



Request for Proposals

Town of Eagle, Colorado

Sewer Main CCTV and Cleaning and Manhole Inspection

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Introduction and Background

The Town of Eagle (Town) is requesting proposals from qualified contractor to prepare annual CCTV and Cleaning of the sewer mains and manhole inspections of Zone 2.

The sewer mains of Zone 2 are shown on the attached map.

Project Objectives

The Town of Eagle is requesting proposals from a qualified contractor to provide Pipeline Assessment Certified Program (PACP) CCTV with reports, cleaning of sewer mains and manhole inspections with reports of its sewer system as specified on the attached map for Zone 2. The Town of Eagle requires one third of the sewer system to be cleaned every year. There are portions of the system that requires CCTV in ground water areas or main collector lines. TheTown of Eagle reserves the right to determine these areas.

Scope of Work

The project consists of the following CCTV and Cleaning:

- 8-inch PVC for 6,838 feet.
- 10-inch PVC for 5,033 feet.
- 15-inch PVC for 278 feet.
- 18-inch PVC for 1,333 feet.
- 20-inch DIP for 450 feet.

The project consists of the following Cleaning only:

- 8-inch PVC for 64,576 feet.
- 10-inch PVC for 1,194 feet.
- 12-inch PVC for 377 feet.
- 18-inch PVC for 1,328 feet.

The project has approximately 436 manholes for inspection.

Water will be provided by the Town of Eagle. A hydrant fill station at the Town of Eagle Public Works Department, 1050 Chambers Ave. or designated hydrants operated by Town of Eagle employees only.

The Town of Eagle reserves the right to have additional areas to CCTV. These areas will be at the cost of the CCTV and cleaning rate.

Heavy Cleaning may occur. The Town of Eagle will determine if the cleaning is required and agree to the duration of cleaning.

Portions of the system are along bike and golf course paths. Care must be taken to not damage paths or interfere with the public use of the paths.

Project Deliverables

The contractor shall provide the Town the following as part of this project:

- A. The CCTV files in a Windows compatible format and reports in PDF format.
- B. The PDF reports of the manhole inspections.

The town is accustomed to file sharing platforms such as DropBox, and Sharepoint.

Project Budget and Schedule

The Town of Eagle Town Council has allocated \$150,000.00 in fiscal year 2021. The Town is allotting a six to eight-week project starting June 2021 with completion by July 30,2021. The Town will allow flexibility with the start date. Please see the Submittal Process section of this document for details on the RFP timeline.

Communications and Resources

The Town of Eagle Project Managers are Tom Gosiorowski (Public Works Director) and John Boyd (Public Works Operations Manager) and will be the project leads for the town. This project is in addition to the regular duties of the department but is a priority for the town. The department staff is available as a resource for the following areas of the project:

- 1. Providing water for cleaning.
- 2. Answer all questions.

Submittal Requirements

Proposal packages are to be submitted to the Town of Eagle. Proposals received after the deadline will not be accepted. It is the proposer's responsibility to ensure that the proposal package is delivered in timely manner. Proposal packets are to be submitted to:

Town of Eagle – Public Works
Tom Gosiorowski, Public Works Director
publicworks@townofeagle.org
1050 Chambers Avenue, PO Box 609
Eagle, Colorado 81631

All responses must be completed as required, signed by an officer of the contractor who is authorized to enter into a binding agreement with the Town of Eagle on behalf of the company, and must be received in the place and time designated above.

Proposals are to be submitted in sealed envelopes clearly marked with the contractor's name, address and telephone number, and email address. Each envelope shall be clearly identified as the "CCTV and Cleaning 2021". Proposals shall be concise, well-organized and demonstrate the contractor's qualifications and experience relating to the project. One hard copy and one PDF electronic copy on thumb-drive shall be submitted.

At a minimum, proposals shall include the following information:

1. Cover Letter
 - a. Include contractor's legal name, address, telephone number, email address and contact person for the selection process.
 - b. Qualifying statements or comments regarding the contractor's proposal, including proof of contractor's capabilities to meet the requirements / specifications set forth in the RFP.
2. Statement of Qualifications
 - a. Brief description of contractor's firm, including the year firm was established, type of organization, and listing of proposed project personnel. Include personnel experiences and resumes for prime contractors and any potential sub-contractors.
 - b. Contractors and sub-contractors experience with CCTV and Cleaning, including names and current telephone numbers and email addresses of references for existing and past clients.
3. Project Understanding and Approach
 - a. Description of contractor's understanding of Scope of Services and how contractor will approach work.
 - b. Proposed staffing plan, indicating anticipated hours per week by classification.
 - c. Additional information that will assist Town in selecting the most qualified contractor. A preliminary project schedule.
4. Cost Proposal
 - a. The contractor shall submit a detailed cost proposal.
 - b. NOTE: Cost Proposal and Schedule to be completed in accordance with requirements.

Submittal Process

1. Applicant questions: Questions shall be sent via email to John Boyd, Public Works Operations Manager, at john@townofeagle.org.
2. The submittal process will follow the schedule as outlined below:
 - a. RFP Issued Tuesday, May 20, 2021
 - b. Deadline for Inquiries Friday, May 28, 2021
 - c. Response to Inquiries..... Thursday, June 3, 2021
 - d. Deadline for Proposal Submittal..... Monday, June 14, 2021 @ **10:00AM**
 - f. Contract Award Wednesday June 23, 2021
 - g. Notice to Proceed..... Friday June 25, 2021

Criteria for Selection

After receipt of proposals, the Town will review all submittals. Interviews may be part of the selection process. Low bidder may not necessarily be awarded the bid. The Town wants a qualified contractor and quality product.

The following criteria will be used with the evaluation of submittals:

- **Completeness:** The submittal includes all required items outlined in the RFP.
- **Organization** Does the contractor offer the depth and quality of services required for the services listed in the Scope of Services? Does the contractor's organizational structure shows sufficient capacity for this project?
- **Experience:** The contractor's expertise and professional qualifications with similar work. Qualifications of the contractor and individuals assigned to perform the work. References where relevant to the project.
- **Project Approach** The contractor's proposal adequately demonstrates an understanding and experience in CCTV and Cleaning of similar projects which is documented in this proposal.
- **Cost Proposal/Schedule** The thoroughness and timeliness of the contractor's schedule and ability to complete the project. The completeness and competitive rates of the contractor's budget.

RFP Terms and Conditions

1. Proposals that do not include all submittal requirements outlined herein shall not be considered;
2. At the Town's sole discretion, the Town of Eagle may choose to republish this RFP;
3. The Town reserves the right to accept or reject any and/or all proposals and to waive any informalities or irregularities in said proposals. The RFP does not bind the Town to hire a contractor when, in the Town's sole discretion, the Town determines not to do so;
4. Until such time the construction contract is executed, there are no express or implied obligations or commitments on the part of either the Town or the Contractor concerning either this RFP or any proposal associated with it;
5. At the Town's sole discretion and with notice being provided to the Contractor, the Town may amend the Selection Process and/or Tentative Project Schedule at any time;
6. By submitting materials for the Town's consideration pursuant to this RFP, the Contractor is waiving any claim of confidentiality, trade secrets or privilege with respect to materials submitted. All submittal materials are subject to disclosure under the Colorado Open Records Act;
7. If warranted, any updates, revisions or modifications to this RFP shall be posted on the Town of Eagle's website at: www.townofeagle.org during the advertising period, and it shall be the responsibility of the Contractor to review the website during the advertising period to verify if any such updates, revisions or modifications have been made to this RFP; and
8. No oral questions will be answered. If additional information or clarification is desired, email requests should be made to the Town at the email address listed above.
9. The selected firm will work under a construction contra. Once an Agreement is negotiated, the following documents will be required by the selected firm prior to the commencement of any work:
 - Signed contract by both the Town and the contractor.
 - Proof of insurance per construction contract.
 - A Town of Eagle Business License. A Town of Eagle Business License is required of any person who transacts or carries on any business, trade, profession, or occupation in the Town of Eagle.
10. Being selected under this solicitation will not preclude the firm from being considered for any other projects advertised by the Town.
- 11.

Supplemental Materials

[A.](#) Insurance

[B.](#) Town of Eagle Sewer Main CCTV and Jetting 2021 Cost Proposal Form

INSURANCE

A. Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Contractor pursuant to this Agreement. At a minimum, Contractor shall procure and maintain, and shall cause any subcontractor to procure and maintain, the insurance coverages listed below, with forms and insurers acceptable to the Town.

1. Worker's Compensation insurance as required by law.

2. Commercial General Liability insurance with minimum combined single limits of \$1,000,000 each occurrence and \$2,000,000 general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the Town and the Town's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

B. Such insurance shall be in addition to any other insurance requirements imposed by law. The coverages afforded under the policies shall not be canceled, terminated or materially changed without at least 30 days prior written notice to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Any insurance carried by the Town, its officers, its employees, or its contractors shall be excess and not contributory insurance to that provided by Contractor. Contractor shall be solely responsible for any deductible losses under any policy.

C. Contractor shall provide to the Town a certificate of insurance as evidence that the required policies are in full force and effect. The certificate shall identify this Agreement.



Town of Eagle Sewer Main Camera and Jetting 2021

Phone: _____

Revision Date: _____

Architect/Engineer: _____

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
General				
Mobilization	1.00	EACH		
Traffic Control	1.00	Per Day		
Total General				
Camera/Jetting				
8 inch PVC	6,838	Per Foot		
10 inch PVC	5,033	Per Foot		
15 inch PVC	278	Per Foot		
18 inch PVC	1,333	Per Foot		
20 inch DIP	450	Per Foot		
Cleaning Only				
8 inch PVC	64,576	Per Foot		
10 inch PVC	1,194	Per Foot		
12 inch PVC	377	Per Foot		
18 inch PVC	1,328	Per Foot		
Manhole Inspection				
Manhole Inspection	436	Per MH		
Hourly Heavy Cleaning				
	1 Hour	Per Hour		

Respectfully submitted,

By _____