

Request for Proposals
2024 Downtown Roads Project, Town of Harrisville, NH
RFP Announcement Date: January 2, 2024 | Response Due Date: January 31, 2024

1. Overview

The Town of Harrisville seeks qualified bids for road paving during the summer of 2024 (refer to the Project Scope, below). The Town seeks proposals from qualified contractors to provide all necessary materials, labor, and equipment to complete the project.

All work must be completed in close collaboration with the Town's Road Agent who will lead all aspects of this project that will include roads construction, new drainpipes and catch basin installations to improve drainage, granite curbing, and any underground work.

The project is expected to be completed in 2024.

2. Project Scope

The project encompasses three roads totaling roughly 25,100 square feet.

- 1) **Church Street**, from where the Street intersects Main Street (starts and ends), a distance of 734 linear feet, a depth of 4 inches, and widths not to exceed 18-22 feet. (The traveled way measures 13,510 square feet, plus hand work for swales and driveway entrances measuring 1,722 square feet.)
- 2) **School Street**, from the intersection of Church Street to its end, a distance of 275 linear feet, a depth of 4 inches, and width not to exceed 16 feet. (The traveled way measures 4,040 plus hand work and driveway entrances, 1,080 square feet.)
- 3) **Church Alley**, from the intersection of School Street to the intersection of Church Street, a distance of 263 linear feet, a depth of 4 inches and a width of 14 feet. (The traveled way measures 3,884 square feet, plus hand work for swales and driveway entrances, 332 square feet.)

Note that Church Alley **may be excluded from this project** pending a Town Meeting Warrant Article vote March 2024 to discontinue this road as a Town Road.

Refer to the project design plans for more details.

3. Project Timeline

The project is expected to be completed during 2024. Scheduling will be discussed at the time of contract award between the Select Board, Road Agent, and awarded respondent.

4. Proposal Requirements

Proposals should include the following:

- Fixed-price quote for materials, labor, and work schedule, including total quantity of road surface to be treated and total quantity of material to be appropriated.
- A list of references of equivalent work included with bid.
- Prequalification by the NH Department of Transportation in the category of paving.
- A copy of applicable insurance certificates to include proof of general liability coverage and Worker's Compensation Coverage in compliance with State guidelines.
- Payment terms and a work completion date.

5. Response and Selection Process

The Town will solicit a minimum of three price proposals.

Respondents should include a completed "Bid Proposal Sheet" with their bids.

Bids must be received no later than 3:00 pm, Wednesday, January 31, 2024. Proposals received after this date and time may not be considered.

Respondent should submit two copies of their proposal in a sealed envelope addressed and delivered to:

Office of the Select Board
Town of Harrisville
705 Chesham Road, Harrisville, NH 03450

Please mark the envelope "2024 Downtown Roads Project RFP".

All bids will remain sealed until opened at a public meeting of the Select Board, Thursday, February 1, 2024, at 7:00 pm.

The Select Board will review all proposals and may review select proposals with the individuals or firms being considered. The Town reserves the right to accept or reject any or all proposals, to abandon or revise the project and/or to reissue an RFP for the same project.

The Town is not obligated to select the lowest bid or follow any other criteria in selecting the successful respondent. The Town shall select the proposal which, in the Town's view, after evaluation of the qualifications of the respondent and proposed scope of work and schedule, is most advantageous to the Town. The Town also reserves the right to negotiate terms with the contractor awarded the bid.

All respondents will be notified after a contract award decision has been made.

6. Other

By submitting a proposal, respondents represent that they have examined the site and satisfied themselves that they can complete the project successfully for the amount bid within the indicated timeframe.

The awarded respondent will be expected to provide a plan to maintain a safe work environment for their employees and for non-employees passing around or passing near the work zone in collaboration with and for review by Town safety officials.

Any questions regarding the proposal should be sent by email to TownHall@harrsivillenh.org, noting "Downtown Roads Project RFP" in the subject line.

Posted by: The Town of Harrisville Select Board
Date: January 2, 2024

2024 Downtown Roads Project, Town of Harrisville, NH
Respondent's Bid Proposal Sheet

Company Name _____
State and Date of Incorporation _____
Tax Status, Federal ID# _____
Business Address _____

Authorized Agent's name, title, and contact information (print)

The undersigned Respondent proposes and agrees if this Proposal is accepted to enter into an Agreement with the Select Board to perform all work necessary as described and quoted:

\$_____.

Description	Quantity	Price
1. Church Street	Pave with hot top asphalt mix a distance of 734 linear feet, a depth of 4 inches and widths not to exceed 18-22 feet, a total of 15,232 SF	
2. School Street	Pave with hot top asphalt mix a distance of 275 linear feet, a depth of 4 inches, and width not to exceed 16 feet, a total of 5,120 SF	
3. Church Alley	Pave with hot top asphalt mix a distance of 263 linear feet, a depth of 4 inches, and width of 14 feet, a total of 4,216 SF.	

All quantities and specification calculations are duly verified by the respondent.

Agreement Essentials

- Respondent agrees to verify all paving specifications, labor, and materials. The Select Board will consider proposed changes to the project specifications included with the respondent's bid.
- Respondent guarantees that Project costs will remain unchanged from submission through the final contract execution. Project cost overruns must be approved by the Select Board.
- Neither the final certificate of payment nor any provision in the work agreement shall relieve the Respondent of responsibility for negligence, or faulty materials, or workmanship within the extent and period provided by law, and upon written notice they shall remedy any defaults due thereto and pay all expenses for any damage to work resulting there from. It is hereby specifically agreed and understood that this guarantee shall not include any cause or causes other than defective work or materials.
- The Respondent shall invoice the Town for work completed in increments as agreed. Payments will be made after all required work has been performed, Respondent will provide the Town with a certification that all subcontractors have been paid in full, and local inspection or verification of adequacy has been made.

After receipt of the Respondent's final invoice, the Town's Select Board shall inspect the work and if the work has been completed in accordance with the work agreement, approve the invoice for payment. The Town will make payment of the invoice(s) amount on or within thirty days of approval.

- The undersigned certifies under penalties of perjury that this Proposal is in all respects true and fair and certifies that they are not engaged in nor will be engaged in corrupt, fraudulent, collusive, or coercive practices.

Name and signature of authorized agent _____

Submittal date _____