

TOWN OF BRENTWOOD
Request for Proposal – Engineering Services
Mill Road Bridge
NHDOT Bridge # 060/054

The Town of Brentwood, NH is seeking engineering and construction services to repair/replace the Mill Road Bridge over the Exeter River on Mill Road in Brentwood NH.

Scope of Services

The Town of Brentwood, NH will be repairing/replacing the Mill Road Bridge over the Exeter River on Mill Road in Brentwood NH. The Town is seeking engineering services to include drainage analysis and design, stormwater management, utilities (electrical, conduits, and poles), and structural engineering plans to repair or replace the Mill Road Bridge.

Scope also includes obtaining the applicable federal, state, and municipal permitting, and construction observation & monitoring.

Bids must be submitted in a sealed envelope addressed to the Selectmen’s Office as noted above, and clearly labeled “SEALED BID –**Mill Road Bridge**.” Fax bids or email documents will not be accepted. Bids **MUST** be mailed or dropped in the drop box located to the left of the main door to the Town Office. The deadline to submit a bid is **4:00 pm on Tuesday, June 2, 2020. Seven (7) complete copies of the bid shall be furnished with each submission.** Bids will be opened at the selectmen’s meeting on June 2, 2020 at 6:15pm.

Please review the specific proposal submittal requirements outlined below.

Proposals should be submitted to:
Karen Clement, Town Administrator
1 Dalton Road
Brentwood NH 03833
603 642 6400 x110
kclement@brentwoodnh.gov

A pre-submittal meeting will be held on Tuesday, May 5, 2020 at the Mill Road Bridge by appointment only. While attendance is not required, it is recommended. Please email Wayne Robinson at wrobinson@brentwoodnh.gov, to schedule an appointment. Unless proprietary in nature, answers to questions submitted during and after this meeting will be provided to all interested firms where contact information has been provided to the Town.

Proposal Process Schedule:

May 5:	Pre-submittal meeting
June 2:	Proposals due

Each proposal submitted to the Town shall include the following:

Seven (7) copies of the complete proposal to include:

- Resumes of the proposed project staff, including relevant experience
- Examples of completed projects that demonstrate the ability to provide a cost-effective design
- References
- Approach/methodology for executing the design to include any professional engineering reviews
- List of subcontracting firms that will be used on this project
- Proposed completion schedule to include any interim dates for design review and modification
- Recommendations for improvements to the initial concept that will result in cost savings or operational efficiency improvements and still meet Town requirements
- Cost with a gross breakdown for:
 - Labor
 - Subcontractors
 - Material
- Demonstrated capacity to implement and complete the proposal as submitted

Insurance: The consultant shall maintain insurance of the following types and minimum amounts:

- Worker's Compensation and Employer's Liability/Worker's Compensation Statutory Employer's Liability \$500,000/\$500,000/\$500,000
- Commercial Automobile Liability
 - \$1,000,000 combined single limit Bodily injury and Property Damage.
- Commercial General Liability
 - \$1,000,000 – per occurrence
 - \$2,000,000 - annual aggregate
 - \$2,000,000 - product/completed operations per occurrence
 - \$1,000,000 - personal injury / advertising liability
- Professional Liability Insurance
 - \$1,000,000 per claim and annual aggregate.

Certificate of Insurance: The Surveyor shall provide the Town of Brentwood with certificates of insurance reflecting that the consultant has obtained the coverage required by this Policy. Further, such coverage and certificates of insurance shall identify the Town of Brentwood as an Additional Insured with respect to auto liability and general liability insurance. The Certificates of Insurance shall reflect that there will be no cancellation or nonrenewal of consultant's insurance without at least 30 days written notice to the Town of Brentwood.

DISCLOSURES AND DISCLAIMER

This request for proposal (RFP) is being furnished to the recipient by the Town of Brentwood for the recipient's convenience. Any action taken by the Town of Brentwood in response to submissions made pursuant to this RFP, or in making any awards or failure or refusal to make any award pursuant to such submissions, or in any cancellation of awards, or in any withdrawal or cancellation of the RFP, either

before or after issuance of an award, shall be without any liability or obligation on the part of the Town of Brentwood and its officials and employees.

The Town of Brentwood, in its sole discretion, may withdraw this RFP before or after receiving submissions, may accept or reject any or all submissions, and may waive any irregularities if the Town deems it appropriate and in its best interest. The Town of Brentwood shall determine the responsiveness and acceptability of any proposal submitted.

Prospective engineers and their design teams should rely exclusively on their own investigations and analyses in preparing and submitting proposals. The Town of Brentwood makes no warranty or representation that any submission which conforms to the requirements of this RFP will be selected for consideration, negotiation, or approval.

The Town of Brentwood and the selected engineer will be bound only if and when a submission, as same may be modified, and any applicable definitive agreements and budgetary authorizations pertaining thereto, are approved by the Town and then only pursuant to the terms of the definitive agreements executed among the parties.

All submissions and supporting data shall be subject to disclosure as required by State and Federal law. All submissions shall be submitted in sealed form and shall remain confidential to the extent permitted by State and Federal statutes until the date and time selected for opening the responses.

EVALUATION CRITERIA:

The Town of Brentwood is seeking best value for this proposal. Best value means that the evaluation focus will be shifted from the lowest bid and permit the Town to consider such factors as the experience of the personnel assigned to the work, past projects, proposed schedule, subcontractors, and design recommendations.

Criteria:

- Personnel experience
- Past experience (demonstrated ability to complete projects on time and within budget)
- Proposed schedule
- Design concept recommendations
- Cost
- Subcontractors

Cost will not be weighed as heavily as personnel experience, past experience, concept recommendations, and proposed schedule, which will each be weighed equally. It will be weighed more than subcontractors. In the event that two or more firms have equal high scores, then cost may be used for the final recommendation determination.