

## **Request for Proposals to Provide Engineering Services**

### **For The Town of Brentwood NH**

The Town of Brentwood New Hampshire is requesting proposals from New Hampshire professional Engineers to provide design review services at the direction of the Brentwood Planning Board, as necessary to provide a full and professional review of subdivision and site plans submitted.

The scope of review will include determination of compliance with state and local regulations, road design, drainage design, design and sight distance of intersections, and driveway design. Drainage and long term sedimentation and erosion control plans for pre- and post-development will be reviewed and a plan for funding of long term inspection and maintenance of drainage structures and systems may be required to be developed. Review also will encompass utility design wetland delineation soils designation math checks closure calculations and deed and easement data provided. Additionally the engineer will advise the planning Board of the appropriate construction bond amount.

A written report advising of compliance or of specific points of non-compliance will be prepared by the engineer and provided to the applicant and to the Brentwood Planning Board as soon as practicable following referral of the plan by the planning board to the engineer.

Additional to plan review, the engineer may be requested to attend one or more Planning Board meetings relating to a particular project or projects, and will be required to provide on-site compliance inspection during the project construction phase, under the direction of the Planning Board.

The engineer will be responsible for reviewing the construction bond estimate prepared by the engineer of a project to ensure that all required activity is included and provided with an appropriate cost estimate. In addition, incremental bond releases when work is completed by the applicant require review and sign-off by the town engineer. Every application to the Planning Board includes the establishment of an escrow account that provides in advance a pool of funds with which to pay the town engineer for their review.

Proposals should be submitted in the form of a contract encompassing the requirements in this request for proposals, and should include hourly rates for applicable services, as well as any additional information that will aid the Planning Board in determining suitability of the engineer to fill this position. The top candidates will be asked to an interview with the Planning Board.

Proposals will be accepted in the Planning Board office up until October 15, 2014 at 4:00PM. The sealed bids will be opened at the planning Board meeting of October 16, 2014.