



Request for Proposal (RFP)-

WPCA On-Call Emergency Water and Sewer Piping Repair Services

RFP ID: 2019-01

Prepared By: Derek J. Albertson, Superintendent

December 20, 2018

TOWN OF MONTVILLE

WATER POLLUTION CONTROL AUTHORITY

RFP ID: 2019-01

SUBMISSION DEADLINE: **February 1, 2019, 10 a.m.**

QUESTION SUBMISSION DEADLINE: **January 29, 2019, 10 a.m.**

INTRODUCTION

The Town of Montville WPCA (WPCA) seeks a qualified construction Contractor for on-call emergency and repair services for both the water and sewer systems. This RFP is not a contract offer, and no contract will exist unless and until a written contract (at a later date) is signed by the WPCA and the successful respondent.

The selection process will not be by bid ranking. By seeking proposals, the WPCA does not imply that it will utilize the Contractor's services for a guaranteed number of jobs over the course of the Contract. The WPCA reserves the right to remove a Contractor if it becomes apparent if job performance is unsatisfactory.

BACKGROUND

The Town of Montville WPCA services approximately 4,600 sewer connections throughout the Town of Montville, many along the Route 32 corridor and adjacent housing developments. The collection system includes over 75 miles of sewerage and 24 pumping stations. Municipal water in the Town of Montville services approximately 450 connections and is sourced from the Groton Reservoir and pumped through the Gales Ferry section of Ledyard and then beneath the Thames River to provide for customers along the Route 32 corridor. The distribution system consists of one storage tank, three booster pumping stations, one pressure reducing pumping station, two metering pits, and approximately 13 miles of mains.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts:

Contact: Derek J. Albertson, Superintendent, Town of Montville WPCF, 83 Pink Row,
Uncasville, CT 06382
Phone: 860-848-3830
Fax: 860-848-4354
Email: dalbertson@montville-ct.org

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PROJECT OBJECTIVE

The objective is to provide a timely remedy in the event of a sewer or water line break. The work includes furnishing all materials, labor, equipment and supplies necessary to provide emergency excavations and piping repair services for the Town of Montville WPCA.

PROJECT SCOPE AND SPECIFICATIONS

Project Scope and Specification

- The Contractor selected under this RFP may be used for emergency water and sewer repairs.
- The Contractor must respond within one (1) hour of emergency repair notification and must own the appropriate equipment and have on staff personnel to dig below ground (grade) and repair the broken/defective piping system. The Contractor must have prior knowledge and demonstrated experience with water and sewer line repairs. The work for each assignment for emergency work shall proceed uninterrupted until complete.
- The Contractor must provide for emergency water and sewer repairs on the following:
 - Water mains range from 2-inch to 24-inch in diameter
 - Sewer Mains range from 6-inch to 30-inch in diameter
 - Sewer may be as deep as 22-feet
 - Repairs or modifications to special piping within the system to and from the Rand Whitney plant shall **NOT** be performed under this project scope.
- The Contractor will adhere to, and conform with the Town's March 2018 *Road Standard and Improvement Details*, March 2009 *Sanitary Sewer Material and Construction Standards*, and November 2006 *Specifications for the Installation of Water Mains and Appurtenances*.
- It is assumed that the equipment, labor and materials shall, at minimum, include the following:
 - A minimum crew of 3 workers (one operator, one driver, and one pipe fitter/laborer) or proper staffing
 - Proper Equipment (i.e., excavator, truck, tools, trench box)
 - Common Materials (i.e., pipe and couplings, pipe bedding, process aggregate, repair sleeves, buried utility marking tape)
- Payment will be made on an hourly basis for labor and equipment on site working as required. No payment shall be made for "down" time and over the road time.
- The Contractor shall visit the work site and be fully informed of all existing and controlling conditions (including safety concerns) with respect to his work, the limitations of space in the work area, and the accessibility to and from the work site. The Contractor's plan of construction shall include sheeting, shoring, bracing, bridging, stabilization or other acceptable means to provide for the safeguard and protection of all existing traffic and facilities.
- Primary equipment for the work must be contractor owned (rental equipment shall not be allowed for emergency crews, due to potential impacts to timely response). Other

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equipment that may be required but is not critical for timely completion of emergency repairs may be rented.

- The Contractor is responsible for locating all underground utilities by notifying *Call Before You Dig* in compliance with state statute.
- The Contractor may be required to provide certified traffic control personnel to direct traffic as required. Police may be required for traffic control when working in state roads.
- Surplus excavated material shall be properly disposed of off-site at no additional cost.
- The Contractor shall comply with all local, state, and Federal laws and regulations including the Occupational Safety and Health Act (OSHA).
- Minor tools typically used for this type of work (such as hand tools; small generators; pipe plugs, cutters, and joining tools; shovels; etc.) shall not be paid for separately and shall be included within the hourly rate provided within the Contractor's Proposal. Unforeseen materials incorporated into the work shall be paid for separately, with a 15% markup allowed. This shall not include common items such as backfill materials, pipe bedding, process aggregate, paving, and the pipe repair materials.
- The Contractor shall have and maintain the proper licensing by the Town and State to perform the types of work described within this RFP (such as a P-7 License).
- The Town has agreed to provide the following or make the following Town equipment available for use. Contractor shall be solely responsible for coordinating Town assistance and confirming availability of this equipment and support:
 - 6-inch and 8-inch Godwin pumps and associated piping for bypass setups
 - Sewer cleaning / jetting truck
 - Sewer and water main mapping (as available in as-built records and GIS)

GENERAL INSTRUCTIONS:

Submission:

Contractors shall submit seven (7) sealed copies of their Company's Proposal in 8-1/2" x 11" format to the Town of Montville Water Pollution Control Authority located 83 Pink Row, Uncasville, Connecticut 06382.

Proposals will be received until **Friday, February 1, 2019 at 10:00 a.m.** Copies shall be mailed or hand delivered clearly marked *RFP - WPCA On-Call Emergency Water and Sewer Piping Repair Services RFP ID: 2019-01*.

Proposals may be withdrawn provided the WPCA receives the withdraw notice prior to the RFP due date. All information submitted in a proposal or in response to a request for information is subject to disclosure under the Connecticut Freedom of Information Act (FOIA) unless notified of Confidential Information contained.

Questions:

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Written questions pertaining to all issues associated with this RFP shall be directed in writing via e-mail to the Project Manager by January 29, 2019.

Addenda to this RFP, if any, including written answers to questions received prior to the Deadline for Submission of Questions will be provided directly to the Contractor's e-mail address on file. Each Contractor shall ascertain prior to submitting their Proposal that he/she has received all Addenda issued.

Submittal Requirements:

The following is a list of information that the Contractor should include in their proposal submission:

Summary of Contractor Background:

- Contractor's Name(s), Contractor's Address
- Contractor's Contact Information (and preferred method of communication)
- Legal Form of Contractor (e.g. sole proprietor, partnership, corporation)
- Date Contractor's Company Formed
- Description of Contractor's company in terms of size, range and types of services offered and clientele.
- Contractor's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Contractor's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Connecticut (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services
- 24-hour emergency contact person and contact information for notice of emergency work.

Proposed Work Plan

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Provide a written summary of your general approach to responding to requests for emergency work. As part of this section of the proposal, Contractor should identify the person contacted first in case of an emergency repair.

Relevant Experience

Provide the details of the Contractor's last five relevant projects and past performance of the Contractor and its team members on comparable work. This item should cover, at a minimum, the substantive nature of comparable projects, when they were performed, the team members assigned, equipment used and the total contracted cost. Contractors are required to give sufficient information of their experience to permit or understand and verify the exact nature of the contributions made by the Contractor to the projects listed.

Rate Proposal Form

In addition to the qualification proposal as discussed above, the Contractor shall complete the *Fee Proposal Form* provided as Attachment A.

Fee proposals are to include the following items: labor rates for all personnel proposed to work on the project including, but not limited to, foreman, laborers and equipment operators; labor pricing shall include any state and federal tax and employee salaries, benefits, and overhead; daily, weekly and monthly equipment fees for all major equipment owned by the Contractor available for use on project tasks. Contractor overhead and profit shall be included in labor and equipment rates provided.

The contractor will be contractually obligated to use the rates included in their proposal to generate the invoices for each individual task solicited.

Invoices will be structured with hourly estimates of equipment usage and labor and list of materials and associated pricing. The Contractor shall be entitled to a 15% markup on material costs not included in the fee schedule's No. 5 and No. 6 notifications (see Attachment A). Back-up documentation for costs shall be provided with all proposals.

The rates shall be effective for one year from the contract execution date, renewable up to 2 years by mutual agreement. For every annual renewal, a negotiated increase to the rates provided within the response to this RFP shall be allowed.

If there are any other fees that the Contractor anticipates that would be included in work tasks created under this Contract, they should be included in the fee schedule submitted with their proposal.

Financial Information:

- State whether the Contractor or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Contractor or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Licensing and Bonding

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- Provide details of licenses and bonds (if any) that the Contractor/contractor may plan on providing for this project.

Insurance

- The Contractor shall maintain a surety bond acceptable to the WPCA ensuring the performance of work undertaken pursuant to contract.
- The Contractor shall maintain liability insurance on all vehicles operated in the performance of services with a minimum combined single limit of liability in the amount of one million dollars (\$1,000,000). Proof of insurance shall be included in the response to this RFP.
- The Contractor shall maintain pollution liability insurance on all vehicles operated in the performance of services with a minimum combined single limit of liability in the amount of five million dollars (\$5,000,000). Proof of insurance shall be included in the response to this RFP.

References

- Provide three (3) references

Contractor agrees that Town of Montville WPCA may contact all submitted references to obtain any and all information regarding Contractor's performance.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed based upon information provided in the submitted proposal.

Proposals received by the stipulated deadline must be in the correct format.

- Contractor's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Town of Montville WPCA.
- Contractor's performance history and alleged ability to timely deliver proposed services.
- Contractor's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Town of Montville WPCA shall reserve the right to cancel, suspend, and/or discontinue any contract at any time they deem necessary or fit without obligation or notice to the proposing Contractor/contractor.

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The Town of Montville reserves the right to reject any or all bids and waive any informalities or irregularities in the bid procedure or bids.

The Town may hold the RFPs for a period not to exceed sixty (60) days from the date of the bid opening to review the bids and investigate the bidders' qualifications prior to awarding the contract.

All responders are advised the Town of Montville has enacted through resolutions the following special conditions concerning Town bids and purchases. A standard Town contract is available upon request.

1. For all Town purchases of goods and services not utilizing State or Federal funds, any Town bidder that has submitted a bid not more than 15% (fifteen percent) higher than the low bid may be awarded the project provided such Town based bidder agrees to accept the award of the bid at the amount of the low bid. If more than one Town based bidder has submitted bids not more than 15% (fifteen percent) higher than the low bid, and have agreed to accept the award of the low bid, the lowest responsible bidder shall be the one of such Town based bidders that submitted the lowest bid. That within the bidding process that all businesses claiming to be Montville businesses, provide the Finance Department (Assessor's Section) with sufficient documentation to prove that they are in compliance with property tax assessments, including motor vehicle tax assessments.

2. Seller agrees that as a condition of his sale of goods and/or services to the Town of Montville, the Town of Montville will be authorized to deduct from the proceeds due Seller an amount not to exceed 25% of the total amount due Seller. Said amount is to be applied against any unpaid and overdue taxes, assessments, fees, or other charges levied by the town of Montville or any agency thereof against the Seller. The Seller further agrees that Seller shall insure that Seller has the right to withhold an amount not to exceed 25% from each subcontractor working for the Seller, and providing goods and/or services to the Town of Montville, and to remit such withheld money to the Town in full or partial satisfaction of any unpaid and overdue taxes, assessments, fees, or other charges levied by the Town of Montville or any agency thereof against such subcontractor.

The undersigned has examined the basic requirements of the RFP and hereby offers to provide the Town of Montville Water Pollution Control Authority with emergency repair service, as detailed by the RFP for the prices shown on the enclosed form.

_____ Date: _____
Signature

(Print) Name _____ Title _____

Firm _____

Address _____

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Contact Phone _____ Fax _____

Email _____

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Attachment A

Project: WPCA On-Call Emergency Water and Sewer Piping Repair Services
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FEE PROPOSAL FORM

Item	Quantity	Brief Description of Item	Unit Bid
No.		with Unit Bid Price in Words	In Figures
1	\$/HR	Scheduled Work during Normal Working Hours \$ _____ _____	\$ _____
		Per Hour	
2	\$/HR	Emergency Work during Normal Working Hours \$ _____ _____	\$ _____
		Per Hour	
3	\$/HR	Emergency Work during Saturdays and Evenings \$ _____ _____	\$ _____
		Per Hour	
4	\$/HR	Emergency Work during Sundays and Holidays \$ _____ _____	\$ _____
		Per Hour	
5	Lump Sum	Backfill and Pavement Restoration (assumes a max of 200 sq. ft of trench area) The Sum of \$ _____ _____	\$ _____
		Per Lump Sum	
6	SF	Additional Backfill and Pavement Restoration (beyond the lump sum extent in Item 5) The Sum of \$ _____	

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Item	Quantity	Brief Description of Item	Unit Bid
No.		with Unit Bid Price in Words	In Figures
_____			\$ _____
Per Square Foot			

Item 7 – Additional Equipment and Materials:

Common materials, such as pipe, repair sleeves, bedding and backfill materials, shall be considered to be included in the unit prices listed above. Unforeseen materials required for repairs shall be paid for paid for on a cost plus 15% markup basis.

If there are additional materials or equipment above and beyond the equipment and materials listed in this RFP that should have fixed unit prices included in the contract, please provide a detailed list of those items attached to Attachment A for consideration.

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Attachment B

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STATEMENT OF QUALIFICATIONS

Please attach the required Experience and Qualification statements to this Attachment, and respond to the Litigation questions below:

LITIGATION

Failure to answer truthfully may result in disqualification of your proposal and will be considered a breach of contract after execution of contract is awarded.

Is your company involved in any current litigation? YES / NO
(If yes, please attach a letter briefly describing the litigation)

Has the company been involved in any litigation in the last three years? YES / NO