

# Request for Proposal (RFP)

## Town of Freedom Freedom Conservation Commission Forrest Advisory Committee

### Project

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Repair and Erosion Control of Access Road to Trout Pond within the Town Forest

**Issue Date: September 12, 2024**

**Pre-BID Meeting Onsite: September 24, 2024**

**Proposal Due Date: October 8, 2024**

## 1. Introduction

The Town of Freedom Conservation Commission and Forest Advisory Committee, in conjunction with the Board of Selectmen, is seeking proposals from qualified vendors and contractors for the repair and enhancement of the access road to Trout Pond within the Town Forest. This project aims to address current road damages and implement erosion control measures to safeguard the road against future extreme weather events. Vehicle traffic to Trout Pond is required.

## 2. Project Overview

The project encompasses the following tasks:

1. Repair of washed-out sections of the Class 6 road.
2. Repair and maintenance of existing culverts.
3. Installation and repair of water bars and swales.
4. Implementation of additional erosion control measures designed to protect the road from future 50 to 100-year rain events.

## 3. Scope of Work

The selected contractor will be responsible for the following:

### A. Road Repair:

Assess and repair all washed-out sections of the access road.  
Grade and compact road surface as necessary to ensure stability and proper drainage.

**B. Culvert Repair:**

1. Inspect all existing culverts.
2. Repair or replace damaged culverts to ensure proper water flow and road stability.  
Consider pre-cast wildlife crossing culverts where applicable.
3. Ensure all culverts are adequately sized and positioned for optimal performance.

**C. Water Bars and Swales:**

1. Inspect, repair, and install water bars and swales to direct water away from the road surface.
2. Ensure these structures are strategically placed to minimize erosion.
3. Water bars must allow for vehicular traffic to Trout Pond.

**D. Erosion Control Measures:**

1. Design and implement additional erosion control measures such as retaining walls, vegetation planting, and riprap.
2. Ensure all measures comply with state and federal guidelines for environmental protection.

**E. Environmental Protection:**

1. All work must be performed with minimal environmental impact.
2. Contractors must follow best practices to protect local wildlife and plant species.

**F. Materials List:**

1. Provide a detailed list of materials required for the project, including quantities and specifications.
2. Ensure all materials meet the project's durability and environmental standards.

## 4. Proposal Requirements

Prospective contractors must include the following in their proposals:

**1. Company Profile:**

Company history, experience, and qualifications.  
Relevant project experience.

**2. Technical Proposal:**

Detailed description of the approach and methodology.  
Timeline for completion.

**3. Cost Proposal:**

Itemized cost breakdown for all tasks.  
Total project cost.

**4. Materials List:**

Comprehensive list of all materials to be used in the project.  
Specifications and quantities for each material.

**5. References:**

Contact information for at least three references from similar projects.

**6. Proof of Insurance:**

General liability and worker's compensation insurance certificates.

## 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications of the contractor.
2. Understanding of the project and proposed methodology.
3. Cost-effectiveness of the proposal.
4. Quality and appropriateness of the materials list.
5. Past performance and references.
6. Compliance with environmental protection standards.

## 6. Submission Instructions

Proposals must be submitted to October 8, 2024 to:

Jeff Nicoll  
Chair, Freedom Conservation Commission  
PO Box 227  
Freedom, NH 03836  
603-539-6323

Proposals may also be submitted electronically to [FCC@townoffreedomnh.gov](mailto:FCC@townoffreedomnh.gov) with the subject line: "Proposal for Trout Pond Access Road Repair Project."

## 7. Site Visit

A mandatory site visit will be held on a date To Be Determined Interested contractors must attend to fully understand the project scope and site conditions. Please respond with available dates by.

## 8. Questions and Clarifications

All questions regarding this RFP must be submitted in writing at the earliest date possible before the deadline. Responses will be provided to all prospective bidders by within 7 days. Questions should be directed to Jeff Nicoll at [FCC@townoffreedomnh.gov](mailto:FCC@townoffreedomnh.gov).

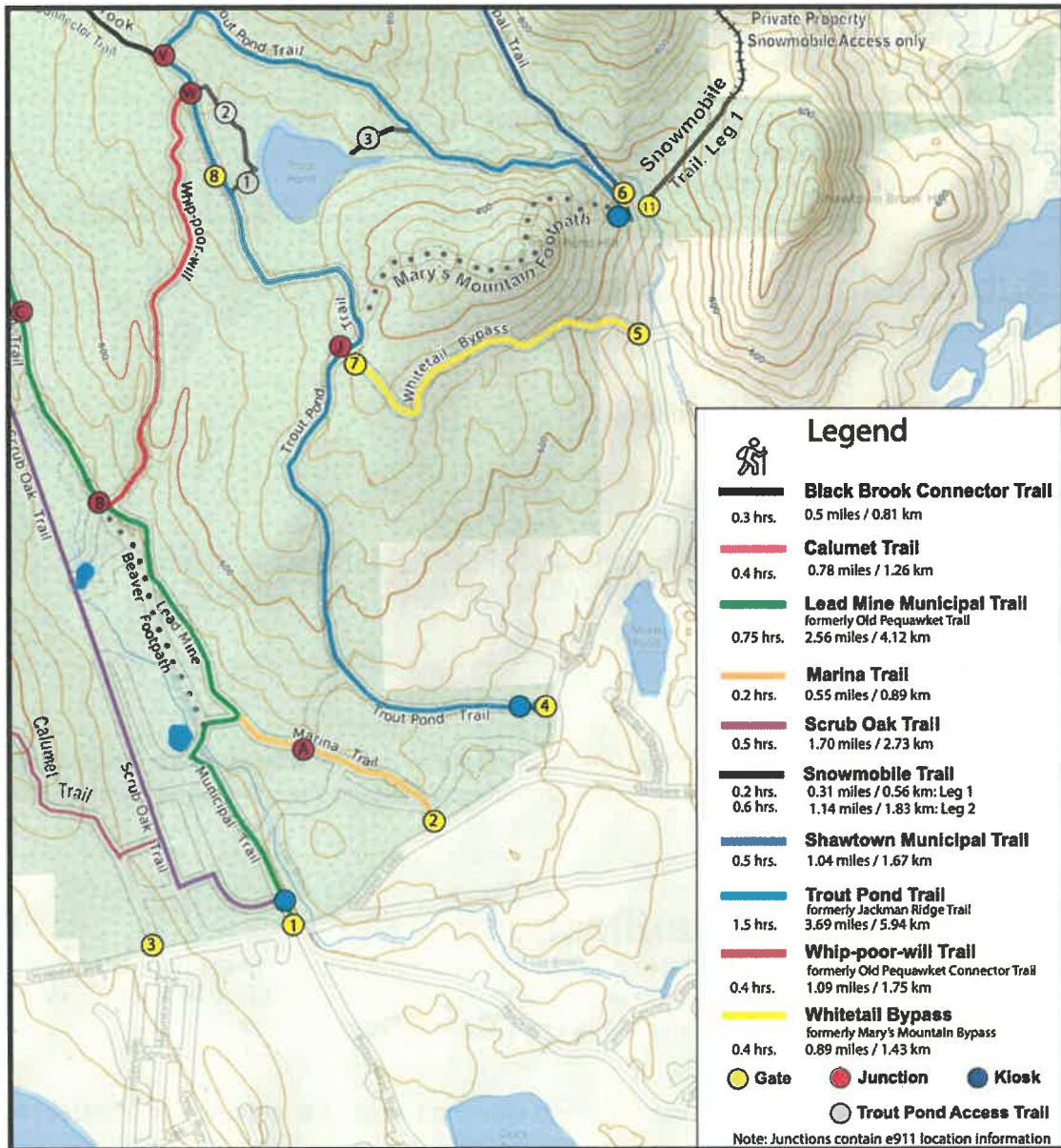
We look forward to receiving your proposal and working together to enhance and protect our town's natural resources.

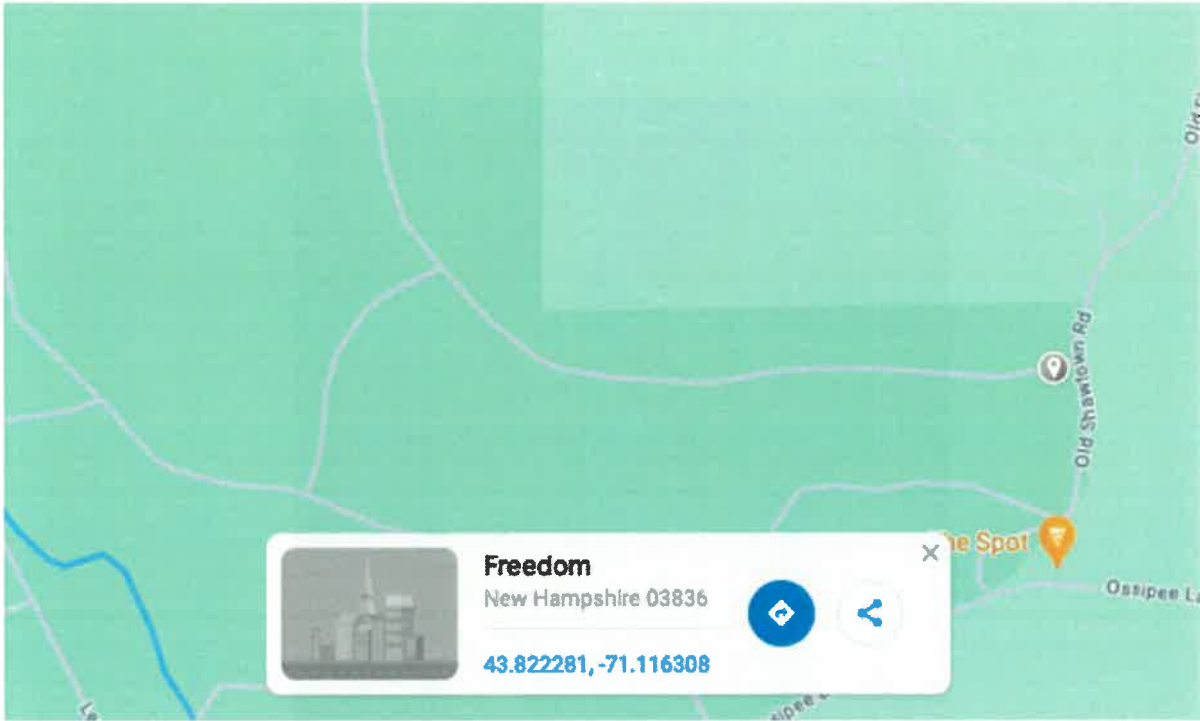
Sincerely,

Jeff Nicoll  
Freedom Conservation Commission Chair

# Scope of Work

## Trout Pond Trail from Gate 4 to Gate 8





GPS Coordinates of Trailhead for Trout Pond Trail



GPS Coordinates for approximate end of repair work

**Project Guidance from Town of Freedom Forrester**  
NOTE: Evaluation is 1 year old and may not reflect actual conditions.



**B.H. KEITH ASSOCIATES**

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Freedom, New Hampshire 03836  
Tel. (603) 539-8343  
Fax (603) 539-2532

July 18, 2023

Ms. Janet Johnson, Chr.  
Forest Advisory Committee  
PO Box 227  
Freedom, NH 03836

*RE: Status Report- Trout Pond Road/Trail*

Dear Janet:

Pursuant from the direction of the FAC, I have assessed road conditions and laid out (see attached) improvements to correct erosion and drainage concerns. As you are aware, the excessive rains this summer have served to further deteriorate road conditions, making some sections nearly impassable.

Given financial constraints, the primary area of road improvements will start from the base of the hill near the intersection with the "Bent Gate Road" (Station 0+00) and end to a point south of the intersection with Whitetail Bypass (Station 35+00). See attached map.

The improvements will center on re-grading/gravelling approximately 600 linear feet of road, creating five (5) waterbars/broad based dips, installing five (5) 15"X20' corrugated plastic pipes (CPP), and cleaning out/re-establishing a series of roadside drainage ditches. These improvements are depicted on the accompanying road station plan and are laid out using pink and blue surveyor's ribbon and a series of grade stakes.

Please review and let me know if you have any questions or comments. It is my understanding that the town intends to go to bid to secure estimates from local contractors. I am not aware of specific town policies and procedures or if there are specific forms/documents. Is the FAC or FCC the responsible party to solicit bids? I assume I will need to be available for a bid showing. Please let me know if this is the case.

The information I provided can be incorporated into any bid package.

I hope this information is sufficient.

Very truly yours,



Barry H. Keith, LPF

CC: Jeff Nicoll, Chr. FCC

*Wetlands • Environmental Studies • Forestry*

**PROPOSED ROAD IMPROVEMENTS**  
**TROUT POND ROAD/TRAIL**  
**FREEDOM TOWN FOREST**  
**FREEDOM, N.H.**

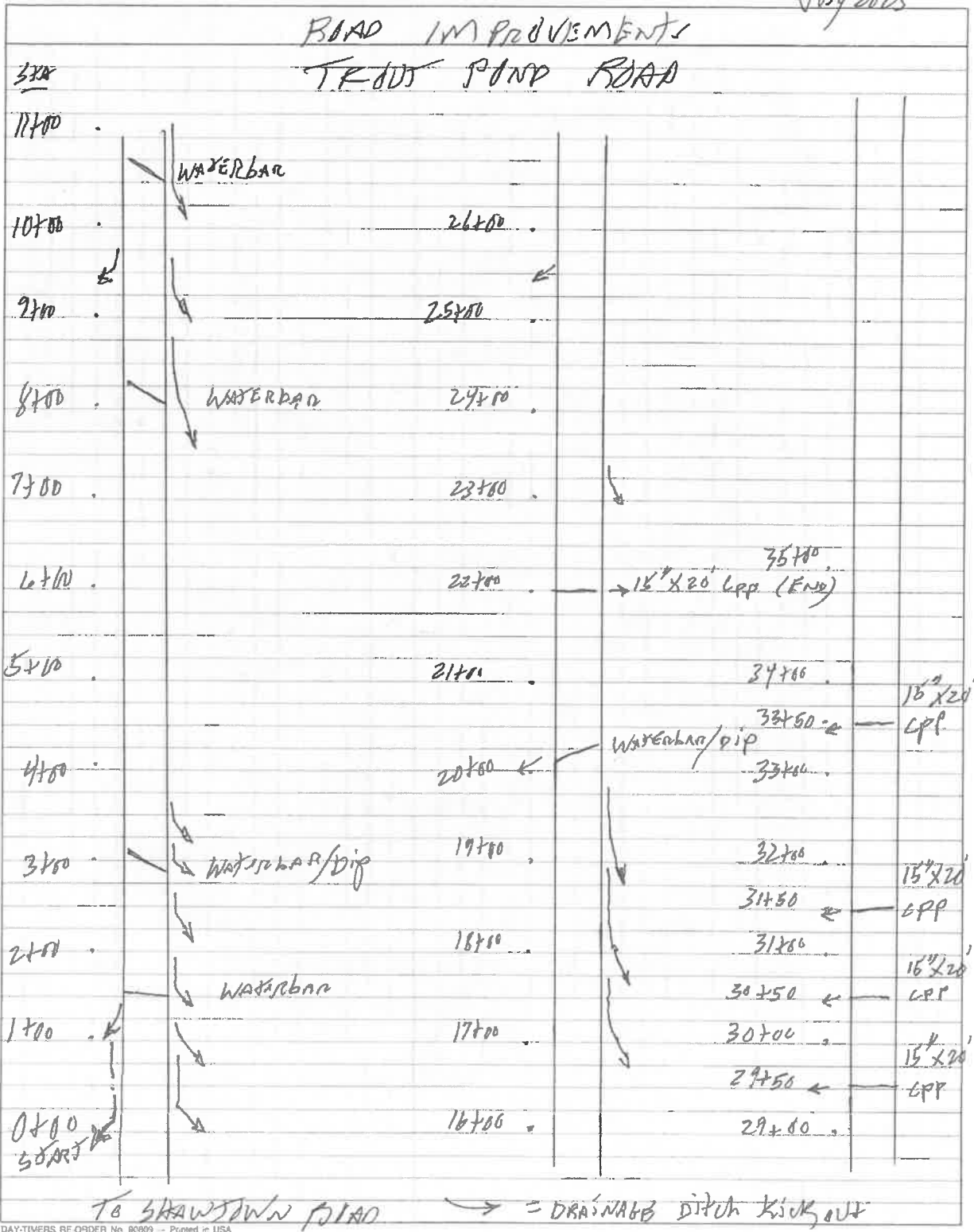
STA #	IMPROVEMENT
1+50	waterbar
3+00	waterbar/broad-based dip
8+00	waterbar
10+50	waterbar
20+00	waterbar/broad-based dip
22+00	15"X20' CPP
29+50	15"X20' CPP
30+50	15"X20' CPP
31+50	15"X20' CPP
33+50	15"X20' CPP
0+00 thru 3+00	Re-grade/apply +/- 140 CY of crushed gravel
8+00 thru 11+00	Re-grade/apply +/- 140 CY of crushed gravel

Excavate and re-establish a series of roadside ditches as noted on station plan and flagged using pink and blue surveyor's ribbon.



July 2023

# ROAD IMPROVEMENTS TRUSS POND ROAD



DAY-TIMERS RE-ORDER No. 00009 - Printed in USA

