

**City of Federal Way
REQUEST FOR PROPOSAL
SACAJAWEA SEWER LIFT STATION OVERHAUL**

I. PURPOSE OF REQUEST.

The City of Federal Way ("City") is requesting proposals for the purpose of sewer lift station overhaul. The City's needs are outlined in the following Request for Proposal ("RFP").

II. TIME SCHEDULE.

The City will follow the following timetable:

Issue RFP	1/10/18
Deadline for submittal of Proposals	1/24/18 @ 2:00 PM
Notify Contractor Chosen	1/26/18

III. INSTRUCTIONS TO PROPOSERS.

A. All proposals shall be delivered to City Hall or email to the address below:

Robyn Buck, Administrative Assistant II
City of Federal Way, 33325 8th Avenue South. Federal Way, WA 98003-6325
Office (253) 835-2527 E-mail: Robyn.Buck@cityoffederalway.com

B. All proposals must be received by 2:00 PM, January 24, 2018 using the attached **Proposal Sheet**. Questions may be directed to Steve Ikerd; Park Deputy Director at (253) 835-6911.

C. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

D. **All proposals must include the following information:**

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the proposed project.
- References, to include similar type projects that would demonstrate ability to perform sewer lift station overhaul work.

IV. SELECTION CRITERIA. Each proposal will be independently evaluated on factors 1 through 3.

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	25%
2. Price.	50%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	25%
Total Criteria Weight 100%	

V. **TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any quote.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. The City reserves the right to award the contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the quote.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be a Public Works Contract form with bonds and retainage, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The contract shall require completion of the work within a period of sixty (60) days following Notice to Proceed.
- G. Prices quoted shall be firm for the period of the contract, and shall include all transportation and travel costs to and from the job site.
- H. The City, as a recipient of Federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- I. The City shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to the quote sheet.
- J. The successful bidder will be required to provide a Certificate of Liability Insurance that lists City as additional Insured. This certificate must list the General Liability, Automobile Liability, Workers Compensation and Employers' Liability.

VI. **COMPENSATION.**

- A. Please present detailed information on the contractor's proposed quote for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the

services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VII. SCOPE OF SERVICES.

A. This sewer lift station overhaul project is located in a restroom chase located at Sacajawea Park; 1410 S. Dash Point Road, Federal Way, WA.

- Demo and remove existing access cover, pumps, motors, plumbing, panel, and support structures as currently exist.
- Demo and remove control panel for lift station.
- Pump and clean lift station to allow for entry and modifications.
- Install a new compatible guide rail system to support (2) new grinder pumps.
- Install (2) new appropriate sized Myers Explosion Proof Pumps*. Approved equal or better pumps may be considered.
- Install new Diamond Plate access door and cover for existing opening.
- Install new intrinsically safe, pump compatible control panel with audible and visual alarm. Program appropriate alternating sequencing for pumps.
- Provide all required permits for wiring new panel and controls.
- Re-plumb discharge line to fit against the wall.
- Re-plumb vent stack closer to wall to gain more usable space.

NOTE: THE FACILITY WILL BE CLOSED DURING THE PROJECT HAVING NO FLOWS DURING THE OVERHAUL.

City records show the existing pumps to be:

Brand: Baldor – Three phase

Spec: 36B05-196

Frame: 1841C 664M

H.P.: 6

Volts: 230/460

Amps: 13/6.5

Cycle: 60

Rating: 40 degrees - 6AMB

Suggested Meyers replacement pumps:

MYERS EXPLOSION PROOF PUMP MODEL 3VX20M4-43 2HP 460AC, 3 PHASE.

****Contractor responsible to verify existing equipment and appropriate sized replacement pumps to handle the highest load within the existing station.***

VIII. SPECIFICATIONS

- A. The Contractor will furnish all labor, tools, specialized equipment, materials, and disposal of waste material generated by the work, unless other arrangements have been made with the Contract Administrator or appointed site designee.
- B. Bidders shall have a minimum five year record of successful experience in the business of installing or servicing sewer pumps of the type covered in the specifications.
- C. All fieldwork shall be performed by or under the direct supervision of an experienced Supervisor. All work shall be performed by qualified technicians and must be employed by the bidder, no subcontracted labor will be permitted on this project
- D. The Contractor will ensure that employees comply with all applicable City of Federal Way and Washington State regulations and practices with respect to work performed on City facilities.

- E. The Contractor's personnel will conduct themselves on site in a professional manner at all times.
- F. The Contract Administrator or appointed designee will inspect work performed by the Contractor. In the event of work performance deficiencies, the Contract Administrator will notify the Contractor. Notification may be verbal or written. The City may choose to: **Require the Contractor to rectify the deficiency within 48 hours, or hold payment.**
- G. Report any damage, or potential hazard, involving City property immediately to the City of Federal Way Parks Department, (253) 835-6901. After hours emergencies should be reported to the Police/Fire Communications Center - 911.
- H. Hazardous conditions shall be immediately remedied or secured to prevent further damage and protect public from injury. It is the Contractor's responsibility to provide close supervision of operations and management of the site.
- I. Incidents, altercations, or accident involving the public shall be reported to the Contract Administrator within 24 hours. The Contract Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
- J. Contractor will coordinate access to the site with the Parks and Facility Manager when work is to be performed.
- K. All technicians, operators and Supervisors who will be on City properties must be in a Company identifiable uniform.
- L. Managers and support personnel shall be available 24/7.
- M. All company vehicles must have signage identifying the Company.
- N. The Parks & Facilities Manager, Deputy Park Director, or other designated representative shall be the final authority on whether standards have been met.



Sacajawea Sewer Lift Station Overhaul - Proposal Sheet
33325 8th Ave S. 98003-6325

Company name: _____ Signature: _____

Address _____ City/State: _____ Zip: _____

Telephone: _____ E-mail: _____

PROJECT SUMMARY: Demo existing sewer lift station equipment and overhaul the station with new pumps, controls and support equipment as shown in the Scope of Services section.

PROPOSALS: Please submit the following bid based upon *prevailing wages*.

LUMP SUM BID _____ tax _____ Total _____

ADDITIONAL SERVICE RATES IF NEEDED:

Hourly journeyman bid rate:

Task up to 8 hrs./day _____ \$hr. OT rate over 8hrs _____ \$hr.

Hourly helper bid rate:

Task up to 8 hrs./day _____ \$hr. OT rate over 8hrs _____ \$hr.

Materials charged at _____% mark up above wholesale cost.

Comments:

SELECTION CRITERIA:

Responsiveness to quote - 25%, Ability and history to complete this type contract – 25%, Price – 50%

All quotes must be received no later than **2:00 PM January 24, 2019**. Questions may be referred to Steve Ikerd at (253)835-6911 or Jason Gerwen at (253) 835-6962. **Please email quotes to:** Robyn.Buck@cityoffederalway.com or deliver a sealed envelope to City Hall; 33325 8th Ave S.; Parks Dept. & clearly labeled: **"Sacajawea Sewer Lift Station Overhaul."**



