

## **Request for Proposals for Landscaping and Trail Construction**

(Released Friday March 15, 2024) (Responses due by 12:00 P.M. EST on Wednesday, April 10, 2024)

## General:

The Town of Enfield, NH (hereafter referred to as the "TOWN") invites qualified firms (hereafter referred to as the "CONTRACTOR") to submit proposals to build an ADA accessible trail and complete landscaping in Mascoma Lakeside Park (MLP) located at 197 Main Street in Enfield NH (Map 32 Lot 46).

### Instructions:

Proposals must be submitted in a sealed envelope or electronically via the email to the contact below no later than 12:00 P.M. EST on Wednesday, April 10, 2024. The envelope must be clearly marked "MLP Trail and Landscaping" and will be opened publicly at that time. **Proposals delivered after the time listed above will not be accepted.** 

### Submit proposals to:

Ed Morris Town Manager PO Box 373 23 Main Street Enfield NH 03748. (603) 632-5026

Proposals can also be submitted electronically to to townmanager@enfield.nh.us

Proposal information is available on the Town's web site at: <u>https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs</u>

## Scope of Work:

The Town of Enfield is in the final phases of completing work for our Land and Water Conservation Fund grant for upgrades to MLP. This work includes the building of an ADA accessible trail through the park with trees and shrubs to be planted throughout the park. The Landscaper will need to coordinate some of their work with the chosen contractor who will be constructing the parking lot portion of the project. This project is grant funded and all work and invoices needs to be completed by August 1, 2024.

### **Project Overview:**

- The project entails the construction of an ADA accessible stone dust trail, a gravel pad for future placement of a garden shed, and the installation of trees and shrubs as per the attached drawings.

### **Site Preparation:**

- Clear the designated area of any debris, vegetation, or obstacles that may hinder construction.
- A portion of the park may have some archeological significance, so excavation work should be minimal with most work happening above grade.

### **Stone Dust Trail Construction:**

- Construct the trail path according to the specified dimensions on the drawings.
- Install a suitable gravel base material and compact it to provide a stable foundation.
- Apply stone dust evenly along the trail path to the specified depth, ensuring proper compaction.
- Install edge restraints along the sides of the trail to prevent erosion and maintain integrity as needed.

### Accessibility:

- Ensure that the trail complies with ADA accessibility standards, including slope gradients, width requirements, and surface smoothness.

### **Plantings Installation:**

- Prepare planting areas as indicated in the drawings, including digging appropriate-sized holes for trees and shrubs. Landscaping will be for the entire park and not just the areas around the trail.
- Install trees and shrubs according to species, spacing, and layout specified in the drawings.
- Backfill planting holes with suitable soil and amend as necessary to promote healthy plant growth.
- Water newly installed plants thoroughly and establish a watering schedule as needed for ongoing maintenance.

### **Mulching and Weed Control:**

- Apply mulch around trees and shrubs to conserve moisture, suppress weeds, and enhance soil health.
- Implement weed control measures to minimize competition and maintain the aesthetic appeal of the trail and planting areas.

### **Final Touches:**

- Conduct a thorough inspection of the completed trail and planting areas to ensure compliance with specifications and quality standards.
- Make any necessary adjustments or repairs to address deficiencies identified during the inspection.
- Provide documentation, including as-built drawings and maintenance guidelines, to the client upon project completion.

### **Project Management:**

- Assign a dedicated project manager to oversee all aspects of construction, including scheduling, coordination of subcontractors, and communication with the Town of Enfield.

- Adhere to all safety protocols and regulatory requirements throughout the duration of the project.
- Ensure the project is in compliance with the NH Shoreland Permit at all times.

### **Timeline and Deliverables:**

- Provide a detailed schedule outlining key milestones and completion dates for each phase of the project.
- Deliver all completed work within the agreed-upon timeframe (no later than August 1, 2024) and budget, ensuring client satisfaction.

### **Quality Assurance:**

- Implement quality control measures to ensure that all materials and workmanship meet or exceed industry standards and client expectations.
- Conduct regular inspections and testing as necessary to verify the integrity and durability of the trail and plantings.

# Please let me know if you have any questions or require any additional information for bidding purposes.

## Proposal Response Content:

Written proposals should include, at a minimum, the following information in the order requested:

1) Cover Letter. A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal.

2) Contact Information. The name, address and contact person of the company submitting the proposal. Include telephone and fax numbers, as well as email and website addresses.

3) Statement of Qualifications and Experience (firm must be licensed to do business in NH).

4) Price for services to complete the scope of work including materials, labor, and any additional expenses.

5) Proposed timeframe for completion of work.

6) References from past projects.

All Proposals become the property of the TOWN and will therefore be considered a public document which will be open to public viewing, after the bid opening. This proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the TOWN. This request for proposal in no way commits the TOWN to make an award or reimburse any CONTRACTOR for any expense incurred in responding to this request.

The successful CONTRACTOR will be required to provide proof of insurance, identifying the TOWN as an additional insured, and must be submitted to the TOWN upon signing of a contract for services, in the following amounts:

Comprehensive General Liability, including Completed Operations Coverage - \$1,000,000 per occurrence/ \$2,000,000 Aggregate – TOWN must be named as an additional insured.

Motor Vehicle Liability - \$1,000,000 combined single limit – TOWN must be named as an additional insured. Coverage must include all owned, non-owned and hired vehicles.

Worker's Compensation on all workers providing services under this Agreement; Employer's Liability with limits in an amount no less than statutory limits.

All Subcontractors, as agents of CONTRACTOR under this Agreement, are subject to the same insurance requirements as the CONTRACTOR.

Excess Liability in the minimum amount of \$1,000,000 each occurrence – TOWN must be named as an additional insured.

The policy must be issued by a carrier that is duly licensed to do business in the State of New Hampshire. Any subcontractors will be subject to the same insurance requirements (which will be detailed as a part of the SCOPE OF WORK)..

## Evaluation Criteria:

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. The CONTRACTOR will be chosen based on each firms' qualifications taking into consideration the most beneficial combination of qualifications, services, costs (which will be requested as part of a second scope and fee step after qualification based determinations are made), and who has met the requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

Contractors will be scored based on their:

- Organization and presentation of materials
- Experience and skill level of their project team;
- Experience conducting similar work;
- Quality of past work;
- Ability to complete the project in a timely manner and within budget;
- Reputation and references.

The TOWN reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received.

The TOWN may award a contract based upon the proposals received without discussion of such proposals with the CONTRACTOR. Each proposal should therefore be submitted with the most favorable terms the CONTRACTOR can make to the TOWN.

The Request for Proposal documents and Notice of Award shall be the agreement between the TOWN and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

The TOWN reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR's facilities and equipment, references or previous contract performance.

## **Revisions:**

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on Wednesday, April 3, 2024, no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a CONTRACTOR in response to a formal request of a substantive nature will be posted on the TOWN's RFP page on the Town of Enfield, NH website (https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs) no later than five (5) days prior to the due date.

Only such amendments, when issued by the TOWN, will be considered as being binding on the TOWN. Verbal explanations or instructions given by a TOWN employee to a CONTRACTOR in regard to this solicitation shall not be binding on the TOWN and shall be considered informal unless confirmed in writing by the TOWN. CONTRACTORS should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

## Contract:

The final contract will be negotiated with the chosen CONTRACTOR.

The TOWN is exempt of all taxes.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

### THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

Contractor/Dealer		
Address:		
Primary Contact:		
Phone #:	Email:	_
Total	cost:	
Estir	nated Date of completion:	
References:		
Name:	Organization:	
Phone number:	Email:	
Purchase Details:		
Name:	Organization:	
Phone number:	Email:	
Purchase Details:		
Name:	Organization:	
Phone number:	Email:	
Purchase Details:		

BID	EST.	DESCRIPTION	UNIT PRICE	AMOUNT
ITEM	QUANT.	UNIT BID PRICE IN WORDS	IN FIGURES	IN FIGURES
1.01	1	Mobilization (Not to Exceed 5% of Total B	ase Bid)	
	LS		\$	\$
1.02	1	Common Excavation to Subgrade and Fine Grading All Surfaces		
	LS		\$	\$
1.03	1	Stripping and Stockpiling Topsoil and Scree	ning for Reuse	
	LS		\$	\$
1.04	1	Tree Clearing		
	LS		\$	\$
1.05 80		NHDOT Item 304.3 Crushed Gravel for Pa	ath (6" Thickness)	
	CY		\$	\$
1.06	40	<sup>3</sup> / <sub>4</sub> " Bluestone Hardpack for Path (3" Thickness)		
	СҮ		\$	\$
1.07		Placement of Boulders Furnished by Town Facility)	(including Transport to Si	te from Town DPW
	EA		\$	\$
1.08		Install 6" Thick Layer of <sup>3</sup> / <sub>4</sub> " Hardpack Subl Shed to be Provided by Town)	base for Garden Storage S	hed (Garden Storage
	LS		\$	\$
1.09	3	Tree – Abies balsamea (Balsam Fir)		
,	EA		\$	\$

BID	EST.	DESCRIPTION	UNIT PRICE	AMOUNT
ITEM	QUANT.	UNIT BID PRICE IN WORDS	IN FIGURES	IN FIGURES
1.10	6	Tree – Amelanchier canadensis (Serviceberry)	)	
1.10	EA		\$	\$
1.11	9	Tree – Acer rubrum (Red Maple)	n	
	EA		\$	\$
1.12	5	Tree – Betula nigra (River Birch)	1	1
	EA		\$	\$
1.13	2	Tree – Celtis occidentallis (Hackberry)	1	1
	EA		\$	\$
1.14	3	Tree – Larix larcina (Tamarack)	1	1
	EA		\$	\$
1.157Tree – Malus domestica (Apple)			1	1
	EA		\$	\$
1.16 3		Tree – Prunus virginiana (Chokecherry)	1	1
	EA		\$	\$
1.17	6	Tree – Quercus palustris (Pin Oak)	1	1
	EA		\$	\$
1.18	3	Tree – Quercus rubra (Red Oak)	1	
	EA		\$	\$
1.19	3	Tree – Syringa recticulata (Tree Lilac)	1	1
	EA		\$	\$

BID ITEM	EST. QUANT.	DESCRIPTION UNIT BID PRICE IN WORDS	UNIT PRICE IN FIGURES	AMOUNT IN FIGURES
1.20	30	Shrub – Archostaphylos uva-ursi (Bearberry)		
	EA		\$	\$
1.21	16	Shrub – Cornus rasemosa (Gray Dogwood)		
	EA		\$	\$
1.22	14	Shrub – Cornus sericea (Red Osier Dogwood	)	1
	EA		\$	\$
1.23	15	Shrub – Cornus sericea 'Arctic Fire' (Red Osi	er Dogwood)	
	EA		\$	\$
1.24	21	Shrub – Ilex verticillata (Winterberry)		
	EA		\$	\$
1.25 15 Shrub – Sambucus canadensis (Elderberry)				
	EA		\$	\$
1.26 7		Shrub – Sambuccus nigra (Black Elderberry)	T	
	EA		\$	\$
1.27	27	Shrub – Vaccinium angustifolium (Low Bush Blueberry)		
	EA		\$	\$
1.28	16	Shrub – Vaccinium corymbosum (High Bush Blueberry)		
1.20	EA		\$	\$
1.29	18	Shrub – Viburnum dentatum (Arrowwood Vi	burnum)	
1.27	EA		\$	\$

BID	BID FROPOSAL (BASE BID) BID EST. DESCRIPTION UNIT PRICE AMO				
ITEM	QUANT.	UNIT BID PRICE IN WORDS	IN FIGURES	IN FIGURES	
1.30 45		Groundcover, Ferns, and Perennials – Astilbe	biternate (Appalachian A	Astilbe)	
1.00	EA		\$	\$	
1.31	240	Groundcover, Ferns, and Perennials – Dennstaedtia punctilobula (Hayscented Fern)			
	EA		\$	\$	
1.32	50	Groundcover, Ferns, and Perennials – Leucar	nthemum x superbum (Sh	nasta Daisy)	
	EA		\$	\$	
1.33 35 EA	35	Groundcover, Ferns, and Perennials – Rudbe	ckia hirta (Black-eyed Sus	san)	
	EA		\$	\$	
1.34 50 EA	50	Groundcover, Ferns, and Perennials – Sedum	spectabile 'Autumn Joy'	(Sedum)	
	EA		\$	\$	
1		Restoration of Lawn (6" Rolled Thickness Scr Straw Mulch)	eened Loam, Seed, Starte	er Fertilizer, Lime,	
	LS		\$	\$	
1.36	1	Construction Fence for Tree Protection and F	Existing Facilities		
1.50	LS		\$	\$	
1.37	1	Miscellaneous Work and Cleanup (Not to Exc	ceed 3% of Total Base Bi	d)	
1.57	LS		\$	\$	

### TOWN OF ENFIELD MASCOMA LAKESIDE PARK IMPROVEMENTS PROJECT BID PROPOSAL

### TOTAL BID SUMMARY

#### **BASE BID SHEET SUMMARY**

Subtotal, Page BP-1	\$
Subtotal, Page BP-2	\$
Subtotal, Page BP-3	\$
Subtotal, Page BP-4	\$
TOTAL BASE BID PRICE	\$

Total Base Bid Price in Words

- 1. All prices must be written in ink. Unit prices must be written in words as well as figures for the entire proposal. In case of discrepancy, the amount written in words shall govern. The OWNER reserves the right to accept or reject any or all BIDS.
- 2. Measurement and Payment for all bid items shall be in accordance with section 01 15 00 "Measurement and Payment".
- 3. BIDS for this WORK will be compared on the basis of the aggregate sums of the products of the various unit prices and lump sum items multiplied by the quantities given in the Bid Schedule. Equal items in all sections of each individual bid proposal shall have the same unit price. All work depicted on the drawings or required by the Contract Documents that does not have a specific pay item shall be considered subsidiary and incidental to the contract.

		(Signature of BIDDER)		
		(Title of BIDDER)		
		(Business Address of BI	DDER)	
		(Town)	(State)	(Zip Code)
Dated at:	this	day of		, 2023

















