

Town of New Boston
Request for Proposals
Consulting Engineering Services

The Town of New Boston, NH is requesting proposals for engineering review and submission of comments of Planning Board applications and for the construction inspection of approved applications (Town Engineer).

General Requirements

- In the performance of the services requested, the Engineer shall be an independent contractor. The Engineer shall perform the services on behalf of the Town and will serve as the Town's agent.
- Contracted engineering firm may not review any applications or inspect or review any roads in which the engineering firm has been engaged in services as a hired engineering firm by any applicant and/or contractor in the previous twelve months from application date and agree not to accept employment in New Boston from any applicant or contractor that inspections and reviews have been performed during employment as the consulting engineer for the Town of New Boston for a period of six months after the firm's contract terminates.
- Engineer shall not employ independent consultants, associates, or subcontractors without the express consent of the Town.
- Maintain in effect at all times during the performance of the services described:
 - Worker's compensation insurance;
 - Comprehensive general insurance; and
 - Automobile liability insurance (including contractual liability coverage)
 - Professional liability insurance

The Engineer shall provide to the Town, at the time of the execution of this agreement, an insurance certificate evidencing the foregoing coverage, which shall include a provision that such insurance shall not be cancelled without 30 days prior written notice to the Town. The insurance shall have limits of not less than \$1,000,000 per occurrence, in a form satisfactory to the Town, and shall list the Town as a co-insurer.

- Monthly billing statements are to be provided which clearly indicate personnel and work performed, with dates and hours, categorized for *each* project.
- Engineer shall provide all material prepared for *each* work project to the Town directly. No information shall be released to any party other than the Town without the approval of the Town.
- Engineer shall be a Licensed Professional Engineer, licensed in the State of New Hampshire, with a minimum of 5 years' experience. The Town expects that all work will be done by a licensed professional engineer. Engineer shall be personally and corporately responsible for the actions of Engineer's staff, and all other subcontracted parties.

Engineering Services

- Review of applications and plans including drainage calculations, cisterns, presented to the New Boston Planning Board for their conformance to all applicable federal, state, and local ordinances and regulations.
- Additional work may include review of storm water drainage, erosion control systems and the review of traffic flow and traffic impact studies.
- Request additional information from the applicant, as necessary, and recommend courses of action, as required.
- Perform all reviews in a timely and complete manner and provide, written reports to the Town at the agreed upon time.
- Make site visits as required to become familiar with the site conditions during the application review period.
- Attend meetings upon request of the New Boston Planning Board.

Construction Inspections

- Review applicants road bond estimates worksheet against proposed plans to verify accuracy of estimate and to suggest any necessary changes.
- As construction proceeds, review Applicants' requests for release of security, and make recommendations to the Town relative to same.
- Prepare a construction monitoring estimate to include all anticipated site visits along with levels of construction monitoring for each construction activity, to the Town of New Boston's specifications.
- Attend a preconstruction meeting prior to the start of construction.
- Conduct on-site inspections during the course of the project to determine if the work is proceeding in accordance with Town-approved plans and specifications.
- Report to the Town whenever clarification, interpretations, or changes of the approved plans and specifications are needed. If changes are significant, notify the Town immediately.
- Prepare a written report of each site inspection and submit to the Town in a timely manner, with a copy to the applicant, detailing observed activities, decisions made, general observations, test results, copies of logs, and documentation of significant work remaining.
- Prior to completion of the project, conduct a site inspection to determine whether or not the project is substantially complete. Conduct a final inspection when the project has been completed, to determine compliance with the Town-approved plans and specifications. Prepare a written report of the completed project, and submit it to the Town with a written copy to the applicant.
- Review as-built drawings submitted by the Applicant and submit a written report of the review to the Town, with a copy to the Applicant.
- Attend progress meetings of the Board, as requested.

Note: Town of New Boston Road Construction Procedures specifically indicate that the Town's Engineering Consultant is responsible for coordinating all soil testing for the compaction testing process and is also responsible for verifying that testing be performed by a reputable geotechnical engineering firm with certified technicians.

Submission Requirements

An applicant shall provide the following information for consideration:

- Statement of qualifications and proposal for engineering services, to include the experience of each company staff person expected to work with the Town, any consultants and subcontractors, company history, and outline of capabilities.
- Copies of all applicable certificates of insurance.
- A list of references with contact information.
- A current fee schedule of billing rates for the tasks identified and individuals to be assigned to the work, including any reimbursable expenses.
- The Board of Selectmen shall have the right to accept or reject any and all proposals.
- All proposals must be received at the New Boston Town Office **no later than 12:00 noon on May 19, 2014**. Questions shall be directed to Peter Flynn, Town Administrator, by calling 603-487-2500 Ext. 121.
- Please submit ten copies of proposals in a sealed envelope clearly marked:
"ENGINEERING AND PLANNING REVIEW PROPOSALS" to:

New Boston Town Office
"ENGINEERING AND PLANNING REVIEW PROPOSALS"
7 Meetinghouse Hill Road, P. O. Box 250
New Boston, NH 03070