

# Goffstown School District - Request for Proposal - Pavement Repairs

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## Goffstown School District Request for Proposal Pavement Repairs and Striping

### **REQUEST FOR PROPOSAL**

The Goffstown School District (the District) seeks proposals for pavement repair (crack filling and patching), sealcoating and striping for the parking lots, play and road areas at the district's elementary, middle and high schools. Specific locations are:

Glen Lake School, 251 Elm St., Goffstown NH 03045  
Bartlett Elementary School, 689 Mast Rd., Manchester, NH 03102  
Maple Avenue Elementary School, 16 Maple Avenue, Goffstown, NH 03045  
Mountain View Middle School, 41 Lauren Lane, Goffstown, NH 03045  
Goffstown High School, 27 Wallace Road, Goffstown, NH 03045

The District reserves the right to request additional information or clarification of any submitted proposals. Proposals and proposal pricing must remain open for sixty (60) days. This solicitation will become an addendum to any resultant contract. Proposals may be withdrawn or modified by the submitting firm at any time prior to the closing date and time for receipt of proposals.

Copies of the RFP are available at the SAU 19 Business Office, located at 11 School Street, Goffstown, NH 03045 and also from the SAU 19 website, [www.goffstown.k12.nh.us](http://www.goffstown.k12.nh.us). The Business Office is open to the public Monday through Thursday from 8:00 AM to 4:30 PM. The District is an EOE employer and encourages proposals from minority, women-owned, and Disabled Veteran Business Enterprise (DVBE) businesses.

The RFP is not a low-bid price competition. Instead, proposals will be reviewed in accordance with the Evaluation Criteria stated within this RFP. This RFP supersedes all other proposals, oral and written, and all negotiations, conversations or discussions between the parties related to the subject matter. Contract award will be based upon best perceived value to the Goffstown School District.

Sealed proposals will be received by either mail or personal delivery until **3:30PM, Thursday August 10, 2017 EDT**. Proposals received after the specified time will not be considered. Proposals are to be sealed and plainly marked on the outside of the envelope/box with **Goffstown Pavement Repair** with the name of firm submitting proposal. It is the sole responsibility of the proposer to assure that their proposal is received by the District prior to the time specified. One (1) original and two (2) identical copies should be submitted to the following address:

Goffstown School District  
Attn: Business Administrator  
11 School St.  
Goffstown, NH 03045

### **Current Status:**

The current pavement condition at the District's schools ranges from good to fair. Age of the existing pavements is thought to be in the 20-30 year range. In addition to the pavement work, the selected firm

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will inspect all individual storm drains (catch basins) and report on the observed conditions. Repair costs are to be determined and proposed to the district on as site by site basis. A separate contract will be issued to the firm for any repair work authorized by the district. All access road, play and parking area pavements are in need of crack filling, seal coating and restriping.

## **Scope of Services:**

The school district has set a definite budget for all of the work discussed above. The respondent is requested to visit each site in order to inspect the conditions of the pavement and storm drains first hand. The respondent's inspection results should then become the premise for the bid submittal on a site by site basis. Separate costs are to be submitted for each site.

The District has set the following priority for the work requested:

1. Crack sealing for access road, play and parking areas
2. Pavement sealing and re-striping for access roads, play and parking areas
3. Storm drain repairs

By site, the respondent is requested to provide prices for each of the prioritized work elements identified above. The sum of the individual elements will be used by the District to determine the total scope of any resultant project contract. The District desires all work to be completed on a non-interference basis with regular school schedules. This may mean second shift and week-end work. The District will work with the firm to determine the appropriate timing and schedule for the work.

## **MANDATORY SUBMITTING FIRM REQUIREMENTS**

The submitting firm will be required to assume responsibility for all services offered within the firm's proposal regardless of whether they are produced "in-house" or performed through a sub contractual arrangement. The respondent will provide the name of a project manager who will serve as the sole point of contact with regard to contractual matters, including payment of any and all contract costs / fees.

## **PROPOSAL FORMAT / EVALUATION CRITERIA**

In order to ensure a uniform review process and obtain the maximum degree of compatibility, it is required that the proposals be organized in the manner specified below.

1. **Title Page:** The submitting firm should identify the RFP subject, the name of the contractor, local address, telephone number, name and title of contact person and date of submission.
2. **Table of Contents:** Provide clear identification of the material by section and by page number.
3. **Company History:** Information related to the contractor's qualifications and resources.
  - a. Briefly describe your company's history, number of employees and years in existence.
  - b. Provide details of your company's financial status and stability.
4. **Qualifications and Experience of Staff**

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5. **References:** List at least three (3) client references for who like work has been completed (see attached reference sheet).
6. **Costs:** Using the priority list identified above, provide individual costs for the services, equipment, materials and installation required to complete each work element. Describe the payment structure for the project, required deposits, progress payments, etc. that you propose for the project work requested within this RFP.
7. **Warranty:** Provide terms, conditions and length for all proposed warranties on labor and materials.

## **GENERAL INFORMATION**

1. **Interview:** The submitting firm may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way provide an opportunity to change any cost or fee amount originally proposed. Should the District choose to schedule presentations, respondent(s) will be notified of time and location.
2. **Modifications:** The District will allow both submittal modifications and withdrawals up to the solicitation's closing time.
3. **Request for Additional Information:** The submitting firm will furnish clarifying information if requested by the District.
4. **Acceptance/Rejection/Modification to Proposals:** The District reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the procedures.
5. **Informational Meeting:** There will be no mandatory information meeting for this project. Respondents are encouraged to visit the school site and inspect the pavement areas and conditions prior to response submittal. Respondents are asked to check in at the respective School Office at the time of their visit.

## **OTHER DEFINITIONS, CONTRACT TERMS AND CONDITIONS:**

**Contract Documents** – The contract documents shall consist of the “Goffstown School District Request for Proposal Pavement Repairs and Striping” all documents submitted by the firm in satisfying this request, and a signed contractual agreement executed in a form approved by the District.

**Default** – The District shall have the right to declare the firm in default if (a) the firm becomes insolvent; (b) the firm makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the firm or (d) the firm is unable to provide evidence of required insurance coverage as set forth below. If the firm is declared in default, or in the event the firm forecloses for any reason, the District shall have the right to exercise termination options.

**Firm** – Any combination Companies and their respective sub-contractors that are required to provide the services requested .

**Indemnification** – The firm must agree to defend, hold harmless, and indemnify the District, their officers,

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agents and employees against any and all claims, or injuries to any person or firm, arising out of the actions of the firm, its officers, agents, or employees in fulfilling the terms of its contract with the District.

**Liability Coverage** – The successful Firm will be required to provide certificate(s) of insurance as follows:  
General Liability in the amount of \$1,000,000 per occurrence; \$3,000,000 aggregate  
Automobile Liability in the amount of \$1,000,000 combined single limit  
Workers' Compensation per State of NH Statutes  
Professional Liability in the amount of \$1,000,000.

**The Goffstown School District is to be named as an additional insured.**

Certificates of insurance naming the Goffstown School District as an additionally insured entity must be filed with the SAU 19 Business Office within two weeks of the award for services. The firm shall provide no less than thirty (30) days prior notice of insurance cancellation or material change in coverage.

**Non-Appropriation** – Any resultant contract will include a non-appropriation clause which states, “In the event that sufficient funds are not appropriated for project completion and other requested services during the ensuing fiscal year, the Goffstown School District may terminate this agreement by written notice within thirty (30) days of adoption of the budget for the fiscal year in question, and the agreement shall be terminated effective immediately.”

**Non-Transferable** – The firm shall not have the right to transfer or assign the contract to any other person, company or corporation.

**Payment Terms** – To be determined. If, in the opinion of the District, the quality of service is unsatisfactory or if any other non-performance or sub-standard issues arise, payment may be withheld. The amount and withholding period are at the discretion of the District.

**Termination for Performance** – The contract may be terminated at any time by the District for unsatisfactory performance. In such case, the District will provide written notice to the firm citing the unsatisfactory performance, giving the firm ten (10) working days to improve its performance to the satisfaction of the District. In the event that the firm's performance does not improve to the satisfaction of the District, the contract for services may be immediately terminated.

**Termination Options** – In the event of a contractual termination, the District reserves the right to employ another firm to complete the term of this agreement. The original firm shall be responsible for any extra or additional expense or damages suffered by the District. In that event, the firm shall be required to indemnify the New Boston School District for any loss that may be sustained.

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### LIST OF REFERENCES

*IMPORTANT: This form must be returned with the bid proposal form.*

1. Name of Company

Address

Contact Person/Title

Telephone Number

2. Name of Company

Address

Contact Person/Title

Telephone Number

3. Name of Company

Address

Contact Person/Title

Telephone Number

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

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## **Goffstown School District Request for Proposal Pavement Repairs and Striping**

### **RFP Receipt Acknowledgement**

Contractor Name:

Contractor Address:

Contact Person:

Phone Number:

Contact person's E-mail Address:

Date RFP Acquired:

Signature:

Printed Name:

Title:

(This sheet must be returned to the SAU 19 Business Office by August 3, 2017)