

# **TOWN of HANOVER**

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## **Town of Hanover, New Hampshire**

### **Request for Qualifications-Construction Engineering and Oversight For NHDOT Federally Funded Earmarked Project**

Issue Date: August 13, 2025

Closing Date: September 9, 2025

#### **Introduction:**

The Town of Hanover will be accepting submissions of qualifications through Tuesday September 9, 2025, at 3 PM from consultants for the provision of construction engineering & oversight services. This is to carry out the construction oversight of the Town's Multi-Use Path along Girl Brook. All proposals must be addressed to the Hanover Public Works Dept., *"Construction Oversight for NH-091 Earmark Girl Brook Multi-Use Path, through electronic submission to [Christina.Hall@hanovernh.org](mailto:Christina.Hall@hanovernh.org) .*

Interviews may be conducted in an effort to determine the best-qualified firms as part of the evaluation process at no cost to the Town.

#### **GENERAL INFORMATION AND REQUIREMENTS**

##### **1. Name and Address of Town:**

Town of Hanover  
Hanover  
194 Lebanon Street  
Hanover, NH 03755

##### **2. Contact Persons:**

Christina Hall, PE, Public Works Deputy Director – phone 603-640-3384  
Robert Houseman, Town Manager – phone 603-643-0701

##### **3. Submission of Qualifications will be addressed to the Town of Hanover at the above address, clearly titled "Construction Oversight for NHDOT NH-091 Earmark, Girl Brook Multi-Use Path. The firm's name should be clearly indicated. The submission shall be sent electronically to the Town of Hanover directly to [Christina.Hall@hanovernh.org](mailto:Christina.Hall@hanovernh.org) copied to [Robert.Houseman@hanovernh.org](mailto:Robert.Houseman@hanovernh.org)**

#### **Project Background**

The project is being funded under a Federally Funded Earmark, and as a result, will follow the N.H. Department of Transportation's "Local Public Agency Manual".

The engineering plans are in final design, and it is anticipated the Request for Bids will be advertised in the next month. We expect to start the project Spring of 2026, after the cross-country ski season with final completion in November of 2026. A copy of the latest set of plans is available on the Town's website <https://www.hanovernh.org/958/Town-of-Hanover-Girl-Brook-Multi--Use-Pa>

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The project is to construct a 15,720 linear foot stone-dust multi-use path with a timber bridge and several culvert crossings to be used in all seasons. It begins at Verona Road and proceeds down an existing trail and along a path that meanders along the Girl Brook in an existing sewer easement and ends at the intersection of Reservoir Road.

## Scope of Services Required

The selected firm will be tasked with construction administration, inspection and oversight through the project's construction phase. NHDOT requires almost full-time inspection (a minimum of 32 hours a week).

**We have also been advised by NHDOT that the individual providing the oversight work must have attended the Local Public Agency (LPA) training provided by NHDOT**

The RFQ process for construction oversight involves two steps. The first, which is requested here, is a brief proposal from each engineering firm that addresses the following:

1. Firm's qualifications for providing construction oversight on similar NHDOT and Trail or Multi-use projects (*please note any experience on Safe Routes to School, Transportation Enhancement (TE), or Transportation Alternative Program (TAP) projects*)
2. Resume(s) of involved staff
3. Referral references for similar projects

## Scoring:

Upon receipt of the qualifications submissions, the Town will rate the responding firms based on:

1. Experience conducting similar projects
2. Input from referrals
3. Availability

The top-rated firm shall then be notified and, as the second step in the process, will be asked to submit a proposal for construction oversight services.