



TOWN OF HENNIKER
Azalea Park/Riverwalk Committee

Request for Proposal & Qualifications

**For: Boundary Line, Topographical and Wetland Survey for
Azalea Park, Henniker, NH**

**Town of Henniker – Azalea Park/Riverwalk Committee
18 Depot Hill Rd., Henniker, NH 03242**

PURPOSE:

The purpose of this REQUEST FOR PROPOSAL (RFP) is to secure a proposal for the Town of Henniker for a Boundary Line Survey of Azalea Park including all easements with options for average high water of the Contoocook River, an alternate proposal for completion of a Topographical Survey and Wetlands Mapping flagging location for an area to be restored as a Riverfront Park in the Town of Henniker, NH.

PROJECT SUMMARY:

The Town of Henniker Azalea Park Committee is tasked with providing a design for the restoration of Azalea Park. Azalea Park is a park on the bank of the Contoocook River in downtown Henniker. It is bordered by private property, school property and New England College. Issues of riverbank morphology, site drainage, non-point source sedimentation, storm water drainage and coordination of design components with wetland and shoreline protection constraints need to be addressed by the design.

SCOPE OF SERVICES:

Work of the Survey Professional includes the Field Property Survey, Setting Bounds, Deed research, CAD drawing of the property lines, all easements and average high water of the Contoocook River with an option to complete the topographic survey information to one-foot contours and locate additional Wetland Mapping flagging.

***Deliverables to include:** six (6) sets of the Boundary Line Survey on 22” by 34” drawings; six (6) sets on 11” by 17” drawings; one electronic copy of the CAD data of the final drawing; and a recordable mylar.*

ADDITIONAL PROJECT REQUIREMENTS:

SITE VISITATION: *Site visits may be scheduled directly with Town Administration and the Azalea Park Committee and can be scheduled through the Town of Henniker Executive Secretary at (603) 428-3221 ext. 1.*

ADDITIONAL INFORMATION: *Technical questions regarding the bid are to be asked in writing and sent to the Town Administrator at townadministrator@henniker.org. Include "Azalea Park RFP" in the header for the e-mail.*

PRE-QUALIFICATIONS: *All the Bidders must show ten (10) years experience with work of similar scope, including boundary line research and survey.*

The Town reserves the right to make a written request for additional information in writing from a contractor/vendor to assist in understanding or clarifying a Bid Proposal.

The Town reserves the right to accept or reject any or all of the proposals.

The award will be based on the proposal that best meets the needs of the Town of Henniker. Factors included will be the cost, completeness of the proposal, quality of the technology provided, and experience of the professional.

Required MSDS's for material brought on site by the successful bidder must be available on site at all times.

All local, state and federal regulations are to be followed. Any fines assessed Town of Henniker due to the lack of these regulations being followed will be the responsibility of the successful bidder.

The Professional awarded the work is also to submit information as required under RSA-21, I section 81. This requires the Professional provide timely information on subcontractor identity and workers compensation insurance coverage for all subcontractors, all tiers, including the General Contractor.

VENDOR CERTIFICATIONS: *Must be a licensed New Hampshire Land Surveyor.*

CONTRACT TERM: *The term of any resulting contract shall end on **Friday, October 25, 2013**, including complete CAD documents.*

The Town of Henniker shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

PAYMENT AND COMPENSATION: *Payment terms: due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by the Town of Henniker or progress payments on a monthly basis.*

INSURANCE: *The vendor awarded the contract will need to furnish an insurance certificate per the following:*

The Professional shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the Town, the following insurance: Comprehensive general liability insurance against all claims of bodily injury,

death or property damage, in amounts of not less than \$250,000 per claim and \$1,000,000 per incident, and workers compensation insurance.

The Town of Henniker shall be listed as additionally insured. The policies described above shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire.

SUBMISSION OF RFP RESPONSE:

*Proposals are due on **Friday, September 20, 2013 at 2:00 pm**, and must be submitted on the Proposal Form (Exhibit A) and Qualification Form (Exhibit B). Bids should be mailed to:*

*Azalea Park Survey
Attention: Town Administrator
Town of Henniker
18 Depot Hill Road
Henniker, New Hampshire 03242*

*E-mail is **not** an accepted form of submission of the bid. The Town is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to insure your proposal was received please verify by calling the Town Executive Secretary at (603) 428-3221 ext. 1. The Town of Henniker reserves the right to accept and reject any or all of the proposals.*

AWARD:

This contract will be awarded on the basis of cost and experience with this type of work.

END OF SECTION



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EXHIBIT A

PROPOSAL FORM

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

E-mail: _____

Fax Number: _____

All labor and materials to provide Boundary Line Survey and CAD drawings:

Bid Total \$ _____

UNIT PRICES and ALTERNATES

1) *Unit price to add Wetland Survey* ADD \$ _____

2) *Unit price to add Topographical Survey at 1-foot contours* ADD \$ _____

Signature: _____

Printed Name: _____

Date: _____

This bid must be signed by a person authorized to legally bind the bidder.

END OF EXHIBIT A



**Boundary Line, Topographical and Wetland Survey for
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EXHIBIT B

CONTRACTOR PRE-QUALIFICATION FORM

THIS FORM IS TO SUBMITTED WITH THE BID

Qualifications to perform the work:

Work of the Survey Professional includes: Field Property Survey, Setting Bounds, Deed research, CAD drawing of the property lines, with all easements and average high river water, complete the topographic survey information to one-foot contours and locating additional Wetland Mapping flagging.

NAME OF FIRM SUBMITTING BID _____

NAME OF REFERENCE PROJECT(S) _____

Location of Project(s) _____

Date Work Performed _____

Name of Owner _____

Description of Project _____

Approx. Contract Value _____

Address _____

Contact Information _____

END OF EXHIBIT B