

Request for Proposals

City of Canton, Ohio
Purchasing Department
218 Cleveland Ave. SW, 4th floor
Canton, Ohio 44702

Large Diameter Concrete Water Main Leak Assessment Program

Item/Project

Water Department

Responsible Department

Friday, April 5, 2019 at 4:00 PM local time

Proposals Due By

Proposal Submitted By:

Company Name

Street Address

City

State

Zip

Contact Person

Phone No.

Email Address

**Large Diameter Concrete Water Main Leak Assessment Program
The City of Canton Water Department**

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1.0 INSTRUCTIONS TO PROPOSERS

1.1 Questions and Addenda

1. All questions should be submitted in writing by **Monday, April 1, 2019 at 4:00 PM**. Answers to questions will be issued in writing as official addenda no later than seventy two (72) hours prior to the time of the proposal opening. Said addenda will become a component of the official request for proposal and must be acknowledged as received on the signature page in Appendix A. **Failure to acknowledge all official addenda in this manner may result in your proposal being disqualified.**
2. Proposers are expected to and are responsible for monitoring the City's website for all official addenda.
3. Oral instructions or decisions, unless confirmed by addenda, will not be considered valid, legal or binding.
4. All questions pertaining to the project should be directed to
Andrew Roth, Director of Purchasing
andrew.roth@cantonohio.gov

1.2 Statement of Qualifications

The service provider's qualifications will be ranked based on the following information:

Firm's Background (10 Points)

- Information regarding the firm's history
- Types of services offered by the firm
- Information regarding the firm's available equipment and facilities

Similar Project Experience (20 Points)

- The firm's experience with similar projects, including at least three (3) examples of completed projects of a similar nature and scope

Past Project Performance (15 Points)

- Previous work performed for the City of Canton,
- Past project performance with regard to quality of work, experience with regulatory procedures and policies
- References

Project Team (25 Points)

- Education and experience of owners and key technical personnel who will be assigned this project. Project teams shall identify the proposed project manager, individuals anticipated to perform the work, and other in-house capabilities appropriate for this kind of work. Identification of possible outside sub-consultants shall be included.
- The technical expertise of the firm's current staff

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- Current projects underway and availability of staff

Project Technical Approach (25 Points)

- Proposed schedule
- Equipment that will be used
- Specific valve exercising guidelines
- The documentation that will be collected
- Explanation of the firm's QA/QC plan
- The format of the final deliverables

Submittal Presentation (5 Points)

- Overall appearance and quality of the submittal.

1.3 Format

The submission must not exceed 25 single-sided, numbered pages that are double-spaced with a 12-point font, including attachments. The cover page will not count towards the total number of pages, but all others will. The qualification package must provide adequate information needed to rank the capability of a firm on each of the preceding categories. The City may short list firms based on any combination of categories noted above. The City reserves the right to require an oral technical presentation to aid in the ranking process.

1.4 Fee Proposal

The service provider shall submit a fee proposal to perform the leak assessment program by filling in the proposal pages in Appendix A. The signature page and the proposal pages within Appendix A shall be submitted in a separate, sealed envelope labeled "Appendix A" with the service provider's qualifications.

The envelope labelled "Appendix A" will remain sealed until the preferred vendor is selected. The prices on the proposal pages shall be considered a starting point for negotiation of a final contract.

The City of Canton reserves the right to reject any and all proposals and to accept the proposal deemed most beneficial to the City of Canton.

1.5 Deadline and Submission Procedures

Firms interested in being considered for this design work must provide a statement of qualifications by **4:00 P.M. on Friday, April 5, 2019**. Statements received after this deadline will not be considered. Please submit four (4) copies of your statement of qualifications to the following:

Andrew Roth, Director of Purchasing
City of Canton Purchasing Office
218 Cleveland Ave. SW, 4th floor
Canton, OH 44702

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1.6 Evaluation and Next Steps

Responding firms will be evaluated and ranked based on their Statement of Qualification's as summarized above. The City will then commence fee and contract negotiations with the selected firm that was ranked most qualified to perform the services for the project described above.

The City of Canton reserves the right to reject any and all proposals and to accept the proposal deemed most beneficial to the City of Canton.

By order of the Mayor
Thomas M. Bernabei

Published in The Repository
March 18 and March 25, 2019

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2.0 GENERAL SUMMARY

2.1 Overall Summary

The City of Canton Water Department, also referred to as the Water Department, is requesting statement of qualifications from interested parties to assess the integrity and potential leakage on approximately 29.82 miles of concrete water mains within their distribution system. Concrete water mains range in size from 16” to 42”.

2.2 Program Description

The Water Department desires the service provider to develop, plan and execute a concrete water main leak assessment program. The service provider will (a) develop a comprehensive program to determine existing and potential areas of leakage and water loss; (b) provide all equipment, technical workforce and materials necessary to perform the assessment; (c) analyze the results of the program; (d) provide recommendations for remediation; and (e) create a deliverable database in a format compatible with the Water Department’s existing data schema. .

3.0 PROPOSAL REQUIREMENTS

3.1 Project Approach

The Proposer shall complete a “Project Approach” summary, demonstrating a complete understanding of Concrete Water Main Leak Assessment methodologies. The proposer’s understanding of the project will be in compliance with AWWA’s M-36 Manual. This summary shall be a typed narrative describing the proposer’s planned leak testing methodology and approach to the project. Planned leak assessment techniques, as well as leak analysis techniques shall be outlined. Proposer shall account for potential problems to be expected and the possible techniques to be employed for solving those problems.

3.2 Equipment & Software

The Proposer shall provide a listing of all equipment and software they plan to utilize for this program. The capabilities of each item should be provided as appropriate. Common equipment & software such as pencils, cell phones, calculators, WORD, Excel, etc., do not need to be included.

3.3 Proposed Schedule

The Proposer will submit, as part of the proposal, a work schedule detailing the work plan. This will include a time and date estimate for each task session of the project. A calendar or timeline would be helpful for detailing the work proposed. This schedule shall include time and dates from kick-off meeting to submission of the final report. It is expected that once started, work will proceed on a regular basis until complete for the year. Work may be suspended for intervals as agreed to by the Water Department. Commencement of work will be at the discretion of the Water Department and will be determined based on usage, temperature, personnel availability and other conditions. An assumed start date of June 17, 2019 can be used.

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3.3 Qualifications & Experience

The Proposer will provide the experience and responsibilities of the personnel proposed for this program. The proposer should demonstrate experience on similar programs and utilization of the proposed equipment. A list of a minimum of three (3) references should be provided including the name of the owner with contact information, project name, general description, time to complete, cost and results.

3.4 Safety

The Proposer shall provide a safety plan as part of the overall program plan that shall be adhered to throughout the project. Safety is a major part of this project; the Water Department requires a safe work environment for its employees, technical service providers and the general public. The technical service provider is required to provide a safe work environment at all times during this project. The technical service provider will provide personnel trained in Confined Space Entry & Self-Rescue, First Responder First Aid, CPR and Traffic Control. While in the field on this project, the technical service provider and its employees will follow all of the necessary safety procedures to protect themselves, the Utility staff and general public. Two-Man Teams will be used at all times for Safety and Quality Assurance.

3.5 GIS QA / QC Plan

Proposals shall include a detailed GIS QA / QC plan identifying quality checkpoints throughout the program lifecycle. At a minimum, proposals shall describe methods for developing mapping grade horizontal accuracy and accurate attribute data.

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Appendix A
Signature and Proposal Pages

Signature Page

To the Service Director of the City of Canton:

The undersigned, having carefully examined the complete proposal packet, herewith propose to furnish all the labor and materials required to develop and complete the **Concrete Water Main Leak Assessment Program** in accordance with the specifications on file, including any and all work and materials that may be necessary to complete the project in a proper and workmanlike manner, and in accordance with the instructions in the proposal packet and under the direction of and to the satisfaction of the Service Director of said City.

The proposer hereby agrees that the Service Director has the right to reject any and all proposals and to accept the proposal(s) deemed most beneficial to the City of Canton.

The proposer hereby certifies that the undersigned _____ is the only person interested in the proposal and the proposer herewith certifies that no officer or employee of the City of Canton is in any manner interested therein.

The proposer agrees, that should said proposal(s) be accepted, to enter into the prescribed contract within ten (10) days from and after the date of service of notice of such acceptance, for the faithful performance of the labor and furnishing of the materials in such proposal or proposals so accepted, and to fully complete the said work within _____ working days from and after the date of notice from the Director of Public Service to commence the work.

The proposer acknowledges receipt of Addenda Numbers: _____

SIGNATURE OF PROPOSER: _____

NOTE: If proposer is a corporation, set forth the legal name of the corporation, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If proposer is a partnership, set forth the name of the firm, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

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Proposal Pages

The pricing on the following pages are on a per-asset or activity basis, except where otherwise indicated, and all quantities are only estimates and may be updated at any time by the City of Canton Water Department.

This project is for a one (1) year contract, with the option of two, one year renewals at the sole discretion of the City of Canton. Therefore, following is the proposal page for the 2019, 2020, and 2021 calendar years.

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2019 CALENDAR YEAR					
ITEM #	DESCRIPTION OF SERVICE	EST QTY* (A)	UNIT	UNIT PRICE (B)	TOTAL PRICE** (C) = (A) x (B)
1	SITE INSPECTION AND PLAN DEVELOPMENT	1	EACH		
2	MOBILIZATION	1	EACH		
3	LEAK ASSESSMENT	10.0	MILES		
4	DATA/REPORT DELIVERABLES	1	EACH		

TOTAL AMOUNT (Sum of TOTAL PRICES (C)): \$ _____

2020 CALENDAR YEAR					
ITEM #	DESCRIPTION OF SERVICE	EST QTY* (A)	UNIT	UNIT PRICE (B)	TOTAL PRICE** (C) = (A) x (B)
1	MOBILIZATION	1	EACH		
2	LEAK ASSESSMENT	10.0	MILES		
3	DATA/REPORT DELIVERABLES	1	EACH		

TOTAL AMOUNT (Sum of TOTAL PRICES (C)): \$ _____

2021 CALENDAR YEAR					
ITEM #	DESCRIPTION OF SERVICE	EST QTY* (A)	UNIT	UNIT PRICE (B)	TOTAL PRICE** (C) = (A) x (B)
1	MOBILIZATION	1	EACH		
2	LEAK ASSESSMENT	10.0	MILES		
3	DATA/REPORT DELIVERABLES	1	EACH		

TOTAL AMOUNT (Sum of TOTAL PRICES (C)): \$ _____

* The actual number of units worked and paid for under this Contract may be more or less than the estimated quantity given.

** In the event of a discrepancy, Unit Price shall govern.