Request for Proposal

Ridge Rd & Harvey Lake Rd

Culvert Replacement and ditch work

Located in the town of Northwood

Rockingham, NH



Prepared by:

Town Administrators Office

818 1st New Hampshire Turnpike

Northwood NH 03261

Contractor’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total ditch work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Culvert Installation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposal due: Friday May 17th 2019 by 4:00pm**

**Scope of work**

Work will consist of the following on Ridge Rd between 1st NH Turnpike and Bennet Bridge Rd. And Harvey Lake Rd from RT 4 to Elm St.

1. Saw cut existing pavement. Replace culverts in kind diameter with smooth bore plastic pipe or depending on depth concrete pipe. Depths and slopes for appropriate drainage. 1 1/2 “crush stone for base, sides, and top. Compacted to provide structural support and to eliminate settling. Surface shall be 2 ½” base pavement to existing road level.
2. Construct culvert headwalls and end walls out of stone/rock.
3. Install or relay driveway culverts if needed for proper ditch flow
4. Remove stumps in ditch line, attention not to damage or disturb any stone walls.
5. Dig/clean roadside ditches ensuring proper flow.
6. Install slit fencing and erosion control where necessary
7. Haul off waste materials to ballfield on RT4, providing equipment to push or level dumping area.
8. Provide appropriate signage and traffic control.

**General Information**

**Award of Contract:** The Board of Selectmen will review the proposals and make the final selection. The Town of Northwood reserves the right to reject any, all, or portions of proposals or accept the proposal the Town deems to be in its best interest, regardless of the lowest proposal amount. The Town reserves the right to request additional data or information or a presentation in support of written proposals, however, the Town may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the contractor can submit. The Town reserves all rights to negotiate with the contractor of its choice based not solely upon cost alone but on the qualifications and ability of the contractor to perform, consistent with the Town’s intent, requirements, time schedule, and funds availability.

**Tied Proposal**: When identical low proposals are received with respect to price, delivery, and quality, preference may be given to the local proponent. Any proponent having a local agent who is a bona fide resident of the town is considered to be local.

**Work Guarantees and Warranties**: The contractor will guarantee the work and materials and the work and the materials of all subcontractors for a period of one (1) year from the date of acceptance of the work by the town and agree to leave the work in perfect order at completion. Neither the final certificate of payment nor any provision in the Contract documents shall relieve the contractor of responsibility for negligence, or faulty materials, or workmanship within the extent and period provided by laws, and upon written notice, they shall remedy any defaults due thereto and pay all expenses for any damage to work resulting therefrom. It is hereby specifically agreed and understood that this guarantee shall not include any cause or causes other than defective work or materials. It is further understood that the Board of Selectmen shall be the final judge as to whether or not any defect is a defect in workmanship and/or materials, which is the contractor’s responsibility. All manufacturers’ warranties shall apply.

**Liquidated Damages Clause**: If the contractor shall neglect, fail, or refuse to complete the work within the time specified for substantial completion of the contract, then the contractor does hereby agree, as a part consideration for the awarding of this contract, to pay to the town, as liquidated damages and not as a penalty, the sum of $1,000 per day for each calendar day beyond the dates set forth in the agreement that the contractor fails to achieve substantial completion of the project. Said amount is agreed to be a reasonable estimate of the amount of damages which the owner will sustain and said amount shall be deducted from any monies due or that may become due to the contractor, and if said monies are insufficient to cover said damages, then the contractor shall pay the amount of the difference.

**Pricing:** All prices should include all labor, material costs, shipping and any discounts offered.

**Payment:** The Contractor will be responsible for invoicing the Town. Invoicing will be based on the completion or percentage of completion of major, well-defined tasks as defined in the proposals of unit prices. Final payment will be made upon final acceptance by the Town of the project. Upon receipt of the invoice, the Road Agent or Town Administrator will make the determination of whether or not work of sufficient quality and quantity has been accomplished by comparing the reported percent complete against actual work accomplished. The town of Northwood reserves the right to withhold twenty percent (20%) of the total contract amount until a final inspection of the project is completed by the Town and all work and material are determined to be completed satisfactorily. The Town holds the right the stop the project at any time if budgeting determine so.

**Governing Law**: All contracts entered into by the town shall be governed all Federal and State laws, regulations, Town ordinances and the rules and regulations of all authorities having jurisdiction over the project, and these shall apply to the contract the same as though written out herein in full, and the Contractor shall indemnify the Town and its representatives against any claim or liability arising from or based on any such law, ordinance, rules and regulation by themselves or by their employees.

**Submission Information**

All Respondents shall:

1. Return a signed copy of the Request for Proposal document;

2. Provide a certificate of insurance naming the Town of Northwood as additionally insured to cover the period of the contract for General Liability in the amount of $1,000.000, Workers Compensation in the amount of $500,000;

3. Submit a proposed installation schedule;

4. Supply the town with the company’s qualifications, experience, and three references.

5. Identify proposed equipment to perform work.

6. At Company’s request walk planned are site before bidding to gain clarification on town requests.

Proposal

COMPANY INFORMATION

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposal Break down \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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By signing below the company certifies the cost and a full understanding of the project as proposed and outlined in the summary of work and the project's timeline. This Request for Proposal and all clauses herein, if accepted, will be considered a binding contract for work approved by the town’s select board.

Name and Title of Authorized Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Sealed proposals clearly marked” Culvert and Ditching Ridge Rd and Harvey lake Rd” should be mailed to:

Town Administrators Office

818 First New Hampshire Turnpike

Northwood, NH 03261

The deadline to submit a Proposal is 4:00 p.m. Friday, May 17th 2019

All proposal submittals will be considered public documents under NH RSA 91-A. The criteria for selection will be primarily based on experience, cost, and the quality of the proposal in the multiple engineering disciplines encompassed in the scope of service.

The Town of Northwood assumes no responsibility for any costs associated with the preparation of proposals or participation in the selection process in response to this RFP.

Questions regarding this Request for Proposal should be addressed to

Jon Boudreau Road Agent (603)608-9099 or [jboudreau@town.northwood.nh.us](mailto:jboudreau@town.northwood.nh.us)

FOR TOWN USE:

Selectmen acceptance of proposal:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scott Bryer Date

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A. Elizabeth Boudreau Date

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Matthew Frye Date

Dave Ruth Date

Hal Kreider Date

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