submits a Statement of Qualifications (SOQ) will be notified of their selection status by NHDOT via email. Any Design-Builder who claims to be aggrieved by having its SOQ rejected by the Department or by not having been selected to submit a technical and price proposal, shall have five (5) calendar days after receiving notification to submit a written protest to the Department, including a statement of the grounds, facts, and any legal authority, and all documents and affidavits in support of the protest. The Department will issue a written decision regarding the protest within five (5) calendar days after the filing of protest. If the Department concludes that the entity filing the protest has established a basis for the protest, the issue will be submitted to the Department's Evaluation Committee to determine whether the list of responders selected to submit proposals should be revised. If the Department concludes that the entity filing the protest has not established a basis for the protest, the list of responders selected to submit proposals shall remain unchanged.

5. Procurement Information

5.1 Schedule

The following schedule is proposed for project procurement and execution. This schedule is preliminary and subject to change.

Milestone	Date	Time
Issue RFQ	September 9, 2011	1:00 PM
SOQ packages due	September 21, 2011	2:00 PM
Determination of Shortlisted Teams	September 26, 2011	2:00 PM
Issue RFP to Shortlisted Teams	September 26, 2011	2:00 PM
One-on-one Meetings with Proposers to discuss Project	October 10, 2011	TBD
Technical Proposals Due	October 27, 2011	3:00 PM
NHDOT completes review Technical Proposals for Pass/Fail determination	November 1, 2011	3:00 PM
D/B Teams correct Technical Proposals, if necessary	November 4, 2011	12:00 PM
Price Proposal Due and Public Bid Opening	November 16, 2011	2:00 PM
Anticipated G&C Award of contract; Construction begins	December 14, 2011	
Superstructure ordered; Construction activities continue	January 2012	
Superstructure Delivered to Job Site	July 2012	
Bridge Open to all Traffic	August 30, 2012	
Project Completion	October 31, 2012	

5.2 Questions

Questions on the RFQ shall be submitted via email to Bob Landry, Project Manager, NHDOT, at email address: RLandry@dot.state.nh.us. The subject line of the email shall clearly state “RFQ Questions – Hart’s Location 16396A”.

Questions received by the Department and the responses thereto will be posted on NHDOT’s website at <http://www.nh.gov/dot/projects/hartslocation16396A.htm>. Department responses to questions will not be e-mailed.

Only written questions submitted as described above are allowed. No questions will be received or answered verbally or by any other means.

6. Statement of Qualifications (SOQ) Requirements

6.1 Submission Guidelines

Four (4) identical, sequentially numbered copies of the SOQ must be submitted to the Department no later than the date and time shown in Section 5.1. The SOQ must be clearly marked “Statement of Qualifications for Design-Build Contract – Hart’s Location 16396A”. The SOQ must include the name, address, phone number, and e-mail address of the key contact person, and other information as required by this RFQ.

To assure uniformity of the SOQs and to facilitate the evaluation process, all SOQs shall meet the following requirements.

- The SOQ shall be submitted on 8 ½ -inch x 11-inch double-sided sheets.
- The SOQ shall be bound (loose-leaf binders will not be accepted) and each section shall be no more than the page limits indicated, and; shall use one (1) inch minimum margins and minimum eleven (11) point, Times New Roman (or equivalent) font, except charts and tables.
- The cover letter and appendices, except Appendix A, do not have page limits. No additional material except as requested herein, may be attached or appended to this response.

The SOQ shall be signed by a duly authorized representative of the Design-Builder and addressed as follows:

For U.S. mail, hand, overnight, or courier delivery:

**Craig A. Green, PE, Assistant Director of Project Development
New Hampshire Department of Transportation
John O. Morton Building
PO Box 483 | 7 Hazen Drive
Concord, NH 03302-0483**

The label on the package shall indicate:

**Statement of Qualifications – Hart’s Location 16396A
Design-Build Project**

NHDOT will not accept SOQs by facsimile or electronic transmission. Any SOQ that fails to meet the deadline or delivery requirements will be rejected without opening, consideration, or evaluation.

6.2 Submission Contents

6.2.1 Design-Builder Cover Letter

The Design-Builder's SOQ shall include a cover letter, signed by representatives of the Design-Builder's Major Participants. This letter shall include:

- A description of the Design-Builder's proposed legal teaming arrangement such as Prime/Subconsultants/Subcontractor, Joint Venture, Limited Partnership, etc. Each Design-Builder shall submit only one SOQ. Receipt of multiple SOQs from a Design-Builder will cause the Department's rejection of all SOQ's from the Design-Builder's Legal Entities.
- Names and roles of all the Major Participants of the Design-Builder's team.
- A single point of contact for the Design-Builder with name, address, phone number, fax number, and E-mail address where all communications from NHDOT will be directed.
- A statement declaring that the Design-Builder, and all Major Participants, is/are licensed with the NH Secretary of State to conduct business in their required disciplines.
- A statement declaring the Design-Builder's intent, if short-listed, to submit a Proposal and, if the Proposal is selected, to enter into a Contract with NHDOT to perform the Work.
- An affirmative declaration that to the best of each Major Participant's knowledge and belief, the information supplied by said Major Participant is true and accurate.
- An affirmative declaration and acknowledgement that the Design-Builder is prohibited from receiving any advice or discussing any aspect related to the Project, or the procurement of the Project, with any person or entity having an organizational and/or financial conflict of interest. The declaration and acknowledgement shall also include agreement that if a conflict of interest exists or is discovered at any time, the Design-Builder shall make an immediate and full written disclosure to NHDOT that includes a description of the action the Design-Builder has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict exists, NHDOT may at its sole discretion terminate the Design-Build contract or process at any point, or reject the Design-Builder's SOQ or Proposal.
- Authorization for NHDOT to confirm all information contained in the SOQ.
- Acknowledgement that the Design-Builder has read any and all addenda.

6.2.2 SOQ and Appendices

The SOQ shall include information and discussion in the following areas:

- Project Approach
- Organization and Key Personnel
- Relevant Past Performance and Experience.

6.2.2.1 Project Approach [Page Limit=3]

There are issues to be resolved in the design and construction of the Project including, but not limited to, bridge design and construction, roadway design and construction, utility coordination, and construction staging. Describe the Design-Builder's approach to addressing each of these issues.

Identify any potential risks that may be associated with this Design-Build project and your approach to mitigate and/or avoid these risks. Topics may include; cost control, schedule, construction quality assurance, permitting, maintenance of traffic, etc.

6.2.2.2 Organization and Key Personnel [Page Limit=3]

6.2.2.2.1 Design-Builder Organizational Structure

Provide an organizational chart showing the structure of the proposed Design-Build team with lines identifying Major Participants (firms on the Design-Build team) who are responsible for major functions to be performed and their reporting relationships in managing, designing, and building the Project. If desired, identify Minor Participants (firms/team members with less than 30% of the construction or design responsibility) and their reporting responsibilities. Identify the estimated percentage that each participant will provide to the design or construction.

6.2.2.2.2 Key Personnel Organizational Structure

Provide an organizational chart showing the functional structure of the organization and identifying the Key Personnel by name, position, and company. Resumes to be provided in Appendix A.

Indicate the anticipated office location from which each Key Person will work. Identify all Major Participants in the chart(s). Identify the critical support elements, resources, and relationships including, but not limited to, project management, project administration, construction management, quality control, safety, environmental compliance, and subcontractor administration.

6.2.2.2.3 Key Personnel Availability

Provide a table that indicates the percentage of time for which each individual identified in the organizational chart will be available to dedicate to this project when their function is required.

6.2.2.2.4 Functionality Description

For the organization indicated in the charts, provide a written description of significant functional relationships among participants and how the proposed organization will function as an integrated Design-Build Team.

6.2.2.3 Relevant Past Performance and Experience [Page Limit=5]

Provide a written description of the past experience of the Design-Builder on at least three (3) relevant construction projects (active within the past 5 years) and of the Lead Designer on at least three (3) relevant design projects (active within the past 5 years), to include information on similarly sized projects or complexities in the following areas:

- Design and construction of bridges
- Roadside safety
- Drainage design
- Bridge demolition/removal
- Utility coordination
- Environmental compliance
- Maintenance of traffic

For each project ensure that the following information is provided:

- Client name, title, telephone number, and e-mail address
- Start and end dates
- Construction Cost (as bid)
- Construction Cost (final)
- Design Cost (if designed by Design-Builder's team member)
- Key personnel from 6.2.2.2.2 and their roles in the project, if any

Appendices

Appendix A - Resumes of Key Personnel

Appendix A shall include resumes of Key Personnel, limited to a maximum of two pages each. If an individual fills more than one position, only one resume is required. Personnel who staff the key functions listed below shall be identified in the required organizational chart(s), as described in Section 6.2.2.2. Quality Assurance Personnel shall be independent of Design and Construction personnel.

- Design-Builder Project Manager
- Design-Builder Principal-in-Charge

- Construction Project Manager
- Construction Quality Control Manager
- Construction Safety Manager
- Design Manager (Engineer of Record)
- Design Quality Control Manager
- Design Lead – Structures
- Environmental Coordinator - Construction

Include the following items on each resume:

- Relevant licensing, registration, certifications, and training
- Years of experience performing similar work
- Length of employment with current employer
- Title, roles, and responsibilities on any of the projects listed in Section 6.2.2.3

Appendix B – Safety Plan

Appendix B shall describe the methods by which the Design-Builder will develop and implement a safety plan for the project to protect workers and the travelling public during all aspects of this project.

Appendix C - Experience Modification Rate

Appendix C shall provide a copy of the Major Participants' latest three (3) years Experience Modification Rate (EMR) from their insurance carriers. If the EMR value for any Major Participant is greater than 1.25, please include details explaining why the rating is high, and the actions the Major Participant is taking to lower that rating.

Appendix D - Insurance

Appendix D shall include all proof of compliance with insurance requirements specified herein. The Design-Builder (or the Designer as pass thru) contracting with the Department must provide evidence of its ability to obtain Professional Liability Insurance covering errors and omissions in the amount of not less than \$1,000,000. Evidence shall be in the form of a Certificate of Insurance on an Acord Form or a letter from an insurer or a New Hampshire Resident Agent for an insurer indicating ability to provide such insurance. The insurer must be licensed to do business in the State of New Hampshire and have an A.M. Best rating of A - or better. Commercial General Liability Insurance shall also be in the amount of not less than \$1,000,000 per occurrence and \$2,000,000 in the Aggregate, and shall name the Department as an additional insured. Certificates of Insurance or letter from an insurer as outlined above shall be provided with the SOQ. Proof of other insurance required per the NHDOT Standard Specifications for Road and Bridge Construction (such as Worker Compensation, Automobile Liability, etc.) will be required from the shortlisted Design-Builders only.

Appendix E - Bonding

Appendix E shall include evidence that the Design-Builder has the ability to provide bonding capacity of at least the current estimated contract value referenced in Section 3.1 for a single contract. Evidence of this single contract bonding capacity (Bid, Performance, and Payment Bonds) shall be in the form of a letter from said Design-Builder's Surety Company indicating a single contract bonding capacity in excess of the required amount. The Surety Company must be licensed to conduct business in New Hampshire and have an A. M. Best rating of A- or better.

Appendix F - Legal Structure

Appendix F shall include the proposed legal teaming arrangement of the Design-Builder such as: Prime/Subconsultant/Subcontractor, Joint Venture, Limited Partnership, etc. A proposed agreement between the Major Participants must be submitted with the SOQ and must show the responsibility of each party and the Design-Builder as a whole. The Design-Builder desiring consideration for this project shall submit only one SOQ. Receipt of multiple SOQs from a Design-Builder will cause the Department rejection of all SOQs from the Legal Entity.

7. Evaluation Process

7.1 SOQ Evaluation

SOQs will first be reviewed for four Pass/Fail Criteria, (Section 7.1.1) and then for three Evaluative Criteria (Section 7.1.2). Design-Builders who fail to submit all information required for each Criterion will be rated “Non-Responsive”, deemed "Not Selected", and will not be considered further. However, if the Department finds that there is information missing for any of the Criteria, the Design-Builder will be notified via email and be given the opportunity to submit the missing information within two (2) business days.

After a finding of “Responsive” on the four Pass/Fail Criteria, and then a finding of “Responsive” on each of the three Evaluative Criteria, members of the Evaluation Committee will score the Design-Builder’s submittal as follows:

The rating of each SOQ Evaluation Criteria is based on a rating scale of 0-5. Each evaluation section requires a response to multiple components, which will be evaluated and considered **as a whole for the entire section**. To facilitate and document the process by which each Evaluation Committee member assigns a rating, NHDOT has developed its expectations of the characteristics of a Design-Builder’s response to the RFQ.

A rating of 5 represents the highest rating, exhibiting **significant strengths or advantages** to the Department.

A rating of 4 represents a response exhibiting **minor strengths**.

A rating of 3 represents a response that indicates the Design-Builder has proposed **conventional** capabilities, approaches, or processes, indicating likelihood of acceptable contract performance; has generally qualified personal, and acceptable experience.

A rating of 2 represents a response exhibiting **minor weaknesses**.

A rating of 1 represents a response exhibiting **significant weaknesses**.

A rating of 0 represents the lowest rating, exhibiting **general non-responsiveness** to the requirements of the individual section.

The Evaluative Criteria scores for each criteria by each Evaluation Committee member will then be combined for an overall score for the Design-Builder, with each of the Evaluative Criteria receiving equal weight in this process. NHDOT will prepare a ranked list of Design-Builders, and the highest scoring Design-Builders will be selected and invited to submit proposals.

The Evaluation Committee will consist of Department personnel with the appropriate expertise in one or more of the following: bridge design, bridge construction, highway design, highway construction, and traffic control. The identities of the Evaluation Committee members are confidential. NHDOT technical staff will support the Evaluation Committee and/or consultants who will review the submitted information and provide assistance to the Evaluation Committee as requested.

NHDOT reserves the right, at its sole discretion, to cancel this RFQ, issue a new Request for Qualifications, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to the RFQ, seek and receive clarifications to an SOQ, and waive any deficiencies, irregularities, or technicalities in considering and evaluating the SOQs.

This RFQ does not commit NHDOT to enter into a contract or proceed with the procurement of the Project. NHDOT assumes no obligations, responsibilities, or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Design-Builder.

7.1.1 Pass/Fail Criteria

SOQs meeting the submission requirements of the Cover Letter, Appendix D, Appendix E, and Appendix F will be given a "Pass" rating and be deemed "Responsive". SOQs will be given a "Fail" rating and be deemed "Non-Responsive" if any required information is missing.

7.1.2 Evaluation Criteria

7.1.2.1 Project Approach

Project Approach will be evaluated and rated based upon the responses provided to Section 6.2.2.1. and Appendix B

7.1.2.2 Organization and Key Personnel

Design-Builder Organization and Key Personnel will be evaluated and rated based upon the responses provided to Section 6.2.2.2. and Appendix A.

7.1.2.3 Relevant Past Performance and Experience

Past Performance and Experience will be evaluated and rated based upon the responses provided to Section 6.2.2.3. and Appendix C.

8. Rights and Obligations of NHDOT

8.1 Reservation of Rights

In connection with this procurement, NHDOT reserves to itself all rights (which rights shall be exercisable by NHDOT at its sole discretion) available to it under applicable law, including without limitation, the following, with or without cause and with or without notice:

- The rights to cancel, withdraw, postpone, or extend this RFQ or the subsequent RFP in whole or in part at any time prior to the execution by NHDOT of a Design-Build contract, without incurring any obligations or liabilities.
- The right to issue a new RFQ.
- The right at any time to reject any and all submittals, responses, and proposals received.
- The right at any time to modify any or all dates set or projected in this RFQ.
- The right at any time to terminate evaluations of responses received.
- The right at any time to suspend and terminate the procurement process for the project.
- The right to revise and modify, at any time prior to the SOQ submittal date, factors to be considered in evaluating responses to this RFQ and to otherwise revise its evaluation methodology.
- The right to waive or allow corrections to data submitted with any response to this RFQ.
- The right to issue addenda, supplements, and modifications to this RFQ, including, but not limited to, modifications of evaluation criteria or methodology and weighting of evaluation criteria.
- The right to permit or reject submittal of addenda and supplements to data previously provided with any response to this RFQ.
- The right to hold meetings and conduct discussions and correspondence with one or more of the Design-Builders responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.
- The right to seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to the RFQ, including the right to seek clarifications from Design-Builders.
- The right to permit or deny Design-Builders to add or delete firms and/or key personnel.
- The right to add or delete Design-Builder responsibilities from the information contained in this RFQ or the subsequent RFP.
- The right to appoint and to change any evaluator.
- The right to use assistance of outside technical and legal experts and consultants in the evaluation process.

- The right to waive deficiencies, informalities, and irregularities in an SOQ, accept and review a non-conforming SOQ, or seek clarifications or supplements to an SOQ.
- The right to disqualify any Design-Builder that changes its submittal without NHDOT approval.
- The right to change the method of award between the date of advertisement of the RFQ and the date of advertisement of the RFP.
- The right to respond to all, some, or none of the inquiries, questions, and/or requests for clarification that are received relative to the RFQ.
- The right to use all or part of the proposal submitted by an unsuccessful short-listed Design-Builder that accepts a Stipend.