

REQUEST FOR PROPOSALS

South Mast Road Drainage Improvements Construction Oversight

September 9, 2009

The Town of Goffstown is requesting proposals for consultant services to provide construction oversight during the construction of the drainage improvements along South Mast Road funded under the SRF program as part of the Green Infrastructure (ARRA) program. The project plans are available for review at the Goffstown Public Works Office at 404 Elm Street, Goffstown, NH 03045.

SUBMITTAL REQUIREMENTS

In order to be considered responsive to this RFP, each proposal will conform to the following requirements:

1. Submit three (3) copies of the Technical Proposal by September 24, 2009. Number all pages in the Technical Proposal consecutively.
2. Proposals should explicitly describe the experience of the consultant with regard to the inspection and observation of drainage and pavement construction. If applicable please include the status of the project(s) and client reference name and contact information. The personal experience of the engineer and/or inspector that will be assigned to the project shall be provided in order to evaluate the consultant's proposal.
3. Clearly indicate the following information on the outside of the sealed envelope or package containing the Technical Proposal:

Name and address of the prime consultant
Due date and time
Envelope contents (e.g., Technical Proposal)
Project name

If any of the above requirements are not met, the proposal may not be considered. All proposals become the property of the Town upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the proposer. The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this RFP in part or in its entirety if it is in the best interests of the Town. This solicitation of proposals in no way obligates the Town to award a contract.

SELECTION PROCESS

The Technical Proposal will be evaluated by a Selection Committee that may consist of the Public Works Director, Town Engineer, and a Goffstown Select Board representative. Once the Technical Proposal is discussed and ranked, the Selection Committee may require that one or more of the prospective consultant(s) attend an interview. The Town reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The Technical Proposal will be evaluated considering the following criteria:

Criteria	Maximum Points
1. Understanding the Scope of Work	20
2. Knowledge of Project Area	25
3. Qualifications/Experience of Proposed Staff	25
4. Past Performance on Similar Projects	30
	100

Recommendation from the Selection Committee to the Town Select Board will be based on the evaluation criteria and an interview, if conducted.

COMMENTS, QUESTIONS AND CONCERNS

All questions related to this Request for Proposal shall be directed to Carl Quiram via e-mail at cquiram@goffstownnh.gov.

Other than for very routine questions, all questions will be answered in writing and distributed to all prospective proposers.

If the award of the contract aggrieves any proposer, he or she may appeal in writing to the Town of Goffstown, Board of Selectmen, Town Hall, 16 Main Street, Goffstown, NH 03045. The appeal must be post-marked within fourteen (14) calendar days following the date of written notice to award the contract. Any decision of the Town Board of Selectmen is final.

Proposals should be submitted to arrive at the Town Hall no later than 4:00 p.m. on Thursday, September 24, 2009. Proposals received after the deadline will not be accepted. Award and Notice to Proceed is scheduled on or about September 28, 2009.

Proposals should be sent to: Susan Desruisseaux, Town Administrator, Town of Goffstown, 16 Main Street, Goffstown, NH 03045.

Carl Quiram
Public Works Director