

TOWN *of* HANOVER

Planning, Zoning & Codes

PO Box 483

(603) 643-0708

Hanover, NH 03755

Request for Qualifications (RFQ) for Shared Street Planning Services

DUE: 2:00 PM, August 19, 2022

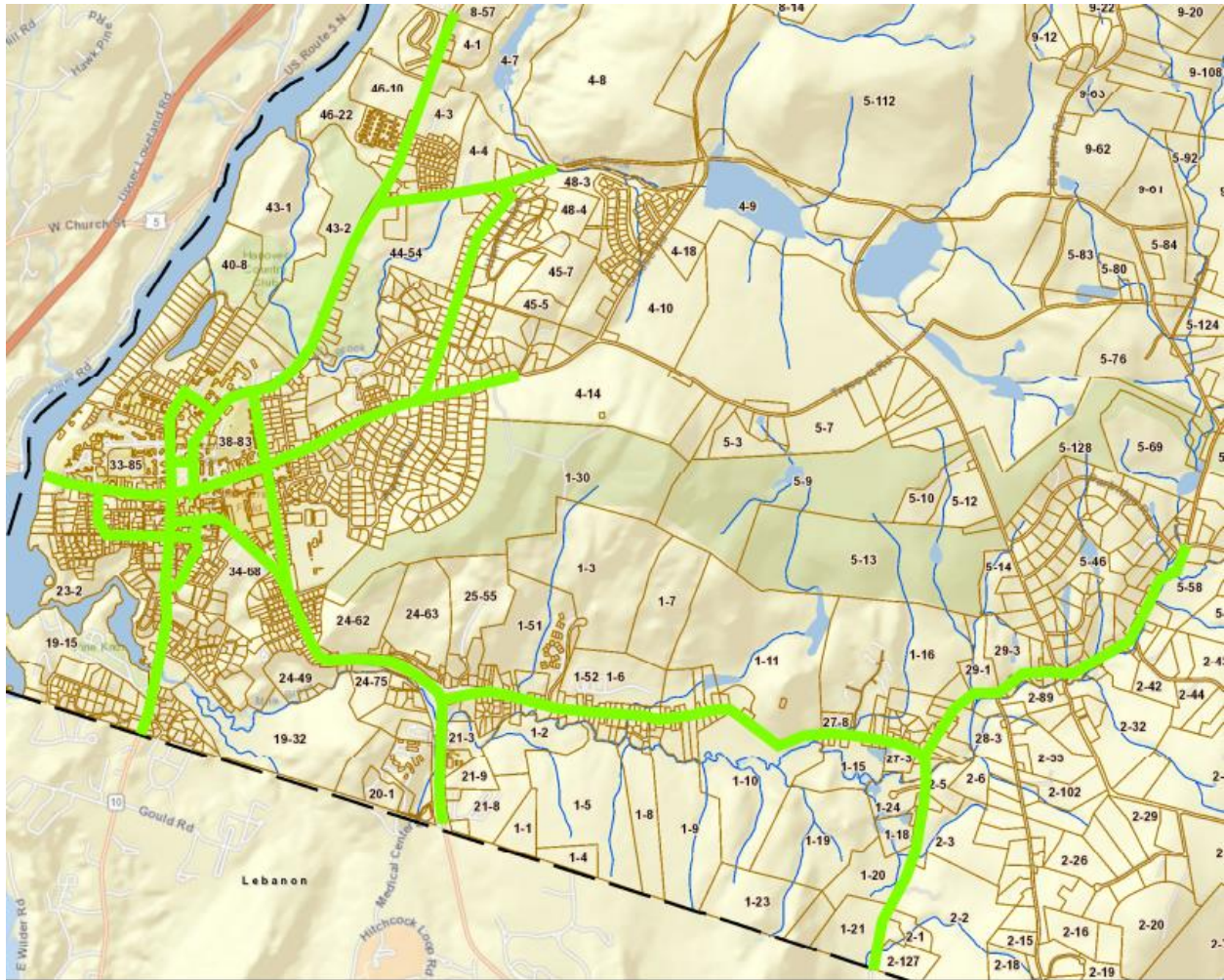
The Town of Hanover seeks a planning and consulting engineering firm or firms to assist the Town with planning integrated mobility improvements in Hanover Urban Compact Area.

The consultant shall demonstrate how shared streets could be implemented in the Hanover Urban Compact, which may include innovative multimodal facilities: complete streets, shared space, slow streets, cycle tracks, multi-use pathways, protected intersections, and roundabouts. Developed collaboratively with the Town staff and public, the planning efforts shall focus on retrofitting this area to create a safe and attractive street network. The consultant shall use this planning effort for outreach to the public and stakeholders, network visioning, concept development, and high-level cost estimates to support federal grant applications.

The scope of work shall include two overlapping areas of focus:

1. Hanover Special Multimodal District

To produce a general vision/plan for an area-wide multimodal district in the Hanover Urban Compact, consistent with the content of this RFQ, that can be implemented at the time of future road reconstruction in the area specified below:



2. Shared Streets Proposal for Grant Applications

To produce a focused plan for a specific project of sufficient detail to submit as a competitive grant application for federal, state, or other funding opportunities; to utilize a “shared streets” vision in this design, where appropriate; intended to be the first implementation of the Hanover Urban Compact Multimodal District described above in section 1; to include language that can be submitted in a grant application, such as a benefit-cost analysis; and with the greatest degree of detail allowable within this project’s budget in the area specified below:

[MAP Link](#)

Procurement Process

Statements of Qualifications are due to be received at the office of the Town Administrator, at Town Hall, 41 Main Street, Hanover, NH 03755, no later than 2:00 PM on August 19, 2022. Responses will be opened by the Town and will be a matter

of public record. The selection criteria to be used for evaluating qualifications are outlined in this RFQ.

The Town of Hanover reserves the right to accept or reject any or all submittals, to waive any informalities, and to select a firm or firms at the Town's sole discretion. There is no assurance of any given quantity of work that will be assigned to a firm or firms selected through this procurement.

Submission Requirements

Five copies of the Statement of Qualifications shall be submitted by the deadline indicated. The package shall be clearly marked "Town of Hanover, NH - Statement of Qualifications for Shared Streets Planning Services".

The submittal shall include the following:

1. **Cover Letter: (1 Page)** The letter must be signed by a representative of the consultant firm authorized to enter into contracts and commit the staff and corporate resources to complete the scope of work as expeditiously as possible.
2. **Firm Profile:** Provide a general outline of the firm, including a brief history. If the firm is proposing the use of subconsultants to perform any aspects of the work, similar information on each additional firm shall be included.
3. **Qualifications of Firm in Selected Areas of Service:** Provide a description of the experience of the firm and project team, including specific experience with:
 - Shared space and slow street design
 - Sustainable Safety and Vision Zero research
 - Co-creative and innovative approaches to stakeholder and public engagement
 - International best practices in shared street application and design
 - Shared street design that advances goals toward vision zero
 - Local engineering experience

- Scoping of multimodal street design, including design charettes, development of alternatives, and conceptual level cost estimates
- Describe experience with Federally funded grant applications and understanding of applicable Federal regulations. Provide other pertinent information that may clearly and effectively identify the prospective consultant as a qualified firm, including familiarity with the Town and Region. General promotional materials are not needed or wanted.
- Project Team: Provide a description of the project team. Identify the Project Team Manager and other key personnel who would be charged with providing services to complete the work. Provide individual resumes of no more than one page each, describing the background and experience of each key employee. If the firm is proposing the use of subconsultants to perform any aspects of the defined services, resumes for subconsultant personnel should be included as well.
- Approach: Describe the firm's approach to providing the planning services and responding to the Town's stated needs.
- References: Provide three references for relevant projects. Include names of contact persons with email addresses and telephone numbers to facilitate contacting them.
- Qualifications Evaluation and Firm Selection
- Qualifications will be evaluated based on the following criteria:
- Qualifications of the Firm
 - Experience and performance on projects completed for other municipalities similar in nature.
 - Experience in shared space and slow street design, coupled with expert knowledge of local engineering guidance, implementation, and funding support.
 - Experience in shared street design that advances goals toward Vision Zero
 - Experience with the Complete Street Network guidance

- Qualifications of the Project Team - Key staff, project structure, and the demonstrated ability to manage shared streets planning projects of similar types.
- Approach to providing engineering services to the Town of Hanover.
- Communication effectiveness and ability.
- References.

Preference will be given to firms that can demonstrate successful implementation of a “shared streets”/”shared space” project involving public roadways.

Clarifications

Requests for clarifications of this procurement process may be made to:

Robert Houseman, Director of Planning, Zoning, and Codes

Robert.Houseman@Hanover@HanoverNH.org

Submittal Preparation

The Town of Hanover will not be responsible for any expenses of firms participating in this procurement process.

Schedule:

- Deadline to Receive Statements of Qualifications: August 19, 2022
- Evaluation of Submittals – August 26, 2022
- Interviews may or may not be conducted at the discretion of the Town.