



Town of Plaistow, New Hampshire

OFFICE OF THE TOWN MANAGER

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REQUEST FOR PROPOSALS

August 3, 2020

1. PROJECT: The Town of Plaistow, NH (OWNER) is seeking proposals for the construction of a Softball Field, Drainage, and Gravel Access to Future Trail Access at the Town's Recreation Facility.

NOTE: While this project is going to be awarded as a single Master Contract, there are multiple sources of funding for the project. For accounting and tracking purposes, the project is broken out into six (6) project sub-categories, each having a separate accounting code that will be important for proper invoicing. (See item 16a)

2. LOCATION: Plaistow Athletic Recreation Complex (P.A.R.C.) 51 Old County Road, Plaistow, NH 03865

3. TYPE OF CONSTRUCTION: Includes turnkey installation of a softball field, generally constructed to Babe Ruth Facility Planning Guide © 2016 standards (Field Layouts Babe Ruth Softball & Xtreme Fast Pitch, Ages 4-18, beginning on page 15)(with amendments as noted in the Reference Plan) to include related fencing; drainage for the new field and additional areas of the facility for a total of +/- 1,289 linear feet of 12" perforated pipe and stone; +/- 300' linear feet, at 18 feet wide of a gravel emergency access area between the concession stand and the pavilion; +/- 240' linear feet at 4 feet wide of gravel for a pedestrian access way from the 18-foot wide gravel to the rear of the field to provide access to the future walking trails; all erosion controls; grading; and restoration of any disturbed areas and landscaping.

Link to Babe Ruth Facility Planning Guide:

<https://www.baberuthleague.org/media/2333/Babe%20Ruth%20Facility%20Guide%20TC2.pdf>

Plan Reference: Prepared by Civil Design Consultants, dated April 30, 2020.

4. CERTIFIED CHECK OR BID BOND: A certified check in the amount of 5% of the Contractor's Proposal not to exceed \$50,000 or a bid bond furnished by the Contractor's surety for a like amount, payable to the Town of Plaistow is required with the Proposal. Check will be returned upon execution of the Contract. Bid bonds shall be provided on a form supplied by the Submitter that conforms with the American Institute of Architects A.I.A., Document No. A-310.

5. PROJECT PLANS AND DOCUMENTS:

Electronic copies of the project plans, the advertisement for Proposal, and all other Proposal documents will be emailed upon request to dvoss@plaistow.com.

6. PRE-PROPOSAL MEETING: A mandatory on-site pre-proposal meeting is scheduled for Tuesday, August 11, 2020, 10:00AM. The site is located at 51 Old County Road (meeting at the Pavilion) in the Town of Plaistow, NH. Only those considering submitting a proposal should attend this meeting, and appropriate “social distancing” recommendations will be followed.

7. QUESTION AND ANSWER PERIOD: All inquiries must be submitted or email to the owner's representative noted below by Thursday, August 13, 2020 4:00PM. Answers to the questions submitted by the deadline will be responded to via email by Thursday, August 20, 2020, 4:00 PM in the form of an addendum. The addendum so issued shall become part of the Contract Documents.

Owner's representative:
Civil Design Consultants, Inc.
Attn: James Hanley, PE
Email: jhanley@civildci.com
Phone: (978) 416-0920

8. PROPOSAL DUE DATE: Sealed Proposals, six (6) copies, in hard copy form to be received until 4:00 pm prevailing local time on Thursday, August 27, 2020 4:00 PM at the Plaistow Town Offices. Sealed Proposals shall be marked “**PARC Softball Field and Drainage Proposal**” Submittals may be via standard mail, if postmarked by deadline, or hand delivery (drop box) to the following addresses:

Physical Location/Mailing Address:
145 Main Street
Plaistow, NH 03865

Proposals will be opened publicly following the submittal deadline.

9. WITHDRAWAL OF PROPOSAL: A Proposal may not be withdrawn by the Submitter for a period of sixty (60) calendar days after the Proposal opening.

10. Federal Disadvantaged Business Enterprise (DBE) utilization requirements do not apply to this contract; however, Submitters are encouraged to make positive efforts to incorporate DBE firms and/or suppliers into their project team.

11. Federal Wage Rates under Fairground-Bacon and Related Acts (29 CFR Subpart A S5.5) do not apply to this Contract.

12. The OWNER will be responsible for payment in accordance with the terms of the Contract.

13. PROPOSAL SELECTION CRITERIA:

The contract, if awarded, will be awarded to the least costly, best qualified and most responsible Submitter. Note that the Town is not obligated to award the project to the lowest proposal based on cost alone. In determining the “least costly, best qualified and most responsible Submitter,” in addition to price, the following may be considered:

1. The substantial performance of the Submitter in meeting the specifications and other terms and conditions of the solicitation;

2. The ability, capacity and skill of the Submitter to provide the services required, and to do so, within the time specified;
3. The character, integrity, reputation, experience, financial resources and performance of the Submitter under previous contracts with the Town of Plaistow (if applicable) and elsewhere.

The chosen contractor may be required to provide references and demonstrate successful completion of similar work. The chosen contractor may be required to demonstrate that he or she consistently performs work using the highest quality of workmanship. The chosen contractor may be required to demonstrate that he or she owns or has access to the equipment required to perform this work. Contractor shall not assign or subcontract the performance of this project or any portion thereof to any other contractor without the prior written approval of The Town of Plaistow.

The Owner reserves the right: (1) to accept or reject any or all Proposals in whole or in part and to accept other than the lowest price proposal; (2) to amend, modify, or withdraw this Request for Proposals; (3) to require supplemental statements or information from Submitters; (4) to waive or correct any irregularities in Proposals received, after prior notice to the Submitters; (5) to negotiate with any vendor who submits a proposal.

14. PROJECT SCHEDULE:

Start date of September 4, 2020, a Substantial Completion date of November 6, 2020 and then a Final Completion date of November 27, 2020. Project shall be 100% complete no later than the Final Completion date. Project may begin as soon as September 4, 2020, but only after the Notice to Proceed is issued.

The Town reserves the right to seek liquidated damages in the amount of \$500 for each consecutive calendar day that the Contractor shall be in default of the scheduled discussed in this section.

15. INSPECTION REQUIREMENTS:

No work shall be covered and/or closed without inspection by the Town of Plaistow and/or its designated representatives. The contractor may be required to uncover and/or re-open any work that is closed or covered prior to inspection. Any work that cannot be inspected may be rejected in part or whole by the Town.

16. GENERAL INFORMATION:

a. Invoicing: There are multiple sources of funding for this project. For accounting and tracking purposes this project has been broken into six (6) sub-categories.

1. Softball Field
2. Softball Field Fencing, Coaches Protection, Dugouts
3. Softball Field Drainage (all new drainage pipe from the Softball Field to the drainage swale)
4. Gravel Driveway and Walking Path
5. General Drainage (from the current recreation building to the lower parking lot)
6. Cape Cod Berm along the current parking lot

The Schedule of Values reflects what is to be included in each category.

The contractor will be provided with a specific accounting code for each of the sub-categories, which will need to appear on the invoice(s) for payment.

b. Insurance Requirements: As noted previously, Contractor shall furnish the Town of Plaistow with proof of insurance within (5) calendar days from award of Proposal. The chosen Contractor shall supply the Town of Plaistow with a Certificate of Insurance showing liability coverage, no less than \$1,000,000 as well as proof of Workers' Compensation insurance for all employees engaged in work.

c. Performance and Payment Bonds: A Performance Bond and a Payment Bond, each for 100% of the Proposal value, will be submitted at the time of Contract award on the standard AIA Document A312 - 2010 form. Irrevocable Letters of Credit for 100% of the Proposal value may be substituted by the CONTRACTOR for each of the Bonds. The Payment Bond (or Irrevocable Letter of Credit) will not be released until satisfactory evidence has been provided to the OWNER (Town of Plaistow) that all outstanding debts, liens, and judgments incurred by the CONTRACTOR for the performance of SUBCONTRACTORS, or supplies and materials incorporated into the Work have been paid. The Performance Bond (or Irrevocable Letter of Credit) will be held in force for one year after the Substantial Completion and will serve as warranty of the Contract. The Irrevocable Letter of Credit for Performance (if used in place of a Performance Bond) may not be reduced or released prior to completion of the one-year warranty period unless authorized by the OWNER (Town of Plaistow) and approved by the Lending Authority.

d. Background check: All contractors and their personnel will be required to pass a criminal history check and drivers record check.

e. Permits: The requested work falls below the threshold for a State of New Hampshire, Department of Environmental Services Alteration of Terrain (AoT) permit and there are no direct impacts to any wetlands. Therefore, are no anticipated State permitting for this project.

f. Traffic Control/Construction Hours: This project is located off road and should not have significant traffic impacts. However, Contractors will be expected to conform to the Town's Zoning Ordinance §220-11 which notes construction hours are 7:00 AM to 7:00 PM.

g. Staging: There should be adequate staging areas on site. Contractors should take care to not impact the existing recreational structures on the site.

On-site sanitary facilities are not available for use by the contractor. The contractor will need to provide an on-site sanitary facility (i.e. porta-potty).

This is an active recreational facility. Therefore, it will be required that the contractor provide temporary fencing and cautionary signage for the construction area(s).

h. Surplus clean fill: The Town of Plaistow reserves the rights to claim ownership of any surplus materials from the construction. Removal and disposal of other surplus materials is the responsibility of the contractor.

Note that the Town is willing to accept some surplus clean fill at the Public Works Facility at 144 Main Street for future Town use. The Town would also be able to provide transport of the material to the Public Works Facility if the Contractor can load material into Town trucks.

i. Substitution of materials: The Town of Plaistow reserves the rights to substitute and/or provide materials it may have available and are suitable for the project.