

CITY OF OSAWATOMIE

DEPARTMENT OF PUBLIC WORKS

NOTICE INVITING SEALED BIDS FOR SANITARY SEWER INSTALLATION

The City of Osawatomie invites sealed bids for a sanitary sewer main located on the north end of the property commonly known as 10 acres, the property is directly south of 513, 515, and 523 Chestnut Avenue.

All bids submitted shall meet the following terms and conditions:

1. Bids shall be delivered to the office of the City Clerk at City Hall, 509 5TH Street, Osawatomie Ks, not later than 2:00 PM on Friday, April 30, 2021, at which hour and date all bids will be publicly opened. Bids shall be submitted in a sealed envelope, and the outside of the envelope shall be clearly marked, "SANITARY SEWER BID". It is the sole responsibility of the bidder to see that their bid is received in proper time. Any bids received after the scheduled closing time will be rejected.

2. Any bidder may withdraw his or her bid, by written request at any time prior to the scheduled closing time for receipt of bids, but no bidder may withdraw his or her bid for a period of thirty (30) days after the opening thereof.

3. All bids submitted shall include a completed "Proposal", identifying unit costs. The work performed under this contract must conform to requirements of the project plans and specifications, which are included in the bidder package.

4. The contract will be awarded to the lowest responsible bidder (as defined in the City purchasing regulations) whose work, in the opinion of the City Council will best meet the requirements of the City of Osawatomie. It is clearly understood by all bidders that said Council reserves the right to reject any and all bids and to waive informalities in said bids.

5. The contact person for technical questions concerning project specifications, the bid process and general project information should be directed to Bill Roseberry, City of Osawatomie Public Works Director via e-mail at broseberry@osawatomieks.org or by phone at 913-755-2146 ext. 231.

CITY OF OSAWATOMIE INVITATION TO SUBMIT PROPOSALS

PUBLIC WORKS PROPOSALS FOR SANITARY SEWER

The City of Osawatomie is accepting proposals from qualified firms for SANITARY SEWER.

If you or your firm has experience in Sanitary Sewer Maintenance we invite you to respond to our Request for Proposals (RFP). Should you have any questions concerning this process, please contact Bill Roseberry, Public Works Director at 913-755-2146, or broseberry@osawatomieks.org

RFP ISSUE DATE: Thursday, March 31, 2021

PROPOSAL DUE DATE & TIME: Friday, April 30, 2021 at 2:00 pm

1.INTRODUCTION

The City of Osawatomie (City) is seeking proposals from qualified firms to provide installation of a City's sanitary sewer main and manhole. Minimum requirements of proposer and detailed description of required services are included in Section 3, Scope of Services.

1. SCOPE OF SERVICES

General Intent:

The Contractor shall install an eight (8) inch Schedule 40 PVC sewer main starting at the east side of the property, continuing west and ending at the existing manhole. The east side of the property will require the placement of a 24inch round manhole, (the depth is approximately 3 feet on the east end and 7 feet on the west end). The total distance of the sanitary sewer line is approximately 320 feet. The sanitary sewer line shall be bedded and covered with $\frac{3}{4}$ inch rock. The CONTRACTOR must connect any existing sanitary sewer connections and provide 2 other connections on the east end of the sanitary sewer main for existing homes.

The final dirt work must be smoothed and seeded and approved by the public works director before payment.

- A. The CONTRACTOR shall furnish all labor, materials, tools, personal protective equipment and equipment necessary to install sanitary sewer manholes & pipelines. All equipment must be in a good state of repair and maintained in such good state during the progress of the work. No worn or obsolete equipment shall be used, and in no case shall the maker's rating capacity for any equipment be exceeded.
- B. All work performed, methods, and equipment used shall be in conformance with the Prevailing State and Federal Occupational Safety and Health Act. Costs from delays and losses due to operations not in conformance to these acts, specifications, or stoppages by OSHA inspectors or the designated representative, as a result of non-conformance, shall be solely borne by the CONTRACTOR.
- C. The CONTRACTOR shall be solely responsible for traffic and /or pedestrian control and protection of Public and Private Properties. The CONTRACTOR shall be Responsible for the protection of public and private property adjacent to the work site and shall exercise due caution to avoid damage to such property. The CONTRACTOR shall repair or replace all existing improvements within the adjacent work sites which are damaged or removed as a result of CONTRACTORS operations. In the event that there is an accident, either vehicular, personal, or property damage, the City representative shall be immediately notified. CONTRACTOR shall furnish all traffic and/or pedestrian safety devise at their own expense

- D. All manholes shall be treated as confined spaces. The entry of manholes, for cleaning and inspection, shall be avoided when possible. Use of mechanical devices or equipment to remove material from pipelines and manholes should be utilized whenever possible. If entry to confined spaces is necessary, all OSHA requirements shall be followed. Contractor is required to operate and maintain his or her safety equipment and is responsible for all safety training for his or her crew. CONTRACTOR shall never leave an open maintenance hole unattended. The City may make unannounced inspections to ensure compliance with the safety requirements. If CONTRACTOR is deemed to be working in an unsafe manner by the City, the contract may be terminated.
- E. The CONTRACTOR and each subcontractor must have a valid City of Osawatomi Contractors License in accordance City of Osawatomi municipal code. Copies of all licenses shall be provided to the City's representative or Project Manager prior to commencing work.

2. REQUIREMENTS OF PROPOSERS/EVALUATION

City staff will evaluate proposal submissions. The City reserves the right to interview prospective Contractors prior to making its selection. The City also reserves the right to rely on information from sources other than the information provided by the respondents.

The City may seek written clarification from any or all proposers in order to better understand and evaluate the proposed solution. This process may not be used as an opportunity to submit missing documentation or to make substantive revisions to the original proposal.

EVALUATION PROCESS

Upon receipt of the proposals, a technical evaluation will be performed. Each of the major sections of the proposal will be reviewed and evaluated with criteria designed to help judge the quality of the proposal. Evaluation criteria will include such considerations as:

- a) Understanding of the background and requirements of the project;
- b) The approach to be followed and the tasks to be performed, including detailed steps and resources required;
- c) The education and specific experience of the project team to be assigned and the organization chart;
- d) Understanding of the best management practices (BMP) that can be utilized to analyze and minimize impacts to the environment, public safety, and achieving maintenance goals and requirements.
- e) Overall project cost will be considered, but not be the sole factor used for rankings.

2. SUBMISSION INSTRUCTIONS

GENERAL

The proposer is responsible for making all necessary investigations and examinations of documents, operations, and premises affecting full performance. Failure to do so will not relieve the proposer from any terms and conditions of the proposal documents. The proposal submission will be considered conclusive evidence that the proposer has made such an examination.

Please read the instructions carefully and check your RFP package immediately upon receipt to ensure that you have in your possession all of the necessary documents, copies of which are on file for reference and may be obtained from the City Clerk's Office at:

**Tammy Seamands
Osawatomie City Clerk
509 5th Street
Osawatomie KS. 66064
913-755-2146 ext. 104**

Should you find a discrepancy in or any portions omitted from said documents, or have questions as to their meaning, please notify Bill Roseberry, Public Works Director at 913-755-2146 ext. 231 or broseberry@osawatomioks.org. The City of Osawatomie will not be bound by any oral statements or representations.

PROPOSAL FORMAT

Response to the criteria below may be no longer than 10 pages total. Any cover letters, additional materials, and required Attachments listed below will not be counted in this total. However, please limit additional materials to no more than 20 pages.

The proposal package must include:

1. An original of the entire proposal, including all original ink signatures.
2. One (1) complete copy of the entire proposal, labeled "Copy."

Selection Process and Evaluation Criteria, each prospective consultant shall submit a proposal in accordance with the requirements as listed and in the same order as below:

TITLE PAGE

Title page must include the name of the proposed business entity and the name, address and telephone number of one contact person. All correspondence from the City to proposer will be with one contact person. The individual designated as the contact person will be responsible for disseminating information to the other members of the business entity.

REFERENCES:

Three clients for which the proposer has provided services within the past five (5) years, similar to those identified in this RFP. The City of Osawatomie reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Contractor's performance on previous assignments

INSURANCE: CONTRACTOR must provide a certificate of insurance with \$1,000,000 coverage.

INDEMNIFICATION: The CONTRACTOR shall protect indemnify and save harmless the CITY, the CITY'S officers, officials, and employees and agents against any and all damages to property or injuries to or death of any person or persons, and shall defend, indemnify and save harmless the CITY and its officers, officials, employees and agents from any claims, demands, suits, actions or proceedings of any kind or nature, including Worker's Compensation claims, of or by anyone whomsoever, arising out of or as a result of any negligent, tortuous or deliberate act, error or omission on the part of the contractor or other whose services are engaged by the contractor or anyone employed or controlled by either of them in the performance of the work provided for in this contract.

The entire package must be placed in a sealed envelope labeled “SANITARY SEWERS BID.” Said package must have the name and address of the proposer on the outside and be mailed or delivered to:

Tammy Seamands
Osawatomie City Clerk
509 5th Street or PO Box 37 Osawatomie KS. 66064
913-755-2146 ext. 104

No Later Than: 2:00 pm Friday, April 30, 2021

It is the proposer’s sole responsibility to submit the proposal on time. Proposals which are received after the exact time and date indicated above will not be considered. Proposals will remain confidential in their entirety until City evaluation and analysis is complete and a recommendation of award has been submitted to the City Council.

The technical point of contact for this project is Bill Roseberry, Public Works Director; he can be contacted by e-mail broseberry@osawatomieks.org or by phone 913-755-2146 ext. 231

Clarifying questions are encouraged as we believe these will add to the quality of the proposals. All additional questions received and the City’s response will be posted on the City website at <http://www.cityofosawatomieks.org>

Final award shall be contingent upon selected firm (Contractor) accepting Terms and Conditions in substantial conformity to the terms listed in this RFP.

CITY OF OSAWATOMIE DISCRETION AND NON-LIABILITY

It should be noted that all the material, exhibits, and data presented in this request for proposal and supplemental information is general in nature and shall not be deemed as representations or inducements to which the City is bound. Proposers are advised to conduct independent evaluations of all factual, financial, and legal matters upon which their proposal is based

GENERAL CONDITIONS

- a) The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of Contractor(s) prior to award and to select and negotiate the Contract services in the best interest of the City.
- b) The Contractor shall guarantee to perform the services offered and the total price of the proposal for a period of not less than 60 days from the deadline for submission of proposals.
- c) The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Contractor.

- d) The Contractor shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.
- e) The Contractor shall be unbiased and vendor neutral.
- f) The City intends to recommend award of a contract to the City Council for the requested services within two (2) month of receipt of the proposals. The Contractor shall be prepared to commence work immediately upon execution of a contract with the City.
- g) Unless otherwise stated, invoices are to be submitted to the Public Works Department division upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
- h) Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City and receipt of invoice, whichever is later.
- i) This contract will be for the services described in the RFP response; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.
- j) Unless otherwise specified all costs listed are firm for the term of the contract.
- k) Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of God.
- l) Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.
- m) Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposers, bidders, or any person or firm responding to a Request for Information.
- n) All contracts entered into by the City of Osawatomie shall be governed by the Laws of the State of Kansas. Any disputes shall be resolved within the venue of the State of Kansas.

Proposal Title Sheet for City of Osawatomie Sanitary Sewer Main.

Date: _____

I/We _____ the undersigned,
do hereby propose to furnish the Osawatomie Kansas, a Sanitary Sewer, in accordance with all
terms and specifications contained herein:

Attach one (1) copy of your proposal package.

Name of Firm: _____

Signature & Title: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Contractor shall answer to the following questions by circling the appropriate response or
completing the blank provided:

COMPANY PROFILE:

Is your firm? (Please circle one)

- a) Sole Proprietorship YES NO
- b) Partnership YES NO
- c) Corporation YES NO

List Legal names of the Company: _____

Total Number of Employees: _____