



Request for Proposals
Engineering Services for Roadway and Infrastructure Improvements

Town of Belmont

June 23, 2020

K. Jeanne Beaudin, Town Administrator
Town of Belmont
PO Box 310
143 Main Street
Belmont, NH 03220
603-267-8300 Ext 124
townadministrator@belmontnh.org

Craig Clairmont, Director of Public Works
Town of Belmont
149 Hurricane Road
Belmont, NH 03220
603-528-2677
publicworks@belmontnh.org

The Town of Belmont, NH (the Town) is seeking proposals from consulting engineers for design and preparation of construction documents for roadway and infrastructure improvement projects in Belmont, NH, specifically for the following Town roads. It is anticipated construction will take place in 2021.

Services are intended to be comprehensive and include all aspects of work needed to generate plans, bid documents, specifications, and estimates, and is anticipated to involve surveying, geotechnical investigation, engineering design, plan and specification preparation, estimating, permitting, assistance in the bid process and contract award, and construction administration.

- 1. Sunshine Drive and Silkwood Avenue located within Solar Village (off Ladd Hill) – The association owns and maintains the water and sewer utilities however the roads are Town owned and maintained.**

Sunshine Drive is approximately 975 linear feet of bituminous asphalt pavement; the initial entrance is approximately 25 feet wide, with the balance of the road surface varying between 21 and 24 feet wide. There are 16 paved pull-in parking areas serving the associated units.

Silkwood Avenue is approximately 2,165 linear feet of bituminous asphalt pavement; the initial entrance is approximately 25 feet wide, with the balance of the road surface varying between 21 and 24 feet wide. There are 33 paved pull-in parking areas serving the associated units.

2. Plummer Hill Road

Plummer Hill Road is approximately 4,541 linear feet (.86 miles) and is in poor condition. It is likely that the reconstruction project will be broken into two phases for budgeting purposes.

Proposal Content:

Proposals shall be concise and exclude non-relevant and extraneous material while still providing the necessary relevant information for thorough review. Proposals should include the following elements at a minimum:

- ✓ Cover letter.
- ✓ Brief summary of firm background.
- ✓ Project Understanding and Scope of Services highlighting individual tasks, deliverables, and schedule.
- ✓ Project Team including relevant experience, resumes and project roles. Identify certifications if applicable. Identify main project contacts.
- ✓ Summary of project costs. Include individual task costs and hourly rates. All costs shall be comprehensive including but not limited to overhead, travel, copies, phone, fax and deliverables.
- ✓ Three to five references. Provide contact information and identify projects completed for each reference with date of completion.

Limitations:

This Request for Proposal (RFP) does not commit the Town of Belmont to award a contract, pay any costs incurred in the preparation of a proposal to this request, procure or contract for services or supplies. The Town of Belmont reserves the right to accept or reject any or all Proposals received as a result of this request, or to cancel in part or in its entirety, this request for proposal if it is in the best interest of the Town of Belmont to do so.

Contract Award

The Town of Belmont may award a contract based on Proposals received. Accordingly, each offer that the contractor can submit to the Town should be submitted on the most favorable terms from a price and technical standpoint. However, the Town reserves the right to request additional data, discussions or written presentations in support of any bid documents.

Termination of Contract for Cause

If, through any cause, the contractor shall fail to furnish in a timely and proper manner, its obligations under this contract, or if the contractor shall violate any of the covenants, agreements or stipulations of this contract, the Town shall thereupon have the right to terminate this contract by giving written notice to the contractor of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination.

Termination for the Convenience of the Town

The Town may terminate the contract at any time by giving written notice to the contractor of such termination and effective date thereof at least sixty (60) days before the effective date of such termination.

Contract Termination by Either Party

For justified causes, either party may negotiate to end the contract with the exception of the above termination stipulations based on a period of no less than one hundred and sixty (60) days.

Payment

Invoices are due and payable monthly within thirty (30) days of the date of the invoice. Invoices are to be for the actual dollar value of the service provided.

Insurance

The contractor shall at all times during the contract, maintain in full force and effect Employer's Liability, Worker's Compensation, Public Liability and Property Damage Insurance, including contractual liability coverage for the provisions of indemnity. All insurance shall be by insurers and for policy limits acceptable to the Town of Belmont. Before commencement of any work hereunder, the contractor agrees to furnish to the Town of Belmont the Certificates of Insurance or other evidence satisfactory to the Town to the effect that such insurance has been procured and is in force. The Town of Belmont shall be listed as an additional insured on all Policies required and/or issued and all certificates shall contain the following express obligations: "This is to certify that the Policies of Insurance described herein have been issued to the insured for which this certificate is executed and are in force at this time and date. In the event of cancellation or material change in a Policy affecting the certificate holder, thirty (30) days prior written notice will be given to the certificate holder.

Modifications after Contract Award:

The Town reserves the right to incorporate minor modifications that may be required. The contractor will incorporate these changes at no additional cost but may protest such action and not be bound by any such request if he can prove that timing or extent of the modifications implies a major impact on his part.

Non-Discrimination

The contractor shall not discriminate against any person because of race, sex, creed, color, religion, handicap or national origin in Accordance with Federal and State Laws such as ADA or EOE.

Indemnity

The contractor will indemnify, save harmless and defend the Town of Belmont, its officers, agents and employees from and against any and all suits, actions, legal proceedings, claims, demands, costs, damages, expenses and attorney's fees incidental to any work done in the performance of this contract arising out of a willful or negligent act or omission of the contractor, its officers, agents or employees; provided, however, that the contractor shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses or attorney's fees arising out of willful or negligent act of omission of the Town, its officers, agents or employees.

Observance of Laws and Ordinances

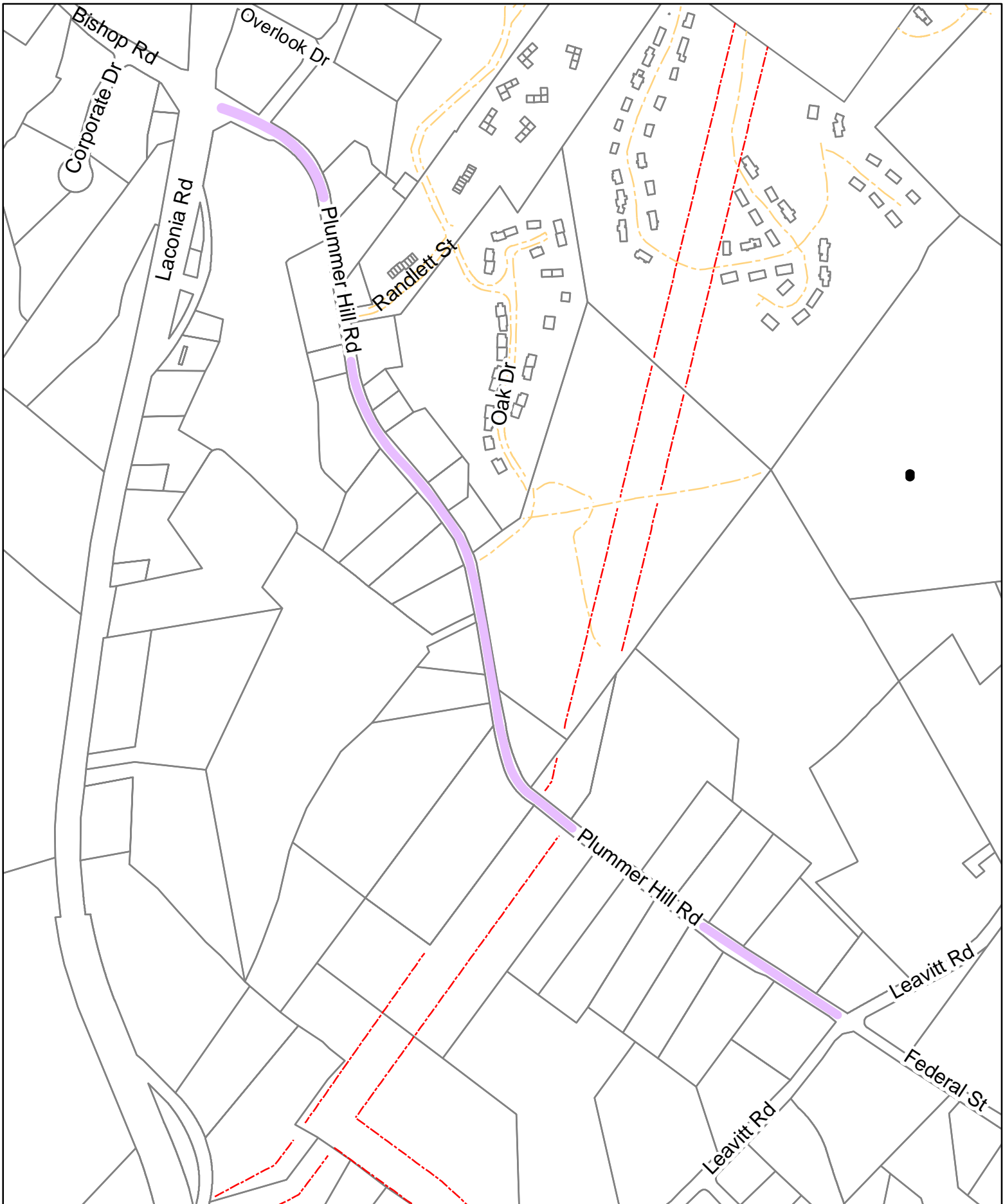
The contractor shall secure all permits and licenses imposed by laws and ordinances pay all charges, fees and violations and give all notices necessary and incidental to the Town of Belmont.

Payments to Other Parties

The contractor shall not obligate the Town to make any payments to another party, nor make any promises or representations to another party on behalf of the town, without prior written approval. No work shall be done until such written approval is given.

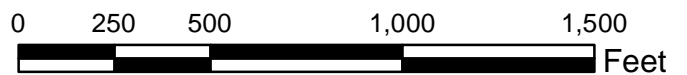
Proposals must be received by the Town Administrator's office, Town of Belmont, 143 Main Street, PO Box 310, Belmont, NH 03220, no later than July 24, 2020 at 4:00 p.m. Proposals should be clearly marked; **"Engineering Services for Roadway and Infrastructure Improvements 2020"**.

Questions regarding the proposed projects should be directed to Craig Clairmont, Public Works Director, 603-528-2677, or publicworks@belmontnh.org. Copies of the 2007 and 2017 Road Evaluations can be found on the Town's website at <http://www.belmontnh.org/Pages/Index/50734/public-works-and-highways>.

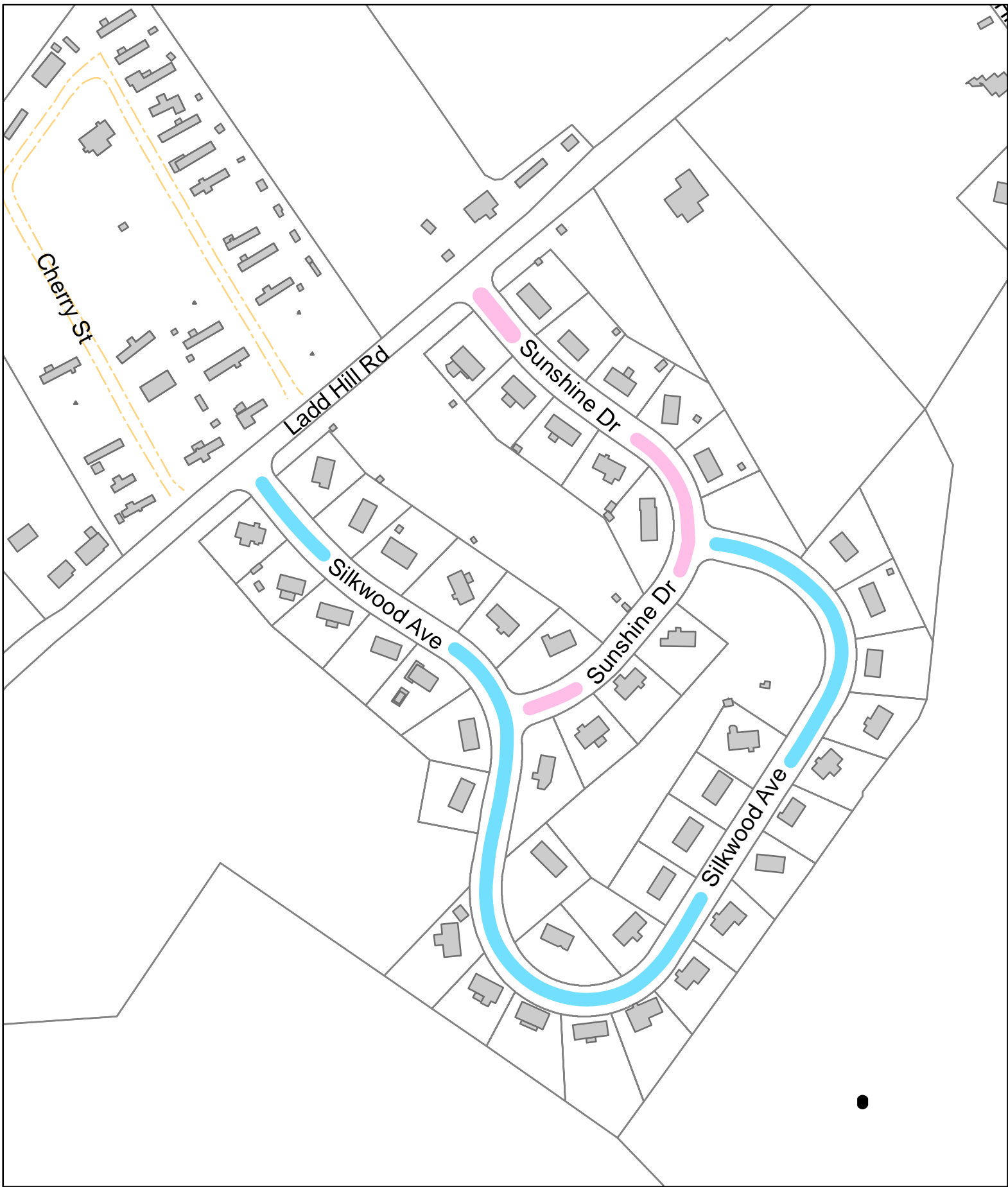


Plummer Hill Road

June 23, 2020



1 inch = 500 feet



Solar Village

June 23, 2020



1 inch = 200 feet