

TOWN OF BRENTWOOD
Request for Proposal – Engineering Services
Brentwood Highway Shed
207 Middle Road Brentwood NH 03833

The Town of Brentwood, NH will be renovating and expanding the Highway Shed facilities using Town funds for the project. Proposed renovations include an addition to the existing structure and designing a structure for the storage of sand and salt. The design shall include the layout and specifications for both buildings and a building envelope for a potential recycling center in the future. Proposals shall also include wetlands and soil testing. Renovations/additions will include all mechanical, HVAC, electrical, plumbing, septic, insulation and other structural modifications that meet or exceed NH State and National building codes as well as National Fire Protection Association Life Safety Codes.

Proposals must be submitted not later than 4:00 p.m., on Tuesday, December 11, 2012.

Please review the specific proposal submittal requirements outlined below.

Proposals should be submitted to:

Karen Clement, Town Administrator
1 Dalton Road
Brentwood NH 03833
603 642 6400 x10
kclement@brentwoodnh.gov

Questions regarding this proposal should be submitted in writing, either in hard copy, or via email, to Karen Clement.

A pre-submittal meeting will be held at 9:00 am on Friday, November 9, 2012 at the Brentwood Highway Department located at 207 Middle Road. While attendance is not required, it is recommended. A short presentation will be provided, followed by a tour of the building and a question and answer period. Please contact Karen Clement, 603 642 6400 x 10, to confirm your attendance at this meeting. Unless proprietary in nature, answers to questions submitted during and subsequent to this meeting will be provided to all interested firms where contact information has been provided to the Town.

Proposal Process Schedule:

November 9: Pre-submittal meeting

December 11: Proposals due

Each proposal submitted to the Town shall include the following:

Six (6) copies of the complete proposal to include:

- Resumes of the proposed project staff, including relevant experience
- Examples of completed projects that demonstrate the ability to provide a cost-effective design
- References
- Approach/methodology for executing the design to include any professional engineering reviews
- List of subcontracting firms that will be used on this project
- Proposed completion schedule to include any interim dates for design review and modification
- Recommendations for improvements to the initial concept that will result in cost savings or operational efficiency improvements and still meet Town requirements
- Cost with a gross breakdown for:
 - Labor
 - Subcontractors
 - Material
- Demonstrated capacity to implement and complete the proposal as submitted

Any requests for extension will be submitted in writing, along with a justification for the extension, and will be evaluated based on the merits of the request. Should an extension be granted, it will be provided to all firms participating in this proposal process.

Late responses will not be accepted and will be returned unopened.

DISCLOSURES AND DISCLAIMER

This request for proposal (RFP) is being furnished to the recipient by the Town of Brentwood for the recipient's convenience. Any action taken by the Town of Brentwood in response to submissions made pursuant to this RFP, or in making any awards or failure or refusal to make any award pursuant to such submissions, or in any cancellation of awards, or in any withdrawal or cancellation of the RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the Town of Brentwood and its officials and employees.

The Town of Brentwood, in its sole discretion, may withdraw this RFP before or after receiving submissions, may accept or reject any or all submissions, and may waive any irregularities if the Town deems it appropriate and in its best interest. The Town of Brentwood shall determine the responsiveness and acceptability of any proposal submitted.

Prospective engineers and their design teams should rely exclusively on their own investigations and analyses in preparing and submitting proposals. The Town of Brentwood makes no warranty or representation that any submission which conforms to the requirements of this RFP will be selected for consideration, negotiation, or approval.

The Town of Brentwood and the selected engineer will be bound only if and when a submission, as same may be modified, and any applicable definitive agreements and budgetary authorizations pertaining thereto, are approved by the Town and then only pursuant to the terms of the definitive agreements executed among the parties.

All submissions and supporting data shall be subject to disclosure as required by State and Federal law. All submissions shall be submitted in sealed form and shall remain confidential to the extent permitted by State and Federal statutes until the date and time selected for opening the responses.

PROJECT FACILITY CHARACTERISTICS:

- Highway Shed: 30X80 to be used as a 5 vehicle bay
- New Structure for salt and sand storage: 100X100
- Proposals shall include pre-design, design development, construction documentation and construction administration.
- Design should be of sufficient detail to be used for bids for the actual construction stage of the project. Bidding for the construction stage may be done in phases based on funding availability, with the Highway Shed renovations/modifications taking priority. The design drawings must allow for a phased approach.
- The design should allow for future expansion of the renovated/expanded facility for a recycling center.

EVALUATION CRITERIA:

The Town of Brentwood is seeking best value for this proposal. Best value means that the evaluation focus will be shifted from the lowest bid and permit the Town to consider such factors as the experience of the personnel assigned to the work, past projects, proposed schedule, subcontractors, and design recommendations.

Criteria:

- Personnel experience
- Past experience (demonstrated ability to complete projects on time and within budget)
- Proposed schedule
- Design concept recommendations
- Cost
- Subcontractors

Cost will not be weighed as heavily as personnel experience, past experience, concept recommendations, and proposed schedule, which will each be weighed equally. It will be weighed more than subcontractors. In the event that two or more firms have equal high scores, then cost may be used for the final recommendation determination.