

# **TOWN OF SUNAPEE REQUEST FOR PROPOSAL BOAT LAUNCH DESIGN, ENGINEERING & PERMITTING SERVICES**

The Town of Sunapee (Town) requests that interested engineering firms submit a proposal for design, engineering and permitting services for the replacement and/or reconstruction of its existing public boat launch that is located off Cooper Street in Georges Mills. The Town is in the process of applying for a grant through the State of New Hampshire Governor's Office for Emergency Relief and Recovery, Municipal Boat Launch Investment Program, which if rewarded the grant, it will be used to cover the cost of the design and permitting project.

The existing boat launch is paved to a point which is approximately 18-feet horizontally lakeward of the lake's reference line and is lined with rip/rap and large stones beyond the pavement. The first 20-feet of the boat launch lakeward of the reference line has a slope of approximately 10% and beyond that it has a slope of approximately 25%. The 25% slope terminates at an eroded bowl configuration that is the result of decades of prop-wash. The east side of the boat launch is abutted by privately owned property and is defined by an old stone wall. The west side of the boat launch is owned by the Town and includes a fieldstone wall capped with concrete and a public parking area. The proposal shall include the following information:

## **I. Company Overview**

Provide an overview of the firm which includes a minimum of the following:

- Location of corporate headquarters.
- Location where the work will be performed.
- Number of years in business for corporate and/or branch offices where work will be performed.
- Overview of the company and types of engineering services provided.
- Proof of insurance with limits of \$2,000,000 or greater for general liability, personal injury liability, blanket contractual liability, broad-form property damage liability coverage, and automotive liability. The company will have workers' compensation coverage as required by law including employer's liability coverage with limits of not less than \$2,000,000 per occurrence.
- Professional liability insurance, including errors and omissions, with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000 policy aggregate.

## **II. Project Team**

Include a Project Team and Organization Chart of all staff members who will be assigned to the Town's project. The Consultant shall provide a brief description of work experience for each staff member listed on the team and shall also list any proposed subconsultants that will be part of their team with their intended scope of services, and credentials. Resumes shall be included for each member of the project team as an appendix to the proposal package. In addition, the Consultant shall be required to have a minimum of one NH licensed professional engineer on staff of whom shall be registered as a Structural Engineer and have relevant boat launch and dock engineering, design and permitting experience for projects of similarity.

### **III. Project Experience**

Provide at least three (3) examples of municipally owned boat launch and dock projects that the consultant has provided engineering services for in the last ten (10) years. Indicate which of the project team members have worked on the aforementioned projects that were completed by your firm, and the tasks that each staff member performed. The consultant shall demonstrate engineering, design and permitting experience with multiple boat launch types including but not limited to precast and/or pre-stressed concrete, wood or laminated wood, and innovative construction materials. Experience shall also include relevant design procedures necessary for successful completion of municipally funded projects, right-of-way, topographic and detail surveying, hydraulic and hydrologic calculations, local, state and federal permitting, and project bidding assistance. Please clarify those for which a different team did the work. A minimum of three (3) projects of similarity shall be included with the proposal, preferably completed by the same team, and shall have the following information with photographs:

- Project location, type, and date completed.
- Project owner with address and phone number.
- Brief description of the scope of services provided.
- The engineering, design and permitting budget.
- The estimated and/or actual project budget.

### **IV. PROPOSAL REQUIREMENTS & ADDITIONAL INFORMATION**

The intent of this section is to identify project phases with a list of individual project tasks that are necessary to develop construction drawings, contract documents, and bidding documents for the project. Each phase and associated task(s) shall be based on the consultant's knowledge and experience with projects of similarity. The proposal shall include the following minimum information:

- A list of project phases and a list of individual project tasks under each phase, with detailed descriptions of each task, and the estimated cost to complete each task.
- The total cost to prepare construction drawings, contract documents and bidding documents that are suitable for soliciting bid proposals from contractors to construct the project. The bid proposal shall include an itemized unit priced bid proposal with measurement and payment controls.
- The total cost to prepare and submit local, state and federal permit applications, if necessary. Note: Town staff will present the project to the local conservation commission.
- A task to prepare an engineer's opinion of probable cost shall be included with the proposal.
- The total estimated cost shall be provided for the entire project.

The additional information for prospective bidders includes:

- The Town's goal is to have the project to be "shovel ready" for the early summer of 2024.
- The proposal shall include a project schedule with the dates for specific milestones that may be associated with the project.
- The Town anticipates that the design and permitting phase of the project will begin on or about July 10, 2023, pending review of the proposals and receipt of a grant award from the State of New Hampshire.
- A man-hour and cost data matrix shall be submitted with the proposal in support of the project.

- If a task cannot be completed “in-house” by the consultant, the consultant shall include a proposal from respective subconsultant(s) in support of the subconsultants estimated cost (i.e., wetlands delineation, under water inspections, soil borings, etc.).
- A mandatory pre-bid meeting will be held at the site to answer questions that consultants might have pertaining to this RFP, and to allow consultants to view and photograph the existing boat launch. The meeting will be held on Monday March 13, 2023, at 9:00AM at the boat launch.
- All other questions should be addressed to, Scott A. Hazelton, Planning, Zoning & Compliance Director, via e-mail at: [scotth@town.sunapee.nh.us](mailto:scotth@town.sunapee.nh.us) and must be received no later than Monday, March 29, 2022, at 3:30PM. Response to inquiries will be via email to all those attending the pre-bid meeting on or before March 31, 2023, at 3:30PM.
- Four (4) written copies of the proposal must be hand delivered, or mailed, to the Town of Sunapee 23 Edgemont Road Sunapee, New Hampshire 03782, and received no later than **Wednesday, April 5, 2023, at 1:00PM**. Submissions must be labeled “GM Boat Launch Design & Engineering Services” on the front of each package.

## V. CONSULTANT SELECTION

A public bid opening will be held in the meeting room downstairs in the Town Office at 1:15PM on April 5, 2023. Any proposal that is not submitted in accordance with the requirements of this Request for Proposal may be disqualified by the Town. The Town will read aloud the total estimated cost for each proposal received at the bid opening.

Following the bid opening, the Town’s consultant Review Committee, consisting of the Town Manager, the Planning, Zoning & Compliance Director, and the Recreation Director will review each response. The Town reserves the right to interview one or more firms if determined necessary and may request additional information prior to and/or during the interview process if interviews are conducted. The Town Manager will make/approve the final consultant selection.

The Town reserves the right to accept or reject any and all proposals or information that may be received as a result of this RFP at any time. The Town may cancel the RFP in part or in whole if it is determined to be in the best interest of the Town to do so, may waive minor irregularities and formalities in the proposals, may seek additional RFP’s for engineering services, and may seek clarification on any point in any RFP at any phase of the review or selection process.

No guarantee of work, financial obligation, or other assurance is made to any respondent of this RFP whether selected or not for the requested services. Costs incurred by each consulting firm in responding to this request shall be borne entirely by said firm.

This project is contingent upon receipt of a grant from the State of New Hampshire Governor’s Office for Emergency Relief and Recovery for the Municipal Boat Launch Investment Program, and acceptance by the Board of Selectmen. The selected consultant will be notified within five (5) business days of being awarded the grant. The consultant will be expected to begin work on the project soon thereafter. The consultant also understands that if the grant is not awarded to the Town for the project that the project will not be authorized to proceed, and that project shall be considered cancelled.