



**REQUEST FOR QUALIFICATIONS:
Fixed-Route Transit Service Plan Feasibility Study Assistance**

Contact: Glenn Trefethen, Transportation Planner, gtrefethen@lakesrpc.nh.gov

Lakes Region Planning Commission
103 Main Street, Suite 3
Meredith, NH 03253 | (603) 279-8171

Date of Issue: February 9, 2026

Proposals email received/postmarked: March 9, 2026

SUBMISSION

Proposals may be submitted electronically or mailed.

Applicants must be able to conduct an interview via telephone or virtually if requested.

A. Introduction:

The Lakes Region Planning Commission (LRPC), in partnership with regional and local transit stakeholders, is seeking Statements of Qualifications (SOQs) from qualified consulting firms to provide professional transportation planning services in support of public transit improvements in the City of Laconia and surrounding communities.

This procurement is conducted in accordance with applicable Federal Transit Administration (FTA) requirements, including but not limited to the Brooks Act–based Qualifications-Based Selection (QBS) process (49 U.S.C. § 5325(b)), and all applicable U.S. Department of Transportation (USDOT) and New Hampshire Department of Transportation (NHDOT) regulations.

This project is funded with FTA Section 5305(e) State Planning and Research funds and administered by NHDOT. No cost or fee information is requested or permitted as part of this RFQ. Final scope, schedule, and fee will be negotiated with the highest-ranked firm(s).

The total project budget is \$34,750.

B. Project Overview

LRPC seeks consultant support for planning and feasibility services to improve public transit in the City of Laconia and surrounding communities. The project includes a core fixed-route transit planning component, which may be expanded upon at LRPC's discretion based on qualifications, funding, and Phase 1 findings.

The project components are:

1. Fixed-Route Transit Assessment and Redesign (Required)

Evaluation of existing regional transit options like Concord Coach service and incorporate possible connection into the development of fixed-route service concepts.

C. Scope of Services:

The anticipated scope of work includes two phases. Only fixed-route transit services are anticipated as required work.

Phase 1 – Service Plan Scenario Development

Required – Fixed-Route Transit:

- Review existing transit services, resources, and performance.
- Analyze service design, costs, and operational characteristics.
- Develop and evaluate alternative fixed-route service scenarios.
- Prepare technical memoranda documenting findings and draft recommendations based on LRPC and their Stakeholder Advisory Committee needs, including but not limited to, hours of service, stop locations, and length of service.

Phase 2 – Action and Implementation Planning

Phase 2 services are contingent on Phase 1 findings, funding availability, and LRPC authorization. Potential tasks may include:

- Refinement of selected fixed route concepts.
- Development of actionable implementation plans, including phasing and cost estimates.
- Support for stakeholders and public engagement.

D. Consultant Qualifications

LRPC is seeking firms with:

- Demonstrated experience in fixed-route transit planning.
- Experience in rural and small urban transit environments.
- Expertise in service planning, demand modeling, and cost analysis.
- Experience working with public agencies, regional partners, and stakeholder groups.
- Capacity to deliver clear, implementable recommendations.

E. Submission Requirements:

Interested firms shall submit a Statement of Qualifications including:

1. Cover Letter (1 page maximum)
 - Firm contact information and primary point of contact.
 - Identification of qualifications for fixed-route transit planning.
2. Firm Qualifications and Relevant Experience (maximum 3 pages)
 - Overview of the firm and relevant capabilities.
 - Description of experience with fixed-route transit planning.
3. Project Examples and References
 - Summaries of at least three relevant projects.
 - At least one example should demonstrate fixed-route transit planning experience.
4. Key Personnel
 - Resumes (maximum 2 pages each) for key staff proposed for the project.
5. Approach and Understanding (maximum 3 pages)
 - Demonstrated understanding of the fixed-route transit planning needs and regional context.

F. Selection Process

Consultant selection will follow a qualifications-based selection (QBS) process consistent with FTA requirements. Firms will be evaluated and ranked based on qualifications related to the required fixed-route transit planning component.

Evaluation criteria include:

| Criteria | Maximum Possible Points |
|--|-------------------------|
| Demonstrates understanding of work needed to be done as part of the contract, including experience with similar work done. | 30 |
| Familiarity and experience working with local, state, and federal government bodies. | 25 |
| Qualifications of the firm and the personnel to be assigned to this project. | 30 |
| Quality of work products presented, including demonstrated technical abilities and capability of adapting to client needs. | 15 |
| Total Possible Points | 100 |

LRPC may invite one or more firms to participate in interviews. Following ranking, LRPC will enter into negotiations with the highest-ranked firm to establish a detailed scope of services, schedule, and fee.

G. Submission Instructions

Digital Statement of Qualifications must be received by:
5:00 PM, March 9, 2026

Submitted to:
Glenn Trefethen, Transportation Planner
Lakes Region Planning Commission
gtrefethen@lakesrpc.nh.gov

Hard copy Statement of Qualifications must be postmarked by:
March 9, 2026

Submitted to:
Glenn Trefethen, Transportation Planner
Lakes Region Planning Commission
103 Main Street, Suite 3
Meredith, NH 03253

Late submissions will not be accepted.

All submissions become the property of LRPC and are subject to applicable state and federal public records laws.

It is the intent of LRPC to notify the selected firm no later than **March 20, 2026**.

H. Questions

Questions regarding this RFQ must be submitted in writing via email to gtrefethen@lakesrpc.nh.gov by **February 23, 2026**. Verbal inquiries will not be accepted. Responses to all timely questions will be posted on the LRPC website by **February 27, 2026**.

I. Federal and State Requirements

The selected consultant will be required to comply with all applicable federal, state, and local laws, regulations, and requirements, including but not limited to:

- FTA Circular 4220.1 (Third Party Contracting Guidance)
- Title VI of the Civil Rights Act of 1964 and related nondiscrimination requirements
- Americans with Disabilities Act (ADA)
- Debarment and Suspension (2 CFR Part 180)

The consultant must certify that it is not debarred or suspended from participation in federally assisted contracts.

LRPC reserves the right to reject any or all Statements of Qualifications, to waive minor irregularities, and to amend or cancel this solicitation at any time, in the best interest of the agency.