



# Lincoln Park Retaining Wall Replacement Request for Proposal

Town of Gilford

APRIL 2019

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Prepared By  
**GILFORD RECREATION DEPARTMENT**  
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REQUEST FOR PROPOSALS  
LINCOLN PARK RETAINING WALL REPLACEMENT AND PERMIT WORK  
APRIL 2019

The Town of Gilford, NH, is seeking to replace the existing retaining wall at Lincoln Park located on Belknap Point Road in Gilford.

Proposals must be received no later than May 20<sup>th</sup> before 3pm from interested firms, to be eligible for consideration by the town. Each RFP will be submitted in a sealed envelope which is clearly marked: **“Lincoln Park Retaining Wall Replacement RFP”**.

All proposals received will be considered public documents under the New Hampshire Right to Know Law and therefore, they will be made available for public review upon request.

Proposals and all correspondence relating to this RFP shall be mailed to:

**Herb Greene**  
Director of Parks and Recreation  
Town of Gilford  
47 Cherry Valley Road  
Gilford, NH 03249

Proposals may also be hand delivered during regular business hours: Monday to Friday 8:00 am to 5:00 pm., to the Town of Gilford Selectmen’s Office located at 47 Cherry Valley Road, Gilford, NH 03249.

Copies of the RFP may be picked up at the Selectmen’s Office at the above address during regular business hours: Monday to Friday 8:00 am to 5:00 pm. Copies will not be faxed, but emails can be sent upon request.

Proposals must provide a statement that clearly identifies any and all exclusions or limitations to these RFP specifications.

The Town reserves the right to reject any or all proposals or any part thereof, to waive any informality or information in the proposal, and to accept the proposal considered to be in the best interest of the Town. The Town also reserves the right to conduct reasonable negotiations with the lowest responsible proposals. Failure to submit all information may result in a proposal being disqualified as non-responsive.

Interested Firms must complete the attached proposal form and provide a copy of all contract documents that are applicable to this transaction. Any such documents that are not included in the proposal package will not be considered.

The Selected Firm shall have experience in retaining wall construction as well as preparation and application of necessary shoreline permitting through NHDES. Interested Firms are required to provide evidence of their qualifications and experience in the field of retaining wall construction by providing a minimum of five (5) references with contact information, with each proposal.

When multiple Firms provide experience in these areas, the successful Firm will be that which the Town deems to have the optimal experience and references. Award will be made at the sole discretion of the Town, however, the Town reserves the right to consider additional factors beyond the proposed fee as noted below.

Interested Firms must satisfy for themselves as to current conditions and project areas prior to submittal of proposal forms.

Interested Firms must provide a date by which the work will be completed. Work must be completed no later than October 31, 2019. Failure to deliver on time will result in liquidated damages being assessed against the selected Firm in the amount of one-half of one percent (0.5%) for every day or portion thereof, except upon mutual agreement or acts of force majeure.

#### INSURANCE REQUIREMENTS:

A current Insurance certificate must be provided prior to commencing any work on this project, in the following amounts:

Comprehensive General Liability	
Combined single limit	\$ 1,000,000.00
Worker's Compensation & Employers Legal Liability	\$ 500,000 per accident

The Contractor shall procure and maintain for the duration of this project Worker's Compensation Insurance as required by State Law for all employees that are engaging in any work at the site of the project whether direct employees or subcontracting associates.

The Contractor shall use every precaution to prevent injury or damage to Town property and private property in the vicinity of the project area. The Contractor shall be responsible for all damage and injury to persons and/or property during the execution of the work resulting from any act, omission, neglect, and/or misconduct in the manner or method of performing the work, to include the acts of any subcontractors and work done as part of any warranty service. The Contractor shall indemnify, defend, and hold harmless the Town of Gilford, its agents and assigns from any liability, damage, claims, penalties, and/or regulatory agency fines that may arise from the project and warranty work. The Contractor shall promptly restore to the satisfaction of the Town, at the Contractor's expense, any property that may be damaged during the execution of the work, including warranty work.

GENERAL INFORMATION:

Payment by the Town shall be made following an invoice at the project completion. It is the Proposing Firm's responsibility to verify all material quantities to ensure a complete, professional finished product. Project completion shall be defined as completion of reconstructed retaining wall and completed repair of damaged lawn, as approved by the Director of Parks and Recreation or an officially appointed representative.

It is anticipated that a final decision on acceptance of a proposal will be made by the Gilford Board of Selectmen at a public meeting scheduled for Wednesday, May 22, 2019, upon the recommendation of the Parks & Recreation Director and the Town Administrator based on their review of the proposal documents. Proposing Firms may be required to give additional information and/or a presentation upon request of the Town prior to selection. Proposing Firms further shall hold their proposal pricing until the meeting on May 22, 2019.

Proposing Firms shall assume all costs and expenses associated with the preparation and submission of a proposal.

The Town of Gilford reserves the right to accept or reject any proposals and to waive any minor bid defects as may be in the Town's best interest.

The following factors will be considered as the basis for award of the proposal, to be determined solely by the Town:

- (a) Price
- (b) Proposed Project Time Frames; Capability of Completing Project in a Timely Fashion as Determined by the Town
- (c) Compliance with Project Requirements
- (d) Warranty of Work
- (d) Exclusions and Limitations
- (e) References and Qualifications
- (f) Town Obligations

Questions relative to the contents of this RFP must be submitted in writing to Herb Greene, Parks & Recreation Director at [hgreene@gilfordnh.org](mailto:hgreene@gilfordnh.org), who will serve as the Project Manager for the Town. The Town reserves the right to share written correspondence with all interested Vendors and to issue Addendums to these specifications as may be necessary.

## PROJECT SPECIFICATIONS:

Prepare, submit and receive approval of necessary Shoreline permit application for completion of the project to NHDES.

Demolition and replacement of current retaining wall:

- Provide for erosion control along the shoreline of the park from beginning of project through completion.
- Demolition of and remove of current wall (approximately 186' +/-). Materials removed in demolition are available for re-use to help reduce project cost.
- Rebuild wall with similar natural appearance to include installation of foundation/crushed stone below the frost line and proper drainage. Multiple proposals to include options of natural stone construction versus prefab wall construction are welcome.
- Grind one large rotted stump on site.
- Repair lawn areas impacted by demolition and construction to include replacing loam and hydroseeding where needed.

All materials and activities must be in compliance with approved Shoreline permit and all restrictions and requirements therein and are subject to approval by the Town of Gilford.

Upon award Firm shall provide a detailed project schedule to include key milestones and timeline. Firm shall further provide a written plan on equipment to be used and work sequencing. Schedule and plan are subject to approval of the Town. Coordinate all pre-work and on site work with Gilford Parks and Recreation Director, Herb Greene at [hgreene@gilfordnh.org](mailto:hgreene@gilfordnh.org) .

## GENERAL PROPOSAL FORM

In compliance with all specifications enclosed the Firm hereby agrees to complete the work in strict accordance with the contract documents provided. Work must be completed by the date and time specified at the prices stated below.

The proposal must meet or exceed the specifications listed.

Firm hereby agrees to complete services under this contract within the following timeframe:

\_\_\_\_\_

Firm hereby agrees to perform all work described in the specifications for the following lump sum of:

- Retaining Wall Construction Services Per Specifications \$ \_\_\_\_\_
- Proposed Type of Wall Construction \_\_\_\_\_
- Proposal Submitted by (Company Name) \_\_\_\_\_
- Title \_\_\_\_\_ Authorized Signature \_\_\_\_\_
- Printed Name \_\_\_\_\_ Contact Phone \_\_\_\_\_
- Address \_\_\_\_\_ Date \_\_\_\_\_
- Email \_\_\_\_\_