



Town of Milford

COMMUNITY DEVELOPMENT

Planning • Zoning • Building Safety • Code Enforcement • Health
Economic Development • Active Projects

March 12, 2012

Town Hall
1 Union Sq
Milford, NH 03055
(603) 249-0620
Fax (603) 673-2273
www.milford.nh.gov

RE: REQUEST FOR QUALIFICATIONS

**Town of Milford, New Hampshire -
NH Route 13/Emerson Road/Armory Road Intersection and
Signalization Improvements
(NHDOT Project # 20253/Federal Project # X-A002(055))**

The Town of Milford, New Hampshire, is requesting letters of qualifications for planning and engineering services for intersection and signalization improvements at the intersection of NH Route 13, Emerson Road, and Armory Road. Specifically, the project includes construction of eastbound and westbound left turn lanes, lane widening to accommodate eastbound, westbound, and northbound right turns only where appropriate and feasible, and modifications to the existing signal heads and associated control boxes and masts as necessary. The project is funded by a combination of Congestion Mitigation Air Quality (CMAQ) and local funds with the stated purpose to improve traffic flow, lessen congestion, and improve air quality and vehicle and pedestrian safety. Total funding available for the project is \$450,000.

I. Scope of Services

1. Preliminary design services including survey, right-of-way plans, utility coordination, proposed intersection layout;
2. Development of both an Engineering Study and Preliminary Design submission to the NHDOT;
3. Preparation for and attendance and participation at NH Natural, Historical, and Cultural Resource meetings relative to NEPA Categorical Exclusion determination;
4. Participation in Town staff-level meetings as needed;
5. Presentation at one Traffic Safety Committee meeting and one Board of Selectmen meeting;
6. Maintaining critical design and submittal milestones;
7. Final design services including: preparation of bid documents, finalized plans, contract proposals, assistance with all required Federal, State, and local permitting;
8. Familiarity with the NHDOT Local Public Agency Manual released in November 2011;
9. Assistance to the Town with adherence to all requirements associated in complying with NHDOT local public agency/municipally-managed projects requirements;
10. Estimation of construction costs based on final bid documents;
11. Construction inspection services.

II. Schedule of Dates

Friday, March 30, 2012:	Deadline to submit Letter of Qualifications
Friday, April 6, 2012	Selection of consulting firms to be interviewed
Friday, April 13, 2012	Site tour, if requested
Wednesday, April 18, 2012	Interviews
Friday, April 20, 2012	Selection of consulting firm
May - December 2012	Design, engineering, NHDOT review
Early Spring 2013	Advertising for spring construction

NOTE: The above schedule is based upon recommendations from the NHDOT. However, this project is a high priority for the Town, and subsequent discussions with the NHDOT have indicated that if the project is able to be advertised by the end of Summer 2012 the NHDOT may be able to consider advertising this year if finances are available.

III. Requirements for Letter of Qualifications

Please include the following in your Letter of Qualifications:

1. Name, address, brief history and description of firm.
2. Resumes of key personnel to be assigned to this project, including identification of project manager.
3. Description of projects, expertise, and experience designed by your firm similar to this project.
4. References and reference contacts.
5. Brief description of your firm's approach to planning, designing, and implementing this project, given its priority with the Town noted above.
6. One page maximum of additional information not covered by the above which you believe is useful in the evaluation of your firm.
7. Statement that firm has obtained Local Public Agency Certification (NHDOT has informed the Town that certification needs to be obtained by June 5, 2012).

IV. Deadline for Submittal of Letter of Qualifications

The Letter of Qualification may be mailed or delivered to: Bill Parker, Community Development Director
Office of Community Development
1 Union Square
Milford, NH 03055

The deadline by which your Letter of Qualifications is to be received by this Office is Friday, March 30, 2012, 4:30 PM.

Thank you for your interest in submitting a Letter of Qualifications. If you have any questions, please email Bill Parker, Director of Community Development, at bparker@milford.nh.gov.

Sincerely,



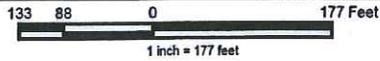
Bill Parker
Director of Community Development

cc: Tom Jameson, PE, NHDOT
Encl: Aerial view of Route 13 South/Emerson Road/Armory Road intersection



Milford, NH

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CMAQ - Emerson/Armory/Rt13

Milford X-A002(055) #20253