

REQUEST FOR PROPOSAL

CITY OF CONROE

PAVEMENT DATA COLLECTION AND EXTRACTION SERVICES



**CITY OF CONROE
P.O. BOX 3066
CONROE, TEXAS 77305**

RESPONSES DUE 06/22/2023 @ 2:00 PM

NOTICE FOR REQUEST FOR PROPOSALS

The City of Conroe will receive Sealed Proposals, electronically through Vendor Registry or delivered manually, in **quadruplicate** for the Public Pavement Data Collection and Extraction Services in Montgomery County, Texas. The RFPs shall be appropriately marked “**0622-2023 Public Works Pavement Data Collection and Extraction Services**” and delivered to the City Secretary 300 West Davis, 3rd Floor, Conroe, Texas 77301 or submitted electronically at www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities through vendor registry.

Bids are due on **THURSDAY, June 22, 2023 at 2:00 p.m.** at which time they will be publicly opened and read aloud in the 1st floor Council Chamber, 300 West Davis St. Conroe Texas. Bids received after the specified time and date will be returned unopened.

Specifications and RFP documents may be reviewed and downloaded online at www.cityofconroe.org/departments/purchasing/current-proposal-bid-opportunities through the vendor registry. Questions concerning this bid shall also be submitted on vendor registry.

No RFP may in any way qualify, modify, substitute or change any part of the specifications or contract documents.

For Vendor Registry information please visit:

www.cityofconroe.org/departments/purchasing/how-to-do-business .

Pursuant to Government Code Chapter 252 the City of Conroe may enter into a contract with the offeror meeting all the qualifications and specifications that submits the RFP that offers the best value to the City considering the selection criteria and weighted value set forth in the request for proposals and the ranking evaluation of the proposals received. The City reserves the right to reject any and all RFPs and to waive informalities in submission of RFPs.

CC: 06-07-23 & 06-14-23

CITY OF CONROE, TEXAS

REQUEST FOR PROPOSAL

RFP# 0622-2023

INTRODUCTION

The City of Conroe Public Works Department is seeking proposals to Provide Pavement Data Collection and Extraction Services, as per the Project Scope of Work provided in this RFP.

The City of Conroe is interested in working with a firm that has extensive experience in Pavement Data Collection and Extraction Services. Previous experience with CarteGraph Asset Management Software is strongly preferred.

The City will also place strong emphasis on the evaluation criteria used to determine “The best Value” for the City of Conroe concerning this project.

Due Date: On or before 2:00 pm on June 22, 2023

All proposals shall be in a sealed envelope clearly marked “**RFP# 0622-2023 Provide Pavement Data Collection and Extraction Services**”

If you are interested in being considered as a contractor for this project, please respond electronically through Vendor Registry or manually send responses to:

Physical:	Soco Gorjon, City Secretary 300 West Davis St. Conroe, TX. 77301	USPS:	Soco Gorjon, City Secretary P.O. Box 3066 Conroe, TX. 77305
-----------	--	-------	---

- Submittal Packet: Please return one original signed and bound RFP response (Labeled Original) and three copies of that original. Please include one original bid bond and three copies of that original, not bound. Please include one original of the ethics forms 1295, CIQ, HB89 and SB252, SB 19 & SB 13 along with three copies of each original, not bound.
 - One original RFP response labeled original, bound, three copies labeled copies
 - One original bid bond, three copies of that original, do not include them in the bound copies, they should be separate.
 - One original of the ethics forms and one copy of each, separate and not included in the bound RFP response.
- **ALL of the above may be included in the same box or envelope and sent to the address above.**

BIDDERS

Should a Bidder discover a discrepancy or an omission in the plans or specifications, he should at once notify the Purchasing Department so that an addendum can be issued. No oral explanation or interpretation other than written addendum issued by the City will be considered official or binding. All such addendums shall become part of the contract documents and all bidders shall be bound by such addenda, whether or not received by the bidders.

QUESTIONS AND INQUIRIES

All questions should be asked through Vendor Registry.

Answers will be provided to all Candidates receiving RFP's as a written addendum. Candidates should not rely on any oral communication concerning this RFP and oral responses will have no binding effect.

SELECTION PROCESS

The City will select the proposal that offers the best combination of required specifications and best value for the City based upon the selection criteria below.

If negotiations with the most qualified Proposer are unsuccessful for any reason, the City will terminate negotiations formally and in writing with such firm and proceed in order to negotiate with the next most qualified firm until an agreement is reached.

Proposals will be assessed against evaluation criteria and a decision made by the Evaluation Committee. Notification of proposal acceptance will be written formal confirmation.

Best Value Selection Criteria:

- | | |
|--|---------|
| a) Proposed cost of services. | 50 Pts. |
| b) Meets all qualifications and specifications described herein. | 20 Pts. |
| c) Bidder's principle place of business (§271.905). | 10 Pts. |
| d) References of current customers. | 10 Pts. |
| e) History and past work experience with the City | 10 Pts. |

INTERVIEWS

After written proposals are received and initially evaluated, the Owner may or may not require one or more of the Candidates to provide an oral presentation as a supplement to their proposals. Any Candidate required to interview should be prepared to discuss and substantiate any area of their proposal. The Owner is under no obligation to grant interviews to any Candidate receiving a copy of this RFP and/or submitting a written proposal in response to this RFP.

INDEMNIFICATION

The Proposer shall, defend, indemnify, and hold harmless the City of Conroe, their officers, and agents from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage, or liability of any kind (including without limitation liability under any federal, state, or local environmental law, Compensation and Liability Act; fees and costs (including all costs or settlements and reasonable attorney's fees incurred in defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Proposer, or (b) by any act, error or omission on the part of the Proposer, its agents, employees, or subcontractors, and or (c) any failure to fully comply with all applicable laws and regulations by the Proposer, its agents, employees, or subcontractors.

REFERENCES

The City of Conroe may request bidders to supply, with this Invitation to Bid, a list of at least five (5) references where like services have been supplied by their firm. Include name of firm, contact person, address, telephone number and e-mail address.

CORRECTIONS

Erasures or other corrections in the proposal must be noted over with the proposer's initials.

MATERIALS AND SERVICES

The Bidder warrants that goods, materials or services delivered to the City will meet the minimum specifications set forth therein. Bidder shall furnish all data pertinent to specifications and warranties, which apply to items in the RFP.

RESERVATIONS

The City, through its duly authorized officials, reserves the right to reject any, part of, or all proposals and to waive any formality pertaining to any proposal, without the imposition of any form of liability. The Owner also reserves the right to award this proposal to the most qualified proposer or to the proposer that offers the best value to the City taking into consideration the evaluation criteria contained herein. The companies whose proposals are not accepted will be notified after a binding agreement between the successful Candidate and the Owner is executed, or upon the Owner's rejection of all proposals.

SUBSTITUTIONS

Where materials or equipment are specified by a trade or brand name, it is not the intention of the City to discriminate against an equal product of another manufacturer, but to set a definite standard of quality or performance and to establish an equal basis for the evaluation of bids. In preparing this bid, each bidder is expected to include in his base bid the cost of the items so specified. ***No alternate bids or bid items will be considered for this proposal.***

SCOPE OF WORK

Provided in the Scope of Work document included in this RFP

COMMUNICATION

The City of Conroe shall not be responsible for any verbal communication between any representative of the City and any potential firm. All modifications to this solicitation must be made in writing. A proposer's failure to examine relevant documents or specifications will not relieve offer or from any obligation with regard to their response to this invitation.

CONDITIONS OF CONDUCT

At all times any agent, officer, or employee of Proposer shall be present upon property owned by the City of Conroe, the terms and conditions of the Drug and Alcohol Policy currently adopted by the City of Conroe, shall be deemed applicable to such persons. Violations of terms and conditions while present on the premises owned by the City of Conroe shall be grounds for termination of any contract between the City and Proposer. A copy of this policy is available for public inspection in the office of the City Secretary and copies may be obtained at a nominal charge.

ETHICAL STANDARD

No City official or employee shall have interest in any contract resulting from this RFP. Individuals with a possible conflict will enact a public disclosure record by completing a "Statement of Financial Interest" form.

Refer to Project number and title on the 1295 form. Example forms are included with this RFP.

- **SB1295 certificate of Interested Parties**
- **Conflict of Interest Questionnaire**
- **HB 89 Verification Form**
- **SB 252, SB 19 & SB 13 Verification Forms**

The forms stated above MUST be returned as part of your RFP response. Failure to include these forms may result in your RFP being considered unresponsive and therefore disqualified. Sample copies of these forms are included in the RFP. The web address to the Texas Ethics Commission website with instructions is listed below:

(Sample Forms are attached)

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

REIMBURSEMENTS

There is no expressed or implied obligation for the City of Conroe to reimburse responding firms for any expenses incurred in preparing proposals in response to this request and the City will not reimburse responding firms for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

DISCLOSURE

There will be no disclosure of the contents to competing firms until the contract is awarded. All proposals will be kept confidential during the negotiation process. Once the contract has been awarded, all proposals will be open for public inspection, except for trade secrets and confidential information, which the firm identifies as proprietary.

DEFAULT

The City reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the requirements of this proposal.

INSURANCE REQUIREMENTS

The Proposer shall procure and maintain, at its expense, during the term of this proposal, at least the following insurance, covering work performed.

COVERAGE	LIMITS
A. Worker’s Compensation	- As required by Texas Law
B. Employer’s Liability	- \$ 500,000 each occurrence
C. Public Liability (Bodily injury)	- \$1,000,000 combined single limit
D. Public Liability (Property damage)	- \$1,000,000 combined single limit
E. Automobile Liability (Bodily injury)	- \$ 200,000 each person
F. Automobile Liability (Property damage)	- \$ 50,000 each occurrence

The Proposer agrees to furnish insurance certificates, showing the Proposer’s compliance with this section.

INDEPENDENT CONTRACTOR RELATIONSHIP

The Proposer is and shall perform these services as an independent contractor, and as such, shall have and maintain complete control over all of its employees, agents, and operations. Neither the Proposer nor anyone employed by it shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the City of Conroe.

The Proposer selected by this Request for Proposal will be working as an independent contractor and will be required to take out and keep in force all permits, licenses, certifications, other approvals, and or insurance that may be required by the City of Conroe, any local or regional governmental agency, the State of Texas, or the federal government. Failure to comply with any of these items would be grounds for immediate cancellation of the contract.

CONDITIONS OF WORK

Proposers are expected to be fully informed of buildings, locations and working conditions under which the service will be performed, and to have thoroughly reviewed this RFP and specifications. Failure to do so will not relieve the successful proposer of any obligations to furnish the services as specified herein.

EQUAL EMPLOYMENT OPPORTUNITY

Attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex or national origin.

PRICE OF MATERIALS AND SALES TAX

Prices for all goods or services shall remain firm for the duration of this contract and shall be stated on the bid sheet. Prices shall be all inclusive. Any price not shown on the bid sheet will not be honored by invoice. No price changes, additions or subsequent qualifications will be honored during the course of this contract. All prices must be written in ink or typewritten. Transportation, freight or other charges are to be prepaid by the bidder and included in the bid price. If there are additional charges of any kind, other than those mentioned above, specified or unspecified, Bidder must indicate both items required and attendant cost or forfeit the right to payment. Invoices must be submitted by the vendor in duplicate to the City of Conroe Purchasing Dept., P.O. Box 3066, Conroe TX 77305.

This Contract is issued by an organization, which qualifies for exemption pursuant to the provisions of Article 20.04 (F) of the Texas Limited Sales, Excise and Use Tax Act.

PAYMENT

Payment will be scheduled within thirty (30) days upon complete delivery and acceptance of all equipment/material and receipt of an original invoice for the equipment/material complying with the terms and conditions of the award. The City reserves the right to withhold up to ten percent (10%) of the purchase price in the event there is a conditional acceptance.

RESPONSE FORMAT

The items listed below shall be submitted with each proposal and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a Proposer to include all listed items will result in their proposal being rejected.

❖ Tab 1 – Cover Letter

Provide a cover letter indicating your firm's understanding of the requirements relating to this proposal. The letter must be brief and formal from the proposer that provides information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized by the organization to enter into an agreement with the City of Conroe will sign the letter.

Please include all contact information.

❖ Tab 2 – Acceptance of Conditions

Indicate any exceptions to the specifications, terms and conditions of this RFP, including the Scope of Services.

❖ Tab 3 – Company Background

1. Years in business under present name.
2. Name and address of each concession location.
3. Ownership structure (Corporation / Partnership).
4. Names and titles of officers in the company.
5. Company trade organizations / associations / affiliations

❖ Tab 4 – Experience of Key Personnel

1. List key personnel that will be assigned or oversee this job. List experience in the company for each.

❖ **Tab 5 – References**

Provide references from companies that are similar in size and volume to the City of Conroe scope of work for which your company has, in whole or in part, provided services.

❖ **Tab 6 – Documents to include with your response**

1. Insurance Certificate
2. All Ethics Forms Required
3. Conflict of Interest Questionnaire
4. Detailed Scope of Work
5. RFP Pricing Sheet
6. Safety Plan

❖ **Tab 7 – Project Timeline and project plan for completion**

PROPOSAL AGREEMENT AND CERTIFICATION

The Undersigned Agrees That:

The individual signing this proposal certifies that he/she is a legal agent of the Proposer, authorized to represent the Proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.

- A. No Federal, State, County or Municipal taxes have been included in the quoted prices and none will be added.
- B. Prices in this proposal have not knowingly been disclosed with any other provider and will not be prior to award.
- C. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- D. No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- E. The individual signing this proposal certifies that he/she is a legal agent of the proposer, authorized to represent the proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.
- F. Agent shall **initial** each applicable item below to certify acknowledgement.

_____ Initial to indicate the required proposal submittals are enclosed.

_____ Initial to acknowledge receipt of addendum and/or amendment (if applicable).

(Company Name)

(Name of Authorized Agent – Printed)

(Street Address / P.O. Box)

(Authorized Agent Signature)

(City / State / Zip Code)

(Date)

(Phone)

(Email)

City of Conroe

Pavement Data Collection and Extraction Services

RFP # 0622-2023

Scope of Work

Development and Implementation

Roadway Network Inventory - Build/Define Roadway Database

The first step in a roadway management process is definition of the roadway network. A roadway network is comprised of an inventory of the different physical characteristics of the roadways being managed by the agency.

The roadway network inventory includes streets within the jurisdiction of that agency that are broken into management sections, typically “block to block” or “intersection to intersection”, and will contain (but not limited to) the items listed in the table below. The “Responsible Party” field identifies the party responsible (City of Conroe or Contractor) for providing and populating the information.

Name	Roadway Network Item Description	Responsible Party
OBJECTID (GIS ID)	Cartegraph OMS generated unique record number from City of Conroe provided GIS	City of Conroe
Cartegraph OMS ID	Cartegraph OMS generated unique Roadway ID for each roadway section record. Note: This ID will be used to link all associated roadway section related	City of Conroe-current Contractor-new
Street	Roadway section street name - Cartegraph OMS generated from GIS roadway centerline provided	Contractor
Street Back	Cartegraph OMS generated route back street name limit from GIS street centerline provided	Contractor
Street Ahead	Cartegraph OMS generated route ahead street name limit from GIS street centerline provided	Contractor
Functional Classification	Roadway Traffic Functional Classification - i.e. Arterial, Collector, Local.	Contractor
Pavement Type	Pavement Surface Type - gathered from field data collection	Contractor
Section Length	Roadway Section Length will be gathered from field data collection and/or City of Conroe GIS street centerline file.	Contractor
Pavement Width	Collect and populate this item – gathered from field data collection.	Contractor
Last Construction Date	Estimate the Last Construction Date based on the current condition – gathered from field data collection.	Contractor
Owner Jurisdiction	City of Conroe desired input “i.e. COC, PVT, State Highway, County, City (Other than Conroe), PVT GATED, Unknown ”	City of Conroe

City of Conroe

Pavement Data Collection and Extraction Services

RFP # 0622-2023

GIS Link:

Contractor will need to provide a 1-to-1 relationship (GIS link) between an Esri geodatabase or Shapefile and the agency's roadway management database.

Task Assumptions:

- a) Customer provided GIS street centerline identifying roads to be inventoried
- b) Polyline or Polygon feature class

Cartegraph OMS Asset Management Program:

Contractor must provide data to the specifications needed to import collection data into current Asset Management Software (Cartegraph OMS). GIS Integration with Cartegraph OMS Asset Management Program is a must in this collection project.

Pavement Condition Assessment:

Pavement Surface Distress Inspection

Pavement inspectors will identify pavement distresses utilizing pavement inspection guidelines based on the American Society for Testing and Materials ASTM D6433-23 (or most current) *Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys*. This standard is established by the American Society for Testing and Materials and is the industry standard for reporting results of pavement condition assessment.

The evaluation of the pavement surface distress is always based on two components:

- **Severity** is defined as '*How bad is the defect?*' in terms of the measurement or degree of wear associated with the condition.
- **Extent** refers to quantity/percentage or '*How much?*' of the pavement sample area is affected by a particular distress.

Additional information that is collected and verified during the pavement condition survey includes, length of the section, roadway surface type, number of travel lanes and pavement roughness inspection.

Pavement Management Program (PMP) Optimization & Deployment:

PMP - Pavement Condition Data Load

All required pavement condition data needs to be loaded into a PMP by the Contractor. Upon receiving the program data from Contractor, the City of Conroe will review and accept all condition data supplied within 30 calendar days, provided no discrepancy or issue is found with the supplied data.

City of Conroe

Pavement Data Collection and Extraction Services

RFP # 0622-2023

Review gaps in Cartegraph OMS Pavement data –

In order to take full advantage of the pavement management system's functionality, and in order for City of Conroe staff to have confidence in the system-generated results and recommendations, it is imperative that the program contains the most complete, accurate, and up-to-date network data available.

City of Conroe will conduct a full review of the data available within the pavement management system and provide recommendations for necessary changes.

City of Conroe's review may include the following:

- Basic inventory information, (i.e. Functional Classification, Length, Width, Area, Surface Type, etc.)
- Prediction Groups and Minimum Condition Groups
- Historical condition information, if any
- Status of survey history, if any
- Construction and maintenance history
- Review of maintenance and rehabilitation treatments, unit costs, and protocols

PMP Transportation Asset Management Report:

Contractor's project team will provide a pavement management program technical report to include:

- **Network Summary Statistics** ~ Summary of roadway network by functional class and pavement type.
- **Condition (Present Status)** ~ listing of every roadway section, latest performance (OCI/PCI), & inspection date.
- **Quality Management Plan (QMP)**
- **Performance Prediction**

Street Level Mapping:

High Resolution 360° Spherical Imagery

Mobile data collection units will gather high-resolution 360-degree geo-referenced right-of-way (ROW) digital images. This mobile mapping system gives the ability to inventory infrastructure assets (such as signs, drainage, and curb ramps) with a high level of accuracy. These images will be provided with viewing software to allow road right-of-ways to be viewed in the office environment ("virtual field trip"), thus reducing lengthy field trips required for site investigations.

City of Conroe

Pavement Data Collection and Extraction Services

RFP # 0622-2023

Overall Scope Assumptions:

- Includes one-time mobilization to City of Conroe, TX
- 475 centerline miles of data capture at street level of publicly accessible maintained roadways.
- High resolution 360-degree spherical imagery and point cloud data capture will be provided via cloud-based software. The proposal includes viewing software and hosting services for two (2) years.
- Capture interval 20 feet.

City of Conroe Responsibility:

For the duration of the project, the City of Conroe will be responsible for the following:

- Appoint a project manager/coordinator to be responsible for all aspects of the project.
- Schedule a Project Orientation Meeting with Contractor.
- Schedule progress meetings and ensure all scheduled meetings are attended by invited staff.
- Approve Project Status Reports.
- Authorize project work.
- Address any major issues contractor faces.
- Accept agreed upon deliverables defined in the scope of work.
- Consult and partner with the Contractor Project Manager on a continuing basis.
- Data validation from contractor.
- Provide quality control.
- Provide leadership on all issues related to the City of Conroe, such as policy, organization, staff, technical architecture, data, and current systems.
- Monitor progress of the project, including the review of Contractor regular status reports and managing internal resources.

Contractor Responsibility:

For the duration of the project, the Contractor will be responsible for the following:

- Appoint a project manager/coordinator to be responsible for all aspects of the project.
- Ensure all scheduled meetings are attended by invited staff.
- Provide Project Status Reports and regular progress updates
- Consult with City of Conroe on continuing basis
- Notify City of Conroe project manager of any major issues faced on field operation, and accidents or incidents that occurred, health and safety issues and traffic management and remedial measures taken to resolve these issues.

City of Conroe
Pavement Data Collection and Extraction Services
RFP # 0622-2023

Pricing:

Imagery collection 475 centerline miles: \$ _____

ArcGIS Integration: \$ _____

Pavement Condition Index 475 centerline miles: \$ _____

Pavement Roughness Inspection 475 centerline miles: \$ _____

TOTAL BID COST: \$ _____

Additional Services:

Cost per centerline mile: \$ _____

Project Completion Time: _____