



## **Request for Proposals for Parking Lot And Drainage Improvements**

(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 parking lot including sidewalks and stormwater collection at 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 PARKING LOT AND DRAINAGE IMPROVEMENTS” 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 [townmanager@enfield.nh.us](mailto:townmanager@enfield.nh.us)

Proposal information is available on the Town’s web site at:

<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>

### **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 building a parking area with a sidewalk and stormwater containment. This project is grant funded and all work and invoices needs to be completed by August 1, 2024.

## **1. Project Overview:**

The scope of work encompasses the construction of a parking lot with stormwater systems in accordance with the attached drawings, ADA standards, and the State of New Hampshire shoreland permit. The project aims to enhance accessibility, safety, and environmental compliance within the designated area.

## **2. Site Preparation:**

- Clearing and grading of the designated site area.
- Protection of adjacent areas to minimize environmental impact during construction activities.
- Disposal of unsuitable materials can be coordinated through the Town DPW department who will provide a place to dump materials.

## **3. Parking Lot Construction:**

- Excavation and grading of the parking lot area as per the provided drawings and specifications.
- Installation of appropriate base materials to ensure stability and durability.
- Paving of the parking lot surface with bituminous asphalt, with tip downs and other features in compliance with ADA standards, the NH Shoreland Permit and local regulations.
- Marking designated parking spaces, including ADA-accessible spaces, with appropriate signage and striping.
- Boulders identified in the plan will be supplied by DPW and can be loaded on the CONTRACTORS truck at our DPW facility for transport and placement by the CONTRACTOR.

## **4. Sidewalk Construction:**

- Installation of sidewalks connecting the parking lot to adjacent areas, as depicted in the provided drawings.
- Construction of ADA-compliant ramps at intersections and points of access.
- Utilization of bituminous asphalt materials for sidewalk surfaces.
- Incorporation of proper drainage features to prevent water accumulation and ensure safety.

## **5. Stormwater Management Systems:**

- Installation of stormwater management infrastructure, including retention basins (frames and grates to be coordinated the Town), swales, or detention ponds, in accordance with the attached plans and the State of New Hampshire shoreland permit requirements.
- All culverts will be HDPE
- Implementation of erosion control measures to prevent sedimentation and runoff into nearby water bodies, as designed in the plans.
- Integration of best management practices (BMPs) to mitigate the impact of stormwater runoff on water quality and ecosystem health.

## **6. Compliance and Quality Assurance:**

- Adherence to all relevant codes, standards, and regulations, including ADA guidelines and the State of New Hampshire shoreland permit.
- Inspections and quality assurance measures throughout the construction process to ensure compliance with specifications and standards.

## **7. Project Management:**

- Oversee the construction process, coordinate subcontractors, and ensure timely completion (prior to August 1, 2024) within budgetary constraints.

- Communication with stakeholders, including regulatory agencies, local authorities, and project owners, to address any concerns or modifications during construction.

#### **8. Safety Measures:**

- Implementation of appropriate safety protocols and measures to protect workers, visitors, and the surrounding environment, including keeping area around site clear of obstructions and debris.
- Provision of personal protective equipment (PPE) and safety training for all personnel involved in the construction activities.
- Regular site inspections and hazard assessments to identify and mitigate potential safety risks.

#### **9. Project Completion:**

- Final inspection and acceptance of the completed parking lot, sidewalks, and stormwater systems by the project owner and relevant authorities.
- Submission of record drawings, as-built documentation, and warranties for all installed components.

**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 03, 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**

**TOWN OF ENFIELD  
MASCOMA LAKESIDE PARK  
PARKING LOT AND DRAINAGE IMPROVEMENTS  
BID PROPOSAL (BASE BID)**

Contractor/Dealer \_\_\_\_\_

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

Primary Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

***Total cost:*** \_\_\_\_\_

***Estimated 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: \_\_\_\_\_

**TOWN OF ENFIELD  
MASCOMA LAKESIDE PARK  
CONTRACT 1 – PARKING LOT AND DRAINAGE IMPROVEMENTS  
BID PROPOSAL (BASE BID)**

BID ITEM	EST. QUANT.	DESCRIPTION	UNIT PRICE IN FIGURES	AMOUNT IN FIGURES
		UNIT BID PRICE IN WORDS		
1.01	1	Mobilization (Not to Exceed 5% of Total Base Bid)		
	LS		\$	\$
1.02	1	Common Excavation to Subgrade and Fine Grading All Surfaces		
	LS		\$	\$
1.03	1	Stripping and Stockpiling Topsoil and Screening for Reuse		
	LS		\$	\$
1.04	1	Removal of Existing Pavement and Disposal		
	LS		\$	\$
1.05	1	Cold Planing for Wearing Course Inlay and Overlay Match at Site Entrance and Sidewalks (Includes Temporary Pavement Fillet as Needed)		
	LS		\$	\$
1.06	1	Parking Lot Markings (Parking Spaces, ADA Markings, and Crosswalk Striping)		
	LS		\$	\$
1.07	1,650	1-1/2" Thick Wearing Course Bituminous Concrete Paving for Access Road and Parking Lot		
	SY		\$	\$
1.08	1,650	2" Thick Base Course Bituminous Concrete Paving for Access Road and Parking Lot		
	SY		\$	\$
1.09	550	NHDOT Item 304.5 Coarse Crushed Stone for Access Road and Parking Lot (12" Thickness)		
	CY		\$	\$

**TOWN OF ENFIELD  
MASCOMA LAKESIDE PARK  
CONTRACT 1 – PARKING LOT AND DRAINAGE IMPROVEMENTS  
BID PROPOSAL (BASE BID)**

BID ITEM	EST. QUANT.	DESCRIPTION	UNIT PRICE IN FIGURES	AMOUNT IN FIGURES
		UNIT BID PRICE IN WORDS		
1.10	275	NHDOT Item 304.4 Fine Crushed Stone for Access Road and Parking Lot (6" Thickness)		
	CY		\$	\$
1.11	290	1" Thick Wearing Course Bituminous Concrete Paving for Sidewalk		
	SY		\$	\$
1.12	290	1" Thick Base Course Bituminous Concrete Paving for Sidewalk		
	SY		\$	\$
1.13	50	NHDOT Item 304.3 Crushed Gravel for Paved Sidewalk (6" Thickness)		
	CY		\$	\$
1.14	250	12" HDPE Drain Line		
	LF		\$	\$
1.15	2	ADA Parking Sign		
	EA		\$	\$
1.16	405	Granite Curbing Bedded in Concrete		
	LF		\$	\$
1.17	2	Precast Concrete Catch Basin (4' Diameter with Frame and Grate)		
	EA		\$	\$
1.18	1	Detectable Warning Pavers (3 Locations)		
	LS		\$	\$
1.19	1	Restoration of Lawn (6" Rolled Thickness Screened Loam, Seed, Starter Fertilizer, Lime, Straw Mulch)		
	LS		\$	\$



**TOWN OF ENFIELD  
 MASCOMA LAKESIDE PARK  
 CONTRACT 1 – PARKING LOT AND DRAINAGE IMPROVEMENTS  
 BID PROPOSAL (BASE BID)**

BID ITEM	EST. QUANT.	DESCRIPTION	UNIT PRICE IN FIGURES	AMOUNT IN FIGURES
		UNIT BID PRICE IN WORDS		
1.20	1	Construction Fence for Tree Protection and Existing Facilities		
	LS		\$	\$
1.21	2	Inlet Protection		
	EA		\$	\$
1.22	450	Silt Fence		
	LF		\$	\$
1.23	450	Erosion Control Sock		
	LF		\$	\$
1.24	1	Miscellaneous Work and Cleanup (Not to Exceed 3% of Total Base Bid)		
	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	\$ _____
TOTAL BASE BID PRICE	\$ _____

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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 BIDDER)

\_\_\_\_\_  
(Town)

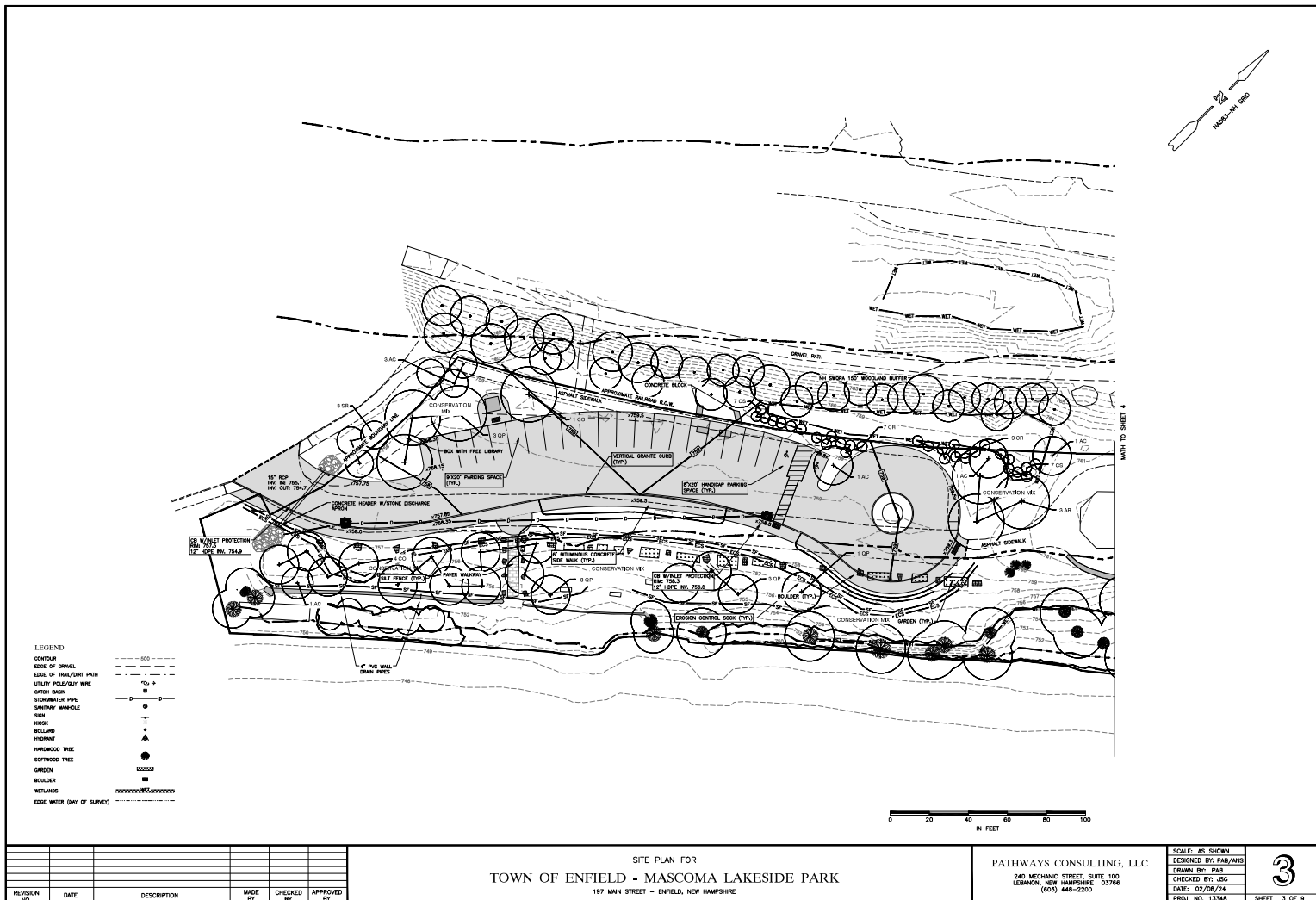
\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

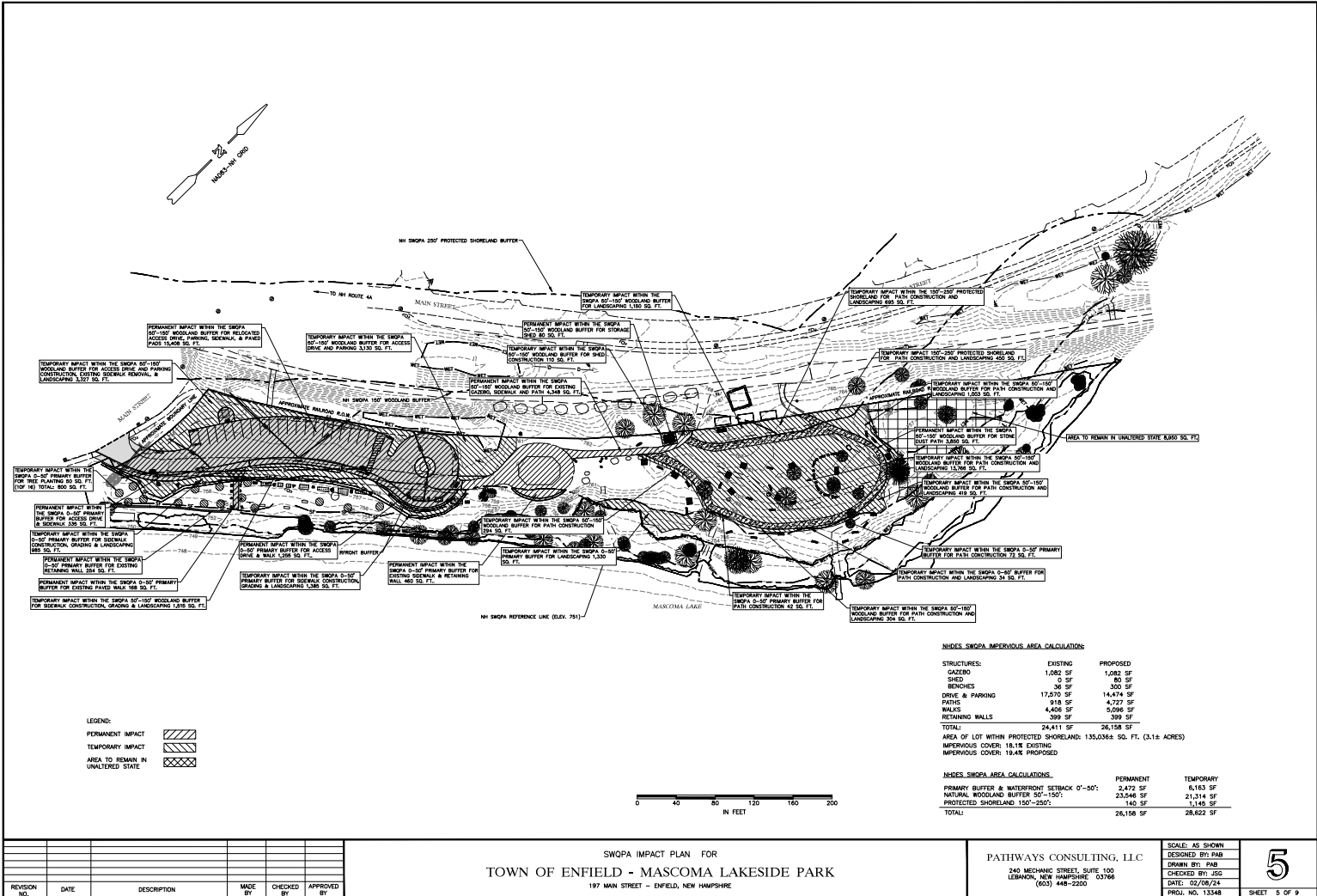
Dated at: \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2023











LEGEND:

- PERMANENT IMPACT
- TEMPORARY IMPACT
- AREA TO REMAIN IN UNALTERED STATE



NHIDES SWOPA IMPERVIOUS AREA CALCULATION

STRUCTURES:	EXISTING	PROPOSED
GAZEBO	1,082 SF	1,082 SF
SHED	0 SF	80 SF
BENCHES	36 SF	300 SF
DRIVE & PARKING	17,570 SF	14,474 SF
PATHS	918 SF	4,727 SF
WALKS	4,408 SF	5,098 SF
RETAINING WALLS	398 SF	398 SF
TOTAL:	24,411 SF	26,158 SF
AREA OF LOT WITHIN PROTECTED SHORELAND:	135,036± SQ. FT. (3.1± ACRES)	
IMPERVIOUS COVER:	18.1% EXISTING	
IMPERVIOUS COVER:	19.4% PROPOSED	

NHIDES SWOPA AREA CALCULATION

	PERMANENT	TEMPORARY
PRIMARY BUFFER & WATERFRONT SETBACK 0'-50'	2,472 SF	6,163 SF
NATURAL WOODLAND BUFFER 50'-150'	23,548 SF	21,314 SF
PROTECTED SHORELAND 150'-250'	140 SF	1,145 SF
TOTAL:	26,158 SF	28,622 SF

REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY

SWOPA IMPACT PLAN FOR  
TOWN OF ENFIELD - MASCOMA LAKESIDE PARK  
197 MAIN STREET - ENFIELD, NEW HAMPSHIRE

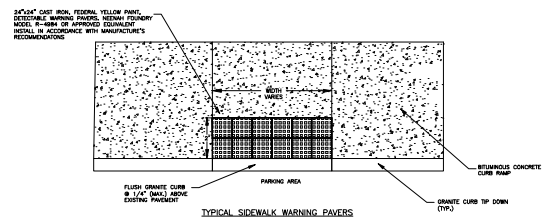
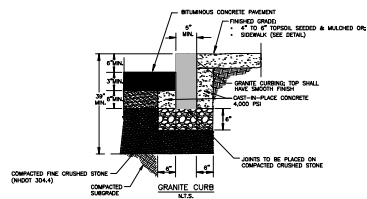
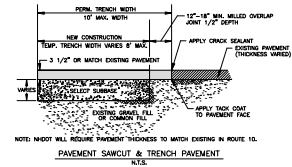
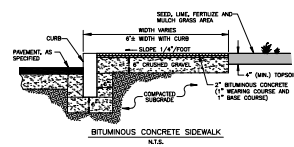
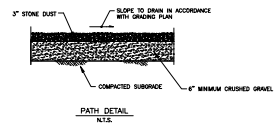
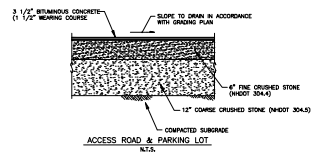
PATHWAYS CONSULTING, LLC  
240 MECHANIC STREET, SUITE 100  
LEBANON, NEW HAMPSHIRE 03766  
(603) 448-2200

SCALE: AS SHOWN  
DESIGNED BY: PAB  
DRAWN BY: PAB  
CHECKED BY: JSC  
DATE: 02/08/24  
PROJ. NO. 13348

5  
SHEET 5 OF 9







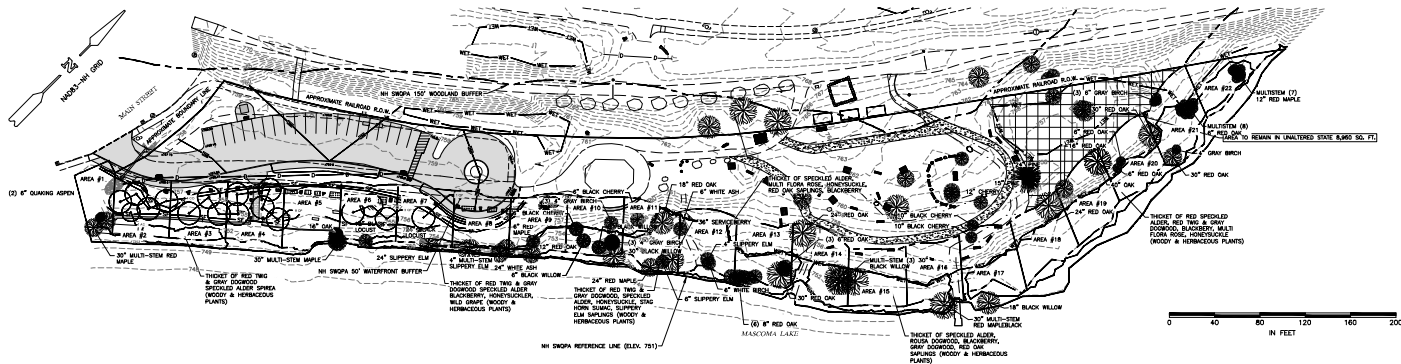
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MISCELLANEOUS DETAILS FOR  
TOWN OF ENFIELD - MASCOMA LAKESIDE PARK  
197 MAIN STREET - ENFIELD, NEW HAMPSHIRE

PATHWAYS CONSULTING, LLC  
240 MECHANIC STREET, SUITE 100  
LEBANON, NEW HAMPSHIRE 03766  
(603) 448-2200

SCALE: AS SHOWN	7
DESIGNED BY: PAB	
DRAWN BY: PAB	
CHECKED BY: JSG	
DATE: 02/08/24	
PROJ. NO. 13348	SHEET 7 OF 9





AREA #1	POINT VALUE
TREES	
1"-3"	0
>3"-6" (2)	10
>6"-12" (1)	15
GROUND COVER	0
TOTAL:	25

AREA #2	POINT VALUE
TREES	
1"-3"	0
>3"-6" (4 PROPOSED)	20
>6"-12" (1)	0
GROUND COVER	0
TOTAL:	20

AREA #3	POINT VALUE
TREES	
1"-3"	0
>3"-6" (3 PROPOSED)	15
>6"-12" (1)	0
GROUND COVER	0
TOTAL:	15

AREA #4	POINT VALUE
TREES	
1"-3"	0
>3"-6" (5 PROPOSED)	25
>6"-12" (1)	0
GROUND COVER	0
TOTAL:	25

AREA #5	POINT VALUE
TREES	
1"-3"	0
>3"-6" (1)	0
>6"-12" (1)	10
GROUND COVER	0
TOTAL:	10

AREA #6	POINT VALUE
TREES	
1"-3"	0
>3"-6" (4 PROPOSED)	20
>6"-12" (1)	10
GROUND COVER	0
TOTAL:	30

AREA #7	POINT VALUE
TREES	
1"-3"	0
>3"-6" (1 PROPOSED)	0
>6"-12" (1)	10
GROUND COVER	0
TOTAL:	10

AREA #8	POINT VALUE
TREES	
1"-3"	0
>3"-6" (1)	0
>6"-12" (1)	0
GROUND COVER	0
TOTAL:	0

AREA #9	POINT VALUE
TREES	
1"-3"	0
>3"-6" (1)	0
>6"-12" (1)	10
GROUND COVER	0
TOTAL:	10

AREA #10	POINT VALUE
TREES	
1"-3"	0
>3"-6" (11)	55
>6"-12" (1)	15
GROUND COVER	0
TOTAL:	70

AREA #11	POINT VALUE
TREES	
1"-3"	0
>3"-6" (3)	10
>6"-12" (1)	0
GROUND COVER	0
TOTAL:	10

AREA #12	POINT VALUE
TREES	
1"-3"	0
>3"-6" (3)	15
>6"-12" (1)	0
GROUND COVER	0
TOTAL:	15

AREA #13	POINT VALUE
TREES	
1"-3"	0
>3"-6" (3)	15
>6"-12" (1)	15
GROUND COVER	0
TOTAL:	30

AREA #14	POINT VALUE
TREES	
1"-3"	0
>3"-6" (3)	15
>6"-12" (1)	15
GROUND COVER	0
TOTAL:	30

AREA #15	POINT VALUE
TREES	
1"-3"	0
>3"-6" (4 PROPOSED)	20
>6"-12" (1)	15
GROUND COVER	0
TOTAL:	35

AREA #16	POINT VALUE
TREES	
1"-3"	0
>3"-6" (1)	0
>6"-12" (1)	15
GROUND COVER	0
TOTAL:	15

AREA #17	POINT VALUE
TREES	
1"-3"	0
>3"-6" (1)	0
>6"-12" (1)	15
GROUND COVER	0
TOTAL:	15

AREA #18	POINT VALUE
TREES	
1"-3"	0
>3"-6" (1)	0
>6"-12" (1)	15
GROUND COVER	0
TOTAL:	15

AREA #19	POINT VALUE
TREES	
1"-3"	0
>3"-6" (2)	10
>6"-12" (1)	15
GROUND COVER	0
TOTAL:	25

AREA #20	POINT VALUE
TREES	
1"-3"	0
>3"-6" (2)	10
>6"-12" (1)	15
GROUND COVER	0
TOTAL:	25

AREA #21	POINT VALUE
TREES	
1"-3"	0
>3"-6" (12)	60
>6"-12" (1)	15
GROUND COVER	0
TOTAL:	75

AREA #22	POINT VALUE
TREES	
1"-3"	0
>3"-6" (7)	70
>6"-12" (1)	15
GROUND COVER	0
TOTAL:	85

REVISION	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY

TREE INVENTORY PLAN FOR  
TOWN OF ENFIELD - MASCOMA LAKESIDE PARK  
197 MAIN STREET - ENFIELD, NEW HAMPSHIRE

PATHWAYS CONSULTING, LLC  
240 MECHANIC STREET, SUITE 100  
LEBANON, NEW HAMPSHIRE 03766  
(603) 448-2200

SCALE: AS SHOWN
DESIGNED BY: ANS/PAB
DRAWN BY: PAB
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DATE: 02/08/24
PROJ. NO. 13348