



TOWN OF SWANZEY

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Request for Qualifications

Town of Swansey

Brown Memorial Field Improvements

Design Services

Proposals Due: August 28, 2023 at 2:00 p.m.

The Town of Swansey (the Town) is seeking Statements of Qualifications from engineering and land planning firms to assist the Town with completing preliminary site planning and/or engineering for proposed improvements to the Brown Memorial Field to be constructed in 2024 or 2025, as outlined below. Statements of Qualifications are due by the deadline above and the Town will attempt to make a selection by September 15th, 2023.

Summary and Background

The Brown Memorial Field (The Property) is located at 732 West Swansey Road (NH Route 10), Swansey NH. The surrounding neighborhood includes the Monadnock Regional School District's Cutler School, the Swansey Historical Museum, and a mix of commercial and residential properties.

Currently, the Property has two fields that the Town utilizes for Recreation Department programs, rents to area organizations regularly throughout the year, and for general public use. Parking is along the south side of the Property and is an open designed gravel lot. The current buildings on the Property are past their useful life and include a bathroom / concessions building, a scorer's booth, and a storage shed. The softball field has lights which are also in need of replacement. The property had improvements in the 1980s funded by the National Park Service Land and Water Conservation Fund (LWCF) and the Town plans to seek this funding again for improvements.

Scope of Work

The Town would like to make significant improvements to the Property to help get the most out of this important resource, while still balancing its place in the neighborhood. The selected firm will assist the Town with engaging the public for input and developing a conceptual design for improvements. Possible improvements include adding pickleball and/or tennis courts; a designated ice skating area; new restrooms, either through renovating or replacing the existing building; improvements to the concessions building, a new concessions building, or accommodations for a food truck; new bleachers or spectator areas; and replacing field lights.

The Town intends to apply for a grant from the National Park Service Land and Water Conservation Fund to help fund the project. The services described in this RFQ may be applied to this grant as an eligible reimbursable expense.

The selected consultant is expected to perform technical, planning, design and other preconstruction activities generally outlined as conceptual planning, preliminary, and final engineering, and to assist the Town with preparing and submitting any required permits with the State of New Hampshire. The Town intends to construct the improvements in 2024 or 2025 depending on funding, with planning and engineering beginning in 2023.

The Town anticipates that the scope of the requested engineering services will be primarily for planning of improvements and placement of additional structures on the Property with a secondary focus on storm water runoff. There may be some engineering that is required for the other improvements, including new impervious surfaces.

Submission Requirements

Interested firms are required to provide a qualifications package, which should include the following items. Proposals should be limited to a maximum of 15 pages.

1. Cover Letter – A brief cover letter (not to exceed one page).
2. Company Overview – The Company Overview shall include the following, at a minimum:
 - A. Location of corporate headquarters.
 - B. Location of office where the work will be performed.
 - C. Number of years in business for corporate and branch offices.
 - D. Types of engineering services provided by the company.
3. Project Team – Firms shall include a Project Team and Organization Chart including the project manager and listing all individuals who will be assigned to various projects. The Firm shall have a minimum of two licensed professional engineers on staff. Also, firms must identify any proposed sub-consultants, their intended scope of services and qualifications and the firm's previous teaming experience with the sub-consultant(s). Resumes shall be included for each member of the project team and shall be limited to two pages maximum per individual. Firms should also provide a list of other available local staff members who could be assigned to the projects.
4. Relevant Project Experience – Firms should list five (5) similar projects for which the Consultant has provided engineering services in the last ten (10) years. The following information shall be included for each project:
 - A. Project location, type and year completed if applicable.
 - B. Owner contact with address and phone number.
 - C. Include brief scope of the project and engineering services provided.
 - D. Construction cost.

Selection

The Town of Swanzev intends to proceed with selection of a firm utilizing a Qualifications Based Selection (QBS). A technical proposal including a project understanding and project approach is not required at this time and will not be reviewed if submitted. The Town will rank interested firms based on qualifications and experience only.

Upon receipt and review of all qualifications, the Town may then choose to interview firms or make a selection based solely on qualifications submittals. The Town may then enter into negotiations with the top rated firm for a fee for services. If the Town cannot reach agreement on a scope and fee with that firm, the Town will begin negotiations with the second rated firm, and so on, until an agreement is reached.

Submission Information

To be considered complete, submissions must include three (3) copies of Statements of Qualifications plus one in PDF format on a flash drive and must be delivered by the deadline above to Julius Peel, Land Use and Zoning Coordinator, Town of Swanzev, 620 Old Homestead Hwy., PO Box 10009, Swanzev, NH 03446 in a sealed envelope clearly marked: "Brown Memorial Field Improvements".

The Town of Swanzev reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest. The Town reserves the right to request additional data or information or a presentation in support of written proposals, however the Town may award a contract based on the proposals received, without additional submissions. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;
- Negotiate and accept, without advertising, the proposal of any other company in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by companies for its own use at its sole discretion.

Any technical questions regarding this request for qualifications should be directed to the Land Use and Zoning Coordinator Julius Peel in writing to jpeel@swanzeynh.gov. Questions must be submitted by August 11th, 2023 and then will be addressed in an addendum posted on the Town's website Contractor Opportunities page by August 18th, 2023.

Direct Mail: Hoyle & Tanner Associates; Dubois & King; Underwood Engineers; Fieldstone Land Consultants; Stevens & Associates; SE Group.

Posted July 28th, 2023: Town website, NH Municipal Association.

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Brown Memorial Field Improvements Design Services

Response to Questions:

1. Question: To better understand existing conditions and neighborhood characteristics, I am planning on making a site visit. I am writing to inquire if I need to notify anyone from the Town of our proposed site visit? At this time, we are not requesting access to the existing building structures. If there are others we need to notify, please let me know and I can coordinate with accordingly.
 - a. Answer: You are able to visit the site at any time without notification. You will need to notify us if you are planning on seeing the interior of the existing buildings.

2. Question: We understand that the submission has a 15-page limit. Can you please clarify if this includes resumes and sub consultant information?
 - a. Answer: Ideally we would limit the applications to 15 pages as much as possible, front and back are alright. We do not plan on counting the resumes and sub consultant information into the formal limit.