



## TOWN OF CHESTER, NEW HAMPSHIRE

### INVITATION TO BID

The Town of Chester is soliciting qualified and responsible engineering firms, or individuals with municipal engineering experience, to submit written proposals for the provision of engineering services for the Town of Chester, New Hampshire. As the Town Engineer, the selected firm or individual(s) will be expected to provide general engineering services, including engineering design, subdivision and land development reviews, construction inspections, storm water management, structural engineering, attendance at public meetings, construction supervision, and other engineering consulting services as needed.

Five (5) hard copies and one (1) electronic copy on a USB flash drive of the response to this Request for Proposal shall be submitted in a sealed envelope clearly labeled with the Bidder's name and "Request for Proposal – Engineering Services" to the following address:

Engineering Services  
RFP 08-SEP-23  
Town of Chester  
84 Chester Street  
Chester, NH 03036  
Attn: Debra Doda, Town Administrator

Questions concerning this Request for Proposal shall be directed to Debra H Doda, Town Administrator.

All proposals must be received no later than Wednesday, November 1<sup>st</sup>, 2023 at 3:00pm (time period may be extended at the discretion of the Selectboard) to be considered. It is the sole responsibility of the Bidder to have the packet at the designated location prior to the deadline date and time. Faxed submittals will not be accepted.

Sealed proposals must be signed by a duly authorized official of the Bidder. Proposal terms shall be valid for a period of ninety (90) days from receipt by the Town of Chester. It is anticipated but not guaranteed that a contract will be awarded to a Bidder based upon the RFP response and evaluation prior to Friday, December 1<sup>st</sup>, 2023.

All responses are governmental records subject to public disclosure under the Right-to-Know Law. The Town will not accept responses marked confidential in whole or in part.



## **REQUEST FOR PROPOSAL/QUALIFICATIONS FOR MUNICIPAL ENGINEERING SERVICES**

The Request for Proposal/Qualifications (RFP) is part of a competitive procurement process which helps to service the Town's best interests. It also provides Engineering firms with a fair opportunity for their services to be considered. The process of competitive negotiating being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is usually used where the goods or services being procured can be described precisely and price is generally the determining factor. With competitive negotiation, however, price is not required to be the determinative factor, although it may be, and the Town has the flexibility it needs to negotiate with engineering firms to arrive at a mutually agreeable relationship.

### **GENERAL INFORMATION ON THE TOWN OF CHESTER**

The Town of Chester is located in the southeastern part of New Hampshire, and operates under the Selectboard form of government with a five (5) member Selectboard and a Town Administrator. The Town is just over 26 square miles with approximately 56 miles of Town roads and 14 miles of State roads. There are three Town-owned bridges, two of which are red-listed, and two Town-owned dams.

The Town provides its citizens with local 24/7 Police coverage, call fire and contracted ambulance services, public works, solid waste services, building code enforcement, zoning, planning, parks and recreation, and other municipal services. The Selectboard meets the first and third Thursday of each month for its regular public meetings, and the fifth Thursday of each month for a workshop when necessary. The Town has an approximate residential population of 5,232, and an annual budget of the Town and School combined of approximately \$20 million.

### **MINIMUM QUALIFICATIONS**

The selected firm must provide personnel who meet the following minimum criteria:

1. Are licensed to practice engineering in the State of New Hampshire,
2. Have a minimum of seven (7) years of experience as a municipal engineer,
3. Have expertise in the areas of engineering design, storm water management design and inspection, road construction, traffic/transportation engineering, community planning, funding coordination, grant writing, budgeting for projects, subdivision and land development review, and regional planning,
4. Can provide all aspects of general municipal engineering that may, from time to time, arise in Town operations, and



5. Have a clean criminal background for all employees working for and on behalf of the Town of Chester.

The selected firm must either provide personnel who meet the following minimum criteria or be able to subcontract (and provide the name and qualifications of the subcontractor) who meet the following minimum criteria:

1. Mechanical engineering services;
2. Electrical engineering services;
3. Structural engineering services;
4. Environmental engineering services;
5. Other specialty engineering services not otherwise listed herein.

#### **SCOPE OF SERVICES TO TOWN OF CHESTER**

The services may include, but are not limited to:

- Attendance at Planning Board and Selectboard meetings, and other miscellaneous meetings as needed.
- Zoning reviews per Town Code requirement – as requested
- Stormwater reviews
- Stormwater Permit and Inspection Services
- MS4 compliance and annual report preparation as requested
- Inspection services for civil projects
- Review and approve developers' improvement agreement calculations
- Review and recommend Escrow releases
- Respond to all manner of general engineering requests
- Capital projects planning and budgeting



- Coordination with state and federal agencies
- Grant identification and assistance in writing
- In-house survey services
- Capital project design
- Capital project management and surveillance
- Conduct semifinal and final inspections of public improvements, and subdivision & land development projects
- On-site construction inspection
- Prepare construction documents suitable for competitive bidding
- Design, prepare specifications, and manage road construction work, surveying, and facility project work
- Either have on staff or be able to subcontract structural engineers, electrical engineers, environmental engineers, and other specialty engineers often needed for specialized work not typically in the scale of municipal services
- Prepare current and final estimates for payment to contractors
- Project scheduling
- Liaison with affected utilities and other communities
- Serve as consultant with all departments within the Town
- 24/7 availability to Selectboard Planning Board, residents, and other departments

## **TERM**

The term for all municipal appointments, by requirement of the RSAs, shall last no longer than one year unless the contract contains a non-appropriation clause. Moreover, the Town has the right to dismiss the firm or individual(s) at any time, and the firm or individual(s) serves at-will, at the discretion of the Town.



## **CURRENT, EXISTING, AND ON-GOING WORK**

The selected Engineer will assume all engineering duties for the Town immediately upon appointment. However, the current contracted municipal engineering firm shall complete any projects in which it is currently involved. A complete list of those projects shall be determined at a later date and is at the complete discretion of the Town.

## **MANDATORY CONTENT OF PROPOSAL**

### **A. Contact Information**

- a. Provide the name and address of the firm; the name, telephone number, and email address of the individual responsible for the preparation of the proposal.
- b. List the names of the firm's partners/principals and all local offices of the firm.
- c. Identify the location of the firm's primary office that will be working with the Town of Chester.
- d. List of all projects or contracts in which the firm is currently involved in the Town of Chester.

### **B. Level of Service**

- a. Provide a staffing plan listing those employees who will be assigned to the engagement should your firm be selected, including the designation of the principal professional Engineer responsible for all services under the engagement. Include the relevant resume information of the individuals who will be assigned, including the specific tasks or services for which they will be responsible. This information should include a description of each individual's relevant professional experience, years and type of experience, and number of years with the firm.

### **C. References**

- a. List of all New England municipalities where your firm presently serves as municipal Engineer or provides similar services. Identify the duration and scope of service at each community.
- b. Identify up to three non-municipal clients you wish to include as references.
- c. Identify ten (10) of the most significant projects which your firm has been involved with over the past five (5) years. Please describe your firm's involvement in each of the projects, including a brief description of the project, the role of the firm, the anticipated budget, the actual final cost of the project, and if the project has been successfully completed.

### **D. Disciplinary Actions**



- a. Identify if the firm or any principal therein has been subject to any professional disciplinary action over the past ten (10) years. Provide a description of the event and the disciplinary action.
- b. Provide a description of any ongoing investigation and/or litigation matters involving the firm, its partners, principals, officers, or other individuals employed by the firm. Please give a history of the same over the past ten (10) years.

#### E. Subcontractors

- a. If the firm intends to subcontract out any part of the work contained in the scope of this RFP, the firm shall provide a complete description of the services to be subcontracted, an estimate of the overall amount of work to be subcontracted, the rationale behind the need to subcontract, and a comprehensive description and experience of the proposed subcontractor. The Town reserves the right to disapprove any proposed subcontractor and to revoke the previous approval of any subcontractor should the need arise.

#### F. Insurance

- a. Detail your insurance coverage applicable to the services described herein. Such coverage must include, at a minimum, Workers Compensation, Employer's Liability, Commercial General Liability, Comprehensive Automobile Liability, Umbrella Liability, and Professional Liability coverage. Include insurance certificates summarizing such insurance coverage.

#### G. Fees

- a. Firms shall itemize their fee schedule to include all costs, with an explanation of how costs are calculated, and the methodology used to do the same. Itemized costs shall include ALL costs passed onto the Town, including but not limited to professional consulting and engineering costs, and all ancillary expenses such as travel, copying, phone, postage, etc.
- b. Identify any increase in rates for your municipal clients over the past five (5) years.

H. Please discuss any other factors not mentioned above which you believe relevant to the selection of your firm.

### **SELECTION PROCESS**



All proposals will be reviewed by the Selectboard, Planning Board, and Supervisor of Roads to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy the Minimum Qualifications and the Mandatory Proposal Content portions of the application, the Town's evaluation will include but not be limited to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- A. The vendor's general approach to providing the services required under this RFP.
- B. The vendor's documented experience in successfully completing projects of a comparable size and scope of the engagement addressed by this RFP.
- C. The qualification and experience of the vendor's management, supervisory, or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of comparable size and scope to the services required by this RFP.
- D. The overall ability of the vendor to mobilize, undertake, and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory, and other staff proposed by the vendor to perform the services required by this RFP, the availability and commitment to the engagement of the vendor's management, supervisory, and other staff proposed.
- E. The vendor's oral presentation and interview, if selected by the Town, shall assist with affirming or supplementing information contained within the RFP.
- F. Costs and fee schedules.
- G. The Town may reject any and all proposals, whole or in part, for any reason.
- H. The Town has the right to waive any irregularities in the proposal.
- I. The final selection shall be made using criteria judged to be of the maximum benefit to the Town as a whole.

## **INTERVIEWS**

The Selectboard reserves the right to interview any or all of the firms submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete as submitted. However, while there is no specified page limit to a response to this RFP, applicants are advised to only provide material related to the request and qualifications for service. Please avoid providing extensive boilerplate, corporate marketing, or filler material.



**SELECTION AND CONTRACT**

The Town will select the vendor deemed most advantageous to the Town, with price and other factors considered. The resulting contract will include this RFP, any clarification of addenda thereto, the selected vendor’s proposal, and any changes negotiated by the parties.

**ACCEPTANCE BY TOWN FOR TOWN ENGINEERING**

The Town hereby accepts the proposal for Soliciting Services and awards this contract for Soliciting Services per the firm’s proposal for Soliciting Services and RFP documents of Town of Chester RFP 08-SEP-23.

Firm: \_\_\_\_\_

By (signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Town of Chester:

By (signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Bid Award: \_\_\_\_\_





<b>ACORD</b> CERTIFICATE OF LIABILITY INSURANCE						<b>DATE (MM/DD/YY)</b> 06/01/2023	
<b>PRODUCER</b> Some Insurance Agency Name 100 Main Street City or Town, NH Zip			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  INSUREERS AFFORDING COVERAGE				
<b>INSURED</b> Name of Contractor or Vendor 111 Some Street or Drive City or Town, NH Zip			INSURER A: <b>USA INSURANCE COMPANY</b> INSURER B: <b>AMERICAN INSURANCE INCORPORATED</b> INSURER C: <b>NH WORKERS' COMPENSATION INSURANCE CO.</b>				
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
IN SR LT D	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <u>Additional Insured</u> <input type="checkbox"/> GENERAL AGGREGATE LIMIT <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11 (Example #)	07/01/23	06/30/24	EACH OCCURENCE	\$1,000,000	
					FIRE DAMAGE (Any)	\$	
					MED EXP (Any one)	\$	
					PERSONAL & ADV	\$	
					GENERAL	\$2,000,000	
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> <u>Additional Insured</u> <input type="checkbox"/>	SKLS-029499S (Example #)	07/01/23	06/30/24	COMBINED SINGLE (Each accident)	\$1,000,000	
					BODILY INJURY (Per person)	\$	
					BODILY INJURY (Per accident)	\$	
					PROPERTY DAMAGE (Per accident)	\$	
					AUTO ONLY- EA	\$	
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				OTHER THAN EA	\$	
					AUTO ONLY: AGG	\$	
C	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE		
					AGGREGATE	\$	
						\$	
						\$	
						\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37 (Example #)	07/01/23	06/30/24	WC	OTH-	
					E.L. EACH ACCIDENT	\$100,000	
					E.L. DISEASE-EA	\$500,000	
					E.L. DISEASE - POLICY	\$100,000	
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b> <b>TOWN OF CHESTER LISTED AS ADDITIONAL INSURED, WAIVER OF SUBROGATION APPLICABLE TO POLICIES LISTED ABOVE</b>							
<b>CERTIFICATE HOLDER</b> X		<b>ADDITIONAL INSURED; INSURER LETTER: CANCELLATION A &amp; B</b>					
<b>Town of Chester</b> <b>ATTN: Board of Selectmen</b> <b>84 Chester Street</b> <b>Chester, NH 03036</b>			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIONS  AUTHORIZED REPRESENTATIVE <b>John Smith, CIC (EXAMPLE)</b>				