



**Request For Proposal
Septic Tank & Leach Field Replacement
2024-09**

The Town of Deerfield (the “Town”) will be accepting proposals for Septic Tank & Leach Field replacement at the 4 & 6 Church Street, Philbrick James Library & Town of Deerfield Volunteer Fire Department. The proposed construction project will require any soil from the site to stay on site.

All proposals must be addressed to the Town Administrator, 8 Raymond Road, Deerfield, NH 03037 and marked “**RFP - Central Station Septic System Replacement 2024-09**”. The Town reserves the right to reject any or all proposals where it may serve the Town’s best interest and to request additional information or clarification from the proposers at the discretion of the Town.

Acceptance Deadline: April 17, 2024, by 2:00 PM

Opening of Proposals: Submitted proposals will be opened at the Board of Selectmen meeting on April 22, 2024, at the George B White Building, 8 Raymond Road, Deerfield, NH 03037.

No proposal may be withdrawn after it is filed unless the Bidder makes a request in writing to the Town prior to the time and date set for the opening of proposals or unless the Town fails to award or issue a notice of intent to award a Contract within sixty (60) days after the date and time set for opening proposals.

GENERAL INFORMATION:

Individual to whom questions concerning this request should be directed:

Raymond Ellis
Facility Supervisor
Town of Deerfield
8 Raymond Road
Deerfield, NH 03037
Phone: (603) 463-8811 x 330
Email: buildingsuper@townofdeerfieldnh.com

SCOPE:

Please refer to the State approved Septic System #eCA2024031226 plan for the scope of work to be performed.

LIASSON: During the progress of the work, the Contractor shall:

1. Act as Project Manager
2. Assist with the completion of all State-required forms.
3. Advise the Maintenance Supervisor of daily progress.
4. Meet with all parties routinely during normal business hours.

COMPLETION OF THE WORK:

1. Work to be completed within 30 days following the Notice to Proceed.
2. Completion time for the project will be calculated as calendar days from the date specified in the “Notice to Proceed” as follows:
 - a. 30 calendar days for substantial completion.
 - b. 60 calendar days for final completion.
3. Liquidated damages will be in the amount of \$200.00 for each calendar day of delay from the date established for substantial completion, and \$200.00 for each calendar day of delay from the date established for final completion.

QUALIFICATIONS:

1. The Bidder shall be a qualified expert in the field of septic installation.
2. The Bidder shall demonstrate knowledge and experience in septic installation and plan review and execution.
3. Qualifications include properly licensed and insured.
4. The Bidder and its personnel shall be capable of communicating clearly in speech and writing.
5. The Bidder shall have an Installer’s License from DES.

STATUS OF CONTRACTOR AND SUPPORT BY THE TOWN:

The Contractor shall be compensated as an independent Contractor and shall be responsible for providing FICA, Workmen’s Compensation, Unemployment Compensation & Liability Coverage to all employees assigned to the Town of Deerfield under an Agreement.

INSURANCE

Prior to commencing work and throughout the term of an Agreement the Contractor shall obtain, maintain and provide to the Town, a copy of a Certificate of Insurance with the following types and limits of coverage:

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|------------------------------|--|
| i. Workers Compensation | Statutory |
| ii. Automobile and Equipment | \$1 million / \$500,000 minimum bodily injury/person |
| iii. Errors and Omissions | \$1 million / \$2 million |
| iv. General Liability | \$1 million / \$2 million |

Each policy of insurance shall be issued by a financially secure insurer, duly licensed to do business in the State of New Hampshire. The Town of Deerfield shall be named as an Additional Insured on the Certificate. The Town shall be notified no earlier than thirty (30) days before any such policy is cancelled, altered, or materially changed. If a subcontractor or sub-consultant is used for any portion of the work, the Contractor will provide to the Town a Certificate of Insurance, in the same amounts and under the same conditions, from

the subcontractor.

PROPOSAL SUBMISSION AND EVALUATION:

An original and Five (5) copies of the requested proposals should be delivered, in a sealed envelope marked “RFP - Central Station Septic System Replacement 2024-09”, Attn: Town Administrator, 8 Raymond Road, Deerfield, NH 03037 by 2:00 pm, Wednesday, April 17, 2024. Proposals should include the following information which will be used as evaluation criteria:

1. References - All Bidders shall include with their proposal a list of at least three (3) references for whom comparable work has been performed. This list shall include name, person to contact, address (both mail and email) and telephone number. Failure to include references may be ample cause for rejection of a proposal as non-responsive.
2. Schedule of availability to perform and complete the project.

LEDGE EXCAVATION:

Test pits along the route of the gravity sewer have not been excavated. The Bidder shall include in the price of his bid the unit price for the removal of five (5) cubic yards of ledge and/or boulders in excess of one cubic yard in size if encountered. Ledge or boulders removed shall be replaced with 6-inch minus bank run gravel

BASIS FOR AWARD:

In reviewing proposals, the Town will carefully weigh:

- Experience and expertise in the field;
- Capability to perform services promptly and in a manner that permits the Town’s administration to meet established deadlines;
- References;
- Cost of services; and
- Other qualifications/criteria as deemed appropriate by the Town Administrator and/or Board of Selectmen.

Any award of contract resulting from this RFP will not necessarily be awarded to the proposal with the lowest fees. The contract shall be awarded to the Bidder whose proposal best meets the needs of the Town of Deerfield, in the judgment of the Board of Selectmen. The Town reserves the right to negotiate the terms and conditions of a contract with the successful Bidder.

The Town of Deerfield reserves the right to accept or reject any and / or all proposals or any part thereof, to waive any formality in the process, and to accept the proposal considered to be in the best interest of the Town. A conditional or qualified Bid will not be accepted. Failure to submit all information called for may be sufficient grounds for disqualification. The Town of Deerfield reserves the right to cancel this request at any time for any reason.