

Select Board  
Town of Bethlehem  
2155 Main Street  
PO Box 189  
Bethlehem, New Hampshire 03574  
(603) 869-3351 Ext. 101 Phone  
[admin@bethlehemnh.gov](mailto:admin@bethlehemnh.gov) Email

## **RFP NO. 1**

### **Request for Proposals (RFPs) for:**

#### **The Design Build of a Solid Waste Transfer Station and Recycling Center**

The Town of Bethlehem seeks competitive sealed proposals for the design build of a solid waste transfer station and recycling center for the collection, separation, storage, transfer, processing, treatment, and disposal of solid waste and recyclables, to comply with the Town's obligation to provide such a facility or assure access to another such facility, pursuant to New Hampshire Revised Statutes, Section 149-M:17.

This project is anticipated to be funded in whole or in part through a federal financial assistance award from the United States Department of Agriculture (USDA), including funds administered by USDA Rural Development.

As such, this procurement shall be conducted in accordance with 2 CFR Part 200, applicable USDA regulations, and the Town of Bethlehem Federal Procurement Policy Addendum.

Award of any contract is expressly contingent upon receipt of federal funding and approval by USDA Rural Development.

The proposals shall provide for construction commencing during 2026 with full construction completed by July 1, 2027. However, the construction site should be capable of receiving solid waste and recyclables by January 1, 2027 for storage in the event that the Town must assume solid waste management prior to July 1, 2027.

The Town is seeking “Design Build” proposals, where bidders will assume responsibility both for the design (architectural/engineering) and construction phases under a single contract. Attached as Appendix A is a conceptual site plan, previously prepared by Aries Engineering, which includes rough locations for buildings, roads, and equipment location. Attached as Appendix B is a mandatory bidding sheet for the proposed construction of the transfer station buildings and infrastructure and Appendix C federal certifications and assurances document.

**NOTE:** The Town intends to purchase all equipment/machinery not listed in Appendix B, such as bailors, compactors, roll-off containers, skid steer, scale, pallet jack, etc. The Town will also provide for the installation of a well through a separate RFP once the successful bidder shows the final location of the building providing water services.

## **I. General Information and Background**

This background information is provided for informational purposes only and shall not be construed as a guarantee of quantities, conditions, or funding availability.

The Town has a resident population of approximately 2,544 (2023) and currently receives weekly curbside pick-up of residential municipal solid waste (MSW) and single-stream recyclables, along with use of a transfer station owned by the North Country Environmental Services, Inc. The Manager of the landfill has verified that the most recent annual amount of nonrecyclable MSW generated and collected from Bethlehem residents for landfilling from both curbside pick-up and delivery by residents to the transfer station is 738.97 tons.

The Town intends to receive the following recyclables at the transfer station, without charge, for source separation: plastic, glass, aluminum, and steel containers, cardboard, and mixed paper. Without curbside collection, the Town's goal for annual receipt of such recyclables at the transfer station are 100 tons of cardboard, 65 tons of mixed paper, 17 tons of various plastic containers, several tons of aluminum and steel containers, and several tons of glass containers.

The Town also intends to receive yard waste and mixed, large metals at its transfer station without charge, and implement a fee schedule to receive a number of other items traditionally handled by transfer stations, such as appliances, electronics, batteries, fluorescent bulbs, bulky waste, and residential construction and demolition debris.

## **II. Timelines**

A. Bidders will have the opportunity to inspect the site by appointment on Friday February 13th. If this inspection date is not available to a potential bidder, then the bidder may contact the Town Administrator for a mutually agreeable time, no later than Friday February 6th. An inspection of the site is not a condition for submitting a proposal and arrangements must be made with the Town Administrator.

B. Proposals, utilizing the bidding sheet attached as Appendix B, are to be submitted in a sealed envelope or box no later than March 6<sup>th</sup>, 2026, to the Town of Bethlehem, 2155 Main Street, PO Box 189, Bethlehem, NH 03574 or hand-delivered by said date at the Town Administrator's Office at 2155 Main Street. The proposals must be clearly marked "RFP: for Design Build of a Solid Waste Transfer Station and Recycling Center". The proposals should also include the name, email, and telephone number of a contact person in the event further information is desired by the Town.

C. The proposals will be considered by the Select Board on Monday March 9<sup>th</sup> at 6:00 P.M. at the Town Office using the evaluation criteria outlined in section V.

### **III. Federal Procurement Requirements**

A. This procurement is subject to 2 CFR Part 200, USDA Rural Development requirements, and all applicable federal laws and regulations.

B. Geographic or local preferences are prohibited and shall not be considered in proposal evaluation.

C. Cost-plus-percentage-of-cost contracts are prohibited.

D. The Town shall perform and document a cost or price analysis prior to contract award.

E. All Bidders must certify that they are not suspended, debarred, or otherwise excluded from participation in federal programs.

### **IV. Bid Specifications**

The Town has determined that use of a design-build procurement method is appropriate for this project due to the need for integrated design and

construction services, schedule coordination, constructability review, and cost control, consistent with 2 CFR §200.320.

**A.** Bidders are to fill out and submit the bidding sheet and information as specified in II.B. above. In addition, bidders should include the information, reference in Subsections B and C below, in their sealed envelope.

**B.** Bidders will provide copies, or a description of their insurance coverages, including workers' compensation, liability, and vehicle insurance.

**C.** Bidders should set forth their construction schedule, specifying when they anticipate the commencement of construction and the completion of full construction, along with any other construction stages that bidders deem to be relevant.

**D.** Bidders shall bear the costs of preparing any proposal in response to this RFP, and the successful contractor or contractors may not recover such costs in the final contract.

**E.** All requests for further information shall be directed to Ms. Mary Moritz, the Administrative Assistant for the Select Board, at 603-869-3351 ext. 101.

**F.** Prior to the date set forth for Select Board consideration, referenced in Section II.C above, the Town may seek some additional information or clarification from any bidder, in accordance with applicable federal, state, and local procurement requirements, and consider such information or clarification as part of the applicable proposal.

**G.** The Town reserves the right to accept or reject any or all proposals, in whole or in part, in accordance with applicable federal, state, and local procurement requirements.

## V. Proposal Evaluation Criteria

Proposals will be evaluated using a best-value competitive proposal method based on the following criteria:

Criteria	Weight
Project approach & understanding of scope	25%
Qualifications & experience of design-build team	25%
Schedule & ability to meet required milestones	15%
Past performance on similar facilities	15%
Price proposal (Appendix B)	20%
Total	100%

# APPENDIX B

## BID FORM (FEDERALLY COMPLIANT – USDA)

Project: Design-Build of a Solid Waste Transfer Station and Recycling Center

RFP No.: 1

Owner: Town of Bethlehem, New Hampshire

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### FEDERAL FUNDING NOTICE

This project is anticipated to be funded in whole or in part by financial assistance from the United States Department of Agriculture (USDA), including funds administered by USDA Rural Development.

This Bid is submitted in accordance with 2 CFR Part 200, applicable USDA regulations, and the Town of Bethlehem Federal Procurement Policy Addendum. Award of any contract is contingent upon receipt and approval of federal funding.

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### BIDDER IDENTIFICATION

Proposal of \_\_\_\_\_  
(hereinafter called "Bidder"), organized and existing under the laws of the  
State of \_\_\_\_\_, doing business as  
 Corporation  Partnership  Individual  Other \_\_\_\_\_

To: Town of Bethlehem, New Hampshire (hereinafter called "Town").

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### STATEMENT OF BID

In compliance with the Request for Proposals (RFP), the Bidder hereby proposes to furnish all labor, materials, equipment, professional services, and supervision necessary to perform the design and construction of the Proposed Solid Waste Transfer Station and Recycling Center located on Town-owned property off Route 116 in Bethlehem, New Hampshire, in strict accordance with the RFP and Contract Documents, within the time specified therein, and for the prices stated below.

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# **NON-COLLUSION AND INTEGRITY CERTIFICATION**

By submission of this Bid, the Bidder certifies that:

1. This Bid has been prepared independently and without consultation, communication, or agreement with any other bidder or competitor.
  2. This Bid is made in good faith and without fraud or collusion.
  3. No officer, employee, or agent of the Town has any financial interest, direct or indirect, in this Bid.
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## **ACKNOWLEDGMENT OF ADDENDA**

The Bidder acknowledges receipt of the following documents:

- Town of Bethlehem Request for Proposals – Design-Build Transfer Station
  - Aries Engineering Conceptual Site Plans (December 19, 2025) Appendix A
  - Appendix C Federal Certifications and Assurances
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## **GENERAL CONDITIONS OF BID**

- Estimated quantities are provided for evaluation purposes only. Payment shall be based on actual work performed in accordance with the contract executed.
  - All prices shall be fixed and firm.
  - Cost-plus-percentage-of-cost pricing is prohibited.
  - All engineering and construction management services shall be provided on a lump-sum basis only.
  - The Bidder shall include all applicable taxes and fees not exempted under federal or state law.
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## **BID IRREVOCABILITY**

The Bidder agrees that this Bid shall remain irrevocable for sixty (60) consecutive calendar days following the Bid opening date.

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## **PERFORMANCE AND PAYMENT SECURITY**

If awarded the contract, the Bidder agrees to furnish the required Performance Bond and any other required security following Notice of Award, in accordance with the Contract Documents and applicable federal requirements.

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## **NEGOTIATION STATEMENT (FEDERAL LIMITATION)**

The Bidder acknowledges that any negotiations following selection shall be limited to refinement of scope and contract terms within the pricing framework of this Bid and shall be subject to compliance with federal procurement requirements and USDA approval.

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## **BID SECURITY**

Should the Bidder fail to execute the Contract or furnish required security, the Town may retain the Bid security as liquidated damages to the extent permitted under applicable federal, state, and local law.

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## **COMPLIANCE WITH FEDERAL CERTIFICATIONS**

By signing this Bid Form, the Bidder certifies compliance with all representations, certifications, and assurances contained in Appendix C – Federal Certifications and Assurances, including debarment and suspension requirements.

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Item #	Bid Item	Number	Units	Unit Cost	Total
1	Mobilization				
	Mobilization/Demobilization	1	at		
2	Transfer Station Building				
	-24' X 75' Frame Barn with Plywood Siding / Wood Truss	1800	at		
	- Overhead Doors -Steel rolling (10' x 10' OH Doors)	3	at		
	- Entrance Doors (3'-0" x 7'-0" insulated steel door)	2	at		
	- Windows (wood, sliding, standard glass, 3'-4" x 2'-7" )	4	at		
	- Interior Partitions	432	ft^2		
	- Ceiling	384	ft^2		
	- Interior Doors	4	at		
	- Bathroom plumbing, fixtures, eyewash station	1	at		
	- Concrete foundation, slab floor	1,800	ft^2		
	- R5 Insulation - Office and Swap Shop	3,168	ft^2		
	- Electrical Service/Distribution/Interior Lighting	1	at		
	- Heating (EH-250 250,000 BTU Waste Oil Heater and 350-gal. AST)	1	at		
	- Extra waste oil storage tank - 275-gallon	1	at		
	- Secondary containment (Poly-Tank Containment unit)	2	at		
Subtotal					
3	Compactor Shed				
	Compactor Shed (30' x 15')				
	- Build Canopy for stand-alone compactor	450	ft^2		
	- Slab on grade, 6" thick, light industrial, reinforced Concrete Foundation	450	SF		
	- Electrical	1	at		
	- Concrete retaining wall (8')	200	ft^2		
	- Concrete pads for receiver box, rolloff box, trailer ramp,	3,610	SF		
	compactor drive through, and brush and compost bin areas				
	- Concrete barrier, double faced	110	LF		
Subtotal					

Item #	Bid Item (Continued)	Number	Units	Unit Cost	Total
4	On-Site Septic				
	- Design and permitting	1	at		
	- Installation	1	at		
Subtotal					
5	Electrical Service Connection				
	Install ~900 feet 1-Phase power to entrance, install one pole on site, run ~350 overhead 200 amp service to building	1	at		
Subtotal					
6	Site Work				
	Total Area	47,787	ft^2		
	- Excavation for building foundations and retaining walls	Included			
	- Balanced Cut and Fill to determine final grades	Included			
	- Gravel road beds, loaming and seeding	Included			
	- Underground utility conduit and piping installation	Included			
Subtotal					
7	Engineering Design and Construction Management				
	- Preliminary Design Engineering Costs	1	at		
	- Geotechnical Engineering Costs	1	at		
	- Final Design and Construction Management Engineering Costs	1	at		
Subtotal					
Total Bid Price					

**TOTAL BID PRICE** \$ \_\_\_\_\_ (In numerals)

\_\_\_\_\_ **Dollars**  
(In words)

# SIGNATURE

By signing below, the Bidder certifies that all information submitted is true and correct and that the signer is authorized to bind the Bidder.

**Firm Name:** \_\_\_\_\_

**Authorized Representative (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# APPENDIX C

## Federal Certifications and Assurances

**Project:** Design-Build of a Solid Waste Transfer Station and Recycling Center

**RFP No.:** 1

**Procuring Entity:** Town of Bethlehem, New Hampshire

The undersigned proposer certifies, represents, and warrants the following as a condition of submitting a proposal in response to this Request for Proposals (RFP):

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### 1. Debarment and Suspension Certification

The proposer certifies that neither it nor its principals are presently:

- Debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs; nor
- Convicted of or subject to a civil judgment for fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, false statements, or receiving stolen property; nor
- Currently indicted or otherwise criminally or civilly charged by a governmental entity for any of the offenses listed above.

The proposer agrees to immediately notify the Town of Bethlehem if this certification becomes inaccurate at any time during the procurement or contract term.

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### 2. Conflict of Interest Disclosure

The proposer certifies that no officer, employee, or agent of the Town of Bethlehem who exercises any functions or responsibilities with respect to this procurement has any financial interest, direct or indirect, in the proposer's firm.

The proposer further certifies that it has disclosed any real or apparent conflicts of interest that could affect the integrity of this procurement and that no prohibited conflicts exist.

- No conflicts to disclose
  - Conflicts disclosed (attach explanation)
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### **3. Lobbying Certification (Byrd Anti-Lobbying Amendment)**

The proposer certifies that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the proposer, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, or an employee of a Member of Congress in connection with this procurement or any resulting federal award; and
  - If any non-federal funds have been paid or will be paid for such purposes, the proposer shall complete and submit the required disclosure form.
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### **4. Non-Collusion Certification**

The proposer certifies that this proposal is submitted in good faith, without fraud or collusion, and that no effort has been made to influence or restrict competition by communication with any other proposer.

The proposer further certifies that prices and terms have not been communicated with any competitor for the purpose of restricting competition.

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### **5. Acknowledgment of Federal Funding Conditions**

The proposer acknowledges and agrees that:

- This project is anticipated to be funded in whole or in part with federal financial assistance from the **United States Department of Agriculture (USDA)**;
  - Compliance with **2 CFR Part 200**, USDA Rural Development regulations, and all applicable federal requirements is mandatory;
  - Contract award is contingent upon receipt and approval of federal funding; and
  - The Town of Bethlehem reserves the right to modify, delay, or cancel this procurement in accordance with federal requirements.
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### **6. Access to Records**

The proposer agrees to provide the Town of Bethlehem, the USDA, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents,

papers, and records directly pertinent to the contract for the purposes of audit, examination, excerpts, and transcriptions.

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## **7. Certification of Authority**

The individual signing below certifies that they are duly authorized to bind the proposer to the representations and assurances contained herein.

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### **CERTIFICATION**

By signing below, the proposer certifies that all statements made in this Appendix are true, complete, and correct to the best of their knowledge.

**Firm Name:** \_\_\_\_\_

**Authorized Representative (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_