

**TOWN OF LONDONDERRY**

Road Department  
100 Old School Street  
South Londonderry, 05155

**REQUEST FOR PROPOSALS (RFP)**

**RFP NO.** 2018-1R

**PROJECT TITLE:** Road Excavation

**PROPOSAL DUE DATES:** Proposals are due by May 15, 2018, no later than 4:00 PM. Sealed bids will be opened on May 21, 2018.

**ESTIMATED TIME PERIOD FOR CONTRACT:** Project will must be completed by June 15, 2018 to allow for settling before paving.

**BIDDER ELIGIBILITY:**

This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont.

**CONTENTS OF THE RFP:**

1. Introduction
2. Scope of Work
3. General Information for Bidders
4. Pricing
5. Submission of Proposals
6. Evaluation and Contract Award

**1. INTRODUCTION**

**1.1 Purpose**

Proposals are requested for excavation and repair of a portion of Thompsonburg Road in the Town of Londonderry, VT necessary to address drainage issues that have resulted in the undermining of the roadway and in preparation of repaving.

## **TOWN OF LONDONDERRY**

Road Department  
100 Old School Street  
South Londonderry, 05155

### **2. SCOPE OF WORK**

The Town of Londonderry is seeking a qualified contractor to excavate Thompsonburg Road between Rowes Road and Old School Street, an area approximately 40 feet X 30 feet, to a depth necessary to identify and correct the drainage issues causing road degradation.

Once excavated, 6" stone will be added to a depth necessary for good drainage. A layer of 1" stone will then be added and a 24" culvert installed.

Additionally, the inlet ditch will be excavated as necessary to ensure the proper functionality of the drainage system.

Contractor will meet with the Town of Londonderry Road Forman and/or Road Commissioner before beginning work and will ensure coordination between the contractor and the Town throughout the project.

### **3. GENERAL INFORMATION FOR BIDDERS**

#### **3.1 Right to Accept or Reject Proposals**

The Town of Londonderry reserves the right to accept or reject any proposal, at their sole discretion, and to award a contract based solely on their determination of the best proposal considering all circumstances and conditions applicable to this project.

#### **3.2 Right to Cancel or Postpone the Project**

The Town reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

#### **3.3 Right to Retain and/or Utilize Information Contained in Submitted Proposals**

The Town of Londonderry reserves the right to retain all of the proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town of Londonderry and the selected firm.

## **TOWN OF LONDONDERRY**

Road Department  
100 Old School Street  
South Londonderry, 05155

### **4. PRICING**

Proposals will clearly state and explain all costs associated with the services to be provided. The Town of Londonderry will not make advance, incremental or partial payments. All work must be satisfactorily completed before being invoiced.

There is no expressed or implied obligation on the part of the Town of Londonderry to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

### **5. SUBMISSION OF PROPOSALS**

All proposals must be submitted in sealed envelopes, addressed to the Town of Londonderry in care of the **RFP Coordinator** and plainly marked **“Road Excavation RFP - May 21, 2018.”**

Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

No electronically submitted proposals will be accepted in response to this request.

#### **5.1 RFP Coordinator**

The following RFP Coordinator will serve as the single point of contact for this request:

Robert Nied  
Town Administrator/RFP Coordinator  
Town of Londonderry  
100 Old School Street  
South Londonderry, VT 05155

Phone Number 802-824-3356  
Email: townadmin@londonderryvt.org

All communication between the bidder and the town upon release of this RFP shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the

## **TOWN OF LONDONDERRY**

Road Department  
100 Old School Street  
South Londonderry, 05155

Town. Bidders are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the bidder.

### **5.2 No Obligation to Contract**

This RFP does not obligate the Town of Londonderry to contract for services specified herein.

The Town of Londonderry reserves the right to reject all bids and to either withdraw the RFP or reissue a revised RFP at a later time.

### **5.3 Commitment of Funds**

The Town of Londonderry Select Board is the only entity that may legally commit the Road Department to the expenditures of funds for a contract resulting from this RFP.

No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

### **5.4 Right to Extend Contracts**

The Town reserves the right to extend a contract for ongoing services without reissuing an RFP.

### **5.5 Insurance Requirements**

The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the Contractor's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed.

The Contractor's policies shall name the Town of Londonderry as an additional insured.

#### **5.5.1 Liability Insurance**

Contractor shall maintain Commercial General Liability Insurance with a limit of not less than \$1,000,000 per each occurrence and General Aggregate coverage of at least \$2,000,000.

## **TOWN OF LONDONDERRY**

Road Department  
100 Old School Street  
South Londonderry, 05155

### **5.5.2 Automobile Liability Insurance**

Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least \$1,000,000.

### **5.5.3 Workers' Compensation**

The Contractor will, at all times, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The town will not be held responsive in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

## **6. EVALUATION AND CONTRACT AWARD**

### **6.1 Evaluation Procedure**

Proposals will be evaluated in accordance with the requirements stated in this request and the *Town of Londonderry Purchasing Policy*.

The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's proposal.

### **6.2 Evaluation and Selection Criteria**

The Town of Londonderry will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.

## **TOWN OF LONDONDERRY**

Road Department  
100 Old School Street  
South Londonderry, 05155

- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

### **6.3 Notification to Bidders**

The RFP Coordinator will notify the Apparently Successful Contractor of their selection no later than 4 PM on May 22, 2018.

### **6.4 Start of Work**

Work will commence on a date and time mutually agreed to by the Town of Londonderry and the Contractor, following the execution of an approved and signed contract.