

RFP47-07



CITY OF CONCORD, NEW HAMPSHIRE
PURCHASING DIVISION

REQUEST FOR
PROPOSALS

**RECREATIONAL PLANNING AND
ENGINEERING DESIGN SERVICES**

CIP #51/07
SITE PLAN DESIGN AND ENGINEERING SERVICES
WHITE PARK
CONCORD, NEW HAMPSHIRE

PREPARED FOR AND COORDINATION WITH THE
COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING SERVICES DIVISION

Douglas B. Ross, Purchasing Agent
Proposal Due Date/Time: May 3, 2007 Not Later than 2:00 PM
MANDATORY Pre-Proposal Meeting: April 19, 2007 at 1:00 PM

REQUEST FOR PROPOSALS

The City of Concord, New Hampshire wishes to engage the services of a consultant, consultant team or group which is lawfully engaged in recreational facility planning, design and engineering services in the State of New Hampshire.

Given the complexity of the scope of services requested, a MANDATORY Pre-Proposal Meeting has been scheduled to review the work scope in detail. **The mandatory pre-proposal meeting will be held on Thursday, April 19, 2007 at 1:00 PM.** This meeting will be held at the Conference Room, City Hall, 2nd Floor, 41 Green Street, Concord, NH 03301.

The City must receive proposals **no later than 2:00 PM on May 3, 2007** from interested firms to be eligible for consideration. Each proposal shall be submitted in a sealed envelope, which is clearly marked:

RFP47-07

PROPOSALS FOR RECREATIONAL PLANNING AND ENGINEERING DESIGN SERVICES

**CIP #51/07
WHITE PARK
CONCORD, NH**

COMPLETE COPIES OF RFP47-07 ARE AVAILABLE AT THE PURCHASING OFFICE, 1ST FLOOR, CITY HALL, 41 GREEN STREET, CONCORD, NEW HAMPSHIRE OR ON-LINE AT www.onconcord.com/purchasing.

Requests may be issued only by the Purchasing Agent, or his designee, to authorized firms, and are not transferable unless authorized by the Purchasing Agent.

All proposals received will be considered confidential and not available for public review until after a consulting firm has been selected.

Proposals, which do not incorporate our request for Consultant Services, may not be considered.

The City reserves the right to reject any or all proposals or any part thereof, to waive any formality, informality, information and/or errors in the proposal, to accept the proposal considered to be in the best interest of the City, or to purchase on the open market if it is considered in the best interest of the City to do so.

Failure to submit all information as detailed on the Proposal Submission Checklist on Page 21 and/or submission of an unbalanced proposal are sufficient reasons to declare a proposal as non-responsive and subject to disqualification.

All proposals are advertised in the Concord Monitor and periodically in other various publications, on Concord Cable Channel 17, and are posted publicly at (1) City of Concord, City Hall, 1st Floor, 41 Green Street, Concord, NH 03301 and (2) on the City of Concord web site at www.onconcord.com/purchasing.

CITY OF CONCORD, NEW HAMPSHIRE

Douglas B. Ross, Purchasing Agent

Date: _____

Proposal Due Date/Time: May 3, 2007 not later than 2:00 PM

GENERAL TERMS AND CONDITIONS

PREPARATION OF PROPOSALS:

Proposals shall be submitted on the forms provided and must be signed by the Proposer or the Proposer's authorized representative. The person signing the proposal shall initial any corrections to entries made on the proposal forms.

Proposers must quote on all requested services unless specific directions in the advertisement, on the proposal form or in the special provisions allow for partial proposals. Failure to quote on all services may disqualify the proposal. When proposals on all services are not required, Proposers shall insert the words "no proposal" where appropriate.

Alternative proposals will be considered, unless otherwise stated, only if the alternate is: (1) Described completely, including, but not limited to specifications sufficient so that a comparison to the request can be made; and (2) Submitted as part of the base proposal response, i.e. it shall not be a separate document which could be construed as a second proposal.

Unless otherwise stated in the Request for Proposal (RFP), the Proposer agrees that the proposal shall be deemed open for acceptance for Sixty (60) calendar days subsequent to submittal to the City of Concord.

Any questions or inquiries must be submitted in writing, and must be received by the Purchasing Agent no later than seven (7) calendar days before the Request for Proposals due date to be considered. Any changes to the Request for Proposals will be provided to all Proposers of record.

Given the complexity of the scope of services requested, a MANDATORY Pre-Proposal Meeting has been scheduled to review the work scope in detail. **The mandatory pre-proposal meeting will be held on Thursday, April 19, 2007 at 1:00 PM.** This meeting will be held at the Conference Room, City Hall, 2nd Floor, 41 Green Street, Concord, NH 03301.

The Proposer shall not divulge, discuss or compare this proposal with the proposal of any other Proposers and shall not collude with any other Proposer or parties to a proposal whatever. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of services is allowed. Any such violation will result in the rejection of the offender's proposal or termination of the offender's contract, as applicable, and removal from the Proposal List).

The vendor may be required to supply proof of compliance with proposal specifications. All costs for such proof or certificates of compliance shall be the responsibility of the vendor.

Unless otherwise stated, all prices are F.O.B.: Destination. No charge for packing or drayage will be allowed. All deliveries are to be pre-paid, C.O.D.'s will not be accepted. Each shipment shall be identified by Purchase Order and/or RFP number, commodity description and packing list. All items, packages, etc. shall have clearly identifiable external markings or tags for ease of identification.

SUBMISSION OF PROPOSALS:

Proposals must be submitted as directed in the Request for Proposals, and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. Proposals must be mailed or delivered in person. Proposals that are faxed or e-mailed will not be accepted.

WITHDRAWAL OF PROPOSALS:

Proposals may be withdrawn prior to the opening date and time upon written, faxed, e-mailed or telegraphic request of the Proposer to the Purchasing Agent. Negligence on the part of the Proposer in preparing this proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening. Proposals may not be withdrawn for a period of sixty (60) days after the date of opening indicated herein or as modified by addenda.

PROPOSERS INTERESTED IN MORE THAN ONE PROPOSAL:

If more than one proposal is offered by any one party, or by any person or persons representing a party, all such proposals shall be rejected. A party who has quoted prices to a Proposer is not thereby disqualified from quoting prices to other Proposers or from submitting a direct proposal in its own behalf.

RECEIPT AND OPENING OF PROPOSALS:

Proposals shall be submitted prior to the time fixed in the Request for Proposals. Proposals received after the time so indicated shall be returned unopened.

PROPOSAL RESULTS:

All proposals and fee proposals received shall be considered confidential and not available for public review until after a vendor has been selected. All proposals shall be subject to negotiations prior to the award of a contract.

NO TELEPHONE REQUESTS FOR RESULTS WILL BE ACCEPTED OR GIVEN.

TIE PROPOSALS:

When identical Proposals are received, with respect to cost, service delivery, quality of service and an institution's financial adequacy award may be made by a toss of coin, with the following exception: When a tie proposal exists between a local (a business establishment within City limits) Proposer and an out-of-town Proposer, preference will be given to the local Proposer. Any Proposer having a local agent who is a bona fide resident of the City is considered a local Proposer. If a tie proposal exists between two local Proposers, or two out-of-town Proposers, the decision may be made by a toss of coin.

LIMITATIONS:

This Request for Proposal (RFP) does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result

of this request, or to cancel in part or in its entirety this RFP, if it is in the best interest of the City to do so.

PROPOSAL EVALUATION:

In an attempt to determine if a Proposer is responsible, the City, at its discretion, may obtain technical support from outside sources. Each Proposer will agree to fully cooperate with the personnel of such organizations.

AWARD OF CONTRACT:

Any contract entered into by the City shall be in response to the proposal and subsequent discussions. It is the policy of the City that contracts are awarded only to responsive and responsible Proposers. In order to qualify as responsive and responsible, a prospective vendor must meet the following standards as they relate to this request:

- Have adequate financial resources for performance or have the ability to obtain such resources as required during performance;
- Have the necessary experience, organization, technical and professional qualifications, skills and facilities;
- Be able to comply with the proposed or required time of completion or performance schedule;
- Have a demonstrated satisfactory record of performance; and
- Adhere to the specifications of this proposal and provide all documentation required of this proposal

The contract will be awarded to a responsive and responsible Proposer based on the qualifications, experience and work plan of the Proposer, the Proposer's ability to provide ongoing technical support, the Proposer's timeframe for providing the requested service and the Proposer's fee/price proposal. **See the proposal evaluation sheet for more detail concerning how each proposal shall be evaluated.** The Proposer selected will be the most qualified and not necessarily the Proposer with the lowest price.

The City of Concord reserves the right to waive any formality, informality, information and/or errors in the proposals submitted and the right to reject any or all proposals at its discretion and to accept the proposal which will be in the best interest of the City; or to purchase on the open market if it is considered in the best interest of the City to do so. In case of error in the extension of prices, the unit prices proposed shall govern and the unit prices in writing shall take precedence over the unit prices in figures. Also, in the event of a discrepancy between the total of the items and the lump sum total stated, the total of the items shall govern.

MODIFICATIONS AFTER AWARD:

The City reserves the right to incorporate minor modifications, which may be required by it. The Vendor will incorporate these changes at no additional cost, but may protest such action and not be bound by any such request if it can prove that the timing or extent of the modifications implies a major effort on its part.

CANCELLATION OF AWARD:

The City reserves the right to cancel the award without liability to the Proposer at any time before a contract has been fully executed by all parties and is approved by the City.

CONTRACT:

Any Contract between the City and the Vendor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto and (2) the Vendor's proposal in response to the RFP. In the event of a conflict in language between documents (1) and (2) referenced above, the provisions and requirements set forth and referenced in the RFP shall govern. However, the City reserves the right to clarify any contractual relationship in writing with the concurrence of the Vendor, and such written clarification shall govern in case of conflict with the applicable requirements contained in the RFP and the Vendor's proposal. In all other matters, not affected by written clarification, if any, the RFP shall govern. The submitter is cautioned that this proposal shall be subject to acceptance without further clarification.

EXECUTION OF AGREEMENT:

The successful Proposer shall sign (execute) the necessary agreements for entering into the contract and return such signed agreements to the City, along with the fully executed surety bonds, within ten (10) calendar days from the date mailed or otherwise delivered to the successful bidder.

APPROVAL OF AGREEMENT:

Upon receipt of the agreement that has been fully executed by the successful Proposer, the owner shall complete the execution of the agreement in accordance with local laws or ordinances and return the fully executed agreement to the Contractor. Delivery of the fully executed agreement, along with a Notice to Proceed and a City purchase order, to the Contractor shall constitute the City's approval to be bound by the successful Proposer's proposal and the terms and conditions of the agreement.

FAILURE TO EXECUTE AGREEMENT:

Failure of the successful Proposer to execute the agreement within ten (10) calendar days from the date mailed or otherwise delivered to the successful Proposer shall be just cause for cancellation of the award.

DISQUALIFICATION:

Awards will not be made to any person, firm or company in default of a contract with the City, the State of New Hampshire or the Federal Government.

INSURANCE:

The successful Proposer shall procure and maintain insurance, in the amounts and coverage detailed by the proposal documents, acceptable to the City, at the Proposer's sole expense, with reputable and financially responsible insurance companies, insuring against any and all public liability, including injuries or death to persons and damage to property, arising out of or related to the goods or Proposer's performance hereunder and shall furnish to the City

certificates of such insurance and renewals thereof signed by the issuing company or agent upon the City's request. Such certificates shall name the City of Concord as an additional insured. Such policies shall provide for cancellation only subsequent to 30 days prior written notice to the City.

The City's examination of, or failure to request or demand, any evidence of insurance hereunder, shall not constitute a waiver of any requirement and the existence of any insurance shall not limit the Proposer's obligation under any provision hereof.

Except to the extent of comparable insurance acceptable to or express waiver by the City, the Proposer shall, or shall cause any carrier engaged by the Proposer, to insure all shipments of goods for full value. If the agreement with the Proposer involves the performance of work by the Proposer's employees at property owned or leased by the City, the Proposer shall furnish such additional insurance as the City may request in respect thereof, but in any event and without such request, workers' compensation insurance and unemployment compensation insurance as required by laws of the State of New Hampshire and public and automotive liability and property damage insurance. In no event shall such employees of the Proposer be deemed to be the employees of, or under the direction or control of the City for any purpose whatsoever.

WORKER'S COMPENSATION:

All Proposers and subcontractors at every tier under the Proposer will conform with the requirements of RSA 281 Title XXIII, Section 281-A:2 with close attention to sections VI(a), VI(c) and VII(a) as well as Section 281-A:4.

DISAGREEMENTS AND DISPUTES:

All disagreements and disputes, if any, arising under the terms of any agreement, either by law, in equity, or by arbitration, shall be resolved pursuant to the laws and procedures of the State of New Hampshire, in which state any agreement shall be deemed to have been executed. No action at law, or equity, or by arbitration shall be commenced to resolve any disagreements or disputes under the terms of any agreement, in any jurisdiction whatsoever other than the State of New Hampshire and Merrimack County.

TERMINATION OF CONTACT FOR CAUSE:

If, through any cause, the Vendor shall fail to furnish in a timely and proper manner its obligations under any Contract, or if the Vendor shall violate any of the covenants, agreements or stipulations of any Contract, the city shall thereupon have the right to terminate any Contract by giving written notice to the Vendor of such termination. In such event, all finished or unfinished work, services, plans, data programs and reports prepared by the Vendor under this Contract shall become the City's property and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed.

Notwithstanding the above, the Vendor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of any contract, and the City may withhold any payments until such time as the exact amount of damages due the City is determined.

TERMINATION FOR THE CONVENIENCE OF THE CITY:

The City may terminate any contract at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

In that event, all finished or unfinished work, services, documents and materials shall become the City’s property. If any Contract is terminated by the City as provided herein, the Vendor will be paid an amount which bears the same ratio to the total compensation as the services covered by any contract, less payments of compensation previously made.

ASSIGNMENT PROVISION:

The contractor/vendor hereby agrees that it will assign to the City of Concord all cause of action that it may acquire under the anti-trust laws of New Hampshire and the United States as the result of conspiracies, combination of contracts in restraint of trade which affect the price of goods or services obtained by the City under this contract if so requested by the City of Concord.

OWNERSHIP OF REPORTS:

All data, materials, plans, reports and documentation prepared pursuant to any contract between the City of Concord and the successful vendor shall belong exclusively to the City.

INVOICING:

Unless otherwise stated, invoices are to be submitted in duplicate upon delivery or pick-up to the user department or division. The invoice must include an itemization of all items, supplies, repairs or labor furnished, including unit list price, net price, extensions and total amount due. In addition, on projects that will involve partial/progress payments and/or retainage a summary statement in the following format will be provided with each invoice:

Original Contract Amount	\$\$\$\$\$\$\$\$
Plus/minus Change Orders	\$\$\$\$\$\$\$\$
Total Adjusted Contract amount	\$\$\$\$\$\$\$\$
Work Completed to Date	\$\$\$\$\$\$\$\$
Less Previous Invoices	\$\$\$\$\$\$\$\$
Less Retainage (if any)	\$\$\$\$\$\$\$\$
Equals: Balance due this Invoice	\$\$\$\$\$\$\$\$
Balance Remaining on Contract	\$\$\$\$\$\$\$\$

All invoices must reference a valid City of Concord Purchase Order Number

PAYMENT:

Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City and receipt of invoice, whichever is later.

ANY CASH DISCOUNT SHALL BE READ TO MEAN CITY PAYDAY, CPD.

TAX:

The City is exempt from all sales and Federal excise taxes. Our exemption number is 02-6000177. Please bill less these taxes.

FUNDING OUT:

The City of Concord's obligations to pay any amount due under a contract are contingent upon availability and continuation of funds for the purpose. The City may terminate the contract, for non-appropriation of funds, and all payment obligations of the City cease on the date of termination.

ASSIGNMENT OR SUB-CONTRACTING:

None of the services covered by the contract shall be assigned in full or in part, or sub-contracted without the prior approval of the City.

EXCLUSIVITY:

This contract will be for the services described above; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.

COSTS:

Unless otherwise specified all costs listed are firm for the term of the contract and shall include all labor, material, transportation and discounts. No fuel surcharges shall be allowed at any time.

AUDIT:

For a period of at least three (3) years after completion of any contract, it is the responsibility of the vendor to make available at the vendor's place of business, upon demand, all price lists, documents, financial records and other records pertaining to purchases made and/or work performed under contract for the purposes of audit by the City of Concord.

INSPECTION & EVALUATION:

The City of Concord reserves the right to inspect the vendor's facilities during operating hours to determine that the level of inventory is adequate for the City's needs. The conditions and operations of the facility shall be taken into consideration in making the award of this contract.

FUGITIVE DUST AND PUBLIC NUISANCE ORDINANCES:

All work shall be conducted in conformance with Title I, General Code

1. Chapter 11, Public Nuisances, Article 11-3 Fugitive Dust: and
2. Chapter 13, Public Health, Article 13-6-8 Public Nuisance

FORCE MAJEURE:

Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of God.

NOTIFICATION:

Notification of the parties shall be considered to have been constructively received when it is mailed via the United State Postal Service or delivered in hand to the parties as stated in the contract.

SEVERABILITY:

If any of the GENERAL TERMS AND CONDITIONS is held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable under such holding. Invalidity or unenforceability of a term or condition will not affect any of the other GENERAL TERMS AND CONDITIONS.

PROVISION REQUIRED BY LAW DEEM INSERTED

Each and every provision and clause required by law to be inserted in any subsequent Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion or correction.

NON-RECRUITMENT OF PERSONNEL

During the term of the Agreement and for twenty-four (24) months thereafter, the City and the successful vendor party agree not to solicit or hire current or former employees without the other's prior written consent

DISADVANTAGED BUSINESS ENTERPRISES

The City hereby notifies all Vendors that it will affirmatively insure that in any contract entered into pursuant to this Request for Proposals, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age or disability in consideration for an award.

NON-DISCRIMINATION

Contracts for work resulting from this Request for Proposals shall obligate the Vendor/Contractor and the Subcontractors not to discriminate in employment practices on the grounds of race, color, national origin, religion, sex, age or disability. Statements as to non-discriminatory practices may be requested from the successful Vendor(s)/Contractor(s).

DEFINITIONS:

Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services.

Proposers shall also mean vendors, offerors, bidders, contractors or any person or firm responding to a Request for Proposals.

GOVERNING LAW:

The Laws of the State of New Hampshire shall govern all contracts entered into by the City of Concord. Any disputes shall be resolved within the venue of the State of New Hampshire and Merrimack County.

FAILURE TO ACKNOWLEDGE THIS PROPOSAL MAY RESULT IN WITHDRAWAL FROM THE PROPOSAL LIST FOR THIS COMMODITY OR SERVICE.

FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN THE CANCELLATION OF AN ORDER OR CONTRACT.

REQUEST FOR PROPOSALS

CIP #51/07 RECREATIONAL PLANNING AND ENGINEERING DESIGN SERVICES

WHITE PARK CONCORD, NEW HAMPSHIRE

I. GENERAL

The City of Concord, New Hampshire (hereafter referred to as the CITY), is seeking the services of a consultant, consultant team or group, lawfully engaged in the practice of recreational facility design services in New Hampshire (hereafter referred to as the CONSULTANT) to collaborate with city organizations and staff of the City of Concord in order to complete the design of site improvements at White Park. The site design requirements shall be based upon elements of the approved park master plan of White Park completed by the Copley Wolff Design Group in May 2005.

Interested firms should respond to this request on or before the time due for submission. Given the complexity of the scope of services requested, a MANDATORY Pre-Proposal Meeting has been scheduled to review the work scope in detail. **The mandatory pre-proposal meeting will be held on Thursday, April 19, 2007 at 1:00 PM.** This meeting will be held at the Conference Room, City Hall, 2nd Floor, 41 Green Street, Concord, NH 03301.

Following the receipt of the proposals, a staff committee shall select a CONSULTANT. Trade secrets or proprietary information submitted by a CONSULTANT in connection with a procurement transaction shall not be subject to public disclosure under the New Hampshire Freedom of Information Act; however, the CONSULTANT must invoke the protection of this section prior to or upon submission of the information or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. Disposition of said material after award(s) should be stated by the CONSULTANT.

Emphasis in selecting a consulting firm or team shall be placed on the firm's experience in projects similar to those which the CITY anticipates undertaking.

II. SCOPE OF SERVICES

1. PROGRAM BACKGROUND

In 2003, a design team led by Copley Wolff Design group (CWDG) was selected by the City of Concord to prepare a comprehensive park master plan including White Park, Rollins Park, Garrison Park and Merrill Park. From 2003 through 2005, the design team hosted a number of public meetings to develop consensus on the design elements to be considered at the parks and to evaluate each community's priorities. The resulting report, completed in May 2005, outlines a series of phased improvements of the preferred options.

This project will focus on providing design services for the construction of the Phase I – Central Area and Phase II – Pond and Multi-Purpose Building improvements outlined for White Park in the CWDG report.

While this project mainly focuses its efforts on design services for White Park, the CITY also requests alternative design services for improvements outlined in similar park master plan reports for Merrill Park, Kimball Park and Terrill Park. The following outlines the specific services requested herein. The CONSULTANT will be responsible for the preparation of site design plans, specifications and estimates for the outlined improvements. The improvements include the design of parking areas, multi-use sports fields, courts and game areas, gazebo, site drainage and utility plans along with supportive landscaping, signage and walkway improvements. Additionally, the project includes conceptual site planning and architectural rendering of a new skate house/recreation building on the White Park site.

Similar to White Park, the CITY commissioned park master plans for Merrill Park, Kimball Park and Terrill Park. As a result, the CITY requests similar recreational planning and engineering design services for improvements proposed at those locations. Design services including the design of a pedestrian bridge and access walkways at Merrill Park, engineering design of a reconfigured parking lot and game court surfaces at Kimball Park and site survey, wetland delineation and preliminary site planning and engineering design at Terrill Park will be added as a design alternative outlined in the CONSULTANT'S work scope task list.

The CITY will make documents relevant to the project available.

2. SERVICES REQUESTED

The CITY requires the services of a CONSULTANT with experience in recreational facility planning and design, site engineering, architectural planning and landscape architectural services. Services of the CONSULTANT will be to provide complete site construction drawings, specifications and costs estimates that include, but are not necessarily limited to, parking lot design, multi-use sports field design, courts and game areas, drainage and supportive utility infrastructure and walkways along with the conceptual planning of a new skate house/recreation building for the locations listed below. The CONSULTANT will be required to develop plans based on the park master plans approved by City Council in 2005.

The work to be done on the White Park site design as well as the alternative design services at the Merrill Park, Kimball Park and Terrill Park sites will be done in collaboration with staff of the Recreation Department along with the Planning and Engineering Divisions of Community Development, General Services Department and the RPAC.

a. White Park – Central Park Area:

As depicted in the CWDG report, the White Park – Phase I scope of work notes that the parking area is to be moved southerly and closer to White Street. By limiting the parking area to one location, improved vehicular and pedestrian separation is achieved. The new parking lot configuration should include a pedestrian drop-off lane suitable for the stacking of cars and buses. Every effort to optimize the parking lot layout efficiency to maximize the number of site spaces is expected.

The existing baseball field has been realigned and relocated for several reasons. First, realignment of the field allows for improved solar orientation. Second, relocation of the field locates it in higher ground for improved drainage capacity. The soccer fields will maintain their current location in the joint-use outfield area. Understanding that this area has a high groundwater presence and is significantly wet, the design of the sports fields should include underdrain systems with adequate capacity to maintain field use during wet weather. The design engineer is expected to review existing subsurface conditions to determine water table elevations, infiltration rate, and the presence of unsuitable subsurface materials. Additionally, sufficient design review of the City's existing storm drain infrastructure will be expected to determine capacity for the White Park runoff.

A smooth, durable court and game surface is proposed for winter outdoor ice hockey and summer court play. The design should consider surface durability and drainage. Currently, the City installs ice hockey boards at White Park for outdoor skating. The design engineer should take into account the exterior dimensions of the hockey boards and reflect that on the final design. Options for summer use include a skateboard park and painted graphics for children hardscape activities.

As noted above, the subject area has a high groundwater presence and stormwater runoff and subsurface drainage improvements will be critical to the success of improvements at the site. Again, the CONSULTANT must demonstrate their ability to analyze and propose stormwater management improvements in conjunction with the project. Additionally, the public has noted the critical importance of balancing the new park design features with natural landscaping features and architecturally designed landscaping improvements. The CONSULTANT will need to demonstrate their landscape architectural capabilities to enhance the White Park improvements.

b. White Park – Pond and Multi-Purpose Building:

As outlined in the White Park – Phase II scope of work, the CONSULTANT is requested to provide conceptual site planning and architectural rendering services for a new skate house/recreation building on the White Park site. Located adjacent to the parking area, the proposed building could serve as the new administrative offices of the Recreation Department and include year-round bathrooms and replace the existing skate house during the winter months. The CONSULTANT will be expected to perform a limited needs analysis study with the respective user groups and develop design concepts for the multi-use building. Conceptual site layout, building elevations and floor plans should be developed.

Additionally, the master plan noted that the pond area lacks a defining edge and as such, water-saturated soils conditions results. Runoff from the adjacent lawns areas introduces fertilizers in the pond accelerating algae growth. There is no barrier-free access to the water's edge of the pond. Accordingly, pond restoration improvements should include the design and permitting of dredging for the removal of invasive plant species along with the design of stabilized landscaped edging and hardscape edging for improved and barrier-free access. Design details will require assessment of the current pond edge stability, analysis of soil structure and depth of sediment along with the design selection of an edging treatment. Grading to capture and collect adjacent runoff from entering the pond directly should be included.

c. Alternative Design Services – Merrill/Kimball/Terrill Park:

As noted, alternative design services for improvements to Merrill Park, Kimball Park and Terrill Park are requested. The CONSULTANT should make reference to the available park master plans outlining the pedestrian access improvements at Merrill Park, parking lot reconfiguration and basketball court relocation at Kimball Park along with the park improvement layout of Terrill Park. Alternative design tasks should be itemized by task and hour with the appropriate fixed hourly rate and multiplier. Alternative design tasks will be selected upon budget availability.

3. MEETINGS

The CONSULTANT is expected to participate in a public participation effort including coordinating the review efforts by user groups, interested parties and the RPAC. The findings of the design review effort will be incorporated in the final design plans.

In addition to the public coordination effort, the CONSULTANT should expect eight (8) meetings with City staff including a project kick-off meeting, a recreation planning meetings, two- (2) site design review meetings, a design review meeting with the RPAC and final design review meeting and a construction/bid document review meeting.

4. PROJECT TIMEFRAME

The project shall start as soon as the contract is awarded. The following schedule is suggested:

Project Award/Kick-off:	May 30, 2007
Recreation Planning Meeting #1:	June 13, 2007
Public Comment/Neighborhood Meeting:	June 27, 2007
Design Review Meeting #1:	July 20, 2007
Design Review Meeting #2:	August 10, 2007
Preliminary PS&E Review Meeting with RPAC:	August 16, 2007
Final Design Review Meeting:	August 31, 2007
Final PS&E/Bid Documents Review Meeting:	September 14, 2007

The CONSULTANT shall submit a detailed task schedule within the work plan submittal for review.

III. PROPOSAL SUBMISSION

In order to be considered responsive, proposals must be submitted in **one (1) original and five (5) identical copies** to Mr. Douglas Ross, Purchasing Agent, City of Concord, City Hall, 41 Green Street, Concord, NH, 03301. The CITY must receive proposals **no later than 2:00 PM on May 3, 2007** to be eligible for consideration. Each proposal shall be submitted in a sealed envelope, which is clearly marked:

**CIP #51/07
RECREATIONAL FACILITY PLANNING
AND ENGINEERING DESIGN SERVICES
WHITE PARK**

The level of effort and fee proposal shall be submitted in a separate sealed envelope in **one (1) original and one (1) copy**, which is clearly marked:

LEVEL OF EFFORT AND FEE PROPOSAL

**CIP #51/07
RECREATIONAL FACILITY PLANNING
AND ENGINEERING DESIGN SERVICES
WHITE PARK**

This level of effort and fee proposal shall not be opened until all proposals have been reviewed and evaluated and a consultant has been chosen through a quality based selection process for contract award. Only the level of effort and fee proposal of the selected consultant shall be opened. If the consultant's fee proposal exceeds the City's budget for this project the consultant and the City shall enter into negotiations. If, as a result of these negotiations, the consultant's fee still exceeds the City's budget then the level of effort and fee proposal of the second rated consultant shall be opened. This process shall be repeated until a consultant is hired.

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RECREATIONAL FACILITY PLANNING
AND ENGINEERING DESIGN SERVICES
WHITE PARK**

1. GUIDELINES FOR PROSPECTIVE CONSULTANTS

It is the policy of the CITY that contracts are awarded only to responsive and responsible CONSULTANTS. In order to qualify as responsive and responsible, a prospective CONSULTANT must meet the following standards as they relate to this request:

- Have the adequate financial resources for performance or have the ability to obtain such resources as required during performance;
- Have the necessary experience, organization, technical and professional qualifications, skills and facilities;
- Be able to comply with the proposed or required time of completion or performance schedule;
- Have a demonstrated satisfactory record of performance; and
- Adhere to the specifications of this proposal and provide all documentation required of this proposal

2. TIMETABLE

Responses will be reviewed within thirty (30) calendar days of the advertised opening date and a CONSULTANT or CONSULTANT TEAM will be selected. It is anticipated that a contract will be signed with a consulting firm by May 30, 2007.

3. REVISIONS TO THE REQUEST FOR PROPOSALS

Any questions or inquiries must be submitted in writing and must be received by the Purchasing Division no later than seven (7) calendar days before the RFP opening date in order to be considered. Any changes to the RFP will be provided to all offerors of record.

4. TECHNICAL EVALUATION

In the evaluation of the statements the CITY, at its discretion, may obtain technical support from outside sources. The offerors will agree to fully cooperate with the personnel of any such organization.

5. STATEMENT PREPARATION

In order to facilitate evaluation of the Proposal documents, the CONSULTANT is instructed to follow the outline below in responding. Statements that do not follow the outline or do not contain the required information may be considered as unresponsive proposals. Additional and more detailed information may be annexed to the main body of the reply.

a. Firm/Team Qualifications and Experience

The CONSULTANT shall provide a detailed list of previous and current contracts, if any, awarded by a government agency to the firm/team which are considered identical or similar in scope of services discussed herein.

The CONSULTANT must submit a list described above which should include:

1. Project title and description.
2. Project contract duration, including specific dates.
3. Detailed summary of services performed.
4. Name, address and telephone number of contracting agency, which may be contacted for verification of all information, submitted.

In addition, the CONSULTANT should include any information concerning the background, experience, and reputation of the firm/team which is felt to be pertinent to this project.

b. Ability to Perform

Previous work on similar projects - the CONSULTANT will demonstrate their understanding of, and familiarity with projects of this type or similar contracts developed. Firms shall list all recreation planning and design projects with emphasis on park planning, landscaping and sports field design efforts of comparable type, which they have prepared or supervised within the last five (5) years.

c. Firm/Team Capabilities

The CONSULTANT shall outline specific key personnel assigned to this project as well as other resources or services expected. The CONSULTANT shall submit:

1. Resumes of all key personnel including education, professional registration and certification as applicable in New Hampshire, years of total experience, years with current firm and related experience to the proposed design responsibility for this contract.
2. Detailed organization chart showing each member of the proposed team including any subconsultants expected to work on this project.
3. As a minimum, the City expects that each individual named to the following positions will be identified as key personnel that cannot be replaced without the City's consent:
 - i: Prime Consultant Principal in Charge/Officer
 - ii: Prime Consultant Project Manager
 - iii: Prime Consultant Project Engineer
 - iv. Subconsultant Principal in Charge/Officer
 - v. Subconsultant Project Manager
 - vi. Subconsultant Project Engineer

d. Work Program and Schedule

The CONSULTANT shall submit a detailed summary of the project work program including a work-breakdown structured, critical path method schedule for the firm/team's services during each phase of the project. The summary schedule should include all predecessor and successor tasks that constrain the start of (are critical to) the firm/team's work on subsequent tasks. The intent of the task list is to demonstrate the CONSULTANT'S knowledge of Federal, State and local laws, rules, regulations, ordinances, etc. specific to this project.

e. Level of Effort and Compensation

The CONSULTANT shall submit a price quotation **under separate cover** consistent with the level of effort summary above. For each of the tasks outlined in the work program above, estimate the level of effort for all direct and subconsultant labor. The proposal shall include a firm fixed fee for services, and contain hourly rates and overhead multipliers. **The price quotation shall not be opened until after the CONSULTANT proposals have been evaluated.**

g. Signature

The proposal shall be signed by an official authorized to bind the offeror and shall contain a statement to the effect that the proposal is a firm offer for a ninety (90) day period. The proposal shall also contain the following information:

Name, title, address, and telephone number of the individual(s) with authority to contractually bind the company, and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.

PROPOSAL SUBMISSION CHECKLIST

In order to be considered responsive, each prospective CONSULTANT must submit the following documents, in **one (1) original and five (5) identical copies** as part of his/her proposal:

1. Proposal Statement (See Page 18, Statement Preparation, Paragraphs 5a - g)
2. Specifications Exception Form
3. Alternate W9 Form
4. City of Concord Indemnification Agreement
5. Separate Sealed Level of Effort and Fee Proposal (See page 20)

The successful CONSULTANT must submit, prior to contract signing, his/her insurance certificate (naming the City of Concord as an Additional Insured) that meets the minimum required types and levels of coverage

SIGNATURE TO AUTHORIZE

THE UNDERSIGNED ACKNOWLEDGES:

1. THAT HE/SHE IS AN AUTHORIZED AGENT OF THE FIRM SUBMITTING THIS PROPSOAL
2. THE RECEIPT OF THE FOLLOWING ADDENDA _____
3. THE FIRM SUBMITTING THIS PROPOSAL HAS NEVER DEFAULTED ON ANY MUNICIPAL, STATE, FEDERAL OR PRIVATE CONTRACT

COMPANY: _____

SIGNED BY: _____

PRINTED OR TYPED NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

TOLL FREE NUMBER: _____ E-MAIL: _____

CELL PHONE NUMBER: _____ PAGER: _____

PRIMARY POINT OF CONTACT: _____

PAYMENT TERMS AND CONDITIONS: _____

PLEASE FILL OUT, SIGN AND RETURN, NOT LATER THAT 2:00 PM ON MAY 3, 2007, TO:

The City of Concord
Douglas B. Ross, Purchasing Agent
41 Green Street
Concord, NH 03301
603-225-8530
603-230-3656 (Fax)
dross@onconcord.com

SOURCE IDENTIFICATION FORM

CIP #51/07
RECREATIONAL FACILITY PLANNING
AND ENGINEERING DESIGN SERVICES
WHITE PARK

HOW DID YOU LEARN ABOUT THIS REQUEST FOR PROPOSALS (RFP)? PLEASE CHECK ALL THAT APPLY:

- _____ LEGAL NOTICE IN THE CONCORD MONITOR
- _____ PURCHASING PAGE OF THE CITY INTERNET WEB SITE
- _____ ADVERTISEMENT ON CONCORD CABLE TV (CCTV-Channel 17)
- _____ POSTING ON CITY HALL BULLETIN BOARD
- _____ SUBSCRIPTION TO A CONSTRUCTION REPORTING SERVICE
Please identify the reporting service: _____
- _____ CITY SENT THE RFP TO MY FIRM
- _____ OTHER, PLEASE IDENTIFY: _____

THANK YOU FOR YOUR ASSISTANCE.

SPECIFICATIONS EXCEPTION FORM

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the City of Concord to ferret out information concerning the materials which you intend to furnish.

If your proposal does not meet all of our specifications you **must** so state in the space provided below:

Proposals on equipment, vehicles, supplies, service and materials not meeting specifications may be considered by the City, however, all deviations must be listed above.

If your proposal does not meet our specifications, and your exceptions are not listed above, the City of Concord may claim forfeiture on your proposal bond, if submitted.

Signed: _____
I DO meet specifications

Signed: _____
I DO NOT meet specifications as listed in this proposal; exceptions are in the space provided.

Failure to submit this form with your proposal response may result in your proposal being rejected as unresponsive.

Alternate Form W-9 <small>(rev 5/06)</small>	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Name (as shown on your income tax return)		
Business name, if different from above		
Check appropriate box: Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/>		Exempt from backup withholding <input type="checkbox"/>
Address (number, street, and apt. or suite no.)		Requester's name and address (optional) City of Concord Finance Department 41 Green Street Concord NH 03301
City, state, and ZIP code		
List account number(s) here (optional)		
Part I	Taxpayer Identification Number (TIN)	

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

Social Security number –	Employer identification number –
Part II	Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number, and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Sign Here	Signature of U.S. Person	Date:
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Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Pursuant to IRS Regulations, you must furnish your Taxpayer Identification Number (TIN) to the City whether or not you are required to file tax returns. If this number is not provided, you may be subject to required withholding on each payment made to you. To avoid this withholding & to ensure that accurate tax information is reported to the IRS, **A RESPONSE IS REQUIRED.**

**CIP #51/07
RECREATIONAL FACILITY PLANNING
AND ENGINEERING DESIGN SERVICES
WHITE PARK**

**THE FOLLOWING INDEMNIFICATION AGREEMENT SHALL BE, AND IS
HEREBY A
PROVISION OF ANY CONTRACT**

The successful CONSULTANT agrees to indemnify, investigate, protect, defend and save harmless the City, its officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the CONSULTANT in the performance of this contract. In any case, the foregoing provisions concerning indemnification shall not be construed to indemnify the City for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City or its employees. This indemnification shall survive the expiration or early termination of this contract.

COMPANY _____

TAXPAYER IDENTIFICATION NUMBER _____

AUTHORIZED SIGNATURE _____

ADDRESS _____

TELEPHONE _____

TOLL-FREE NUMBER _____

FAX NUMBER _____

E-MAIL ADDRESS _____

Failure to submit this form with your RFP response may result in your Proposal being rejected as unresponsive.

**CIP #51/07
RECREATIONAL FACILITY PLANNING
AND ENGINEERING DESIGN SERVICES
WHITE PARK**

INSURANCE REQUIREMENTS FOR ALL CONTRACTORS

Additional Coverage is Required if Checked Minimum Limits Required

Commercial General Liability

General Aggregate	\$2,000,000
Products-Completed Operations Agg.	\$2,000,000
Personal and Advertising	\$1,000,000
Each Occurrence Injury	\$1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 10,000

- Occurrence
- Claims Made

Additional Coverage to Include

- | | |
|---|----|
| <input type="checkbox"/> Owners & Contractors' Protective – Limit | NA |
| <input type="checkbox"/> Underground/Explosion and Collapse | |

Commercial Automobile Liability

Combined Single Limit	\$1,000,000
<input type="checkbox"/> Any Auto, Symbol 1	
<input type="checkbox"/> Include Employees as Insured	

Additional Coverage to include:

- | | |
|---|----|
| <input type="checkbox"/> Garage Liability | NA |
| <input type="checkbox"/> Garage Keepers Legal Liability | NA |

Workers Compensation

NH Statutory including Employers Liability	Each Accident/Disease-Policy
Limit/Disease-Each Employee	\$100,000/\$500,000/\$100,000

Commercial Umbrella

May be substituted for higher limits required above	NA
<input type="checkbox"/> Follow Form Umbrella on ALL requested Coverage	

Other

<input checked="" type="checkbox"/> 1. Professional/Errors & Omissions	\$1,000,000
--	-------------

(X) **The City of Concord must be named as Additional Insured**

NOTICE OF AWARD

Date: _____

TO: _____

ADDRESS: _____

CITY PROJECT NO. RFP47-07

PROJECT: Recreation Planning, Design and Engineering Services – White Park

CITY CONTRACT NO.: RFP47-07

CONTRACT FOR: Recreation Planning, Design and Engineering Services – White Park

You are notified that your Proposal opened on **May 3, 2007** for the above Contract has been considered and accepted for you to provide recreation planning, design and engineering services. All terms, conditions, specifications and prices shall be in accordance with the **CITY'S** Request for Proposals (RFP47-07) and the **CONTRACTOR'S** proposal.

The **CITY** shall pay to the **CONTRACTOR**, the not-to-exceed sum of:

_____ Dollars (\$)).

One original of the Agreement accompanies this Notice of Award.

You must comply with the following conditions precedent within ten (10) calendar days of the date of this Notice of Award, which is by _____. You must deliver to the **CITY**:

1. One fully executed counterpart of the Agreement;
2. Your insurance certificate(s), naming the **CITY** as an additional insured, meeting the minimum required types and levels of coverage.

Failure to comply with these conditions within the time specified will entitle the **CITY** to consider your proposal abandoned and to annul this Notice of Award.

Within ten days after you comply with these conditions, the **CITY** will return to you one fully signed counterpart of the Agreement and issue a purchase order and Notice to Proceed.

CITY OF CONCORD, NEW HAMPSHIRE
(CITY)

BY _____
(AUTHORIZED SIGNATURE)

PURCHASING AGENT
(TITLE)

Copy to CDD, ENGINEERING SERVICES DIVISION

AGREEMENT

THIS AGREEMENT, made this _____ day of _____
by and between The City of Concord, New Hampshire, hereinafter called the “**CITY**”
and _____, doing business as (an individual) or
(a partnership) or (a corporation), hereinafter called the “**CONSULTANT**”.

WITNESSETH: That for and in consideration of the payments and agreements
hereinafter mentioned:

1. The **CONSULTANT** will commence and provide the recreation planning, design and engineering services as detailed by RFP47-07. All terms, conditions, specifications and prices shall be in accordance with RFP47-07 and the **CONSULTANT’S** proposal response opened on **May 3, 2007**.
2. The **CONSULTANT** will furnish all of the material, supplies, tools, equipment, labor and other services necessary to provide the recreation planning, design and engineering services described by RFP47-07.
3. The **CONSULTANT** will commence the work required by the **CONTRACT DOCUMENTS** within ten (10) calendar days of the date of the **NOTICE TO PROCEED**. Completion time for the project will be _____.
4. The **CONSULTANT** agrees to perform all of the **WORK** described in the **CONTRACT DOCUMENTS** and comply with the terms therein for the not-to-exceed fee for services provided with the cost proposal submitted by the **CONSULTANT**.
The contract price shall be:

_____ Dollars (\$ _____)

5. The term “**CONTRACT DOCUMENTS**” means and includes the following:

- (A) REQUEST FOR PROPOSALS RFP47-07
- (B) RFP47-07 PROPOSAL RESPONSE DATED _____
- (C) RFP47-07 SEALED PRICING PROPOSAL DATED _____
- (D) CITY OF CONCORD REQUIRED CONTRACT FORMS
 1. SPECIFICATIONS EXCEPTION FORM
 2. ALTERNATE FORM W-9
 3. INDEMNIFICATION AGREEMENT
 4. INSURANCE CERTIFICATE
- (E) LETTER OF AWARD DATED _____
- (F) NOTICE OF AWARD DATED _____
- (G) AGREEMENT
- (H) NOTICE TO PROCEED
- (I) PURCHASE ORDER
- (J) ADDENDA NO. _____ DATED _____

6. The **CITY** will pay the **CONSULTANT** in the manner and at such times as set forth in the General Terms and Conditions such amounts as required by the **CONTRACT DOCUMENTS**.

7. This Agreement shall be binding upon all parties hereto and their respective heirs, Executors, administrators, successors and assigns.

IN WITNESS HEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in one (1) original.

CITY:

CITY OF CONCORD, NEW HAMPSHIRE

BY _____

Name/Title: Douglas B. Ross, Purchasing Agent

(SEAL)

ATTEST:

Name _____

Title _____

CONSULTANT:

By _____

Name _____

(Please Type)

Address _____

(SEAL)

ATTEST:

Name _____

(Please Type)

NOTICE TO PROCEED

Dated: _____

TO: _____

ADDRESS: _____

CITY PROJECT NO. RFP47-07

PROJECT: Recreation Planning, Design and Engineering Services

CITY CONTRACT NO.: RFP47-07

CONTRACT FOR: Recreation Planning, Design and Engineering Services

(Name of Consultant)

You are notified that the Contract Time under the above contract will commence to run within ten (10) calendar days of the date of this Notice to Proceed. By that date, you are to start performing your obligations under the Contract Documents. In accordance with the Agreement, the date of completion for this contract shall be not later than _____

Before you may start any Work the General Terms and Conditions provides that you must deliver to the CITY:

- 1. Certificates of insurance, naming the CITY as additional insured, which you are required to purchase and maintain in accordance with the Contract Documents; and

CITY OF CONCORD, NEW HAMPSHIRE
(CITY)

BY _____
(AUTHORIZED SIGNATURE)

PURCHASING AGENT
(TITLE)

Copy to CDD, ENGINEERING SERVICES DIVISION



City of Concord, New Hampshire
 Finance Department
 Purchasing Division
 41 Green Street
 Concord, NH 03301
 603-225-8530 (Fax) 603-230-3656

Reference: RFP47-07

If you choose not to propose, please complete the questionnaire below and return it with your response by the proposal opening date. Your assistance in helping us to analyze no proposal rationale is very much appreciated. Thank you.

* * * * * No Proposal Questionnaire * * * * *

A no proposal is submitted in reply to the City of Concord Request for Proposals (RFP47-07, Recreational Planning and Engineering Design Services-White Park) for the following reasons:

- _____ Item/Service not supplied by our company.
- _____ Proposal specification (give reason(s), e.g., too restricted, not clear, etc.):

- _____ Profit margin on municipal proposals too low.
- _____ Past experience with City of Concord (give specifics, e.g., payment delay, proposal process, administrative problems, etc) _____
- _____ Insufficient time allowed to prepare and respond to proposal request.
- _____ Proposal requirement too large _____ or too small _____ for our company.
- _____ Priority of other business opportunities limit time/other resources available to deliver or perform according to proposal specifications.
- _____ Other reason(s), please specify: _____



Company Name and Address: _____

Phone: () _____

(Signature)

(Typed/Printed Name & Title)