



TOWN OF ALLENSTOWN  
REQUEST FOR PROPOSALS FOR OMNIBUS PAVING  
& RECONSTRUCTION PROJECT 2017

Issued: June 15th, 2017  
Road Agent  
Town of Allenstown  
16 School Street  
Allenstown, NH 03275

LEGAL NOTICE  
Town of Allenstown, New Hampshire  
Request for Proposals  
OMNIBUS PAVING & RECONSTRUCTION PROJECT 2017

The Town of Allenstown, New Hampshire is accepting proposals for the reconstruction and paving of portions of Highfield Dr., Clearview Dr, Birchwood Dr. and Martinson Ln..

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 "Omnibus Paving & Reconstruction Project 2017" and must be received in the Town of Allenstown Selectmen's Office by 5:00 p.m., Tuesday, July 18th, 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 Wednesday, June 15th, 2017: Town Hall, Town Website [www.allenstownnh.gov](http://www.allenstownnh.gov)

**TOWN OF ALLENSTOWN, NH  
REQUEST FOR PROPOSALS FOR  
RECONSTRUCTION AND PAVING OF SECTIONS OF Highfield Dr., Clearview Dr., Birchwood  
Dr. and Martinson Ln. .**

**I. REQUEST FOR PROPOSALS**

The Town of Allenstown, NH is soliciting proposals for the paving and reconstruction of portions Highfield Dr., Clearview Dr., Birchwood Dr. and Martinson Ln. **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 pave and reconstruct Highfield Dr. and Martinson Ln. The project also involves the paving and reconstruction of sections of Birchwood Dr. and Clearview Dr. The goal is to conduct the work in 2017.

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

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

**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**

**Highfield Dr. Work Area**

1. Pave Highfield Dr., a total of 964 feet of roadway which is 22 feet wide, from the intersection with Deerfield Dr. and Clearview Dr. to the intersection of Birchwood Dr.
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 two 2-foot driveway aprons: 31' x 2' at 17 Highfield Dr. and 25' x 2' at 384 Deerfield Dr.
4. Mill two driveway keyways: 34' at 12 Highfield Dr. and 60' at 13 Highfield Dr.
5. Cut one, 46' keyway at the start of Highfield Dr. (At Deerfield Dr.)
6. Tack all keyways, shim, top coat, and driveway aprons.

**Clearview Dr. Work Area**

1. Pave Clearview Dr., a total of 560 feet of roadway which is 25 feet wide, from the intersection with Deerfield Dr. and Highfield Dr. past the driveway of 41 Clearview Dr.
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. Mill one 34' driveway keyway at 41 Clearview Dr.
4. Cut two, 26' keyways at the start and end of the work area.
5. Tack all keyways, shim, top coat, and driveway aprons.

### **Birchwood Dr. Work Area**

1. Pave of Birchwood Dr., a roadway which is 22 feet wide, from the intersection of Highfield Dr. west a total of 1,645 feet, to end past the intersection of Woodridge Dr.
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 two 2-foot driveway aprons: 20' x 2' at 44 Birchwood Dr. and 32' x 2' at 55 Birchwood Dr.
4. Mill two roadway keyways: 60' at Chestnut St. and 83' at Woodridge Dr.
5. Mill nine driveway keyways: 39' at 31 Birchwood Dr., 42' at 34 Birchwood Dr., 21' at 37 Birchwood Dr., 20' at 40 Birchwood Dr., 36' at 41 Birchwood Dr., 39' at 45 Birchwood Dr., 39' at 48 Birchwood Dr., 40' at 49 Birchwood Dr., and 16' at 54 Birchwood Dr.
6. Mill one 78' cistern keyway.
7. Cut one, 22' keyway at the end of this section.
8. Tack all keyways, shim, top coat, and driveway aprons.

### **Martinson Ln. Work Area**

1. Reconstruct and pave Martinson Ln. from the intersection of Pinewood Dr. (Route 28) to the end of the road. The work shall consist of reclaiming, fine grading, rolling, and compacting 1200 feet of roadway which is 22 feet in width, as well a 65 foot by 56 foot cul-de-sac.
2. Pave with single course mix, to measure 2.5" after compacting.
3. Prepare and pave five 2-foot driveway aprons: 33' x 2' and 25' x 2' at 2 Martinson Ln., 22' x 2' and 20' x 2' at 4 Martinson Ln., and 22' x 2' at 8 Martinson Ln. (Asphalt cutting for driveways will be done by the Town of Allenstown.)
4. Cut one, 37' keyway at the start of Martinson Ln. (At Route 28)
5. Tack all keyways, shim, top coat, and driveway aprons.
6. 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 15<sup>th</sup>, 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.

## **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 **5:00 p.m., Tuesday, July 18th, 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 Wednesday, July 19<sup>th</sup> at 9 AM at the Town Hall.

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

A pre-bid meeting will be held on **June 28th, 2017 at 9 AM** at the Allenstown Highway Department, 161 Granite St. in Allenstown, N.H.. This meeting is not mandatory. Please contact the Road Agent if you plan to attend the 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 Allenstown 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  
Allenstown Highway Department  
161 Granite Street, Allenstown, NH 03275  
Tel: (603) 485-5460  
[rpelissier@allenstownnh.gov](mailto:rpelissier@allenstownnh.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: **“Omnibus Paving & Reconstruction 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.