

Request for Proposals: Design-Build Services for Goffstown High School Rear Parking Lot Expansion Project

SAU 19 / Goffstown School District | Goffstown High School

27 Wallace Road, Goffstown, New Hampshire

1. Invitation and Project Overview

SAU 19, on behalf of the Goffstown School District, invites qualified design-build contractors to submit proposals for the design, permitting support, construction, and closeout of the Goffstown High School rear parking lot expansion project. The project is intended to expand parking capacity behind Goffstown High School, improve access to the rear athletic fields and press box area, and provide an organized, durable, and safe parking facility suitable for school, athletic, and community use.

The anticipated design-build scope includes site preparation, grading, stormwater management, pavement section design and construction, striping, limited civil engineering, construction of or connection to a stormwater retention pond, purchase and installation of four-inch water pipe, installation of three-inch electrical conduit piping, coordination for future or related site lighting and security infrastructure, and furnishing and installation of athletic ball netting along the endzone side of the expanded parking area.

2. Existing Information and Attachments

Proposers shall review and consider the following reference materials provided by SAU 19: the Goffstown High School Parking Lot Expansion Concept Plan prepared by the Town of Goffstown Department of Public Works and the Eversource conditional approval information. These materials are provided for background and planning purposes only and do not relieve the design-build contractor of responsibility for field verification, final design, means and methods, permitting support, code compliance, and delivery of a complete project.

3. Project Goals

- Provide more than seventy-five additional parking spaces, subject to final design, site constraints, and required code compliance.
- Improve event parking capacity, circulation, and access for school programs, athletic events, maintenance vehicles, and community use.
- Create a practical connection between the expanded parking area and the rear press box/service area.
- Maintain safe separation between vehicles, athletic field activity, utilities, drainage features, and Eversource easement requirements.
- Manage stormwater runoff from the newly constructed impervious surface through an appropriately designed retention or detention pond and associated drainage improvements.
- Deliver a durable pavement section appropriate for a high school parking lot in a Northeast freeze-thaw climate.

4. Design-Build Scope of Work

4.1 Design and Engineering

The selected design-build contractor shall provide **limited** civil engineering services sufficient to finalize the parking lot layout, grading, drainage, stormwater retention/detention pond sizing, utility alignment, erosion control measures, and as-built documentation. The **limited** civil engineering shall include calculations and design recommendations demonstrating that runoff from the expanded parking area is appropriately collected, directed, detained or retained, and released or infiltrated in accordance with applicable federal, state, local, and best-practice stormwater requirements.

4.2 Site Preparation, Earthwork, and Grading

Work shall include clearing, grubbing, stripping and stockpiling or removal of loam, excavation, embankment, cuts and fills, subgrade preparation, compaction, slope grading, construction access, and stabilization of disturbed areas. The contractor shall verify existing grades, utilities, drainage patterns, property/easement limits, and field conditions prior to construction. Existing school and/or town-available fill may be considered if approved by SAU 19 and suitable for the intended use.

4.3 Pavement Section and Materials

The proposed pavement section shall be designed for a high school parking lot in New Hampshire and shall account for passenger vehicles, buses or occasional service vehicles, maintenance access, snow removal, freeze-thaw cycles, drainage, and long-term durability. Unless the contractor proposes an equal or better engineered section supported by geotechnical or civil engineering rationale, the base bid shall assume the following minimum compacted pavement section: twelve inches of compacted bank-run gravel or approved granular subbase; six inches of compacted crushed gravel base; two and one-half inches of hot mix asphalt binder course; and one and one-half inches of hot mix with tack asphalt wearing course. Aggregate base materials shall consist of hard, durable stone or gravel, free from deleterious materials, and consistent with New Hampshire Department of Transportation aggregate base-course principles and Town of Goffstown Department of Public Works expectations where applicable.

4.4 Stormwater Management and Retention Pond

The proposal shall include the cost of **limited** engineering to design an appropriately sized stormwater retention or detention pond and related conveyance features to manage runoff created by the new paved area. The design shall consider existing site drainage, the concept plan stormwater pond area, the existing outlet swale, maintenance access, sediment control, erosion control, and long-term maintenance by the District. The District hired a wetlands scientist who determined the proposed site is not considered a “jurisdictional” wetland. If the proposed design requires additional permits or approvals the Contractor will assist SAU 19 with required documentation.

4.5 Utilities: Water Pipe and Electrical Conduit

The base bid shall include purchase and installation of approximately 400 feet of two-inch water pipe as required for the project area, including trenching, bedding, backfill, compaction, fittings, connection coordination, testing, and restoration. The base bid shall also include purchase and installation of two runs of 400 ft = 800 ft of three-inch schedule 80 electrical conduit piping with pull strings for future or related electrical service needs, including trenching, bedding, backfill, pull boxes or handholes as required by the final design, coordination with the District’s electrical contractor or utility provider, and restoration. Proposers shall clearly state assumed linear footage, materials, fittings, trench depth, bedding material, separation from other utilities, and exclusions. Please note that the school district’s electrical contractor will install wiring, make electrical connections and be responsible for all permits.

4.6 Site Lighting

Work shall include digging and backfilling approximately 600 feet of trench and supplying and installing six light pole bases and fixtures. All electrical work and light poles shall be installed by the School District's electrician. Proposers shall coordinate trench location, pole-base placement, conduit interface points, and installation sequencing with the District and its electrician. Lighting plans be provided by the district's electrician.

4.7 Other - Ledge, Large Boulders, or Hazardous Materials

The cost of addressing ledge or removing large boulders two yards or more shall be included in the proposal as an estimate based on the proposed cost per hour multiplied by the approximate number of hours. If ledge, large boulders, hazardous materials, or other unforeseen subsurface conditions are encountered, the related work shall be charged as extra on a time-and-materials basis at a predetermined hourly rate approved as part of the proposal.

4.8 Ball Netting

The proposal shall include furnishing and installation of athletic ball netting along the endzone side of the expanded parking area to reduce the likelihood of lacrosse, football, or other athletic balls entering the parking area. At minimum, the base bid shall include a year-round netting system approximately 200 feet long by 20 feet high, with the exception of the area behind the goal posts which is 30 feet high, with galvanized posts set in concrete, perimeter rope, top cable, turnbuckles, excavation, concrete, equipment, labor, and all necessary hardware. Proposers may submit alternates for increased height, removable seasonal netting, upgraded post spacing, or other systems better suited to site conditions.

4.9 Striping, Signage, Safety, and Final Restoration

Work shall include final fine grading, asphalt tack coat where required, pavement markings, accessible parking spaces (including handicap spaces) and access aisles if required by final design, traffic-control markings, loam and hydroseed of disturbed areas, cleanup, and site restoration. Proposers shall identify any recommended signs, wheel stops, guardrail, curbing, bollards, or pavement markings needed for safe operation of the completed parking area.

5. Technical Specifications and Standards

Component	Minimum Base-Bid Requirement	Notes
Subgrade	Proof-rolled, compacted, and corrected prior to base placement	Unsuitable material shall be removed and replaced as approved.
Granular subbase	12 inches compacted bank-run gravel or approved granular subbase	Depth may be increased if field conditions warrant.
Crushed gravel base	6 inches compacted crushed gravel	Material shall be durable, well-graded, and suitable for Northeast freeze-thaw conditions.
Binder asphalt	2.5 inches compacted hot mix asphalt binder course	Mix design shall be appropriate for parking-lot loading and snow-removal operations.
Finish asphalt	1.5 inches compacted hot mix asphalt wearing course	Final surface shall drain positively and be free of ponding.
Stormwater pond	Engineered sizing for new impervious area	Include outlet, overflow, erosion control, maintenance access, and stabilization.
Water pipe	2-inch water pipe, installed complete	Include assumptions, material type, fittings, bedding, testing, and restoration.
Electrical	3-inch conduit (schedule 80) piping, installed complete	Include pull points, trenching, bedding, backfill, and coordination to each light pole
Data	1-inch conduit (schedule 60) piping, install complete	Include pull points, trenching, bedding, backfill, and coordination to each light pole

Site lighting trenching and bases	Dig and backfill approximately 600 feet of trench; supply and install six light pole bases. Sized similarly to existing light poles.	Electrical work and light poles to be installed by the School District's electrician.
Ledge, large boulders, or hazardous materials	Estimated allowance based on hourly rate multiplied by estimated hours	Charged as extra on a time-and-materials basis at the predetermined hourly rate if encountered.
Ball netting	Approx. 200 feet long by 30 feet high near goal posts and 20 feet high in other areas	Year-round system with galvanized posts and top cable unless alternate is approved.

6. Proposal Requirements

- Cover letter identifying the proposer, project manager, key contacts, and acknowledgement of the design-build responsibility.
- Company qualifications, including experience with school, municipal, athletic-campus, or comparable New England parking-lot projects.
- Project approach, including design assumptions, construction sequencing, access control, safety plan, and coordination with school operations.
- Preliminary design narrative describing parking layout, pavement section, drainage approach, retention/detention pond concept, utility routing, and ball netting system.
- Itemized cost proposal **separating**
 1. design/engineering,
 2. site preparation,
 3. pavement,
 4. stormwater,
 5. utilities,
 6. ball netting,
 7. striping,
 8. restoration,
 9. alternates,
 10. allowances (ledge)
 11. hourly rate for ledge removal over allowances
 12. contingency.

- Schedule showing anticipated design, mobilization, construction, paving, netting installation, punch list, and closeout milestones.
- List of proposed subcontractors and team members, including civil engineer, paving subcontractor, utility installer, and netting installer if applicable.
- References for at least three similar projects completed within the last five years, preferably in New Hampshire or in New England.
- Identification of exclusions, assumptions, unit prices, alternates, and potential cost risks, including ledge, unsuitable soils, hazardous materials, utility conflicts, permit fees, and site restrictions.

7. Evaluation Criteria

Criterion	Weight
Relevant design-build and school/municipal parking-lot experience	15%
Technical approach, pavement section, drainage design, and utility coordination	20%
Cost proposal, transparency, unit pricing, and value	25%
Schedule, phasing, safety, and ability to minimize disruption to school operations	15%
Quality of references, project team, and demonstrated reliability, and prior successful projects with SAU 19/Goffstown School District	20%
Completeness and clarity of proposal	5%

8. Proposed Schedule

Milestone	Target Date
RFP issued	9-15-2026
Mandatory site walk	9-15 through 9-22 by appointment with Facilities Director Randy Loring (call 603-660-5766)
Questions due	9-23-2026 (Facilities Director Randy Loring - 603-660-5766)
Addendum issued, if needed	To be determined

Proposals due	Friday, 9-25-2026 by 2:00 pm at the SAU Office 11 School Street, Goffstown, NH 03045 (via mail, courier or hand delivered. No email or fax submissions will be considered.)
Interviews, if conducted	Subject to proposals submitted
Notice of award	On or before 9-30-2026
Design and permitting support	This project has been approved by the school district and the Town of Goffstown Planning Department.
Construction window	10-5-2026
Substantial completion	12-1-2026

9. Permits, Approvals, and Coordination

The selected contractor shall coordinate with SAU 19, Goffstown School District, the Town of Goffstown Department of Public Works, the Goffstown Planning Department, utility providers, Dig Safe, and Eversource as needed. The contractor shall comply with applicable local development regulations, driveway or access requirements, stormwater requirements, erosion-control standards, utility safety requirements, and all special conditions associated with work near or under the existing Eversource easement. Construction shall not begin until required approvals, notifications, and site controls are in place. Eversource requires that bollards be installed in front of structure F162 Str8.

10. Bid Form Requirements and Alternates

Proposers shall submit a lump-sum design-build price and itemized supporting schedule of values. At minimum, the bid form shall identify pricing for general conditions, limited engineering, survey/layout, clearing and grubbing, earthwork, gravel subbase, crushed gravel base, asphalt binder, asphalt wearing course, stormwater pond work, drainage pipe or outlet structures, four-inch water pipe, three-inch electrical conduit, ball netting, striping, loam and hydroseed, traffic and site safety, closeout, and contingency. Alternates may include enhanced pavement section, additional lighting trenching or pole bases, additional security camera conduit, upgraded ball netting height or materials, guardrail, curbing, and expanded stormwater measures.

11. Safety, and Site Controls

The selected contractor shall comply with all applicable occupational safety, school-site safety, traffic-control, trench-safety, utility-location, and environmental requirements. The contractor shall secure the work area, protect students, staff, visitors, fields, buildings, utilities, and adjacent property, and coordinate work hours and access routes with SAU 19. No work shall interfere with school operations, emergency access, or athletic events without prior approval.

12. Insurance Requirements

The Contractor agrees that it will carry any and all insurance which will protect it, the District and their officials, agents, volunteers and employees from any and all claims and demands, costs, damages, loss of service or consortium, expenses, compensation and attorneys' fees including but not limited to any and all claims for personal injury and/or death, workers' compensation injuries, and property damages which may, in any way, arise from or out of the operations of the Contractor whether such operations be performed by the Contractor itself, anyone directly or indirectly employed by it or any other persons or company retained in any way to carry on all or portion of the operations, activities or work required by or related to the Contract. The Contractor further agrees that the District and its officials, agents, volunteers and employees shall be named as an additional insured in any and all such liability insurance policies required by the District.

Prior to commencing work, the Contractor shall demonstrate that it carries a general liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, as well as completed operations coverage, applicable to the work performed under this Contract and all liabilities as set forth above. The general liability policy must also contain contractual liability coverage applicable to the contractual indemnification obligation set forth below.

The Contractor shall provide proof of automobile insurance coverage in an amount deemed satisfactory to the District.

The Contractor will furnish to the District a Certificate of Insurance and an endorsement prior to executing the Contract or commencing work demonstrating that the District and its officials, agents, volunteers and employees are named as an additional insured on the general liability and automobile liability insurance coverage on a primary and noncontributory basis.

The Contractor shall provide proof of workers compensation insurance meeting State of New Hampshire required limits and providing employer's liability coverage.

The District shall not be required to insure the Contractor, any subcontractor or any professional service provider.

There is no performance or payment bond required for this project.

13. Indemnification

The Contractor releases the District from, agrees that the District shall not be liable for and indemnifies the District against, all liabilities, claims, costs and expenses, including out-of-pocket and incidental expenses and legal fees, imposed upon, incurred or asserted against the District arising, directly or indirectly in whole or in part, out of the negligence or willful act or omission of the Contractor, its agents or anyone who is directly employed in connection with (i) this Agreement or (ii) the project, including the construction of the project and the maintenance, repair and replacement of any improvements which the Contractor is required to undertake pursuant to this Agreement or any permit or approval, provided that, such release or indemnification shall not apply to any actions or claims brought as a result of any material breach of this Agreement, willful misconduct or fraudulent action of the District.

In case any claim or demand is at any time made, or action or proceeding is brought, against or otherwise involving the District in respect of which indemnity may be sought hereunder, the person seeking indemnity promptly shall give notice of that action or proceeding to the Contractor, and the Contractor upon receipt of that notice shall have the obligation and the right to assume the defense of the action or proceeding.

14. Reservation of Rights

SAU 19 and the Goffstown School District reserve the right to reject any or all proposals, waive informalities, request clarifications, negotiate with any proposer, modify the schedule, cancel or reissue this RFP, and award the contract in the best interest of the District. The lowest price proposal will not necessarily be selected. The District may require interviews, additional documentation, revised pricing, or value-engineering discussions prior to award.

15. Bid Opening

The bid opening for this project will not be conducted as a public bid opening. Following the review of submitted proposals, all bidders will be notified of the outcome either verbally or via email.

Contractor Bid Sheet

Project: Goffstown High School Rear Parking Lot Expansion Project

Owner: SAU 19 / Goffstown School District

Bidder/Contractor: _____ **Contact:** _____

Date: _____

Phone: _____ **Email:** _____

Complete all applicable fields below. Costs should include labor, materials, equipment, subcontractors, supervision, mobilization, overhead, profit, and expenses necessary to complete the work unless specifically identified as an exclusion, allowance, or alternate.

Electrical connections to parking lot light fixtures should not be included.

No.	Cost Category	Description / Assumptions	Amount
1	Design / Engineering	_____	\$ _____
2	Site Preparation	_____	\$ _____
3	Pavement	_____	\$ _____
4	Stormwater	_____	\$ _____
5	Utilities / Conduit / Light Bases	_____	\$ _____
6	Ball Netting	_____	\$ _____
7	Striping	_____	\$ _____
8	Restoration	_____	\$ _____
9	Alternates	_____	\$ _____
10	Allowances	_____	\$ _____
11	Hourly Cost of Ledge Removal	_____	\$ _____ / hour
12	Contingency	_____	\$ _____
Total Base Bid			\$ _____

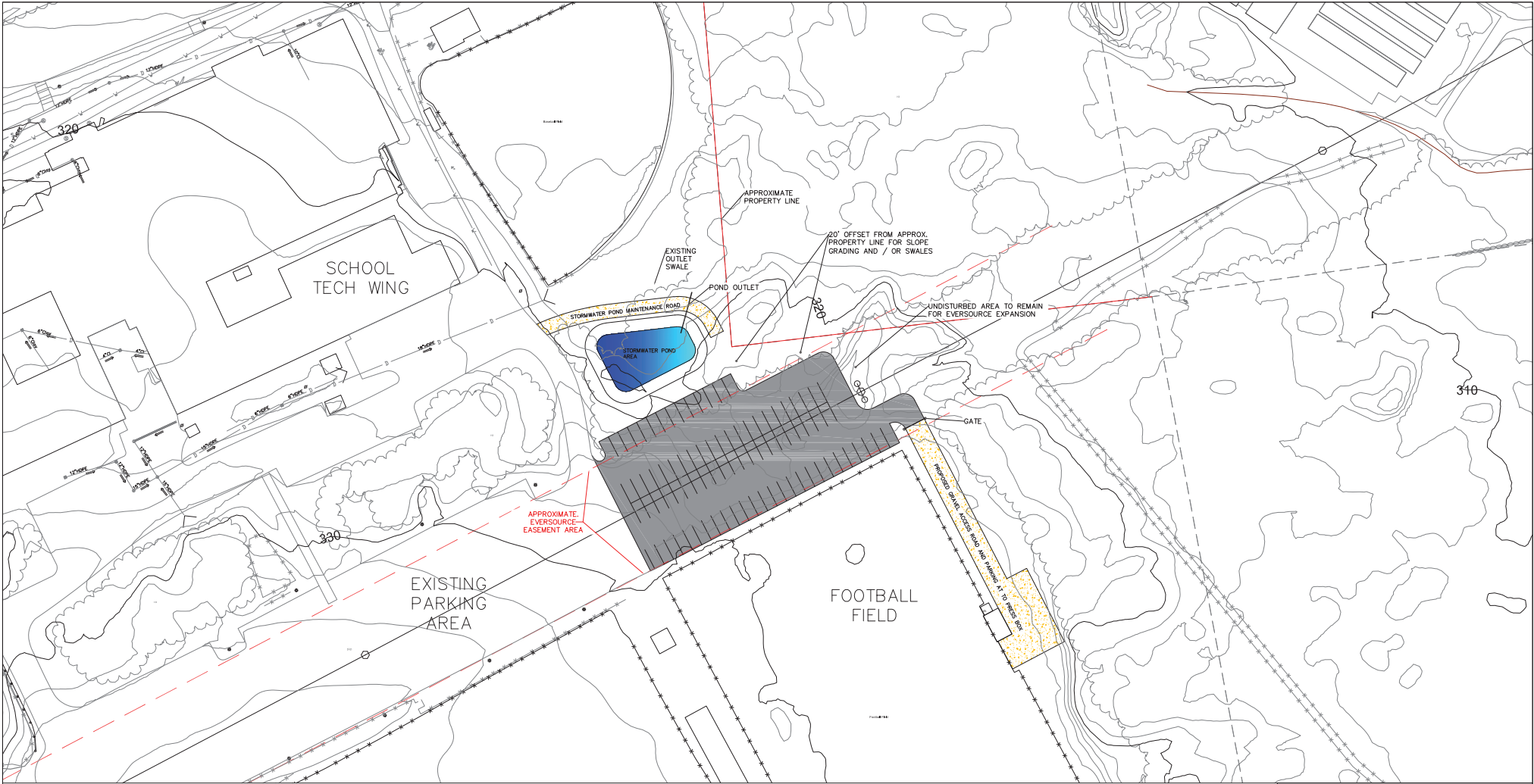
By signing below, the bidder certifies that the pricing submitted is complete, accurate, and based on the RFP requirements, issued addenda, observed site conditions, and stated assumptions, exclusions, allowances, and alternates.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____



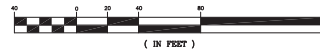
LEGEND:

DRAIN PIPE	=====	RETAINING WALL	=====
WATER LINE	=====	STONE WALL	=====
SEWER	=====	GUARDRAIL	=====
UTILITY POLE	=====	RAILROAD	=====
UTILITY BOX	=====	POOL	=====
LIGHT POLE	=====	EDGE OF PAVEMENT	=====
HYDRANT	=====	UNPAVED ROAD	=====
CATCH BASIN	=====	TRAIL	=====
MANHOLE	=====	WETLAND	=====
TREELINE	=====	PROP. BLDG	=====
FENCE	=====		
CULVERT	=====		

NOTES:



GRAPHIC SCALE



(IN FEET)

NO.	DATE	DESCRIPTION	BY

2025 HIGH SCHOOL PARKING LOT EXPANSION
CONCEPT PLAN

PLAN VIEW
27 WALLACE ROAD, GOFFSTOWN, NH

PREPARED BY:
TOWN OF GOFFSTOWN

DEPARTMENT OF PUBLIC WORKS
GOFFSTOWN, NEW HAMPSHIRE

PROJ MANAGER: SG	CHECKED BY:	DRAWN BY: EG
DATE: 11/7/25	DWG#: S1	SHEET #1 OF 1

Town of Goffstown Planning

Memo

To: Goffstown Planning Board

From: Jo Ann Duffy, Planning & Economic Development Director

cc: Derek Horne, Town Administrator
Scott Gross, SAU Operations Manager

Date: August 26, 2026

Re: Expansion of Goffstown High School Parking Lot, Map 5, Lot 98

The Goffstown School District has notified us of its plan to expand the existing student parking area located at the rear of Goffstown High School (GHS). The expansion will extend northeast of the current parking area and will add approximately 75 new parking spaces.

Parking capacity continues to be a challenge at GHS for both students and visitors, and this project is expected to help alleviate ongoing demand issues.

The School District has obtained permission from Eversource to construct an expanded parking area within the PSNH easement. Alden Beauchemin, NH Certified Wetland Scientist #29, has confirmed that the moist area present on the site functions as a water detention area and does not qualify as a jurisdictional wetland. Between four and six additional light poles will be installed and will comply with the Town's lighting regulations, including the requirement for downcast fixtures. The surrounding wetlands will be flagged and shown on the final plan. The District will be hiring an engineering firm to determine the size of the stormwater pond area. To date, DPW has prepared a conceptual layout.

Staff has determined that this project does not constitute a substantial change in use or a substantial new use. Accordingly, the District will proceed with the necessary permitting process.



Celebrating 30+ Years of Success!

August 18, 2026

Randy Loring, Director of Facilities
School Administrative Unit# 19
11 School Street
Goffstown, N.H. 03045

RE: Drainage Issue – Goffstown High School Parking Lot

Dear Randy,

As requested, this letter is to verify that I have reviewed the proposed parking lot expansion as shown on the “conceptual” plan by Goffstown’s DPW, dated 11/7/25.

Specifically, the moist area in the proposed parking lot in question acts as a water detention area, and is not considered a “jurisdictional” wetland. As such, no special permit is required at this time.

My only suggestion, the neighboring wetland area that is down slope of the proposed parking lot should be flagged and shown on the “final” plan.

If you have any questions, please do not hesitate to contact me by email at keyland412@comcast.net, or my cell 603-344-9371.

Sincerely,

Alden Beauchemin
Land Consultant / Septic Designer #973
N.H. Certified Wetland Scientist #29