



Town of New Castle, NH
Settled 1623
Incorporated 1693

November 10, 2020

Tom Jameson
NH Department of Transportation
PO Box 483
7 Hazen Drive
Concord, NH 03302-0483

RE: Qualification Based Selection (QBS) Results

Mr. Jameson,

In accordance with Section 13 of the Local Public Agency Manual for the Development of Projects, I am writing today to provide you with the results of our evaluation and request approval to enter into negotiations with the highest ranked firm.

The Town of New Castle advertised and solicited Requests for Proposals in the following locations. As required, copies of these advertisements are enclosed for your review.

1. New Hampshire Municipal Association (NHMA): January 29, 2020 – February 10, 2020
2. Portsmouth Herald: January 20, 2020
3. Town of New Castle Website: January 16, 2020

On March 4, 2020 Ben Jankowski stated in an email that he had received your approval to proceed forward with the evaluation of the only two firms who submitted Statements of Qualifications, CMA Engineers Inc. and DuBois & King.

Due to concerns related to the Novel Coronavirus outbreak (COVID-19), we created a score sheet with eight categories. The score sheets along with copies of the two Statements of Qualifications received, were then distributed to the individuals for ranking. Each category had a possible combined total points of fifteen. The results were then totaled and indicated on the attached combined score sheet.

The combined results indicated that CMA Engineers, Inc. received the most points. We are requesting to enter into negotiations and proceed forward with CMA Engineers, Inc.

Sincerely,

Ken McDonald
Administrative Project Coordinator

CC: Thomas Maher, New Castle Select Board

Combined Score Sheet

Category	CMA	DuBois & King	Possible Points
1. Grasp of Project Requirements (firm's Analysis, preparation and interest)	13	11	15
2. Design Approach/Methodology (firm's creativity and problem solving)	14	11	15
3. Firm's ability and capacity to perform the work (Key personnel assigned to this project)	13	12	15
4. Related Project Experience (Complexity, size, etc.)	13	11	15
5. Pertinent Experience of Individuals (Training, related completed projects)	13	12	15
6. Technical Management/Quality Control (cost and quality control, field work)	10	10	15
7. Time Schedule planned for this project (Availability)	13	11	15
8. Proposed Schedule for the work (realistic, major milestones included)	13	11	15
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Grand Total:	102	89	120

The eight (8) categories listed above were scored by three (3) individuals using the rating key listed below. Each category had a possible combined total points of 15.

CMA received a total of 102 combined points out of a possible 120

DuBois & King received a total of 89 combined points out of a possible 120

Rating Key:

- 1 = Poor
- 2 = Fair
- 3 = Good
- 4 = Excellent
- 5 = Superior