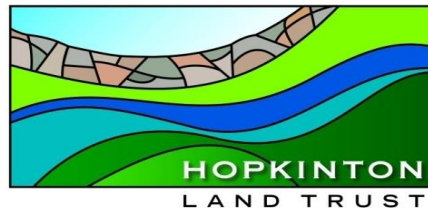


HOPKINTON LAND TRUST

TOWN OF HOPKINTON



REQUEST FOR PROPOSALS

CONSTRUCTION OF TOMAQUAG ROAD PARKING LOT

**CONTACT: Marilyn Grant, Hopkinton Land Trust
Chairperson hopkintonlandtrust@gmail.com
(602)730-LAND**

1. OVERVIEW

The objective of this Request for Proposals (RFP) is to procure the services of a qualified contractor to build/excavate for the parking lot for the Crown Farm Preserve on Tomaquag Road (Map 5, Lot 109).

The Town of Hopkinton will then negotiate with the selected applicant to arrive at satisfactory contract terms. If these negotiations are not successful within a reasonable time, the Town may then enter into negotiations with the second most qualified applicant.

2. Request for Proposals

2.1 Inquiries and Closing Date

All requests for further information regarding this RFP are to be directed in writing via email to the contact person named on the front cover of this RFP.

All responses to this RFP shall be sent in a sealed envelope to the Hopkinton Town Clerk and must be received by 3 p.m. on Monday, September 23th 2019. Bid opening at 3:15pm. Responses addressed to:

HopkintonTown Clerk
Town of Hopkinton
Hopkinton Town Hall
1 Town House Road
Hopkinton, RI 02833

2.3 Review and Selection

The Hopkinton Land Trust will review responses against the Evaluation Criteria detailed below. Interviews by phone or in person may be scheduled at the discretion of the Land Trust.

Upon request of a potential applicant, a Land Trust representative will be available to meet applicants in the field to more fully identify proposed locations.

All applicants will be notified of the committee's decision at the conclusion of the review process, no longer than 30 days after the closing date.

3. Services

The selected contractor will provide the following services:

1. Review the site chosen by the Land Trust. Contact Harvey Buford for site visit (401) 932-1383.
2. Build/construct parking area in accordance with engineer's design.

4. Evaluation Criteria

- a. Experience in construction/installation of similar projects.
- b. Proven capacity to complete projects in a timely fashion and in line with an established budget.
- c. Proposed and negotiated project price.

5. Submission Requirements

There is no standard format for submissions, but all should include at least the following:

- a. Name, address, email and phone number for submitting organization.
- b. Identification of principal individuals who will be involved in the construction/installation with details of their experience in similar projects.
- c. A brief outline of how the submitting organization would approach and complete the project.
- d. Proposed price for the project.
- e. An estimated completion date for the project.
- f. Hourly and/or daily rates for personnel and equipment should work be added or deleted.