

City of Portsmouth, NH  
Department of Public Works  
RFQ#49-19  
DESIGN and ENGINEERING SERVICES  
for  
Elwyn Road Side Path Project  
REQUEST FOR QUALIFICATIONS

**Addendum 1**  
**Issued: June 20, 2019**

This Addendum becomes part of the original document marked "RFQ#49-19 Design and Engineering Services for Elwyn Road Side Path Project".

The following questions have been asked and answered.

**1. Has the City had any preliminary conversations with the Urban Forestry Center about this project?**

Not formally

**2. Does the engineer have to be LPA certified at the start of the project as long as they renew their certification before the project commences?**

No

**3. Can the City make the CMAQ application available for viewing?**

We will post this with the addendum.

**4. How long until project construction?**

Anticipated construction would be 2020, depending on the duration of right-of-way process

**5. Who is the project contact at NHDOT?**

John Corrigan

CMAQ Application begins on the following page.

Respondents are to acknowledge this addendum within their proposal. Failure to do so may subject a respondent to disqualification.

End of Addendum 1

<p><b>For NHDOT use only:</b> Application #: _____ LOI Received on: _____ MMW Attendee: _____ MMW Date: _____ Application Received on: _____</p>
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**NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION  
CONGESTION MITIGATION & AIR QUALITY PROGRAM**

**2017 APPLICATION FOR FUNDING**

**Sponsor Information** (*Sponsor is the municipality or organization that is applying.*)

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*Contact is the person who will be in responsible charge of the project).*

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**Sponsor Name:**

**Mailing Address:**

**Telephone:**

**Email:**

**Contact Name and Title:**

**Mailing Address:**

**Telephone:**

**Email:**

**Governing Regional Planning Commission:**

**Executive Council District:**

*RPC and Executive Council information is important because final selections may be adjusted to provide regional equity*

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## 2. Project Information

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**CMAQ Activities:** *Check the CMAQ activity(s) that your project is proposing.*

- Non-Transit related alternative fuel projects such as refueling or charging facilities.
- Projects that improve traffic flow, including efforts to provide signal system optimization, construct HOV lanes, streamline intersections, add turning lanes, improve transportation systems management and operations,
- Projects that implement ITS technology, including efforts to improve incident and emergency response or improve mobility, such as through real time traffic, transit and multimodal traveler information
- Transit capital investments, including transit vehicle acquisitions and construction of new facilities or improvements to facilities that increase transit capacity,
- Transit operating assistance for new services or the incremental cost of expanded services.
- Transportation-focused (non-recreational) bicycle transportation and pedestrian improvements that provide a reduction in single-occupant vehicle travel
- Rail network Improvements

**Description of work being proposed:**

*(Clearly describe purpose and need for project as well as project goals and objectives)*

1) Is your project a Capital Purchase?  Yes  No  
*If Yes go to section 4*

2) Is your project requesting Operating Assistance?  Yes  No  
*If Yes go to section 4*

3) Is your project an infrastructure project?  
(The project will have a construction phase.)  Yes  No  
*If Yes go to section 3*

**Note:** *If you answer yes to questions (1 and 3), (2 and 3), or (1,2 and 3) you must fill out both sections 3 and 4*

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### 3. Infrastructure Projects

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**Map:** *(A map is required as part of the application. Map must be scanned as a pdf file. Map should include street names, State route numbers, project details, identification of resources, north arrow, and a scale)*

**MAP SUBMITTED**

#### **Resources within project limits:**

*(List all cultural, archeological, and natural resources, as well as any known hazardous materials in project limits)*

#### **Project Details**

**Road Name(s)** *(List all roads in project limits as applicable)*

**State Route Number:** *(List all State route numbers or N/A if on a municipal road)*

**Railroad:** *(List name of railroad corridor if project impacts a rail line or service in any way)*

**Other:** *(If off-road path, describe beginning and ending termination locations)*

**Length of Project:** *(If more than one location, provide total length of proposed improvement)*

**Width of proposed improvement:** *(If width isn't consistent, provide an average width for majority of improvements)*

**Surface Type:** *(List Paved, Concrete, Gravel, Stone Dust, etc. for all proposed improvements)*

**Ownership:** *(List the entity that owns the land in the limits of your proposed improvements)*

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## Project Cost Estimate – Infrastructure Projects

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Identify the estimated project costs under each of the phases below.

**A) Design/Engineering:** \$   
*(Costs for engineering study, preliminary design, environmental review, identifying and establishing right-of-way, easements preparation, final design, and bid phase services)*

**B) Right-Of-Way:** \$   
*(Cost of easement acquisition and/or land acquisition)*

**C) Construction:** \$   
*(Cost of constructing project, materials, and labor)*

**D) Construction Engineering:** \$   
*(Cost of engineering oversight for the project. Oversight needs to be almost fulltime.)*

**Project Total:** \$   
*(Max \$1,500,000)*

Calculated Field

### Identify the amount of federal funding you are applying for.

*If you are overmatching your project to get over \$1,500,000 you add the additional funds to your required match and put that in the Match\$ box below. Your % federal funds will be adjusted based on your amount of overmatch. If you are adding funds that will be in addition to the amount of federal funds and match for your project those are considered non-participating funds. In this case you put the additional funds in the non-participating box. This is usually done if you want to do additional work that may not be eligible under the CMAQ program but you want the work done under the overall contract.*

**Federal \$**   %  
*(\$1,200,000 Max. for federal amount requested) (80% Max. for CM AQ reimbursement)*

**Match \$**   %  
*(Enter amount of local match and additional funds if applicable)*

**Non-Participating \$**

**Funding Total \$**   
*(Max.\$1,500,000)*

Calculated Field

*Reason for non-participating funds*

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#### 4. Non-Infrastructure Projects

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**Map:** (If you are requesting operating assistance, a map of the proposed routes are required as part of the application. Map must be scanned as a pdf file. )

**MAP SUBMITTED**

**Identify the estimated project costs under each of the phases below.**

**A) Capital Purchase** \$

**B) Operating Assistance** \$

**Project Total:** \$   
*Calculated Field*  
(Max \$1,500,000)

**Identify the amount of federal funding you are applying for.**

*If you are overmatching your project to get over \$1,500,000 you add the additional funds to your required match and put that in the Match\$ box below. Your % federal funds will be adjusted based on your amount of overmatch. If you are adding funds that will be in addition to the amount of federal funds and match for your project those are considered non-participating funds. In this case you put the additional funds in the non-participating box. This is usually done if you want to do additional work that may not be eligible under the CMAQ program but you want the work done under the overall contract.*

**Federal \$**   %  
(*\$1,200,000 Max. for federal amount requested*) (*80% Max. for CM AQ reimbursement*)

**Match \$**   %  
(*Enter amount of local match and additional funds if applicable*)

**Non-Participating \$**

**Funding Total \$**   
*Calculated Field*  
(*Max.\$1,500,000*)

*Reason for non-participating funds*

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**5. Evaluation Criteria** (*Applications will be scored on criteria approved by the Governor's Advisory Commission on Intermodal Transportation*)

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**5-1) Project Readiness and Support (20 points maximum):** *Does the applicant have LPA certified staff, have prior FHWA/FTA experience, and is project identified in local, regional and statewide plans? Please provide information and documentation that addresses the following:*

- Letter of Support from Sponsor's Governing Body (0 or 10 points)
- Current LPA Certified staff identified as Point of Contact? (0 or 5 points)
- How many local and regional plans is the proposed work in? (0 to 5 points)



**5-2) Financial Readiness: (20 points maximum)** *(CMAQ is a reimbursement program. Sponsor will have to gross appropriate funds for entire project before federal funds are authorized and eligible work can get started. Projects are reimbursed a maximum of 80% of each reimbursement request.) Does the applicant have funding available to complete the project at time of application, or is there commitment to request funding at next annual town meeting (or equivalent)? Please provide information and documentation that addresses the following:*

- Are funds already gross appropriated? (15 points)
- Will sponsor receive approval to fully fund project within 6 months of project award? How? (10 points)
- Does the Sponsor's most recent financial audits and/or statements show any negative comments, material weaknesses, etc.? (0 to 5 points)

**5-3) Stewardship / Sustainability: (Maximum 25 points)** *If the application is for operating assistance, does it provide a plan that demonstrates the continuation of service after the funds are exhausted and a long term commitment for service to continue? If the application is for capital or infrastructure improvements, what is the long term maintenance plan for the project? Please provide information and documentation that addresses the following:*

- Transit Operating -Provide a plan that demonstrates the continuation of service after the funds are exhausted and a long term commitment for service to continue
- Transit Capital - If the application is for capital or infrastructure improvements, what is the long term maintenance and replacement plan for the capital purchases so that services are not impacted?
- Infrastructure – How will the project sponsor maintain the completed facility/improvements? Does the sponsor have similar facilities, existing equipment, operations plans that are already in place that would accommodate this improvement as well?

**5-4) Air Quality Benefits: (Maximum 35 points)** *Points will be awarded based on relative rank for air quality analysis. A cost/benefit factor will be calculated for each project and by category the top b/c factor will get 35 points and the bottom 0 and all others spaced relatively in between. Standardized air quality analysis templates have been created for each of the following project types:*

*Check the box next to the category that your air quality analysis will be developed from.*

- **Transit capital purchases**
  
- **New or Expanded transit services**
  
- **Bike and Pedestrian projects**
  
- **Road/Intersection projects that mitigate congestion and air pollution**
  
- **ITS-related projects**
  
- **Alternative fuel projects (not transit related)**
  
- **Rail Improvements**

*(Projects must demonstrate an Air Quality benefit. NHDOT staff will work with you as the applicant after the application is submitted to complete this air quality analysis. The project must show a reduction in CO, Ozone or PM2.5 to be eligible)*

In the box below describe what your air quality analysis will be based on.

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**6) Application Submission Information:** The application is an adobe .pdf form and it must be saved and submitted in electronic format on either a CD or a USB thumb drive. Other supporting documents including Maps, Air Quality calculations, Letters of Support, and other supporting documentation need to be submitted with the application in pdf format and saved to the CD or USB thumb drive.

**NOTE:** Due to size limitations on DOT email please do not email application

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**APPLICATIONS ARE DUE FRIDAY OCTOBER 20, 2017 BY 4:00PM!**

**Failure to meet this deadline will result in your project being removed from the scoring process.**

### **Submission Guidelines**

**Format:** *Application form must be saved electronically as a pdf and then mailed or delivered to the Department. All supporting maps, letters and other documents must be saved as a pdf and transmitted to the Department with the application form.*

*Applications and supporting documents must be either burned to a CD, DVD or saved to a USB thumb drive.*

**Submission:** *CD, DVD, or thumb drive must be received on or before 4:00pm OCTOBER 20, 2017. Delivery can be either hand delivered or mailed to:*

Thomas Jameson, CMAQ Program Manager  
NHDOT Bureau of Planning & Community Assistance  
Hazen Drive, Concord NH. 03302-0483

**Warning: If you mail the Application it must be received by the Department on or before 4:00pm on OCTOBER 20, 2017**

Direct any questions to: Tom Jameson, email: [tom.jameson@dot.nh.gov](mailto:tom.jameson@dot.nh.gov) , phone: 271-3462