

REQUEST FOR QUALIFICATIONS (RFQ)

Architectural & Engineering Services for Second Floor Expansion – Archways

Issued by:

Archways
5 Prospect Street
Tilton, NH 03276

Release Date: March 11, 2026

Submission Deadline: April 6, 2026, at 4:00 PM ET

Contact: Jen Buteau, Project Consultant

Email: jbuteau@archwaysnh.org

CC: Elias Ashooh, Director of Administration – eashooh@archwaysnh.org

Phone: 603-748-3676

1. Introduction

Archways is soliciting Statements of Qualifications from qualified architectural and engineering firms to provide full design and project oversight services for a second-floor expansion to its Tilton, New Hampshire, facility. This project is funded in part by the Northern Border Regional Commission (NBRC) Catalyst Program. All procurement and contracting must comply with federal Uniform Guidance (2 CFR 200), NBRC regulations, and applicable state and local requirements.

2. Project Overview

The proposed project involves the construction of a second-story addition to the existing Archways building to expand its capacity for workforce development and recovery services. Conceptual designs have already been completed. The project has received \$1 million in NBRC Catalyst funding, and Archways is actively pursuing additional funds, including through the Community Development Block Grant (CDBG) program.

3. Scope of Services

The selected firm will work in coordination with Archways, NBRC, and other project partners to provide the following services:

- Design development based on existing conceptual plans
- Construction drawings and technical specifications
- Cost estimating and value engineering

- Permitting support and coordination with local authorities
- Assistance during bidding and contractor selection
- Construction administration, construction management, and project closeout support

4. Submission Requirements

Interested firms should submit a Statement of Qualifications that includes:

- Cover letter expressing interest and availability
- Company profile and relevant project experience
- Resumes and qualifications of key personnel
- Description of project approach and understanding of NBRC-funded infrastructure work
- Staff shall possess demonstrated experience working with federal funds
- Three references for similar projects completed within the last five years
 - A brief description of the three most current related projects with an outline of the level of involvement

Note: Do not submit cost proposals at this time. In accordance with federal procurement regulations, fees will be negotiated with the most qualified firm following selection.

5. Evaluation Criteria

Submissions will be evaluated using the following criteria:

- Relevant experience with similar federally funded infrastructure projects
- Demonstrated qualifications and capacity of assigned personnel
- Familiarity with NBRC, CDBG, and public-sector design standards
- Ability to meet the project timeline
- Clarity and completeness of the submission

6. Submission Instructions

Statements of Qualifications must be received by April 6, **2026**, by 8:00 PM ET. Submissions should be sent as a single PDF to:

Jen Buteau, Project Consultant

Email: jbuteau@archwaysnh.org

CC: Elias Ashooh, Director of Administration – eashooh@archwaysnh.org

Subject: RFQ – Archways A/E Services

Submit any questions regarding the RFQ to jbuteau@archwaysnh.org by March 20, 2026. Questions and their answers shall be posted on our website www.archwaysnh.org for review by March 27, 2026.

7. Additional Information

This procurement will be conducted in accordance with 2 CFR 200.318–200.320 and NBRC Catalyst Program requirements. Archways reserves the right to accept or reject any or all submissions, to waive informalities, and to select the firm that best meets the needs of the project.

Next Steps: What to Expect After Submission

Following the April 6, 2026, submission deadline, Archways will move forward with the following steps:

1. Review and Evaluation of Submissions

All timely submissions will be reviewed by an evaluation committee using a qualifications-based scoring rubric. The evaluation will focus solely on each firm's qualifications and its proposed team. Cost proposals will not be accepted or considered at this stage in accordance with federal procurement rules (2 CFR 200 and the Brooks Act).

2. Selection of the Most Qualified Firm

The firm that receives the highest overall score based on the evaluation rubric will be identified as the most qualified respondent.

In the unusual circumstance where a recommendation cannot be made based on the RFQ process and selection criteria, the highest-ranked consultants may be invited to a telephone or video call interview. Presentations will be allowed, with a time limit specified prior to the interview. Should interviews be held, Archways will evaluate the interviews using the presented criteria. Interview scores will be added to the selection score to determine the final ranking.

3. Negotiation of Fee and Scope

Archways will enter into negotiations with the selected firm to finalize the scope of work and agree on a fair and reasonable fee. If an agreement cannot be reached, Archways reserves the right to initiate negotiations with the next-most-qualified firm.

4. Contract Execution

Upon successful negotiation, a contract will be executed. All federal, state, and NBRC procurement requirements will be incorporated, and the selected firm will be expected to comply with all applicable guidelines.

5. Project Kickoff

Once the contract is signed and project funding is fully authorized (pending the Notice to Proceed from NBRC), the firm will begin coordinating with Archways staff and partners to move the project into the final design and permitting phases.

Archways RFQ Scoring Rubric – A/E Services

Project: Second Floor Expansion – Archways

Evaluation Criteria	Max Points
1. Relevant Experience with Similar Projects	
Demonstrated experience with federally funded infrastructure projects, including NBRC, CDBG, or similar.	25
2. Qualifications of Key Personnel	
Experience and credentials of proposed team members; alignment with proposed scope.	20
3. Capacity to Complete the Work on Time	
Demonstrated ability to meet timelines, current workload, and project management approach.	15
4. Familiarity with NBRC, CDBG, Federal Compliance, and Nonprofits	
Experience working under 2 CFR 200, Davis-Bacon, Section 106, NEPA, etc.	15
5. Project Approach and Understanding	
Clarity and thoughtfulness of proposed approach; understanding of project goals, site, and logistics.	15
6. References	
Quality and relevance of references for similar projects.	10

| Total Score | 100 |