

## REQUEST FOR PROPOSAL

THE CITY OF HOOKS, TEXAS IS ACCEPTING REQUEST FOR PROPOSAL (RFP) FOR THE ITEMS AND SERVICES LISTED IN THIS PACKAGE FOR COMPLETION OF A SANITARY SEWER EVALUATION SURVEY (SSES). PROPOSALS WILL BE OPENED ON THE DATE AND AT THE TIME AND LOCATION AS INDICATED. ALL PROPOSALS WILL BE SUBJECT TO THE CONDITIONS AND SPECIFICATIONS ATTACHED HERETO AND MADE A PART OF THE INVITATION BY THIS REFERENCE. SUBMISSION OF A PROPOSAL CONSTITUTES ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS INVITATION AND THE CONDITIONS AND SPECIFICATIONS ATTACHED HERETO.

**RFP OPENING DATE: April 20, 2021**

**RFP OPENING TIME: 2:00 PM Local Time**

**RFP OPENING PLACE: Hooks City Hall, 603 E. Ave. A, Hooks, TX 75561**

**RFP ITEM(s) AND SERVICES:** RFP FOR A SSES AS FURTHER REQUIRED HEREIN

**RFP REQUIREMENTS:** ALL RFP RESPONSES MUST BE SUBMITTED BY THE TIME INDICATED ABOVE. EACH PROPOSER MUST USE THE ENCLOSED SUBMITTAL MATERIAL, PLACED IN A SEALED ENVELOPE CLEARLY MARKED ON THE OUTSIDE:

THE ENVELOPE SHOULD BE PROPERLY ADDRESSED TO ANDRIA WHITEHURST, CITY SECRETARY CITY OF HOOKS, TEXAS AND THE PROPOSERS NAME AND ADDRESS SHOULD BE INDICATED OUTSIDE THE ENVELOPE. UNSIGNED RFP RESPONSES WILL BE CONSIDERED NON-RESPONSIVE.

THE CITY OF HOOKS, TEXAS RESERVES THE RIGHT TO REJECT ANY AND ALL RFP RESPONSES, WAIVE ALL TECHNICALITIES, AND ACCEPT THE RFP MOST AVANTAGEOUS. THE OWNER SHALL DECIDE WHICH RFP IS MOST ADAVANTAGEOUS BASED UPON CRITERIA ESTABLISHED BY THIS PACKAGE. **PROPOSER MUST BID ALL REQUIRED ITEMS, FAILURE TO BID ALL ITEMS WILL RESULT IN IMMEDIATE DISQUALIFICATION, PARTIAL BIDS ARE STRICTLY PROHIBITED, THIS REQUIREMENT SHALL BE STRICTLEY ENFORCED.**

## **I. INTRODUCTION**

The City of Hooks, Texas (The Buyer) is located in Bowie County. Currently the Buyer has approximately 325 manholes, 4 lift stations, and 125,000 L.F. of sewer main.

**The City wishes to solicit Proposals for a system wide SSES including the following:**

- 1) Manhole Inspection Reports with GPS mapping
- 2) Lift Station Wet Well Inspection Reports with GPS Mapping
- 3) Smoke Testing of all mains and manholes with GPS mapping of all located leaks
- 4) Final SSES Report including GPS data collected, as well as, GIS mapping of sewer system, including manholes, mains with flow direction and size, and leaks.

## **II. GENERAL CONDITIONS.**

### **1. Reservations:**

The City of Hooks, Texas, or the “buyer,” reserves the right to reject any or all RFP Responses or any part thereof and/or to waive formalities, if such action is deemed to be in the best interest of the buyer.

The buyer is requiring a proposal for all necessary components to perform a complete SSES with final reports and mapping. The Proposer must include all labor, equipment and materials necessary to complete all field work and deliverables for a complete SSES.

The buyer reserves the right to cancel any contract, if in it’s opinion, there be a failure at any time to perform adequately to the Terms and Conditions and equipment specifications outlined in this RFP, or in case of any attempt to willfully impose upon the buyer materials or products or workmanship which are, in the opinion of the buyer, of unacceptable quality. Any action taken in pursuance of this stipulation shall not affect or impair any rights or claim of the buyer to damages for the breach of any covenants of the contract by the successful Proposer. The buyer also reserves the right to reject the RFP and/or any Proposer who has previously failed to perform adequately after having been awarded a prior contract for this or any other Buyer.

Should the successful Proposer fail to furnish any item or items, or to complete the required work included in the RFP, the buyer reserves the right to withdraw such items or required work from the operation of the RFP without incurring further liabilities on the part of the buyer thereby.

All items furnished must be completely new and free from defects unless specified otherwise. No other items will be accepted under the terms and intent of the contract.

Upon Award of the project the Buyer and Proposer shall enter into negotiations for an executable contract.

**2. Quotations:**

Proposer must choose its single best solution that meets the specification for this project. Proposers must determine for themselves which solution to offer. If a Proposer should submit more than one solution, this action will result in the Proposer being deemed non-responsive and the RFP response being rejected.

**3. No Deviations To Specifications Allowed:**

The Specifications outlined in this RFP are desired by the Buyer. Deviations to this specification shall be listed and provided to the Buyer with the proposal. Any products not meeting specification will be grounds for rejection. Buyer intends to hold the Proposer strictly accountable to the specifications as written. Listed deviations will be considered in the proposal evaluation.

**4. Cartage, Freight & Transportation Charges:**

No charge will be allowed for cartage or packing unless by special agreement. Unit prices shall include freight and delivery charges to locations as specified by the buyer.

**5. Taxes:**

Buyer shall pay sales, use, consumer, and like taxes, when applicable. Proposer shall be responsible for securing at its sole expense any other necessary approvals, easements, assessments, or required zoning changes. Buyer shall be responsible for personal property taxes and real estate taxes on the Project. Proposer shall be responsible for all taxes measured by Proposer's income

**6. Collusion:**

The Proposer, by affixing their signature to the RFP, agrees to the following: Proposer certifies that the proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a proposal for the same items, and is in all respects fair, without side control, collusion, fraud or otherwise illegal action.

**7. Interpretation:**

Should any Proposer have any questions as to the intent or meaning of any part of this RFP, he should contact the buyer 48 hours (min.) prior to Buyers receipt of proposals in time to receive a written reply before submitting his response.

**8. Errors In Proposals:**

Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting their response. Failure to do so will be at the Proposers own risk and cannot secure relief on the plea of error. Neither law nor regulations make allowances for errors by either omission or commission on part of the Proposer. In case of error in extensions or price in the bid, the unit price shall govern.

It shall be the responsibility of the Proposer to make sure that his response arrives at the proper place and time as required in the RFP. The buyer takes no responsibility for response mailed to the wrong place, or for response received late due to error or delay caused by the Postal Service. The Proposer should allow himself ample time and opportunity when hand carrying a response to the proper place, so that the response will be received on time.

**9. Federal And State Laws:**

All items (equipment, products, accessories, and services) supplied by the Proposer shall comply with all Federal and State standards, applicable and effective on the date of acceptance. All items must meet or exceed all existing Federal, State, and Local health, safety, lighting, emissions, and noise standards.

**10. Qualified Proposers Only:**

It is the intention of the Buyer to value service components after the sale as due and valuable consideration in this RFP. As a provision of this requirement all Proposers shall meet the minimum requirements as follows:

- A. Proposer must have previously completed at least 5 comprehensive SSES in the past 5 years, including MH reports, smoke testing, and mapping. Proposer must submit a minimum of 5 references for the installation services provided.

Proposer must submit evidence of their compliance with this section in their response. All provisions of Section 10 shall be strictly enforced.

**11. The evaluation of this proposal will be based on the following criteria:**

An evaluation committee, made up of the BUYER's designated staff or designated representative, shall review and evaluate all submittals. It is therefore important that Proposers emphasize specific information pertinent to the work. It is recommended that all proposals clearly address the below evaluation criteria. Proposals will be reviewed to assure compliance with the minimum specifications. Proposals that do not comply with the minimum specifications will be rejected immediately, receiving no further consideration. The evaluation criteria define the factors that will be used by the evaluation committee to evaluate and score responsible and qualified proposals. Proposers shall include sufficient information to allow the evaluation committee to thoroughly evaluate and score their proposals. Each proposal submitted shall be evaluated and ranked by the evaluation committee. The contract will be awarded to one or more qualified Proposers per the evaluation criteria listed below:

#### History / Background of the Proposer – 30 Points

- Number of years of experience in relevant business area
- Number of similar projects
- Background in handling similar size projects
- Degree of experience in all areas of sewer system evaluation
- Proof of satisfactory performance on contracts of similar scope and size

#### Qualifications of Proposer– 25 Points

- Assurance of dedicated project team
- Proposers must have a professional engineer on staff with a minimum 10 years of experience conducting sewer system evaluation surveys and rehabilitation recommendations
- Affirmative Action of prospective Proposer
- Education and experience of prospective Proposers personnel

#### Work Plan – 25 Points

- Availability of equipment / crews to provide services immediately
- Detailed deployment plan of how work will be performed
- Data and deliverable quality control program
- Availability, capacity and adequate resources/equipment to fulfill the proposed scope of work
- The training program, to include safety and confined space entry, and quality control checks your firm will utilize to ensure that the field operations are functioning efficiently.

#### Price – 20 Points

- Pricing schedule will be evaluated for reasonableness
- The breakdown of costs should include all direct and in-direct costs for the work to be performed including, but not limited to the scope as defined in Appendix A.
- All line items must be priced exactly as quoted within Appendix A regardless of any alternates which may be proposed

Proposal with lowest pricing proposal	20 Points
Proposal within 10% of lowest pricing proposal	15 Points
Proposal within 20% of lowest pricing proposal	10 Points
Proposal within 30% of lowest pricing proposal	05 Points
Others	00 Points

**12. Rights of parties:** The Buyer retains the right to award or not award the contract or any portion herein to the party most qualified in the city's sole discretion. Responding firms shall have the right to withdraw their response in the event that selection is not made within 90 days or final contracts are not negotiated. In this event, the City of Hooks, TX will have the right to choose from other subcontractors or re-list the work as desired.

**13. Bonding Requirements:**

Winning Proposer agrees to furnish the Buyer a payment and performance bond guaranteeing the performance of the contract as awarded, in the amount of the contract awarded and a performance period of at least one (1) year from the date of project completion.

**Responsibilities of the Proposer:**

**Manholes/Lift Stations:**

- Uncover all manholes buried 12" deep, or less.
- Perform Manhole Inspection with GPS data and color pictures
- Other responsibilities as outlined in technical specifications

**Sewer Main Smoke Testing:**

- Smoke test all mains
- Plug mains, as necessary, to ensure smoke is forced into areas to locate leaks
- Collect GPS data, pictures and descriptions on all leaks
- Notifications to residents and emergency personnel
- Other responsibilities as outlined in technical specifications

**Mapping/Reporting:**

- Furnish owner with detailed report outlining the findings of the manhole inspections and smoke tests
- Furnish the owner with complete electronic system mapping. All attributes, including manholes, mains and leaks shall be on the maps.
- Each main mapped shall show the size of the main and flow direction, at minimum.
- Leaks shown on the maps shall show the description and pictures, when selected
- Manhole Reports shall be linked to the map.

### Responsibilities of Owner.

#### Manholes/Lift Stations:

- Uncover all manholes buried greater than 12” deep or covered in asphalt or concrete.
- Help proposer locate all existing manholes

(a) Owner-Furnished Data. Buyer shall provide the Proposer all technical data in Buyer’s possession, including previous reports, maps, surveys, and all other information in Buyer’s possession that the Proposer informs Buyer’s representative is necessary as it relates to Project. Buyer shall be responsible for identifying the location of existing manholes. Should the Proposer require assistance in finding the manhole location, Buyer shall locate the manhole in a timely manner.

(b) Access to Facilities and Property. Buyer shall make its system facilities and properties available and accessible for inspection by the Proposer and affiliates.

(c) Buyer Cooperation. Buyer support will be required during implementation of the SSES. Locating existing sewer utilities by the owner is necessary to ensure a complete SSES.

Timely Review. That Buyer through its designated representatives shall examine all invoices, and inspect all completed work by the Proposer in a timely manner. In the event that a Buyer delay results in the lack of a progress payment disbursement, the Proposer may reserve the right to delay further work without penalty until such time as payments are made.

## **Appendix A Proposers Proposal Pricing**

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

**Proposing Firm** \_\_\_\_\_

The goal of this project is to provide a complete SSES for the Buyer that fully meets the specifications contained within this document. Responding firms who meet all criteria outlined herein are invited to present a proposal addressing the following scope of work:

Item Number	Description*	Quantity**	Unit Price	Amount
MOB-1	Mobilization/Demobilization	1 L.S.		
MH-1	Manhole Inspection Reports with GPS mapping	325 EA.		
LS-1	Lift Station/Wet Well Inspection Reports with GPS mapping	4 EA.		
MH-2	Uncover Buried Manholes (Buried Greater than 12")	30 EA.		
SS-1	Smoke Testing of all mains and manholes with GPS data of all leaks	125,000 L.F.		
F-1	Final Reports and Mapping (Electronic and Hard Copies)	1 L.S.		
	<b>SSES (Phase 1) Subtotal</b>			

\*All equipment contained herein must meet the specification outlined in appendix F

\*\*Quantity is an estimation provided by the Buyer, final payment shall be determined by actual meter numbers at the price per item as listed.

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Company submitting response: \_\_\_\_\_

Address of Proposer \_\_\_\_\_