



REQUEST FOR PROPOSAL

**21-00 Riverdale Drive – Feldspar to Tungsten Street
21-03 Business Park 95 Street Reconstruction**

**Televising Sanitary & Storm Sewer
City of Ramsey**

ISSUE DATE:
November 23, 2020

PROPOSAL MUST BE RECEIVED BY:
10:00 am on Wednesday, December 2, 2020

DELIVER PROPOSAL TO:
City of Ramsey Municipal Center
7550 Sunwood Drive NW
Ramsey, MN 55303
Attn: Marsha Weidner
763-433-9839

INTRODUCTION: The City of Ramsey is requesting proposals for the televising 21-00 Riverdale Drive Improvement project – Feldspar Street to Tungsten of 4,486 lineal feet of sanitary sewer and 1,768 lineal feet of storm sewer, and 21-03 Business Park 95 Street Reconstruction of 5,811 lineal feet of sanitary sewer and 6,463 lineal feet of storm sewer. See attached maps. City crews intend to clean the sewer pipes prior to televising.

MATERIALS:

1. Provide the City a video of the televised lines.
2. Provide the City with a report of the televised lines, including descriptions of the pipe and any defects.

SCHEDULE: A written schedule of the work shall be submitted identifying all work components and showing work start and completion dates required to comply with the schedule. The televising of the sewer lines will be completed within 30 working days of the notice to proceed issued by the City. A notice to proceed for the work is anticipated to be issued by the City on or around December 9, 2020. If work is not initiated within 7 calendar days of this notice, the City reserves the right to cancel the quotation and award to the second lowest responsible quote.

PROPOSAL SUBMITTAL: An itemized quote shall be submitted for the proposed work using the form at the end of this Request for Proposal (RFP).

COMMUNICATION WITH THE CITY: If any requirements of this RFP are not clearly understood, the Contractor is responsible for contacting the City for further clarification in a prompt manner. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to the RFP.

SUBMISSION: A signed copy of the attached proposal form is requested by **10:00 a.m. Wednesday, December 2, 2020**. Deliver to the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey MN 55303 to the attention of Marsha Weidner, Engineering Administrative Assistant. E-mail quotes will be accepted and may be sent to MWeidner@cityoframsey.com.

REVIEW PROCESS: Proposals received by the RFP deadline will be reviewed by Engineering Staff. The project shall be awarded to the bidder submitting the lowest proposal based upon the proposed quantities. The City reserves the right to reject any or all proposals and to waive minor irregularities. From there the Proposal must be presented by the City Engineer and approved by the Ramsey City Council (Council meetings are on the 2nd or 4th Tuesday of the month); once approved, an email will be sent out awarding the proposal to the qualified vendor, at which time a Certificate of Insurance will be required prior to scheduling work.

PROPOSAL UNDERSTANDING: By submitting a proposal, the Contractor agrees to be bound to the terms and conditions herein.

COSTS OF PREPARATION: Under no condition will any costs of preparation of the proposal be reimbursed by the City.

LICENSE AND INSURANCE: By submitting a proposal, the Contractor affirms they shall maintain the following minimum insurance coverage while completing their work as related to this RFP in the following amounts: Commercial General Liability \$1,000,000 per occurrence (written on an occurrence based form bodily injury and property damage); automobile liability \$1,000,000 per occurrence (including hired & non-owned bodily injury and property damage). The City of Ramsey shall be named as an additional insured on the Commercial General Liability insurance. Certificates of Insurance for all of the above insurance shall be filed with the City prior to the work. The Contractor also affirms they shall be licensed to perform the work in the State of Minnesota, and the work shall comply with all state and local laws.

WORKING HOURS: The work shall be carried out during normal working hours so as not to cause any unreasonable nuisance to affected residents and businesses. Under emergency conditions, this limitation may be waived in writing by the Engineer in conjunction with qualified local authority. Normal working hours for this work are considered to be from 7:00 a.m. to 8:00 p.m., Monday through Friday.

WORK AND STAGGING AREAS: The Contractor shall confine their work activities within City owned properties and right of way / easement. No equipment shall be left on City streets outside normal working hours.

SPECIFICATIONS: Work shall be conducted in conformance with the specifications set forth herein and in accordance with the latest edition of the Minnesota Department of Transportation Standard Specifications for Construction which is incorporated by reference to these specifications.

TRAFFIC CONTROL: All traffic control devices and layouts shall conform and be installed in accordance to the latest addition of the Minnesota Temporary Traffic Control Field Manual.

PERMITS: The Contractor shall obtain all necessary construction permits. A City Contractor Permit is required to work in the City of Ramsey.

PAYMENT: Payment will be upon submittal of an invoice to the City on a net 30 day basis. Invoices must include the purchase order number. An IC 134 form will be required prior to final payment.

BASIS OF PAYMENT:

Mobilization – Payment shall be made on a lump sum basis for the mobilization of equipment.

Traffic Control – Payment shall be made on a lump sum basis as compensation for all equipment, material, and labor costs required for the installation and maintenance of traffic control measures (signage, barricades, flashers, flaggers, etc.), as directed by the Engineer, for any local traffic disruptions or temporary closures.

Televising Sewer – Payment shall be made on a per lineal foot basis. The cost shall include description, and video of the sewer lines.

Other Items – The cost of any additional equipment, labor, materials, tools and supplies which have not been specifically identified in this section for payment, but are required to complete the project per the plans and specifications shall be considered incidental to the project.

PROPOSAL

I/We agree to furnish all materials and labor for the project described above:

21-00 RIVERDALE DRIVE TELEVISIONING					
Item	Description	Quantity	Unit	Unit Cost	Extension
1	Mobilization	1	LS		
2	Traffic Control	1	LS		
3	Televising Sanitary Sewer Lines	4486	LF		
4	Televising Storm Sewer Lines	1768	LF		
<i>Riverdale Drive Total (Items 1 – 4)</i>					

21-03 BUSINESS PARK 95 TELEVISIONING					
Item	Description	Quantity	Unit	Unit Cost	Extension
1	Mobilization	1	LS		
2	Traffic Control	1	LS		
3	Televising Sanitary Sewer Lines	5811	LF		
4	Televising Storm Sewer Lines	6463	LF		
<i>Business Park 95 Total (Items 1 – 4)</i>					

Contractor Name _____

Owner or Representative _____

Phone(s) _____

Fax _____

E-mail _____

Website _____