

*Town of Newfields
65 Main Street
Newfields NH 03856*



www.newfieldsnh.gov
603-772-5070-phone
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**TOWN OF NEWFIELDS
REQUEST FOR QUALIFICATIONS
CONSULTING SERVICES FOR LAND ACQUISITION**

The Town of Newfields is requesting qualifications for vendors to provide Consulting Services related to the acquisition of the Rugg property, which was approved at the March 12, 2024 Town elections (Warrant Article #1).

All proposals must be received prior to **2:30 pm**, prevailing time on **Friday, May 31, 2024**. The Town will not be responsible for late submissions and no proposals will be accepted after the time stipulated on this notice.

Proposals can be submitted either electronically to the Town Clerk (suemckinnon@newfieldsnh.gov) or hard copy delivered to Town Hall at 65 Main Street, Newfields NH 03856.

Direct all questions or inquiries to Sue McKinnon at the email above, or 603-772-5070.

Contact Information

For further information regarding these specifications, contact

Sue McKinnon, Town Clerk

Email: suemckinnon@newfieldsnh.gov

Phone: (603) 772-5070

Timeline Advertising Date

May 4, 2024

RFQ Receipt Date

May 31, 2024

INTRODUCTION

The Town of Newfields requests qualifications from vendors capable of providing Consulting Services until mid-year 2025 when the acquisition of the property is scheduled to close.

The successful vendor(s) must have experience in real estate development, project engineering, or other similar services to third party. Preferences will also be given to firms that can show prior experience in working with municipalities on similar projects.

Evaluation Criteria

1.	Qualifications Qualifications of the individuals who will perform the tasks and the amounts of their respective participation	Points Based	35 (25% of Total)
2.	Experience Experience in providing the services requested by the Town and references related thereto	Points Based	25 (25% of Total)
3.	Statement of Ability A statement of the proposer's understanding of the Scope of Work and the ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Town	Points Based	25 (25% of Total)
4.	Cost An estimate of hours committed and billing rates	Points Based	15 (15% of Total)

SCOPE OF WORK

The successful candidate will provide the Town of Newfields with guidance related to and must be able to demonstrate ability in the following:

1. Assist the Town in overseeing the due diligence process for acquiring the subject property;
2. Assist the Town in developing the necessary RFP/RFQ documents for contracting for the environmental, survey, appraisal, and title work on the subject property;
3. If requested by the Town, assist in selection of the third party vendors to provide the services needed
4. Review the reports and other documentation related to the due diligence and advise the Town as to any issues which need to be further addressed;
5. If necessary, work with any Town counsel to ensure timely closing upon the subject property.

Required Submission Material

Respondents should provide the Town of Newfields with information on the company's experience in providing the services requested. This should include at least two references for the Town to communicate and discuss.

Respondents should provide a list of any personnel expected to perform the work as requested. Please provide a Billing Rate Schedule and an estimate of the time to be committed for the personnel.

Respondents should provide any other information they deem necessary for the Town to evaluate their qualifications and ability to provide the required services.

Process

Upon completion of the selection process, the Selectboard will commence negotiations with the top rated firm in order to establish a final scope of services and the professional fee to be earned by the consultant. Should the Town and the top rated firm be unable to mutually agree on the scope and fee, negotiations will be suspended with the top ranked firm and the next ranked firm will be asked to commence negotiations under the same scenario. The Selectboard must approve any Agreement between the Town and Consultant prior to the consultant commencing work.