



## County of Cheshire Request for Proposals

### Cheshire Rail Trail - Westmoreland

The County of Cheshire is requesting a detailed proposal from qualified contractors for the grading and surfacing of sections of the Cheshire Rail Trail through the Town of Westmoreland.

#### Submissions and Timeline

1. RFP release date: May 22, 2025.
2. To receive RFP addendums, questions and answers, and any available additional documents to assist in preparing the proposals, please submit intent to apply notice by email containing name and email address to the grants specialist [jenrobinson@co.cheshire.nh.us](mailto:jenrobinson@co.cheshire.nh.us). Intent to apply notice is not required to apply.
3. Questions must be submitted in writing no later than 12:00pm on June 5, 2025 via email to the grants specialist at [jenrobinson@co.cheshire.nh.us](mailto:jenrobinson@co.cheshire.nh.us). Responses will be made available to all bidders within three business days.
4. Project proposals are due by 12:00pm on June 12, 2025. Proposals must be sent via PDF attachment to an email sent to [jenrobinson@co.cheshire.nh.us](mailto:jenrobinson@co.cheshire.nh.us).
5. The estimated date for selection of contract awardee is June 13, 2025.
6. The estimated start date for contract is June 16, 2025.

#### Scope of Work and Technical Requirements

1. Item or service needed: grade the trail surface and add surfacing material as needed and as specified in appendices. See: *Appendix A: Project and Site Detail* and *Appendix B: Surface Material Specification*.
2. Project proposals must include ability to conduct work between June 16, 2025 and July 31, 2025. All invoicing must be submitted by COB on August 1, 2025.
3. All work must be done in accordance with relevant State and Federal guidelines, including but not limited to: *Best Management Practices for Erosion Control During Trail Maintenance and Construction* (<https://www.nhstateparks.org/find-parks-trails/find-trails-maps-clubs/grants/recreational-trails-program>), included as Appendix C for reference.

#### Proposal Requirements

1. Signed and dated copy of Appendix D: Contractor Assurances.
2. Price Proposal and Timeframe: Please note that each section of trail will be evaluated independently. *All proposals must address the entire trail*. This may be provided by section OR for all sections combined. If price/timeframe is supplied combined for the trail in full it will be divided proportionately by section length for evaluation purposes.

- i) Price should encompass all expenses including but not limited to: labor (including loaded rates), equipment use, materials/supplies (at cost), etc.
  - ii) Timeframe should indicate approximate number of labor hours over how many weeks needed, as well as noting general availability and periods not available/scheduling conflicts.
3. Approach: Describe how your firm will approach this project and conduct work in terms of preparation, work organization or delegation, procedures and process, communication with the County and its partners, and assurances that the work will result in a high quality product a service and meet the specifications outlined in the appendices. Note total organizational capacity (total number of linear feet of trail to be graded by the project deadline and availability), equipment to be used, average number of staff on site,
4. Organizational structure: Provide a description of your business's history, staffing (education and relevant work experience), and lines of work related to the scope of work in this RFP.
5. Organizational description: Indicate if the organization is a qualified disadvantaged business (DBE), women-owned, veteran-owned, or minority-owned.
6. County responsibilities: Indicate what your expectations are for the County and its partners in order for your firm to ensure a successful project.
7. Warranties/guarantees: Describe warranties and/or guarantees offered for the work, materials, and/or services.
8. Example work: Provide one or more examples of work similar to the scope of work in this RFP either as an attachment to the proposal or as a web link to the source.
9. Disclose/list all subcontractors that you intend to use on this project, their scope of work, and the amount that is included in the price proposal to cover their work.
10. Submit 1 electronic file of the proposal in a single PDF file; all fonts shall be Times New Roman or Ariel, 12-point font, and in sentenced case.

### **Eligibility Requirements and Selection Criteria**

Before making its award or issuing a contract, the County shall consider the project proposal, work, and/or services or products delivered that best serves the needs and financial interests of the County. The County reserves the right to reject any or all proposals, to award any proposal, to waive as an informality any irregularities on proposals received, and to omit any item or items as it may deem to be in the best interest of the County. The decision of the County shall be final and not subject to review or appeal. Preference shall be extended to firms that are known minority businesses, veteran-owned, women's business enterprises, and labor surplus area firms. Contractors whose proposals meet the minimum requirements specified below will be evaluated by lowest cost and availability/capacity so as to maximize the total portion of trail completed.

*Please note that lowest cost will be established per individual trail section, each section of trail will be evaluated independently, and more than one contract may be awarded.*

### ***Eligibility***

1. Firm and any key employees to work on the project are not debarred, suspended, or otherwise restricted from receiving federal funds.
2. Firm is registered as a licensed business.
3. Firm has the requisite certifications, licenses, degrees, diplomas, etc. required to legally and ethically perform the work.

### ***Selection Criteria***

1. Firm is able to conduct work within the dates provided and meet all agreed upon deadlines.
2. Firm has at least three years of experience in a relevant field.
3. Employees to work on the project have relevant and adequate education and training, and knowledge, skills and ability to perform the work and complete the project.
4. Firm has capacity to perform the services.
5. Firm and employees to work on the project meet all eligibility requirements and demonstrate/are known to uphold professional work and behavioral standards (timeliness, reliability, communicative, clean work sites, etc.)
6. Approach to the project is logical, reasonable, appropriate, and thorough.
7. The firm's expectations of the County and its partners are reasonable and manageable.
8. Proposal addresses and/or acknowledges all aspects of the scope of work and technical requirements and demonstrates familiarity with the site as noted in Appendix A.
9. Proposal contains all content required.

### ***Award***

1. Approval and award of a contract is contingent upon the availability of funding to accomplish the project.
2. This project is supported by the US Department of Transportation and New Hampshire Bureau of Trails as part of an award totaling \$80,000 with 0% financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by the County of Cheshire or the U.S. Government.
3. Type of contract: cost and materials reimbursement **up to \$42,000** for all contracted work. (If multiple contracts are issued individual contract amounts will be under \$42,000.)

### ***Davis Bacon Act***

The contractor is familiar with and will comply with the following federal rules, which are expressly applicable to this project. Full details can be found at <https://www.dol.gov/agencies/whd/government-contracts/construction>.

Summary: The Davis-Bacon Act requires all laborers and mechanics employed by the contractor in the performance of the scope of work of this proposal in excess of \$2,000 to be paid wages at a rate not less than those prevailing on similar projects in the locality, as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of

title 40, United States Code commonly referred to as the “Davis-Bacon Act”. The contractor provides written assurance acknowledging the Davis-Bacon requirements and their compliance, including but not limited to: submitting certified weekly payrolls; the County conducting payroll and job site reviews for construction work, including interviews with employees; cooperating with any authorized representative of the Department of Labor in the inspection of records, interviews with employees, and other actions undertaken as part of a Department of Labor investigation; Posting in a prominent and accessible place the wage determinations and Department of Labor Publication WH-1321, Notice to Employees Working on Federal or Federally Assisted Construction Projects; and preparing and submitting the office of Management and Budget Control number 1910-5165, Davis Bacon semiannual labor compliance report, by April first and October first of each year.

### **Federal Compliance**

Contractor must agree to adhere to all applicable Federal guidelines including but not limited to: 1) Purchase of American-Made Equipment and Products 2) Environmental, Safety and Health Performance of Work 3) Affirmative Action and Pay Transparency Requirements.

### **Privacy, Confidentiality, and Publicity**

Information provided through the application process is the responsibility of each applicant. Applicants agree not to hold Cheshire County, NH, its affiliates, members, partners, and staff liable for any losses, damages, costs, or expenses of any kind relating to the use or the adequacy, accuracy, or completeness of any information appearing in an application.

Depending on the individual circumstances of this NOFO and applications, any or all parts of this process and corresponding submissions may be considered public information. Any confidential information, including trade secrets, shall be redacted or removed by the applicant prior to submission.

If awarded, be advised that the business/applicant’s application information, name, statements, and other information provided during the award process may be used for promotional purposes in all forms and media and the business/applicant may be contacted by Cheshire County, NH for such purposes. Until notified, applicants must agree not to share any status as a finalist publicly, including but not limited to all social media platforms, news media, or local publications.

### **Conflict of Interest**

Any employee, officer, or agent of Cheshire County participating in the selection, award, or administration of funds must disclose to the Board in writing if they have a real or apparent conflict of interest regarding any applying entities. Such a conflict of interest would arise when the employee, officer, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for funding. The officers, employees, and agents of Cheshire County may neither solicit nor accept gratuities, favors, or anything of monetary value from fund recipients. Cheshire County employees, officers, or agents with a conflict of interest must disclose the conflict in writing to the Board, recuse themselves of any vote pertaining to the contract, and dismiss themselves from any conversation(s) relating to a contract or its terms or conditions.