

December 22, 2025

Request for Bids

SRPC's Sunrise Lake Culvert Modification and Stormwater Control Project,
Middleton, NH

You are cordially invited to submit a bid for **SRPC's Sunrise Lake Culvert Modification and Stormwater Control Project, Middleton, NH** in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

One (1) original bid must be submitted in a sealed envelope, plainly marked:

RFB SRPC's Sunrise Lake Culvert Modification and Stormwater Control Project

Attn: Megan Taylor-Fetter, Office Coordinator
Strafford Regional Planning Commission
150 Wakefield Street, STE 12
Rochester, NH 03867

All bids must be received by **February 6, 2026, at 5:00pm**

If submitted by mail, bids must be received no later than February 6, 2026. Bids received after 5:00pm on that date will be returned unopened. Bids received by the deadline will be opened and publicly read on February 9, 2026, at 3:00pm at the Strafford Regional Planning Commission Office. All interested citizens are invited to attend.

IMPORTANT:

Firms submitting responses to this Request for Bids are advised that future projects for similar services as requested here will be posted on our webpage: <https://straffordrpcnh.gov/about/apply/> and should check back periodically to review posted opportunities.

This request for bids has been issued in compliance with the Strafford Regional Planning Commission's Operating Procedures and Procurement Procedures



I. INVITATION TO BID

The Strafford Regional Planning Commission (SRPC) invites interested contractors to submit proposals for the construction of a culvert modification and a stormwater control measure adjacent to Lakeshore Drive, Middleton, NH.

The required construction work must conform to the site plans titled "*CULVERT MODIFICATIONS PLAN & PROFILE*" and "*LAKELAND ASSOCIATION BEACH,*" prepared by Underwood Engineers (2025) and must comply with all applicable project permits.

To view designs plans and permits for the site, please visit the following web links:

1. Culvert Replacement Project

- a. [Design Plans](#)
- b. Permits
 - i. [NHDES Approved Standard Dredge and Fill Wetland Permit](#)
 - ii. [NHDES Approved Shoreland Permit by Notification](#)

2. Rain Garden(s) Project

- a. [Design Plans](#)
- b. Permits
 - i. [NHDES Approved Shoreland Permit by Notification](#)
 - ii. [Middleton Approved Conditional Use Permit](#)

All proposals must be submitted on forms supplied by SRPC in this bid document (see Appendix A & B), and all costs submitted shall be broken down for each item. No additional compensation shall be made. Payment for services rendered on this project will not be approved until completion of the work as approved by the Project Manager. Questions concerning this project may be directed to Megan Taylor-Fetter at (603)-994-3500 or at mtaylorfetter@straffordrpcnh.gov.

This project is partially funded by a grant from the NH Department of Environmental Services (NHDES) through the Watershed Assistance Section with Clean Water Act Section 319 funds from the US Environmental Protection Agency.

SRPC reserves the right to reject proposals not conforming to the "Scope of Work" and specifications herein or deemed not to be in the best interests of SRPC or the landowners. SRPC may award the bid items at its discretion. SRPC staff, members of the Sunrise Lake Watershed Advisory Committee, the project engineer, and NHDES staff will evaluate bids. The contract shall be made only with contractors who possess the experience of performing successfully under the terms and conditions of the proposed procurement. During bid evaluation, consideration shall be given to such matters as contractor integrity, record of past performance on similar projects, financial and technical resources or accessibility to other necessary resources.

The successful contractor must submit proof of liability and workers compensation within (5) five days of the bid award, as set forth in Section VII herein.

II. SCOPE OF WORK

Task 1. Site Preparation and Mobilization

Construction sequencing and site preparation shall occur according to plans titled, "CULVERT MODIFICATIONS PLAN & PROFILE" and "LAKELAND ASSOCIATION BEACH," prepared by Underwood Engineers (2025), as well as project-specific conditions identified in the approved permits from NHDES.

NOTE: SRPC, in conjunction with project partners, will be responsible for obtaining and staging all construction materials, as well as coordinating with landowners as referenced in Section VIII (10c).

Task 2. Culvert Modification

The culvert modifications shown on the Plan titled, "CULVERT MODIFICATIONS PLAN & PROFILE" (Underwood Engineers, 2025), include a culvert improvement at an unnamed perennial Tier 1 stream crossing that runs across Lake Shore Drive and has an outfall that leads into Sunrise Lake. Approximately 64 linear feet of the existing 24" CMP culvert will be removed, with only 16 linear feet being replaced. The remaining 48 linear feet will be daylighted in a natural channel with native plantings to simulate a natural stream. This project seeks to reduce chronic erosion and phosphorus transport to the lake, infiltrate stormwater, and reduce runoff volume.

Task 3. Stormwater Control Measures – Rain Garden (RG#1) and Swale

The stormwater control measures on the Plan titled, "LAKELAND ASSOCIATION BEACH" (Underwood Engineers, 2025), include the construction of three rain gardens designed to treat stormwater runoff and reduce phosphorus loading to Sunrise Lake. Rain Garden #1 (RG#1) and the subsequent 4-foot-wide riprap swale is the minimum construction requirement for the proposed stormwater control measure associated with this request for bids. It is designed to be oval-shaped (31' x 21') with 2:1 slopes.

Task 4. Post-Construction Site Stabilization

Site restoration shall occur according to plans titled, "CULVERT MODIFICATIONS PLAN & PROFILE" and "LAKELAND ASSOCIATION BEACH," prepared by Underwood Engineers (2025), as well as project-specific conditions identified in the approved permits from NHDES.

Additional Improvements

SRPC will review the submitted pricing to determine whether available funding allows for construction of additional components of the project. This includes:

1. Construction the remaining rain gardens (RG#2 & RG#3) and stone swales
2. Replacement of the existing curb with a bituminous curb along the front of the parking lot
3. Installation of the 2-foot-wide stone stabilization along the boat ramp.

It is anticipated work will include site preparation, site excavation, placement of materials, and site finishing. The contractor must provide costs for items as described below and as shown on the Plans or in the scope of work using the **COST ESTIMATE WORKSHEET, STATEMENT OF EXPERIENCE, AND BID SUBMITTAL FORM** attached as APPENDIX A & B in this bid document.

The anticipated deliverables and work sequence for this project are as follows.

- Deliverable 1: Prepare site for construction
- Deliverable 2: Construct the culvert replacement
- Deliverable 3: Construct RG#1 and swale
- Deliverable 4: Site restoration

In addition to items shown on the Plans referenced in this bid, access to the site will be flagged by the project partners prior to construction taking place. Appropriate siltation/erosion/turbidity/flow diversion measures shall be set in place by the selected contractor prior to construction. All work must be conducted according to the permits that have been issued for the project.

The project must be completed by **May 15, 2026**, with all equipment and personnel off private property at that time.

III. GENERAL REQUIREMENTS

The following are minimum requirements:

1. Conformance with all applicable rules and regulations of the State of New Hampshire. Funding for the project detailed in this solicitation is provided in part with EPA Section 319 grant funds obtained by SRPC through an agreement with the State of New Hampshire Department of Environmental Services. Recipients of these grants and their subcontractors are required to meet certain contract requirements including the federal requirements detailed in Title 40 of the Code of Federal Regulations (CFR) parts 7, 12, 30, 33, 34, 36, and additional regulations referenced therein.
2. All work must be completed by May 15, 2026.
3. Once work has commenced using equipment on the property, the contractor must work diligently and uninterrupted in an expeditious and professional manner until all work is complete.
4. The contractor must keep the work site free of debris and hazards.
5. A contractor supervisor, with authority and ability to respond to any reasonable request of SRPC staff or the landowners must be on the job site at all times.

IV. PAYMENT

Contractor shall submit invoices for payment to the Contract Owner (SRPC) on a percentage completed basis subject to approval by SRPC. The contractor shall request payment upon completion of each of the Deliverables 1 – 5 and the work as outlined in the Scope of Work and according to the following percentages of the total contracted project cost:

- Deliverable 1: Prepare site for construction – 20%
- Deliverable 2: Construct the culvert replacement – 35%
- Deliverable 3: Construct RG#1 and swale – 30%
- Deliverable 4: Site restoration – 15%

All requests for payment for the project shall be provided to SRPC no later than June 30, 2026. Payment terms are 60 days after receipt of invoice.

V. WARRANTIES

All work shall be warranted for a minimum of one (1) year from the date of project completion.

VI. ATTORNEY'S FEES AND COSTS

The contractor agrees to indemnify and hold harmless SRPC and landowners from any and all liability loss or damage, including but not limited to bodily injury, illness, death, or property damage, which the contractor becomes obligated to pay, including reasonable attorney's fees, investigative and discovery costs, as a result of claims, demands, costs or judgments against the SRPC or the landowners arising out of this agreement, caused by or arising out of the negligence, fault, breach of warranty, product liability or strict liability of the contractor, the SRPC or landowners or third parties, whether such negligence, fault, breach of warranty, products liability, or strict liability is sole, joint, or several.

VII. INSURANCE

The following is the summary of minimum insurance requirements:

1. Workmen's Compensation Statutory
2. General Liability Against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death in any one incident, and \$500,000 for property damage for any one incident.

The contractor shall not commence work under this contract until he/she obtains the insurance required and such insurance certificates have been presented to and approved by SRPC.

VIII. GENERAL CONDITIONS

1. Selected Contractor shall be responsible for notifying "Dig Safe" and for the proper care of utilities at the site. The cost of any corrective repairs to utilities is the responsibility of the contractor without cost to SRPC or landowners.
2. In the event of interruption to utility services resulting from accidental breakage or being exposed or unsupported, the contractor shall promptly notify the proper authority and shall cooperate with said authority in the restoration of services. If any utility service is interrupted for more than four (4) hours, the contractor shall make provisions for temporary service at his own expense until service is resumed.
3. Cleanup of the site on a daily basis and removal or safe temporary placement of equipment and materials shall be the responsibility of the contractor and shall be part of the work.
4. The contractor shall at all times conduct work to assure minimal obstruction to traffic. The contractor shall provide for the safety and convenience of the landowners, general public, and residents at the work site and for the protection of private property. The contractor shall be responsible for timely notification to the landowners before making any interruptions of their access.
5. The contractor shall not commence work until a pre-construction meeting has been held at which representatives of the contractor, SRPC and its project engineer, NHDES, staff from the Town of Middleton, and if possible, the landowners are present. The SRPC shall schedule the pre-construction conference upon Notice of Award.
6. In the event that stop work steps are required, no further work shall be allowed, and final construction costs to date shall be provided to SRPC no later than 5 days after such stop work steps are issued. Renegotiation of final construction activities through a new proposal at a future date will be necessary.
7. No work will be permitted at night or on Saturdays and Sundays or holidays except as approved in writing by the SRPC staff, and provided such work is not in violation of a local ordinance.
8. All work shall be conducted according to applicable permits.

9. Payment requests shall be submitted according to the schedule shown in Section IV Payment of this bid, provided that the work has been inspected and approved by SRPC staff and the project engineer.
10. WORK BY OTHERS: SRPC and its project partners shall be responsible for the following:
 - a. Existing condition photographs of area
 - b. Staking of areas to be completed
 - c. Obtaining and staging all construction materials
 - d. Inspections of work
 - e. Post construction photographs of area
 - f. Final inspection.

APPENDIX A

**Strafford Regional Planning Commission
Sunrise Lake Culvert Modification and Stormwater Control Project,
Middleton, NH**

**CONSTRUCTION COST ESTIMATE WORKSHEET & STATEMENT OF
EXPERIENCE FORM**

The contractor must submit costs for items as described below and as shown on the Plans or in the scope of work using the **CONSTRUCTION COST ESTIMATE WORKSHEET** plus submit a **STATEMENT OF EXPERIENCE**.

CONSTRUCTION COST ESTIMATE WORKSHEET

Please provide cost figures for the items listed. Additional information on these items is provided on the attached Plans titled, "CULVERT MODIFICATIONS PLAN & PROFILE" and "LAKELAND ASSOCIATION BEACH" – **Note the difference between total bid cost and total project cost.**

Proposed Bid Schedule

	ITEM	UNIT	QTY	COST
	A. Site preparation and mobilization			
Culvert Modifications	B. Removal of existing culvert			
	C. Culvert replacement and daylighting of natural channel			
Stormwater Control Measures	D. Construction of rain garden (RG#1)			
	E. Construction of 4' riprap swale			
	F. Post-construction site stabilization			
		TOTAL BID COST:		
Additional Improvements	G. Construction of rain garden (RG#2)			
	H. Construction of rain garden (RG#3)			
	I. Construction of 4' stone swale			
	J. Replacement of existing curb			
	K. Installation of 2' stone stabilization along boat ramp			
		TOTAL PROJECT COST:		

Note: Construction is anticipated to last 3 -5 days and shall be completed by **May 15, 2026**.

STATEMENT OF EXPERIENCE

Please provide a brief statement describing the firm's experience constructing projects of a similar nature plus provide three references for your work and their contact information.

