



TOWN OF ALLENSTOWN  
REQUEST FOR PROPOSALS FOR THE GILBERT RD.  
PAVING PROJECT 2017

Issued: September  
12th, 2017  
Road Agent  
Town of Allenstown  
16 School Street  
Allenstown, NH 03275

LEGAL NOTICE  
Town of Allenstown, New Hampshire  
Request for Proposals  
THE GILBERT RD. PAVING PROJECT 2017

The Town of Allenstown, New Hampshire is accepting proposals for the paving of G i l b e r t R d .

The complete Request for Proposals and Proposal submission instructions are available on the Town's website: [www.allenstownnh.gov](http://www.allenstownnh.gov) in "Bid Opportunity" or upon request from the Town Administrator, 16 School Street, Allenstown, NH 03275, Tel: 603-485-4276 x 112 or E-mail: [smulholland@allenstownnh.gov](mailto:smulholland@allenstownnh.gov) .

**Proposals must be sealed and marked "Gilbert Rd. Paving Project 2017" and must be received in the Town of Allenstown Selectmen's Office by 12:00 p.m., Monday, September 25 th, 2017.** The Town of Allenstown reserves the right to reject any and/or all proposals for whatever reason the Board of Selectmen determines is in the best interest of the Town.

ALLENSTOWN BOARD OF SELECTMEN

Posted Tuesday, September 12th, 2017: Town Hall, Town Website [www.allenstownnh.gov](http://www.allenstownnh.gov)

**TOWN OF ALLENTOWN, NH  
REQUEST FOR PROPOSALS FOR  
THE PAVING OF GILBERT RD .**

**I. REQUEST FOR PROPOSALS**

The Town of Allentown, NH is soliciting proposals for the paving and reconstruction of Gilbert Rd. **Proposals shall be in a lump sum format for each work area. Proposals must include per unit pricing for materials. The successful bidder will be paid the unit price for the actual amount of material used in the project.** The Town will enter into a contract with the successful bidder after approval by the Board of Selectmen.

**II. BACKGROUND**

The Town plans to shim and overlay Gilbert Rd.. The project also involves the paving of Gilbert Rd. The goal is to conduct the work in 2017. However if the work cannot be completed by November 15<sup>th</sup>, 2017 or funding is not available the project will be encumbered into 2018.

**III. TRANSFER, ASSIGNMENT, SUB-LETTING**

The Contractor will not assign any part of the proposed work without express written permission by the Town of Allentown.

**V. PERFORMANCE REQUIREMENTS**

The contractor will perform all tasks in a manner that meets the expectations of the Town. All work must be in compliance with all Federal, State and Local laws, ordinances, rules and regulations.

**VI. SCOPE OF SERVICES**

**Gilbert Rd. Work Area**

1. Pave Gilbert Road, a roadway which is 18 feet wide, for its entire length of 1,920 feet from the intersection of Pinewood Road (Route 28) to the intersection of Deerfield Road.
2. Shim with 3/8" pavement to reestablish a crown in the roadway at 2% grade and overlay with 1.5 inches of 3/8" asphalt.
3. Prepare and pave four 2-foot driveway aprons: 32' x 2' at two (2) dirt driveways at 16 Gilbert Road, 24' x 2' at 23 Gilbert Road, and 16' x 2' at the snowmobile trail off of Gilbert Road.
4. Mill two roadway keyways: 33' at Pinewood Road (Route 28) and 22' at Deerfield Road.
5. Mill twelve driveway keyways: 25' at 1 Gilbert Road; 28' at 5 Gilbert Road; 28' and 20' at 6 Gilbert Road; 19' at 9 Gilbert Road; 33' at the paved driveway at 16 Gilbert Road; 13' at 19 Gilbert Road; 23', 30', and 18' at 26 Gilbert Road; 35' at 29 Gilbert Road, and 22' at 33 Gilbert Road.
6. Tack all keyways, shim, and driveway aprons.
7. Job may include some handwork at driveways that are paved. Please include unit price for handwork.

## **General Requirements**

1. Contractor is responsible for dust control and sweeping.
2. Contractor is responsible for work zone traffic signs and traffic control devices in accordance with MUTCD standards.
3. The Town will provide traffic control in the form of flaggers or police officers Monday through Thursday only.
4. The Town will be responsible for timely notification to local residents and businesses of work site activities.
5. All work must be completed no later than November 1st, 2017.
6. Work may be conducted from 7 AM to 5:30 PM Monday through Friday.
7. The Contractor must provide necessary access for all emergency vehicles through the work area and to the abutting properties.
8. The Contractor will be responsible for the repair or replacement, at no additional cost, for any damage to the utility structures caused by construction operations.

## **VII. ADDITIONAL REQUIREMENTS**

- 1). The Contractor shall be compensated as an independent contractor and shall be responsible for providing FICA, Workmen's Compensation, Unemployment Compensation & Liability to all employees assigned to this project at levels in accordance with State and Federal law.
- 2). If the contractor finds it necessary to employ sub-contractors, they shall be approved by the Town. All sub-contractors shall be competent to perform the work they are called upon to do and certified where applicable.
- 3). The Contractor shall not compensate, in any way, a town officer, employee, or any member of the family of such officer or employee in the performance of any work under this contract.
- 4). The Contractor shall purchase and carry liability and workers compensation insurance throughout the contract period. The Town requires a minimum of \$1,000,000 liability insurance and statutory amounts for workers compensation insurance. A copy of the insurance certificate must be provided to the town at the time of the contract signing.
- 5). This project does not require a performance bond.

## **VIII. PAYMENT FOR PROJECT**

The Town shall pay the Contractor for the work on an agreed upon schedule.

## **IX. EVALUATION OF PROPOSALS**

Evaluation of the responses will be based on the extent to which the response meets the requirements of the solicitation and the town's determination as to the extent to which the respondent is likely to be able to achieve the desired results and fulfill the purposes of the solicitation. Proposers are welcome to submit supporting information or references, demonstrating how they have shown their performance to be in terms of quality and timeliness in tasks performed for other clients or the Town of Allenstown and how responsive they will be in terms of cost efficiency to the Town of Allenstown.

## **X. PROPOSAL DEADLINE**

Proposals are due by **12:00 p.m., Monday, September 25th, 2017** in the Allenstown Town Hall, 16 School Street, Allenstown NH 03275. Proposals received after the deadline will be rejected. The bids will be opened on Monday, September 25<sup>th</sup> at 12:00 PM at the Town Hall.

## **XI. PRE-BID MEETING**

Perspective bidders may contact the Highway Department to conduct a pre-bid meeting to better understand the needs of the project. A pre-bid meeting is not mandatory. Please contact the Road Agent if you coordinate a pre-bid meeting.

## **XII. SELECTION PROCESS**

The town may engage in individual discussions with bidders deemed fully qualified, responsible and suitable based on initial responses and with emphasis on professional competence, to provide the required service. These bidders may be requested to make an oral presentation to explain their proposal and answer questions.

## **XIII. PROPOSAL REQUIREMENTS**

The Town of Allentown reserves the right to reject all proposals and to make a selection in the best interests of the Town.

To be deemed qualified, the Proposer(s) must demonstrate the requisite experience, skills, and resources necessary to successfully complete the project detailed in the Request for Proposals. All questions about this Request for Proposals should be submitted to:

Ronnie Pelissier, Road Agent  
Allentown Highway Department  
161 Granite Street, Allentown, NH 03275  
Tel: (603) 485-5460  
[rpelissier@allentownnh.gov](mailto:rpelissier@allentownnh.gov)

Proposal Preparation: In order to facilitate evaluation of the proposals, the proposer is instructed to be concise and to follow the outline below in responding. Proposals that do not follow the outline, or do not contain the required information, may be considered as invalid proposals. Additional detailed information may be annexed to the proposal.

Format of Proposal: Proposers are instructed to be concise and proposals should include, in order, the following:

1. Letter of Transmittal;
2. Executive Summary to include understanding the relevant services the bidder can provide;
3. Brief organization profile, including background and experience of the contractor;
4. Previous work summaries, including reference contact information for a minimum of three (3) contracts (jobs), which are similar in scope to this project described herein that demonstrate pertinent corporate and key personnel experience; listing of the pertinent services may be included (the Town reserves the right to contact any references provided by the proposer or otherwise obtained);

Bids must be in a sealed envelope clearly marked: **“Gilbert Rd. Paving Project 2017”**.

Signature/Certification: An official authorized to bind the offer shall sign the proposal and shall contain a statement to the effect that the proposal is a firm offer for a ninety (90) day period from opening. The proposal shall also provide the following information: name, title, address, telephone number and email address of the individual(s) with authority to contractually bind the company and who may be contacted during the period of proposal evaluation for clarifying submitted information.