

FINAL
Winter Road Maintenance Work Session

PRESENT: T. C. Tocci, S. C. Hanson, M. J. Farinola, Selectmen;
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

REQUEST FOR PROPOSALS – HAMPTON FALLS WINTER ROAD MAINTENANCE SERVICES: Board members reviewed the proposed RFP page by page making the following comments and amendments.

Page 2: “Bids will be accepted...no later than 3 p.m. **August 4, 2008**. Bids will be opened at the **August 6** Selectmen’s meeting...”

Page 3: Item I. Request for Proposals, last sentence, was revised to read “November 1, 2008 for one year, with ~~one~~ *an* extension available for ~~an~~ additional years.

A statement requesting proposal on salt acquisition and use will be added to III. Management and Operations Plan.

Page 4: Class V Highways was revised to reflect 26.11 miles rather than 16.71.

Page 6: Contact phone number for E. N. Small was updated to new number 926-4618 with extension of 3.

Page 8: Question was raised as to whether item D. should read more than an automobile policy; possibly a *commercial* automobile policy.

Page 9: Item 2. Proposal Form Submission was revised to include the due date of **August 4**. The Board revised the sentence reading “Failure to submit a proposal on the Proposal Form provided for that purpose ~~shall~~ *may* be considered...”

Page 12: T. C. Tocci asked that space be provided for an email address and cell phone number.

Page 16: Italicized sentence at the beginning of the page was revised to add the word “preliminary.” *Following this page is the **preliminary** Agreement form....*

Page 17: Item 4. Contract Term was revised to be consistent with Page 3 revision noted above.

Page 21: S. C. Hanson stated that he would like control of what an invoice looks like. He proposed that invoices be submitted in Excel spreadsheet form. Concern was raised with regard to invoicing software programs providing invoices in a different format. Suggestion was made to request the winning bidder to submit monthly information in Excel spreadsheet form in addition to the invoice. A statement indicating preference of an Excel spreadsheet will be added to Item 24. Payment Terms.

Other suggestions included using the Department of Transportation template for its ice policy and creating one for the Town of Hampton Falls.

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M. J. Farinola inquired as to whether specifics as to how the roads will be plowed and the number of vehicles used should be made part of this RFP. Following discussion, it was determined that these matters will be part of the contract and negotiated with the contractor. R. B. Merrill, Jr. suggested that bidders have at least seven vehicles available. A listing of roads is part of the RFP packet for the contractors' use.

Discussion also took place with regard to road salt, quantities, treatment with Magic Salt, costs, etc. Suggestion was made to have Town Administrator E. N. Small order salt annually. R. B. Merrill, Jr. was asked to assist with the amount to order. He provided background as to how ordering, trucking, treating, monitoring supply, etc. is addressed. The Board agreed to discuss and negotiate the handling of road salt with the contractor.

The contract will be submitted to counsel for review in advance of signing. A public notice will be placed in the newspaper, postings will be posted and packets will be made to those who have requested same.

PRIORITY LIST: T. C. Tocci reported that when the annual road survey was conducted, certain categories were listed and work needed identified for attention by request for proposals from contractors as well as work to be done by the Road Agent. Matters have been proposed for priority for consideration of the Board.

Following discussion of the listing, the Board determined the following priorities:

1. Drainage/Shoulders including Catch Basins
2. Tree and Limb Removal
3. Crack Sealing
4. Roadside Mowing
5. Brush Cutting
6. Street Name Signs

R. B. Merrill, Jr. will meet with E. N. Small to identify the locations of existing catch basins. He noted that the roadside mowing will help identify problem areas on shoulders. The Board approved E. N. Small obtaining prices in the order identified above. He noted that there are set budget funds to work within that might not cover all work identified.

This work session concluded at 6:55 p.m.