

Request for Proposal
For
Landscaping Construction

For the New Boston School District
15 Central School Road
New Boston, NH 03070

Submission Due Date: March 27, 2025

New Boston School District is seeking a qualified, professional Landscaping Contractor to renovate and construction of a multi-level interactive pathway within the hillside located at the back of the New Boston Central School, located at 15 Central School Road, New Boston, NH 03070. The estimated project has been budgeted at \$ 85,000 to begin June 20, 2025, through August 22, 2025, proposals may be delivered in person or by USPS (or similar service) to the SAU # 19 Office, 11 School Street, Goffstown, NH 03045. **All proposals must be received by March 27, 2025, by 3:30 pm.** Documents can be found on the main page of the SAU 19 web page under SAU19 Menu Community > Request for Proposals section at www.Goffstown.k12.nh.us.

The school district reserves the right to extend this deadline by providing a written addendum to the Request for Proposal.

Request for Proposal (RFP) Invitation

The New Boston School District (herein referred to as the district) requests proposals for Landscaping Construction Renovations within the hillside at the back of New Boston Central School. The awarded contract which will include the following:

- 1) All excavation site work according to site plan prepared by Terrain Planning & Design LLC for this project.
- 2) All materials for pathways and plantings (reference above plan for details)
- 3) A list of equipment to be used during this project to ensure bidding contractor has or access to equipment needed for this project at the bidder's expense.
- 4) Secure the excavation area which clearly identifies work zone for his project.
- 5) Secure all equipment and materials outside during working hours as well during non-work hours.
- 6) To provide signage for project clearly work zone areas.
- 7) To control debris in paved areas at end of each day
- 8) A schedule of cost will be provided follow outline any adjustments to schedule please note at end of schedule see attachment NB Schedule of Cost.
- 9) Provisions for porta-potty on site for construction crew and schedule removal after project completion and before the start of school
- 10) An agreed-upon work schedule for these services to accommodate the summer school operation.

All proposals are to be submitted in a sealed envelope with one (1) original copy and two (2) additional copies. The envelope must be marked with the following notation:

“RFP – New Boston Landscaping Construction

Documents should be addressed to:

SAU #19
Attn: Facilities Director
11 School Street
Goffstown, NH 03045

Since there is a possibility of negotiation with multiple respondents, neither the identities of the responding firms nor the contents of any proposal will become public information before a contract award is made. Therefore, there will be no public opening. All proposals will become the property of the district and will be made available for review after award of contract.

Questions Regarding the RFP

Firms interested in making a submittal are directed not to make personal contact with the Facilities Director. Questions about the RFP, its content, proposal format or any other question deemed necessary contact Eric Buck must be submitted by March 14, 2025.

Eric R. Buck, PLA, ASLA
Owner / Landscape Architect
Terrain Planning & Design LLC
311 Kast Hill Road
Hopkinton NH 03229
603-491-2322

Or by EMAIL to:

ebuck@terrainplanning.com

Contract Award

Award will be made after all proposals have been reviewed based upon the requirements contained within this RFP. This will not be a public bid opening the district reserves the right to reject all proposals or to accept bid other than the lowest priced proposal, and to waive any informalities, omissions, excess wording, or technical defects found within submitted proposals, if in the opinion of the district, such action would be in their best interest. The district reserves the right to accept all or part of any submittal or to cancel in part or in its entirety this RFP. they further reserve the right to select the proposal that they consider will provide the best overall value to the district.

This Request for Proposal does not commit the District, the Superintendent of Schools, the Board, the District Business Office, the Committee, or any other sub-committees to pay costs incurred in the preparation and submittal of a proposal and does not commit the district to procure or contract for materials and services.

Items Required for Inclusion in Proposal

All proposals must address the following items in the order listed below and must be numbered the same as in the proposal submission document.

1. Description of Firm(s):

This section is intended to provide the district with the firm's information regarding the size, location, nature of work performed, years in business.

2. References:

Three (3) references for which like work has been performed. Use included form for your submittal, or bid may submit references in a different format if all requested information is included.

3. Schedule of Cost(s):

Complete the Schedule of Cost located within this RFP. Include any additional notes or proposed services that are not outlined in the Schedule.

Terms and Conditions

1. **Safety** – To ensure a safe work environment, the selected Contractor will comply with state and OSHA guidelines for this type of work.
2. **Indemnification** – The firm must agree to defend, hold harmless, and indemnify the district, their officers, agents and employees against 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.
3. **Liability Coverage** – During the term of the contract the firm(s) shall maintain general liability coverage in an amount not less than \$1,000,000 per occurrence, \$2,000,000 aggregate, and worker's compensation coverage as required by federal and state statute. Certificates of insurance naming the New Boston School District as additionally insured 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.
4. **Non-Appropriation** – Any resultant contract shall include a non-appropriation clause which states, "In the event that sufficient funds are not appropriated for project completion and other requested architectural and engineering services during the ensuing fiscal year, the District may terminate this agreement by written notice within thirty (30) days of adoption of the district budget for the fiscal year in question, and the agreement shall be terminated effective immediately."
5. **Non-Transferable** – The firm shall not have the right to transfer or assign the contract to any other person, company, or corporation.

6. **Payment Terms** – Standard District payment terms are Net 30 Days from the date of the invoice. Invoices should be issued monthly for services already performed. 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.
7. **Termination for Performance** – The contract may be terminated at any time by the district for unsatisfactory performance. In such case, the district shall 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. If the firm’s performance does not improve to the satisfaction of the district, the contract for services may be immediately terminated.
8. **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 for any loss that may be sustained.

**New Boston School District
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LIST OF REFERENCES

IMPORTANT: This form must be returned with the Schedule of Costs.

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

