

# Request for Proposal

## **INTRODUCTION:**

The Town of Cornish (“Town”) is soliciting proposals from qualified vendors (“Vendor”) for **Professional Engineering and Survey Services for replacement of Leavitt Hill Road bridge over Blow-Me-Down Brook, Bridge #175/143, in Cornish, NH.**

This request for proposal has four (**4**) sections under “Scope of Work”. Vendor is not required to submit a bid for all four (**4**) items.

The Town’s overall goal in soliciting these proposals is to identify the most responsible and capable Vendor that meets the requirements indicated in this proposal at a reasonable cost.

## **FUNDS AVAILABILITY:**

Any proposal submitted in regards to this RFP shall be subject to funds becoming available following Cornish Town Meeting 2024.

All bids shall be considered to be valid for the entire 2024 construction season.

## **INFORMATIONAL:**

Proposal packages must be received by **7:00pm on Monday, May 6<sup>th</sup>, 2024.**

Proposal packages must be received at 488 Town House Road Cornish, NH (Attn: Cornish Selectmen) no later than the date/time listed above. Postmarks are not accepted. Late proposals will be returned unopened.

Submit a complete hard copy of the proposal in a sealed envelope. Mark the outside of the envelope “*RFP-Engineering, Bridge #175/143*”.

Questions and/or additional information concerning this RFP must be submitted in writing via email to:

Mary Curtis  
Administrative Assistant to the Select Board  
[townbos@comcast.net](mailto:townbos@comcast.net)

Please do not contact any other personnel about this RFP unless authorized by the Selectmen prior to contact.

The Town of Cornish reserves the right to reject any or all Proposals, to waive any informalities in any Proposal, and to qualify the firms that best meet the Town’s needs.

# Request for Proposal

## **PROPOSAL INFORMATION:**

### Key Action Dates & Times

Event	Date
RFP Available for Prospective Vendors	Tuesday, April 29, 2024
Final Date for RFP Submission	Monday, May 13, 2024
RFP Opening	Monday, May 13, 2024
Review Period	Monday, May 13, 2024 – Monday, May 17, 2024
Recommendations to Selectboard	Monday, May 17, 2024

RFP opening will coincide with a scheduled Selectmen’s Meeting. Following opening, quotes shall be reviewed by the Board of Selectmen. The recommendation shall be made by the selectboard.

## **SUBMISSION OF PROPOSAL:**

All proposals must be submitted under sealed cover and sent to the Town of Cornish, Attention Selectmen, by dates and times shown.

Proposals may be hand delivered or mailed to Cornish Town Office, 488 Town House Road, Cornish, NH 03745. All proposals must be received by 7:00pm on Monday, May 6<sup>th</sup>, 2024.

1. A minimum of one (1) original hard copy must be submitted.
2. A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The Town may in its sole discretion reject any or all proposals and it may waive an immaterial deviation in a proposal. The Town's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Vendor from full compliance with all requirements if awarded the bid.
3. Costs incurred for developing proposals and in anticipation of award of the Vendor Agreement are entirely the responsibility and risk of the Vendor and shall not be charged to the Town.
4. A Vendor may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal, but only if this is accomplished prior to the

# Request for Proposal

proposal submission deadline. Vendor modifications offered in any other manner, oral or written, will not be considered.

5. The Town does reserve the right to negotiate the submitted prices with the submitting Vendors or to request clarifications and subsequent price alterations after the submission deadline, at the sole discretion of the Town.
6. The Town may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package. All addenda will be sent via electronic mail.
7. Before submitting a response to this solicitation, Vendors should review, correct all errors, and confirm compliance with the RFP requirements.
8. No oral understanding or agreement shall be binding on either party.
9. Each proposal shall be accompanied by a set of contractor's specifications consisting of a detailed description of the work being proposed for each of the item(s) they are bidding on.
10. The Town reserves the right to reject all proposals in its sole discretion.

## **EVALUATION & SELECTION:**

At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP.

The Town will evaluate each proposal to determine its responsiveness to the published requirements.

Proposals that contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Vendor, may be rejected.

Award, if made, will be to the lowest responsible Vendor, as determined by the Town through its evaluation of submitted Proposals and modifications, if any. Award is not dependent on total cost of the Proposal, although cost is a factor in the evaluation of the Proposals.

## **DISPOSITION OF PROPOSALS (PUBLIC RECORD):**

Proposing Vendors understand that, as a general rule, all documents received by the Town are considered public records. Upon proposal opening, all documents submitted in response to this RFP will become the property of the Town of Cornish and will be regarded as public records and subject to production to and review by the public on request. Per NH RSA 91-A, Right to Know.

# Request for Proposal

If a proposing Vendor considers any portion of its submittal proprietary and/or otherwise exempt from disclosure, it must clearly label such information or documentation and submit it, together with a written request for a determination of whether the documents can be withheld from public disclosure, no later than ten (10) business days prior to the due date of the submittal. The Town's attorney shall make a determination of confidentiality.

## **SCOPE OF WORK:**

The Town requests a proposal for professional engineering and survey services required for the repair of Bridge #175/143 at Leavitt Hill Road, crossing the Blow Me Down brook, in compliance with AASHTO LFRD bridge design specifications and methodologies, ensuring that traffic can pass during construction of this two-lane bridge.

1. The proposal shall include any surveying, roadway plans and profiles, structural design, and estimating work necessary prior to the contractor bidding phase of the bridge repair project.
2. The proposal shall include an hourly fee schedule for additional engineering and surveying support.
3. The proposal may include management of the contractor bidding phase, including solicitation of bids, review of bidding documents, and a recommendation to the Board of Selectmen.
4. The proposal may include NHDOT Form 4 load rating upon completion of construction.

## **PROOF OF INSURANCE:**

The Town is asking all Vendors to provide a copy of their insurance. This shall include what is currently held for liability and/or Workers Compensation, if applicable. This information shall be used during the time of bid evaluations and recommendations to the Selectmen.

## **CLEAN-UP & DISPOSAL:**

## **QUALITY & WORKMANSHIP:**

All materials, workmanship, and finish must be of superior quality and conform to the nature of character insure long life, dependability, and low costs of maintenance and repair.