

# Request for Proposals (RFP), Bid Form, and Contract Requirements

## Request for Proposals

The City of Warsaw, Missouri, is requesting proposals for services to complete a lead service line inventory and attempt to connect with customers to ensure they are informed of the benefits of replacement and the effects of lead in drinking water.

The completed lead service line inventory spreadsheet should adhere to 40 CFR 141.84. The City of Warsaw, Missouri, has an estimated 1069 service lines.

The City of Warsaw, Missouri, is requesting pricing for several services as part of this project: records review services, in-field verification services, and administrative services assisting with the City Clerk. Bidders must provide a price on the below proposal form for each service requested. Proposals that fail to provide a price for all services will not be considered.

Bidders should be aware that they will be expected to complete forms required by the state funding agency. Additionally, there will be language requirements and forms from the state funding agency that will need to be incorporated into the final contract that is signed by the City of Warsaw, Missouri, and selected bidder.

The city will perform outreach efforts with the general public including drafting inventory-related documents to inform the public, disseminating door hangers, speaking with private home owners, etc.

The City of Warsaw has a City Engineer and PeopleService is the management company for the water system. Before proposals are submitted, contractors will meet with city officials to clarify any questions that they may have.

## Bid Form

### Bid Item #1: Records Review Services

1. Records Review. May include but not restricted to:

The bidder will be expected to review available records to determine the presence, absence, or likelihood of lead in service lines. Records to review may include, but are not limited to:

- construction records
- building codes or ordinances
- as-built drawings
- record drawings
- system maps
- specifications from previous infrastructure projects
- construction contracts
- meter or service line replacement records

Assume 40 hours of review time with the city and city management company to better understand the system. The city has performed two major phases of watermain replacement and have records of new buildings that have been built in the last 25 years.

**Lump Sum Price for record review services: \$\_\_\_\_\_**

### **Bid Item #2: In-Field Verification by Excavation**

The bidder will be expected to pothole/excavate (mechanical or vacuum) service lines to determine the material present. This includes excavating both the utility and homeowner's side of the service line within three to five feet of the meter on each side.

The bidder will take photos of the exposed pipe on either side of the service line and make those photos available to the City of Warsaw, Missouri, in digital format.

The City of Warsaw, Missouri, has 1069 service lines. The city estimates 920 service lines will need to be exposed. The bidder is required to provide a unit price for excavating each service line (both the customer and the utility's portions). This unit price will include full restoration of the excavation site.

**Unit price for excavating both sides of the service line: \$\_\_\_\_\_**

The City of Warsaw, Missouri, reserves the right to request additional service line verifications up to the total number of lines in the City of Warsaw, Missouri, at the unit price provided in the proposal. The City of Warsaw, Missouri, will not be obligated to pay the bidder for in-field verification work if the number of lines requiring in-field verification is less than the estimate listed above.

### **Bid Item #3: In-Field Verification by Visual Inspection**

Some service lines may need to be visually inspected in a home, basement, crawlspace, or other location adjacent to the home to determine the service line material. Visual inspection could

involve entering these locations with homeowner permission, using lead test kits on exposed piping, magnet testing, and photographing lines for documentation.

The bidder should assume that 1069 service lines will require visual inspection. The bidder is required to provide a unit price for visually inspecting a service line.

**Unit price for visually inspecting a service line: \$\_\_\_\_\_**

The City of Warsaw, Missouri, reserves the right to request additional visual inspections up to the total number of lines in the city at the unit price provided in the proposal. The City of Warsaw will not be obligated to pay the contractor for visual inspection work if the number of lines requiring visual inspection is less than the estimate listed above.

#### **Bid item #4: Administrative Services**

The bidder will be expected to complete a number of administrative services including the following:

- Attending up to 10 meetings with city staff to report on inventory progress
- Understand the outreach efforts provided by the city for the general public. The city will distribute inventory-related documents to inform the public, disseminating door hangers, speaking with private home owners, etc.
- Assistance with preparing grant reimbursement requests.
- Assist with creating hardcopy and/or GIS maps that integrates with the City of Warsaw Diamond mapping software. The city has a diamond map field locator that will be used by the city to perform the mapping.
- Completion and Submission of the Missouri Department of Natural Resources Lead Service Line Inventory Spreadsheet, by October 16, 2024 or sooner.

**Lump Sum Price for administrative services: \$\_\_\_\_\_**

2. Administrative Assistance. May include but not restricted to:

- Assist the city in the completion and Submission of the Missouri Department of Natural Resources Lead Service Line Inventory Spreadsheet, by October 16, 2024 or sooner.
- Assistance with preparing grant reimbursement requests.
- Attending meetings with the city staff to report on inventory progress.

#### **Bid Item #5: Replacement Plan Services**

May include, but not restricted to:

- A strategy for determining the composition of lead status unknown service lines in its inventory;

- A procedure for conducting full lead service line replacement;
- A strategy for informing customers before a full or partial lead service line replacement;
- A procedure for customers to flush service lines and evidence of plumbing of particulate lead;

**Lump Sum Price for replacement plan services: \$\_\_\_\_\_**

**Basis of Award**

All bidders must provide documentation of the below qualifications with their bid to assist the city with their proposal evaluation process.

- The specialized experience and technical competence of the bidder with respect to the type of services required;
- The capacity and capability of the bidder to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
- The past record of performance of the bidder with respect to such factors as control of costs, quality of work, and ability to meet schedules;
- The bidder’s familiarity with the area in which the project is located.

The City of Warsaw will award the contract to the lowest responsive, responsible bidder that meets all listed qualifications.

The total cost of the proposal will be the sum of the costs listed below.

1. Lump Sum Cost for Records Review Services: \$\_\_\_\_\_
2. Total cost for excavation: \$\_\_\_\_\_ (calculated as the unit cost for excavation \$\_\_\_\_\_ x \_\_\_\_\_ number of estimated service lines requiring excavation)
3. Total cost for visual inspection: \$\_\_\_\_\_ (calculated as the unit cost for visual inspection \$\_\_\_\_\_ x \_\_\_\_\_ number of estimated service lines requiring visual inspection)
4. Lump Sum Cost for Administrative Services: \$\_\_\_\_\_
5. Lump Sum Cost for Replacement Plan Services (recipients should remove if not applicable): \$\_\_\_\_\_

**Total Cost of Proposal: \$\_\_\_\_\_**

**Total Cost of Proposal in Words: \_\_\_\_\_**

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\*In case of discrepancy between numbers and words, the words will be used to determine the total proposal cost.

## Protests

Bidders who wish to protest the award of the contract must file the protest with the City Clerk.

Selection Process: Once the City evaluates all submitted proposals and/or qualifications, the contract will be awarded to the lowest responsive, responsible bidder. The selected bidder will be required to complete documentation pertaining to the federal funding requirements prior to executing a contract for the listed services at the quoted price.

Qualification information provided to the City of Warsaw shall include:

This project is being financed through the Missouri State Revolving Fund, by the Water and Wastewater Loan Revolving Fund and federal Capitalization Grants to Missouri.

Bidders on this work will be required to comply with the President's Executive Order Number 11246. Requirements for bidders and contractors under this order are further explained at the link provided below.

The appropriate state and federal wage rates are applicable to this project. Additional documentation and information regarding the federal funding requirements for each bidder to consider can be found at the following link and are hereby considered incorporated by reference into this RFP: <https://dnr.mo.gov/water/what-were-doing/financial-assistance-opportunities/drinking-water-state-revolving-fund-dwsrf-lead-service-line>.

Please provide a proposal including price for the above services, no later than March 8<sup>th</sup>, 2:00 at the City Offices, 201 W. Main. Deliver to the attention of the City Clerk Jessica Kendall. Jessica.Kendall@welcometowarsaw.com