



Town of Webster

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Select Board Members

Michael P. Borek
Chair

Nanci A. Schofield
Member

Christine L. Schadler
Member

Leslie M. Palmer
*Administrative
Assistant*

6/26/2018

NH Department of Transportation
Planning and Community Assistance
Attention: Charles Willeke
7 Hazen Drive
P O Box 483
Concord, NH 03302-0483

Re: WEBSTER 40810
Clothespin Bridge Road over Blackwater River (Br. No. 121/103)
Documentation - Consultant Selection Process

Dear Mr. Willeke:

The Town of Webster has completed our Quality Based Selection (QBS) process for engineering services associated with the replacement of the above-noted bridge. Please accept this letter and attachments as documentation of our selection process.

Attached is a copy of the engineering Request for Proposals (RFP) sent to qualified engineering firms on January 24, 2018. Proposals were due to the Town on February 23, 2018. We had 10 engineering firms respond with technical proposals to our RFP.

RFPs were received from the following firms:

CMA Engineers
Dubois & King
GM2 Associates
HEB
Hoyle, Tanner & Associates
McFarland-Johnson, Inc
Stantec
Quantum Construction Consultants
VHB
WSP

A non-mandatory pre-proposal meeting was held at the bridge site on January 31, 2018 with 12 engineering firms attending (list attached).

The Clothespin Bridge Committee reviewed all RFPs received. Select Board. The Committee presented their top 4 choices to the Select Board on March 20, 2018.

The Top 4 firms presented to the Select Board were:

Hoyle, Tanner & Associates
Stantec
VHB
WSP

On April 17, 2018, the top 4 firms were interviewed by the Select Board and the Clothespin Bridge Committee.

On April 24, 2018, the Select Board sent a few follow up questions to the top 4 firms to be answered by May 2, 2018.

On May 7, 2018, the Select Board voted to use the services of VHB. The Select Board chose VHB based on their experience with similarly sized projects and knowledge of the NHDOT Bridge Aid Process. VHB was the top choice of the Clothespin Bridge Committee as well.

All engineering firms were notified by letter of the Select Board's decision with respect to their engineering firm on May 8, 2018 (attached).

The final ranking of the top 4 firms is as follows:

Selected firm is VHB
2nd choice is WSP
3rd choice is Hoyle, Tanner & Associates
4th choice is Stantec

If you need any further documentation, please let me know.

Sincerely,



Leslie M. Palmer
Administrative Assistant to the Select Board