



TOWN OF MEREDITH

Administrative Services

41 Main Street, Meredith, New Hampshire 03253-5861

Telephone (603) 279-4538 ♦ Fax (603) 279-1042

REQUEST FOR PROPOSAL

Replacement of Cattle Landing Town Docks, Meredith, NH

I. General Information:

- A. The Town of Meredith, NH (hereafter referred to as The Town) is accepting sealed price proposals for replacement of the Cattle Landing Town Docks.
- B. This RFP is for the removal of the old, existing crib dock and the installation of a new Floating Dock, driving the steel piles, connecting and matching up the old dock with the new dock. (See Description of Work below.)
- C. Site Walk-Through: Before submitting a price proposal, each contractor must familiarize themselves with the town docks and the construction area involved and any road, shore or lake conditions that may in any manner affect cost and performance.
 - 1. **A pre-proposal, walk through meeting will be held with prospective contractors on Monday, October 3, 2011, at 9:00 A.M. at Cattle Landing Town Docks.**
 - 2. This meeting is the opportunity for bidders to address questions and seek clarification as necessary. **Attendance is mandatory for all contractors submitting proposals.** The Town of Meredith Public Works Director will be also be available to answer questions concerning these areas, start dates and other performance related issues at 603-279-6352
- D. All Price Proposals must be returned before 12:00 pm (Noon) on **Friday, October 7th, 2011** to the Administrative Services Director, Brenda Vittner, at the Meredith Town Hall at 41 Main Street, Meredith, NH 03253. The submitted proposals will be opened at 12:00 pm (Noon) at the Town of Meredith Town Hall.

II. Minimum Specifications:

- A. Submittal by Vendor: when reviewing the requirements of the RFP, in the event a vendor has a conflict with a date or requirement; please contact the Public Works Director at 603-279-6352 to discuss the issue(s).
- B. Provision of Labor, Tools and Equipment: The Contractor agrees to furnish and pay all necessary expenses for all labor, tools and equipment in connection with the replacement of the Cattle Landing Town docks project as designated by The Town of Meredith:
 - Equipment – The Contractor is responsible for providing, maintaining and transporting all necessary equipment and fuel for use in connection with this RFP. All others tools and supplies necessary for performing work required by this RFP will be provided by the Contractor.
 - Minimum Equipment Requirement - It is required that the Contractor provide all trucks and any equipment necessary to complete this dock replacement.
 - Personnel – The Contractor's Personnel shall at all times, present a neat appearance, and all work shall be performed and all complaints handled with due regard to public relations with the taxpayers of the Town. The Town and the Contractor will each promptly notify the other in the event of any complaints, accidents or other issues that may arise during the period of awarded contract. The Contractor is required to abide by all provisions of the Fair Labor Standards Act. The Contractor shall provide a statement that their firm is an Equal Opportunity Employer and is in compliance with the Americans with Disabilities Act.
 - Supervision, Consultation and Reporting – The Contractor and The Town mutually agree to understand work priorities, maintenance methods and management techniques. All services provided shall be performed under the guidance of the Town's Public Works Director or designee and subject to final approval. The Contractor will coordinate with the Public Works Director or designee regarding the details of this RFP, including scheduling and performance of the work, which will be performed during normal business hours of 7 am to 5 pm weekdays.

- C. Description of Work: The Contractor agrees to perform the work to replace the town docks in the manner specified in this RFP.
1. The services to be performed by the Contractor for this RFP are as follows:
 - a. Removal of the existing town dock (about 75 ft) at Cattle Landing: Includes removal of concrete decks, tie posts and cribbing down to the lake bottom.
 - b. Install Floating dock already procured by the Town of Meredith and located at Shep Brown's Town Launch. Dock must be towed down to Cattle Landing and installed per the manufactured specs. Three (3) vinyl coated steel pilings twenty five foot (25') x twelve inch (12") x one half inch (1/2") wall thickness will be required to be driven into place at the designated locations. The remaining old dock will be decked over, raised eight inches (8") with PT wood stringers and EPAY deck. Reinstallation of tie posts will be done on this section of the permanent dock.
 - c. Pour with concrete (hinge plate adapter) to accept Hinge Plate for ramp. Once floating dock is in place, install ramp provided.
 - d. Install two (2) electrical bollards (supplied with dock by town) at the designated locations. Run one (1)-one hundred ten (110) volt electrical wire and one (1) two hundred forty volt (240) electrical wire to each bollard. Conduit must be installed under the existing deck to the utility pole nearby.
 - e. Removed, old concrete decking must be delivered to the town for the town to use for future use. All other materials must be disposed of properly and in accordance with State of NH and Local laws and regulations by the contractor. Name and location of disposal site to be supplied to the Town of Meredith.
 - f. Any miscellaneous items needed for proper completion of the dock will be supplied by contractor.
 2. Reporting of Damage – Any damage to public or private vehicles or property must be reported as soon as possible by the Contractor to the Public Works Director or designee.
 3. Work Schedule: The services performed by the Contractor as described shall begin on the date(s) agreed upon between the Contractor and the Public Works Director or designee. Once awarded, dock replacement shall be completed subject to the provisions of this RFP and prior to December 1, 2012.
 4. Completion Delay: If, due to weather conditions or other problems, the contractor is unable to complete the work under this RFP before the deadline date; prior to December 1, 2011, the contractor will submit, in writing, to the Public Works Director or designee, the reason for such delay and the contractor and the Public Works Director or designee will decide on an extension of time to be granted.
 5. Changes in Service Area – The Town reserves the right to make any reasonable changes to the design or construction during the contract period if it is in the best interests of the Town.
 6. Obstruction of Streets and Right of Ways - The Contractor shall arrange with the Public Works Director or designee to keep streets open for traffic whenever possible and will block portions of streets only when deemed necessary to protect public or private property.
 7. Hours of Service – The Contractor will perform the work on weekdays between Monday and Friday between the hours of 7 AM and 5PM.
 8. Accident Prevention – The Contractor shall exercise precaution at all times for the protection of persons and property. Safety provisions shall be strictly observed at all locations where work is being performed to prevent injury to the public or damage to public or private property.
- D. Observance of Law and Ordinances: The Contractor shall secure all permits and licenses imposed by law and ordinance, pay all charges and fees, give all notices necessary and incidental to the due and lawful protection of the work regarding the obstruction of streets and driveways, maintaining signals and open passageways and protecting the same where exposed.
- E. Payments to Other Parties: The Contractor shall not obligate The Town to make any payments to another party, nor make any promises or representations to another party for, or on behalf of The Town.

- F. **Insurance:** The Contractor agrees to furnish and maintain during the period of the awarded Contract, at its own cost, policies of insurance as follows:
- The Contractor shall procure and maintain at the Contractor's expense during the contract term, **Comprehensive General Liability** coverage (to include Product/Completed Operations and Independent Contractors) that shall be a minimum of \$500,000 and each occurrence of \$500,000.
 - The Contractor shall procure and maintain at the Contractor's expense during the contract term, **Comprehensive Automobile Liability** coverage that shall be a minimum of \$500,000, Bodily Injury shall be a minimum of \$500,000 and Property Damage shall be a minimum of \$500,000.
 - The Contractor shall procure and maintain at the Contractor's expenses during the contract term, **Workmen's Compensation and Employer's Liability** that shall be a minimum of \$500,000.
 - **A Certificate of insurance must be submitted with the sealed proposal documents.**
 - The Contractor agrees to indemnify and hold harmless The Town of Meredith, against any and all liability, claims and costs of whatsoever kind and nature for injury to any person or persons and for loss or damage to any public or private vehicle or property occurring in connection with or in any way connected to or arising out of the occupancy, use, service, operations or performance of work in connection with this contract, resulting in whole or in part from negligent acts, fault, or omissions of the Contractor or any employee of the Contractor.
- G. **Payment for Services:** The Contractor shall submit one invoice to the town that will indicate:
- The date(s) of service.
 - Total of all labor and materials.
 - The start and end time of work.
 - The Contractor will receive payment within thirty (30) days from date of invoice, provided all work has been satisfactorily completed.
- H. **Liquidated Damages:** If the Contractor fails to perform the work in the manner specified by this Agreement, The Town reserves the option to assess the Contractor daily for non-performance.
- The Town will notify the Contractor of non-performance under the Agreement and will allow the Contractor (24) twenty-four hours to take corrective action.
 - If corrective action is not taken, The Town will notify the Contractor in writing of termination of this Agreement and will assess the Contractor a sum not to exceed \$250.00 per day.
 - Upon written termination to the Contractor by any individual town, the Agreement with that town is void and the amount assessed for non-performance will be deducted from any amount due.

III. **Price Proposal Requirements:**

- A. **Proposal Requirement:** Proposal according to Proposal Price Sheets. Any questions or concerns must be submitted in writing to the Public Works Director or his designee.
- B. **References:** Please submit a list of business references your firm has provided services for.
- C. **Site Walk-Through:** Before submitting a price proposal, each contractor must familiarize themselves with the town docks and the construction area involved and any road, shore or lake conditions that may in any manner affect cost and performance.
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 2. This meeting is the opportunity for bidders to address questions and seek clarification as necessary. **Attendance is mandatory for all contractors submitting proposals.** The Town of Meredith Public Works Director will be also be available to answer questions concerning these areas, start dates and other performance related issues at 603-279-6352

D. Price Proposal Submittal:

- Please submit “2011 RFP Cattle Landing Town Docks Replacement” proposal in a **sealed** envelope **clearly marked “2011 RFP Cattle Landing Town Docks Replacement”**.
- Sealed Price Proposals must be submitted to the Town of Meredith Administrative Services Director, Brenda Vittner at Meredith Town Hall, 41 Main Street, Meredith, NH **before 12:00 NOON on October 7th, 2011.**
- Proposals will be opened promptly at **12:00 Noon on October 7th, 2011**
- The Town reserves the right to accept or reject any and all price proposals and any portion thereof which best serves the interest of the Town of Meredith.
- Any price proposal received after 12:00 (Noon) on October 7th, 2011 will not be considered.



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Request For Proposal **Cattle Landing Dock Replacement** **Meredith, NH**

Proposal Price

Floating concrete /cleats/electrical \$ _____

Other:

_____ \$ _____

TOTAL PROPOSAL PRICE: \$ _____

Contractor Information:

Date: _____

Name: _____

Business Name: _____

Address: _____

Telephone: _____

FAX: _____

E-Mail: _____