

B16-021

**TOWN OF DERRY PUBLIC WORKS
14 MANNING STREET
DERRY, NEW HAMPSHIRE
603-432-6144**

REQUEST FOR PROPOSALS

I. INTRODUCTION:

The Town of Derry Public Works Department is seeking proposals for property line survey services for a 63.5+/- acre undeveloped parcel of land identified below:

- Tax Map # 02, Lot# 070,
- Deed Reference: Book 2926, Page 1789
- Street Address: 7.5 Willow Street in Derry NH

The survey shall meet the requirements of NH Code of Administrative Rules *Chapter Env-Dw 1002.16 Property Survey Requirements*. All proposals shall be received at the Public Works Office until **3:00 PM on Thursday, July 7, 2016**.

II. INSTRUCTIONS TO BIDDERS:

1. Proposals will be evaluated for award on the basis of bid prices, projected date of completion, performance record, experience, organization, financial stability and full economic analysis. The Town reserves the right to reject any and all proposals for any or all items covered in the request, to waive informalities or defects in proposals or to accept such proposals as it shall deem to be in the best interest of the Town to so do.

2. The contract shall maintain in full force and effect: Comprehensive General Liability insurance written on occurrence form, with broad form coverage including completed operations, bodily injury liability, property damage liability, explosion, collapse, and underground hazards liability, and contractual liability coverage insuring the agreements contained herein. The minimum limits of liability carried on such insurance shall be \$1,000,000 each occurrence and, where applicable, in the aggregate combined single limit for bodily injury and property damage liability; \$1,000,000 annual aggregate personal injury liability.

Automobile liability insurance for owned, non-owned and hired vehicles: The minimum limit of liability carried on such insurance shall be \$1,000,000 each accident, combined single limit for bodily injury and property damage. The Policy shall also include Medical Payments of at least \$1,000 per person.

Any and all deductibles on the above-described insurance policies shall be assumed by and be for the account of and at the sole risk of the CONTRACTOR.

3. All work to be performed shall be done in a good and workmanlike manner and consistent with the specifications of this request or of any standard specification applicable thereto.

Contractor acknowledges that it is familiar with and has made inquiry with regard to such standard specifications.

4. The CONTRACTOR shall request payment for work completed according to bid items as listed herein. Substantial completion of each bid item shall be agreed upon by both the Contractor and Owner prior to approval. Final payment shall be made 30 days from date of invoice. Payment may at any time be withheld if the work is not proceeding in accordance with the Contract.

5. The Town reserves the right to reject any and all bids for any or all items covered in the bid request, to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interest of the Town to so do.

The Contract will be awarded to the responsible and responsive Bidder submitting the lowest Base Bid. The **low bidder** will be selected on the basis of the lowest sum of the **Total Bid Price**. Bid Alternatives may or may not be awarded at the discretion of the owner following award of the contract.

Bids will be evaluated for award on the basis of bid prices, performance record, experience, organization, financial stability and full economic analysis. Bidders may be required to submit with this bid an affidavit that the contractor has not within seven (7) years prior to the bid, invoked protection against creditors under any bankruptcy, insolvency or other such law.

6. All work to be performed shall commence no later than **July 21, 2016** and shall be completed as specified below. If permit submittals require more time, please note it in the proposal. The work shall be completed by no later than **August 15, 2016**.

7. Inquiries should be directed to Craig Durrett at (603) 432-6144.

III. SCOPE OF PROJECT:

SURVEY PLAN

The work to be performed shall include all labor & equipment to meet the requirements of Env-Dw 1002.16 to generate a comprehensive survey plan for use in the acquisition of, placement into conservation stewardship, and future annual inspections of the parcel by stewards of the land. The contractor shall perform field survey as necessary to confirm the existence and location of all features demarcating property lines and corners such as stone walls, iron pins or concrete bounds. As per Env-DW 1002.16(c), boundary lines shall be visibly marked so that they can be located by an individual who wishes to walk the boundary of the property. Subsequent marking of property lines is not included in this RFP. This contract shall include all plan and/or deed research required to provide a complete survey plan. The final plan shall include and show all property bound monuments found and surveyed, property lines, and features identifying property boundaries including stone wall or fencing. The CAD plan shall be in the NAD 83 coordinate system.

The contractor shall provide three paper copies in an appropriate size along with a copy in CAD format.

Payment for this bid item shall be made when all conditions above have been executed.

Bid Price for Complete Survey Plan	1	(Lump Sum)	\$_____
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The undersigned agrees that, if he is selected as Consultant, they will within fifteen days after presentation thereof by the awarding authority (Town of Derry), execute a Contract in accordance with the terms of this general Bid.

By: _____
(Signature) Date

(Title)

(Name of General Bidder)

(Business Address)

(Town and State)