



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## REQUEST FOR PROPOSALS CONSULTING SERVICES PLEASANT LAKE DAM, NEW LONDON

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The Town of New London (the “Town”) seeks written responses to this Request for Proposals (RFP) to retain a qualified professional engineer to assist the Town in responding to a Letter of Deficiency (LOD) from the NH Department of Environmental Services (NHDES) dated September 17, 2015, regarding Pleasant Lake Dam (#D176002/DSP#15-019). The September 17, 2015 LOD is attached to this RFP and is available on the NHDES website.

An original and four (4) copies of proposals must be submitted to Board of Selectmen, Town of New London, 375 Main Street, New London, NH 03257-7813 no later than **12:00 NOON on Thursday, December 31, 2015**. Envelopes must be marked “Pleasant Lake Dam RFP.” Firms mailing proposals should allow for delivery time to ensure receipt. **Proposals will not be accepted by e-mail or by fax.**

1. **Introduction:** The Pleasant Lake Dam is located in the Town of New London, New Hampshire, immediately upstream of Elkins Village. The dam is at the eastern end of Pleasant Lake and discharges to a tributary to the Blackwater River. The 360 foot long dam consists of mortared stone face which blends into the surrounding grades. Lake water elevation is controlled through an electrically controlled sluice gate at the gate house. The sluice gate discharges to a 42 inch diameter pipe in the outlet structure.<sup>1</sup> The Pleasant Lake Dam is classified as High Hazard. Wright-Pierce completed a breach analysis report for the Town in December 2011.
2. **Purpose & Project Scope:** The Town will engage an engineering consultant to perform the necessary engineering analyses, develop a plan and submit any necessary permit applications to bring the dam into compliance with the discharge requirements for High Hazard dams. This analysis should include, among other things, specific assessments related to the need and scope related to the following items:
  - a) Regrading the crest of the dam along its entire length to establish a 6’ wide (upstream to downstream) level surface.
  - b) Loaming, seeding and revegetating all areas of limited grass growth along the crest and downstream portions of the dam.
  - c) Reconstructing or modifying the gatehouse foundation and adjacent crest to establish a consistent elevation and smooth transition on both sides.
  - d) Clearing and regrading the left abutment of the dam such that it has a proper cross-sectional shape and is consistent in elevation with the remainder of the dam.
  - e) Mortaring or somehow binding the individual blocks of the auxiliary spillway to prevent movement during the spillway activation.

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<sup>1</sup> Pleasant Lake Dam Breach Analysis Report; Wright-Pierce, December 2011.

2. **Communications Concerning RFP:** Prospective bidders are encouraged to notify the Town of their interest and are encouraged to visit the dam prior to submitting a proposal. Questions determined to be of interest to all prospective firms will be answered in writing and provided to all firms either by mail or by e-mail. All questions relevant to the development of a proposal are to be directed to Kimberly A. Hallquist, Town Administrator, 603-526-4821 ext. 13 or *townadmin@nl-nh.com*.
3. **Proposals:** All proposals shall include, at a minimum, the following information:
  - a) Name and Address of Consultant/Firm
  - b) Name, Title and Contact Information of Authorized Representative
  - c) Statement as to the Consultant/Firm's abilities and qualifications as they relate to this project.
  - d) Resumes of key personnel who would be assigned to this project.
  - e) List of municipalities in New Hampshire and other states for which the firm has provided similar services in the last three years (include municipality contact information).
  - f) Additional information or documentation that may be useful and applicable to this project.
  - g) Project approach and schedule.
  - h) Not to exceed cost of project, broken down by task.
  - i) Signature of an official authorized to bind the firm to proposal.
  - j) Must include a statement that the proposal remains valid for duration of contract.
  - k) Prior to contract, the winning firm will be required to show evidence of insurance coverage of a kind and in an amount satisfactory to the Town.

The successful bidder shall provide a statement that it will adhere to all applicable federal, state and local regulations and guidelines as it pertains to this project.

4. **Additional Information:**
  - a) Incurring Costs: The Town will not be liable for any costs incurred by a firm in the preparation or submission of a proposal.
  - b) Acceptance of Proposal Content: The contents of the successful proposal may, at the Town's option, become part of the contract entered into by the successful firm and the Town.
5. **Review Process:** All proposals will be reviewed, at a minimum, by the Town Administrator, Public Works Director and Board of Selectmen. Proposals will be evaluated based on what is deemed to be in the best interests of the Town and the project including such factors as the bidder's experience and expertise in providing similar consulting services to municipalities, the quality and creativity of the proposal, recommendations of entities for which the bidder has previously provided services, and total cost. The Town reserves the right to waive non-material deficiencies in any proposal. Cost will not be the sole factor in evaluating proposals.

The Town reserves the right to reject any and all proposals received as a result of this RFP. A short list of finalists may be developed and firms may be interviewed after the proposals are received. Selection of the firm with the preferred proposal does not provide any contract rights to that firm. Any such rights shall accrue only if and when the Town and the firm execute a binding contract. The Town reserves the right to negotiate with the successful firm in any manner

necessary to best serve the interests of the Town. If the Town fails to reach an agreement with the successful bidder, the Town may commence negotiations with an alternative bidder or reject all bids and reinstitute the RFP process.

The Town expects to complete its review of all proposals and select the tentative bidder within one month after the receipt of proposals. If necessary, the Town may extend that review period. The project will start sometime after March 8, 2016 when the necessary funds are expected to be appropriated at Town Meeting.