

Board of Selectmen



Phone: 603-835-6879
Fax: 603-835-7901
Email: townoff@sover.net
www.acworthnh.net

November 21, 2023

REQUEST FOR PROPOSAL (RFP)

The Town of Acworth, NH requests interested engineering firms to submit Requests for Proposals (RFP) for consulting engineering services to include road plan review, stormwater and drainage report review, and site plans qualification statements for engineering study, preliminary design, final design, bid phase services.

The purpose of this project is to reconstruct & replace roads that sustained significant damage from the July 10, 2023 flood.

Scope of Services

The scope of services includes, but is not limited to:

- review of drainage calculations and reports, stormwater management reports, and studies and plans for subdivisions and site plans;
- review of road construction plans as part of subdivisions and site plans;
- construction observations during road construction and drainage and stormwater management improvements' installation as part of subdivisions and site plans;
- typically, municipal construction observations will occur during the following construction activities or project involvement:
 - pre-construction meeting;
 - material submittal review – drawings, cut sheets, gradation reports, etc.;
 - erosion control – establishment, maintenance, and removal;
 - clearing & grubbing – site preparation and layout/control;
 - cuts & fills – material gradation, layout, placement, and compaction;
 - utility construction – water, sewer, drainage, and underground utilities;
 - site/road construction – subgrade, crushed gravel and gravel placement, curbing, guardrail, fencing, paving operations, signage, and pavement markings; and, site restoration – turf establishment, sod placement, landscaping, lighting, etc.
- construction observations include field operations, office activities, and project management tasks. Typically, the Town's consulting engineer reviews project submittals, observes construction activities, prepares observation logs/reports, communicates with project representatives, and documents project progress, compliance or non-compliance;
- the frequency and duration of construction observations will be determined by the complexity of the project, size of the project, and compliance with the approved drawings, permits, and municipal reference specifications. Normally, construction observations are not full time and may be performed intermittently, according to the construction schedule.
- review of security estimates prepared by applicants' professionals against proposed plans to verify accuracy of estimate and to suggest any necessary changes;
- as construction proceeds, review all requests for security releases to confirm incremental project completion and project compliance of specific completed items, and make recommendations relative to releases to the Planning Board;
- review requested field changes during construction and seek Planning Board approval as needed.

TOWN OF ACWORTH

P.O. Box 37
Acworth, NH 03601

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Any Engineer and or qualifying Firms are invited to provide a qualification for consideration and statement which includes the following information:

- Company overview
- Resumes of key staff
- Consultants who may be used
- Experience with similar projects, including bridge design, geotechnical analysis, hydraulic and hydrology studies, roadway design, utility coordination and environmental policy act (NEPA) compliance.
- NHDOT LPA certification
- Experience with State and Federally funded projects
- Availability to perform the work within the desired timeframe
- References

A shortlist of firms will be developed, and those firms will be interviewed. The Town will rank firms based on qualifications and past experiences only.

Proposal packages (5 copies) are to be delivered to the Town no later than 3:00PM, Thursday, December 14, 2023. Packages are to be addressed to:

Town of Acworth, Town Administrator
PO BOX 37
13 Town Hall Road
Acworth, NH 03601