



Menlo Park Municipal Water District REQUEST FOR PROPOSAL (RFP) ON-CALL WATER SYSTEM SERVICES

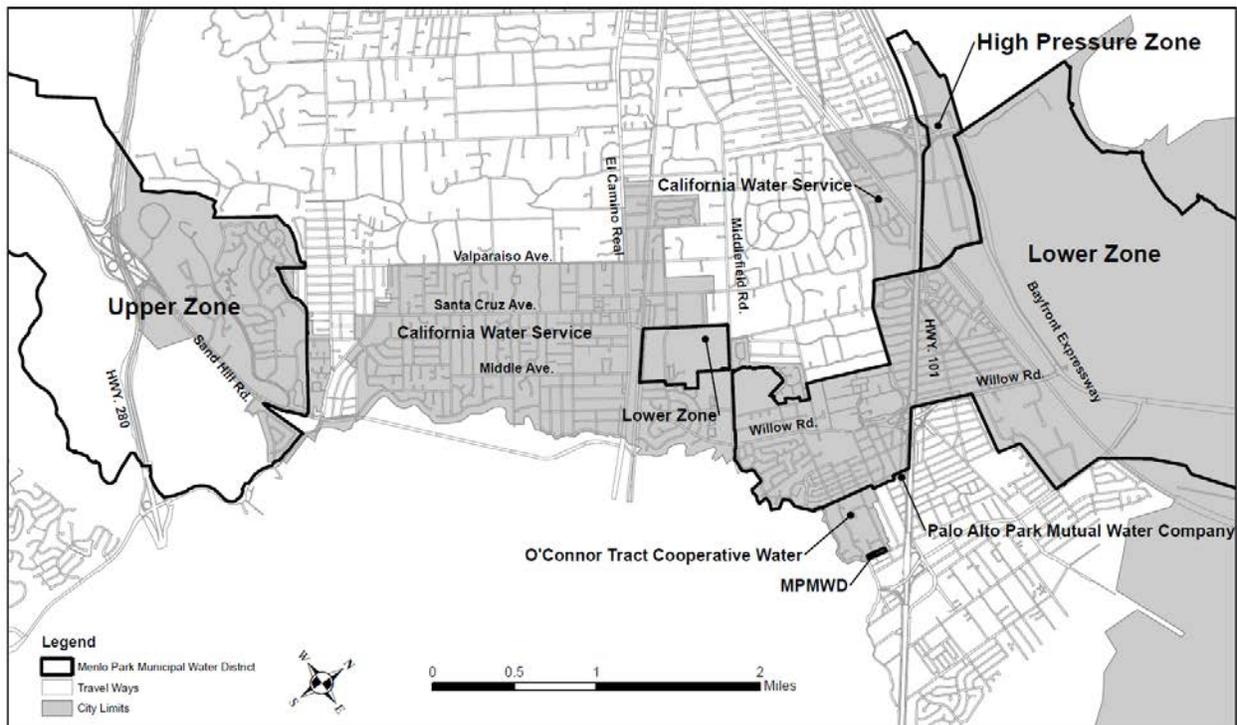
ISSUED: THURSDAY, JANUARY 14, 2016

The City of Menlo Park operates the Menlo Park Municipal Water District (MPMWD) invites qualified contractors to submit proposals for on-call water system services. MPMWD is seeking one or more contractors who could be available on a regular basis to provide on-call services (both routine and emergency). Interested firms are invited to submit their responses in conformance with the criteria outlined below. Work shall comply with State Water Resources Control Board regulations, AWWA standard practices, and City of Menlo Park standards.

BACKGROUND

MPMWD provides water to approximately 16,000 residents through 4,300 service connections within two service areas (see map below). MPMWD's distribution system consists of 63 miles of water main ranging in diameter from 1-inch to 16-inches, 3 pressure zones, 2 storage tanks, 366 fire hydrants, almost 4,300 water connections, and 1,392 valves. Most water mains have been upgraded to Ductile Iron Pipe (DIP), however, a few Asbestos Cement Pipe (ACP) and Cast Iron Pipe (CIP) mains remain in the system. The goal is to provide customers with safe, high-quality drinking water at all times and to fully comply with all drinking water regulations and standards.

MPMWD Service Areas



City standard details for construction of water system improvements are available on the City's website: <http://www.menlopark.org/211/Standard-Details>

SCOPE OF WORK

The scope of work consists of both routine and emergency services, as needed.

Routine

- Installing new fire hydrants
- Installing new service laterals
- Abandoning existing service laterals
- Installing valves
- Replacing improvements damaged during the course of routine activities, typically asphalt or concrete repair

Routine activities occur during the City's business hours (7am-5pm). Work shall commence after City staff approve a contractor's quote.

Emergency:

Examples include repair damaged fire hydrants or fix water main break. Emergency services can occur 24/7 including weekends and holidays. City staff will expect contractors appear on the project site within a two hour period of being notified and respond on a time and materials basis without providing a prior written quote for the work.

TENTATIVE SCHEDULE

RFP issued	January 14, 2016
Proposals due	February 10, 2016
Interviews, if needed	Week of February 15, 2016
Award contract	March 2016
Start Contract	April 2016

PROPOSAL CONTENT

Proposals must clearly demonstrate an understanding of the City's objectives. The proposal shall not include unnecessary promotional material, and shall be brief, precise, and organized as follows:

1. Letter of Interest:

- Include firm name, address, telephone number, email, and fax number.
- Letter must be signed by person authorized to bind firm by contract.
- Letter of interest must indicate whether the firm is interested in routine maintenance, emergency services, or both.

2. Firm Organization:

- Type of ownership- individual, partnership, or corporation.
- Number of years in business.
- List primary tasks and services provided.
- Size of firm and breakdown by employee category.
- Statement of financial condition/stability.
- Financial references.

3. Construction Team:

- Identify key personnel for services, including Project Manager(s) for office contact and work-site supervisor(s).
- Include resumes for key personnel and their experience on comparable projects and contracts.
- Identify subcontractors, if any, to be utilized and include resumes showing their experience on comparable projects.

4. Experience:

Provide a listing of representative customers for whom you have completed work (at least three within the Bay Area) including project name, location, brief description, completion date, customer name and contact information, including email and telephone number. Experience with working directly for municipal agencies is preferred.

5. Sample of Costs including Typical Hours worked:

List at least five examples of municipal waterworks construction and/or repair work completed during the past two years and the total costs billed to the customer. Provide links to customers listed in item 4. Costs will be used to determine scale and complexity of work performed, not as a basis of awarding contract.

6. Equipment:

- Provide a list of commonly utilized equipment owned by the company.
- Provide a list of commonly utilized equipment to be rented by the company.

7. Item Price Schedule:

Complete and include the item price schedule shown on the next page.

Item Price Schedule

Company Name:

Item No.	Description	Units	\$ City Business Hours (7am - 5pm)	\$ After Hours (5:01pm - 6:59am)	Notes	Example
1	Site Supervisor	Hr.				
2	Equipment Operator	Hr.				
3	Laborer	Hr.				
4	Utility Truck (F350)*	Hr.				
5	Dump Truck (F350 - F550) *	Hr.				
6	Dump Truck (F650) *	Hr.				
7	10 Wheeler Dump Truck*	Hr.				
8	Jet / Vac Truck*	Hr.				
9	Back Hoe*	Hr.				
10	Mini Excavator*	Hr.				
11	Air Compressor	Hr.				
12	Asphalt Pavement 10' X 10' X 6"	Each			Estimate complete job	
13	Concrete Sidewalk 4' X 10' X 4"	Each			Estimate complete Job	
14	Install 3 way valve with Fire hydrant run	Each			Estimate whole job , from start to finish, include all fittings needed, concrete and paving	Connect new Hydrant Set up to a 8" water Main / 4' ft. deep, area exposed 10' X10'
15	Install a 2" Water Service	Each			Estimate whole job , from start to finish, include all fittings needed, concrete and paving	8" Water Main, 10' service run have

All Paving done for the MPWD only needs a 1' Tee Cut / not to Standards

* Price on Pieces of Equipment only no operators

SELECTION PROCESS

Submit three (3) bound hard copies and one (1) electronic copy of your full proposal no later than **Wednesday, February 10, 2016 at 5:00 p.m.** to:

City of Menlo Park
Attn: Sally Salman, E.I.T
701 Laurel St.
Menlo Park, CA 94025

Any submittal arriving after the deadline will not be considered. Faxed and email responses will not be accepted.

All submittals received by the specified deadline will be reviewed by the City of Menlo Park for content, completeness, proposals and experience. After those firms deemed the most qualified are selected, further evaluation and interviews of the selected firms may be conducted as part of the final selection process. However, the City of Menlo Park reserves the right to complete the selection process without proceeding to an interview phase, and may choose to select the contractor based upon information supplied in the proposal.

The following criteria will be addressed in the evaluation of responses to this Request for Proposal:

1. Responsiveness to the RFP, breadth and depth of response.
2. Reputation of the company, its subcontractors and key personnel.
3. Satisfaction of prior and current clients (references).
4. Proven experience related to project responsibilities.

For further information, please contact Sally Salman at (650)-330-6756 or sesalman@menlopark.org.

CONTRACT PROCESS

The City intends to execute a four or five-year contract with the most qualified contractor(s) with an option to extend on a yearly basis for up to three additional years. The Contract(s) will be awarded at the discretion of the Menlo Park City Council. The City of Menlo Park reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP. Proposals and materials submitted will become the property of the City and will not be deemed confidential or proprietary.

Public Works Contractor Registration Program

No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

INSURANCE REQUIREMENTS

The selected contractor must have \$1 million General Liability Insurance, \$1 million Auto Insurance, and Worker's Compensation Insurance as required by California statutes, and \$1 million Errors and Omissions Insurance. The selected contractor will be required to provide original Certificates of Insurance evidencing the insurance coverage and naming the City as additional party insured.

The following minimum insurance coverage is required in order to execute a contract with the City of Menlo Park:

1. Commercial/General Liability Insurance minimum coverage: \$1,000,000 per occurrence, \$2,000,000 aggregate.
2. Automobile Liability Insurance minimum coverage: \$1,000,000 for each occurrence combined single limit, or \$1,000,000 for any one person and \$1,000,000 for any one accident, and \$300,000 property damage.
3. Workers Compensation and Employers' Liability Insurance minimum coverage: Limits as required by the Labor Code of the State of California and employers liability limits of \$1,000,000 per accident.
4. Professional Liability Insurance protecting the contractor against claims arising out of the negligent acts, error and omissions of contractor pursuant to the agreement, minimum coverage: \$1,000,000 combined single limit. Said professional liability insurance is to be kept in force for not less than one year after completion of services described in the contract.

The City of Menlo Park shall be named as additionally insured on contractor's insurance policy or policies. Upon notice of contract award, contractor shall provide the City with a certificate of insurance coverage evidencing the above coverage limits, including a copy of all declarations of exclusions, prior to execution of contract. To the full extent permitted by law, contractor agrees to defend, indemnify and hold City, its employees, agents and officers harmless from any and all claims, damages and liability in any way occasioned by or arising out of the contractor's negligent performance of services under this agreement, breach of contract or construction defects arising out of contractor's work.