

Request for Proposal

Development of the Merrimack Riverfront Trail System:
Design, Permitting, Bid Development and Construction Oversight

May 2015



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TOWN OF HOOKSETT

35 Main Street

Hooksett, NH 03106

www.hooksett.org

Executive Summary

Hooksett holds one of the last large remaining undeveloped areas of Merrimack River frontage in southern New Hampshire. The Hooksett Conservation Commission (HCC) has worked diligently to acquire and conserve this special property through a partnership with The Society for the Protection of New Hampshire Forests, which hold the conservation easement. The parcel is 126 acres on the Merrimack, which includes 3,900 feet of scenic river frontage (see Attachment A). Endangered and threatened species are documented within one mile of the area, including multiple sightings of the bald eagle. As the former site of the Head & Son Brickyard (1850-1930), this property has historical significance to Hooksett and is depicted on our Town seal.

The Merrimack Riverfront was identified in the Hooksett 2004 Master Plan as a top-five priority for the Town. In the past decade, the Town has fulfilled a large part of this vision by partnering with state and local agencies, raising funds, and acquiring 126 acres of prime, undeveloped property along the Merrimack River. With connecting trails, our goals are to provide: public access to the riverfront for people of all ages and abilities, essential connectors for pedestrian and bike transportation, a foundation for future regional trail development, educational opportunities for students and teachers, passive recreation for residents and visitors, and the preservation of valuable wildlife habitats on the riverfront. The land is protected by a conservation easement held by The Society for Protection of New Hampshire's Forests.

To provide an opportunity for residents and visitors to gain access to this pristine area, the Hooksett Conservation Commission plans to construct a trail system. Funds will come from the Conservation Fund, private donations, a DRED grant and through a warrant article that the town voted on in May.

Preliminary trail plans have been developed as part of requirements for grant proposals. The plan includes approximately two miles of crushed gravel trail and boardwalk in a loop configuration, allowing access to some of the more unique aspects of the property including riverfront views and an active cornfield.

While this preliminary plan is in place, the HCC is still seeking a contractor to develop a plan to include design, permitting (DES Shoreland, Wetland, AoT, and others), bid development, and construction oversight.

The contractor will be selected and approved by the representatives from the Hooksett Conservation Commission and The Society for the Protection of New Hampshire Forests.

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I. REQUIRED PLAN SUBMISSIONS

Each entity (herein called the “Contractor”) will submit a proposal package to the Hooksett Conservation Commission that includes the following components:

- Project team members, qualifications, and roles.
- A technical proposal that describes project approach and scope of work.
- A project schedule.
- A project budget.
- At least three references, including client contact names, addresses, phone numbers and email addresses.

All questions should be directed to Steve Couture, Hooksett Conservation Commission Chair.

Each Contractor will submit four (4) hard copies of all documents and one (1) PDF or online version by close of business on **June 5, 2015 @ 4:30pm** to

Carolyn Cronin
Conservation Commission
Town of Hooksett
35 Main Street
Hooksett, NH 03106

Representatives from the Town of Hooksett Town Council, the Hooksett Conservation Commission, and the Society for the Protection of New Hampshire Forests will review proposal packages and generate a short-list of firms based upon qualifications. Candidate firms will then be interviewed to discuss relevant experience, project approach, and budget. Interviews will be scheduled on **June 11, 2015**. The selected firm will be invited to develop a scope of services and to negotiate a contract.

Selection Timeline (all dates are by the close of business at 4:30 PM ET)

RFP issued: May 21, 2015

Questions from prospective firms due: May 29, 2015

Responses posted by the HCC: June 1, 2015

Proposal deadline: June 5, 2015

Interview notification: June 10, 2015

Interviews to occur: June 11, 2015

Complete and timely submittal of documents is required for the proposal package to be considered.

II. PROJECT TEAM MEMBERS AND ROLES

The specialized experience of the project team provides one of the most important aspects of the selection criteria. The proposal package will contain the following information with regards to project team members:

- Key roles and the names of individuals responsible for managing the project and conducting specific project tasks.
- Qualifications of each team member and anticipated level of involvement.
- An organizational chart showing lines of communication and decision-making hierarchy.
- A matrix that outlines the expected level of participation in hours for each team member and projected tasks.

III. PROJECT APPROACH – SCOPE OF WORK

The Merrimack Riverfront Trail System Development Plan must contain a scope of work for design, permitting, bid development, and construction oversight.

A. Design and Construction

Components of the trail work to be performed include:

- Trails will be crushed gravel and will be 12-feet wide.
- Trees, grass and loam will be removed to 12 inches below existing grade and 12 inches of crushed gravel will be placed and compacted so the existing grade will be maintained.
- All wetland impact areas will be spanned with walking/snowmobile style wooden bridges on concrete supports.
- The bridges over the flat, widespread wetlands and wet meadows will have a wooden curb; however, will not have handrails and will be less than 32 inches above the existing ground.
- The bridges over defined channels, and/or streams will have wooden curbs and 42-inch wooden handrails.
- To access the site during construction wooden mats will be rented and installed, at grade, across the existing wetlands and removed as the construction in those areas are completed.
- The bridge spanning the existing railroad abutments will be independent of the abutments because one abutment is in structural failure.

B. Permitting

- **Shoreland Permit** – A shoreland permit will be needed for the proposed trail development work located within 250 feet of the Merrimack River. The shoreland permit fee is \$0.10 per SF based upon the area of disturbance with a maximum fee of \$3,750 for impacts over 25,000 square feet. Since the proposed improvements would serve a public benefit and further development of the shoreland area of the site is not anticipated, a waiver to the shoreland fee would be recommended. Based upon the proposed current trail development plan for the site and assuming an impact area width of 16 feet for the proposed trail construction, which includes both permanent impacts for the proposed gravel trail and temporary impacts for the grading of the trail slopes and edges, the total anticipated shoreland impact area is approximately **49,000 SF**. This area does not include the proposed wetland impact areas located within the 250-foot shoreland area that are covered by the separate wetland permit fee.

○ NHDES Shoreland Fee	\$3,750
○ Potential Waiver of Fee	\$0

- **Wetland Permit** – NHDES has a Trail Notification wetland permit application; however, the Merrimack Riverfront property does not qualify for using this permit application since prime wetlands and their buffers would be impacted by a portion of the proposed trail development. In addition, the Natural Heritage Bureau (NHB) data check conducted for the project site in 2011 (File ID 1028) indicates three natural communities exist on the site. Because of these specific site issues, the trail notification application does not appear to be applicable to this project. As such, we have assumed a standard wetland permit application would be necessary for the proposed trail development. The current fee for a wetland permit application is \$0.20 per SF of impact area. Based upon the latest trail development plan, the following areas of the site were identified relative to wetland permitting.

- **Location #1** – There is an abandoned railroad bridge stream crossing with granite abutments located at the southerly end of the project area. The southerly abutment appears intact, but a number of blocks of the northerly abutment have been dislodged and fallen into the stream bed. Any repair of the existing northerly abutment would entail impacts to the wetland and require a permit. In addition, it is recommended to conduct an inspection of the southerly abutment by a professional engineer if this abutment was to be used for the project. To avoid a wetland permit in this location and/or inspection of the abutments, the proposed bridge crossing could be extended beyond the existing granite block abutments and stream embankment. A suitable bridge with railing could span this location and would not require a wetland permit.
- **Location #2** – At the northwesterly point of the site along a trail leading from the abandoned railroad bed toward a field currently planted with rye grass, there is an existing stream bed within the trail that appears to seasonally overflow and drain from north to south. It is anticipated that a

bridge would be placed in this location with the abutments placed beyond the wetland to avoid any permanent impacts. It is anticipated that temporary impacts would occur in this location of approximately **600 SF** as part of the bridge crossing. It is recommended that the trail width in this area be approximately eight feet to avoid additional impacts to the wetlands located along the north and south sides of the existing trail beyond those at the stream crossing area in the trail. A suitable bridge with railing could span this location to avoid permanent wetland impacts.

- **Location #3** – An existing 24” CMP culvert is located along the existing farm trail in the field area that is approximately halfway between the north and south boundary. The current culvert is in disrepair and should be replaced under this project with a HDPE pipe. The culvert appears to be placed in a constructed drain ditch that flows seasonally. It is anticipated that temporary impacts of about **200 SF** would occur in this location as part of construction of the replacement culvert.
- **Location #4** – This location appears to be within or adjacent to Prime Wetland #20. At this location there is an existing trail that leads easterly to a stream that will require a bridge crossing with railings. The easterly portion of the crossing will require clearing in the area to place the abutment out of the wetlands. The span would be approximately 20 feet long and is estimated to impact approximately **400 SF** of wetlands during construction. A suitable bridge with railings could span this location without permanent impacts.
- **Location #5** – This location appears to be within or adjacent to Prime Wetlands #20. At this location there is an existing trail that leads northerly. This location does not appear to be influenced by water flow from any adjacent streams, and a small wooden boardwalk appears appropriate for this location. It is anticipated that this will be the primary access location for the construction of the trails on the site. The anticipated impact at this location is **1,500 SF** of both permanent and temporary impacts.
- **Location #6** – At the southerly portion of the site along an existing trail there is an existing farmer’s wetlands stream crossing that has deteriorated. It is anticipated that a bridge would be placed in this location with the abutments placed beyond the wetland that would avoid any permanent impacts. It is anticipated that temporary impacts of approximately **400 SF** would occur at this location as part of the construction of the bridge crossing. A suitable bridge with railings could span this location to avoid permanent wetland impacts. The location appears to be within or adjacent to Prime Wetland #20.
- **Location #7** – There are two separate access ways that have frontage on Merrimack Street. At the southerly access way, behind the abutting lot, there is a wetland area that will be impacted by the proposed trail construction. This location does not appear to be influenced by water flow from any adjacent streams, and a small wooden boardwalk appears to be appropriate for this location. It is anticipated this will be the primary access location for the construction of the trails on the site. The anticipated impact at this location is **1,500 SF** of both permanent and temporary impacts. The location appears to be within or adjacent to Prime Wetland #20.

- **Locations #8 and #9** – This location is within Prime Wetland #20. Two boardwalks are proposed in this location of approximately 140 feet each to span wetland areas and minimize permanent impacts. The locations of the two boardwalks are within a wooded portion of the prime wetland that would require clearing to construct and install. This location appears to be seasonally flooded. The boardwalks are intended to terminate at small upland areas. It is anticipated that there would be permanent impacts associated with the constructed piers for the proposed boardwalk. The boardwalks are estimated to impact approximately **2,400 SF** each for a total of **4,800 SF** of both temporary and permanent impacts.
- **Location #10** - This location is within Prime Wetland #20. The location is opposite the northerly access way from Merrimack Street, where there is a large field area, and at the westerly edge there is an existing trail that leads westerly toward Prime Wetland #20. The existing trail is approximately 8-10 feet wide and terminates about 100 feet from the field at a seasonal stream crossing. The impact area is approximately **1,000 SF** of both permanent and temporary impacts.
- **Location #11** – This location is a wetland area that is anticipated to be impacted by the proposed construction and a boardwalk placed upon concrete piers. The location appears to be within or adjacent to Prime Wetland #20. The anticipated impact at this location is estimated to be **1,600 SF** of both permanent and temporary impacts.

Wetland Permit Application and NHDES Application Fee

- **NHDES Wetland Permit Fee (estimated based upon above impacts)** **\$2,620**
- **Natural Heritage Bureau (NHB)** – In 2011, another party completed a NHB data check for the subject parcel; however, the check is only valid for one year and thus has expired. Prior to any application submission for the site to NHDES, a current NHB data check will be needed. The fee for the NHB data check is currently \$25. The 2011 NHB indicates seven (7) plant species of concern are present at the project site. We recommend that a botanist review and verify that the proposed trail locations will avoid any of the listed species prior to construction. The proposed trail locations and location of the species of concern should be coordinated with the NHB as part of the project NHDES application process.
 - **NHB Data Fee** **\$25**
- **Historical** – The project information included a response from the NH Division of Historic Resources (NHDHR) in 2013 that noted the site may contain historic and/or Native American archeological sites and may require further investigation. In May 2015, the State Historic Preservation Office (SHPO) reviewed the project and expressed concerns that the project area could have significant cultural, historical and environmental impacts. To explore these concerns, the NH State Historic

Preservation Office and NH DOT Environmental Bureau have requested the Hooksett Conservation Commission coordinate with the Hooksett Heritage Commission and complete a Phase 1A Archaeological Survey of the project area before any trail work begins.

- Alteration of Terrain – It is anticipated the proposed improvements at the site would be conducted to obtain a “General Permit by Rule” per Env-Wq 1503.03.(c) or (d) and an Alteration of Terrain Permit would not be necessary for the project.

GENERAL NOTE: We recommend that the NHB, botanist evaluation, wetland delineation, field survey of wetlands and the Historical – NHDHR portions be conducted first to identify any potential areas that may need avoidance before preparing plans and applications for the project. Upon completion of these tasks, the species of concern, natural communities, and the understanding of impacts associated with Prime Wetlands will be known. At that point, we recommend a meeting with NHDES to discuss if a Trail Maintenance application (with a fee of \$25) is appropriate, rather than the standard NHDES Dredge and Fill Application, as noted above for this project.

Permitting Summary

- *NHDES Shoreland Fee* \$3,750
 - *NHDES Wetland Permit Fee (estimated based on above impacts)* \$2,620
 - *NHB Data Fee* \$25
- Estimated Permitting Costs: \$6,395**

- Construction Permitting – The proposed trail construction will impact approximately three acres and require filing a Notice of Intent (NOI) with the United States Environmental Protection Agency (USEPA) since the impacts are in the excess of one acre. The work requires preparation of a Storm Water Pollution Prevention Plan (SWPPP) for the project and filing an electronic NOI (eNOI).

Probable Construction Costs

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Clearing & Grubbing	A	0.5	15,000	7,500
2	Topsoil stripping	A	2.6	6,500	16,900
3	Rental of temporary wooden mat	SF	7,800	3.91	30,498
4	Common excavation	CY	170	35	5,950
5	Rock	CY	25	150	3,750

	excavation				
6	Embankment-in-place	CY	160	12	1,920
7	Fine grading	SY	14,870	2	29,740
8	Crushed gravel	CY	4,980	30	149,400
9	Concrete abutment	EA	20	3,500	70,000
10	Concrete support	EA	102	750	76,500
11	Full wood bridge with curb & handrail	LF	114	420	47,880
12	Low wood bridge with curb only	LF	720	200	144,000
13	Loam	CY	102	30	3,060
14	Replace 24" CMP with 24" HDPE with end sections	LS	1	1,800	1,800
15	Matting for erosion control	SY	5,600	3	16,800
16	Silt fence	LF	18,040	3.5	63,140
17	Turf establishment with mulch	SY	6,050	2	12,100
18	SWPPP inspections	U	1	10,000	10,000
19	Mobilization	U	1	20,000	20,000

CONSTRUCTION ESTIMATE: \$710,938



IV. PROJECT SCHEDULE

The Contractor will provide a schedule to start and implement design, permitting, bid development, and construction oversight. The schedule will include project tasks as identified in the Scope of Work. Project tasks will be laid out in a flow chart identifying the anticipated days to complete each task and the interrelationship of conducting and completing these tasks.

The scope of work will outline specifically how the Contractor will enable the Hooksett Conservation Commission to meet the **December 31, 2015** deadline for the portion of the trail system funded via DRED (application attached).

V. PROJECT BUDGET

The Contractor will provide a budget to start and manage the project tasks as identified in the Scope of Work.

VI. REFERENCES

The Contractor will provide three references that may be contacted regarding the Contractor's expertise and capabilities. The references include client contact names, addresses, phone numbers, and email addresses. The Contractor should provide at least one copy of or reference to a similar plan in which the Contractor had considerable participation or oversight.

VII. SELECTION CRITERIA

Selection will be based on both the written proposal package and an interview. Contractors will be assessed based on the following criteria.

1. Specialized Experience of the Project Team (30%)

The Contractor will be rated on its demonstrated experience as follows:

- a) Developing project plans that satisfy the conditions of the Easement as well as State and Local permitting requirements and site specific needs.
- b) Completing work within the required schedule and budget.
- c) Effectively soliciting, assessing, and using comments and suggestions from stakeholders.
- d) Experience incorporating and implementing trail systems.

2. Project Personnel (30%)

The Contractor will be rated on the principal team members' role and participation level, and the qualifications and experience of key personnel, their communication abilities, and availability during the project.

- Project Manager 20%
- Task Managers 10%

3. Project Approach (20%)

The Contractor will be rated on the approach to the project scope outlined in this RFP, the understanding of the project scope and schedule of work, and the interfacing of tasks.

4. Project Budget (20%)

The Contractor will be rated on the overall budget breakdown within the interfacing tasks.

Upon completion of the review process, interviews, and reference checks, the Hooksett Conservation Commission will negotiate with the top-ranked contractor for contract scope and price. The negotiated contract will be based on fair and reasonable compensation for the services required.

VII. DISCLAIMER

This RFP does not commit the Hooksett Conservation Commission to award a contract or pay any costs incurred during the preparation of the qualifications package. The Hooksett Conservation Commission reserves the right to reject any or all of the qualifications packages. The Hooksett Conservation Commission also reserves the right to eliminate the need for the selected contractor to complete one or more tasks, pending the outcome of preceding related tasks.