



**CITY OF PACIFIC GROVE
PUBLIC WORKS WASTE WATER DIVISION
REQUEST FOR PROPOSAL
FOR PROFESSIONAL SERVICES**

FOR CHEMICAL ROOT CONTROL OF VARIOUS SANITARY SEWER LINES

PROPOSAL SUBMITTAL DEADLINE:

DATE: March 1, 2019

TIME: 2:00 PM

LOCATION: CITY OF PACIFIC GROVE

**PROJECT MANAGER: DANIEL GHO, CITY OF PACIFIC GROVE
PUBLIC WORKS DIRECTOR**

**VINCE GENTRY, CITY OF PACIFIC GROVE SEWER MAINTENANCE
SUPERVISOR**

**CITY OF PACIFIC GROVE
PUBLIC WORKS
2100 SUNSET DRIVE
PACIFIC GROVE, CA 93950
(831) 648-5722**

REQUEST FOR PROFESSIONAL SERVICES

TITLE: Professional Services for Chemical Root Control of Various Sanitary Sewer Lines.

I. General Information

Information about City of Pacific Grove

Pacific Grove has a population of 15,545 and offers an unparalleled quality of life. Sharing borders with the Monterey Bay, City of Monterey, Pacific Ocean, and the Del Monte Forest, Pacific Grove is approximately 2.86 square miles and 55.2 miles in streets length.

We are known for our small-town hospitality and friendliness in a place we simply call "P.G." The City of Pacific Grove website is www.cityofpacificgrove.org.

II. INTRODUCTION

The City of Pacific Grove (City) is seeking proposals from qualified firms to provide Chemical Root Control of Various Sanitary Sewer Lines.

III. Objective

The objective is to chemically treat various sanitary sewer lines within the City of Pacific Grove to eliminate root intrusion and blockages caused by tree and vegetation roots.

IV. Scope of services

A. Background and Project Description

The City of Pacific Grove's sanitary sewer collection system includes pipelines ranging in size from 4" to 18" in diameter and approximately 58 miles of sanitary sewer line comprising of various materials, including but not limited to, Vitriified Clay Pipe (VCP), Reinforced Concrete Pipe (RCP), and Polyvinyl Chloride (PVC), Cast iron (CI) Pipe material.

This RFP is for professional chemical root control services for the City of Pacific Grove as part of the City's ongoing maintenance program for cleaning sanitary sewer mains. The objective is to meet the operations and maintenance requirements of the City's Sewer System Management Plan to follow best management practices and to ensure public safety throughout the City and to be vigilant as to not impact the environment while chemically treating of all City

main sewer lines.

The work to be done under this contract consists of chemical root treatment of City sanitary sewer mains for the removal of tree and vegetation roots in various locations throughout the City as directed by the Project Manager. Sewer mains shall remain in service during the foaming process. There shall be no by-pass pumping allowed, or any other method which disrupts the flow without expressed written permission from the Project Manager. The majority of root treatment will be performed in pipes ranging from 6” and 12” VCP pipe.

B. Description of Required Services

1. The CONTRACTOR shall furnish all labor, materials, tools and equipment necessary to properly treat the sanitary sewer pipelines with an EPA registered product approved by the State of California for foaming of various sanitary sewer lines for tree and vegetation root removal.
2. All work performed, methods, and equipment used shall be in conformance with the Prevailing State and Federal Occupational Safety and Health Act (OSHA). Costs from delays and losses due to operations not in conformance to these acts, specifications, or stoppages by OSHA inspectors or the designated representative, as a result of non-conformance, shall be solely borne by the CONTRACTOR.
3. The CONTRACTOR shall be solely responsible for traffic control. At a minimum, placement of adequate pre-warning and detour signs to control vehicular and pedestrian traffic shall be required.
4. All manholes shall be treated as confined spaces. The entry of manholes, for foaming and inspection, shall be avoided when possible. Use of mechanical devices or equipment to remove material from pipelines and manholes should be utilized whenever possible. If entry to confined spaces is necessary, all Cal-OSHA and Title 8 requirements shall be followed.
5. The CONTRACTOR shall be responsible for performing the foaming of the sanitary sewer system for the project. The intent of sewer line foaming is to remove all tree and vegetation root material from the pipe. Sewer foaming shall be performed utilizing a two-stage nozzle with the capacity to first Jet downstream, then applying the foam as the hose is withdrawn. During the withdraw of the hose, foam must be injected into the line in such a manner as to fill the lines completely with the herbicidal foam. For larger lines, the line may be foam-coated by means of pulling a properly designed nozzle between manholes, depositing herbicidal foam on the upper interior walls of the pipe. The nozzle shall be positioned in the pipe to ensure that the pipe wall is completely coated up to and including the pipe crown. The nozzle should be positioned on a skid at the center line of the pipe and should be positioned

such that the nozzle shall be withdrawn at the rates recommended by the herbicide manufacturer. The CONTRACTOR may propose an alternate method of treating the sewer lines at no extra cost to the City, which City may approve or deny in its sole discretion. Such alternative method must be approved in writing by the City prior to implementation.

6. The CONTRACTOR shall use precautions to ensure that the water pressure created by the cleaning operations does not damage or cause flooding of public or private property. Also, CONTRACTOR shall take precautions in the use of foaming equipment, so as to prevent damage to the existing pipe and manholes. The CONTRACTOR shall be responsible for all costs involved in damage to public or private property through its root treating operation. Any damage to the pipe shall be repaired by the CONTRACTOR immediately at no cost to the City.
7. The designated Sanitary Sewer sections shall be foamed using utilizing a two stage nozzle with the capabilities to first jet and then foam on the withdraw. Selection of the equipment used shall be based on the conditions of the lines at the time the work commences. The equipment and methods selected shall be in accordance with industry and the City's best management practices.
8. The following is a list of equipment that will not be allowed to be used:
 - a. Hydraulically Propelled Equipment: (i.e.) Sewer balls or movable dam
 - b. Mechanically Powered Equipment: (i.e.) Bucket machines
9. Contractor will provide all equipment using proper operation and safety procedures to perform the work. Hydro-cleaning and foaming equipment shall be constructed for ease and safety of operation for the lines designated to be foamed, to remove debris and sand from the flow line and to ensure that debris is rinsed from the roots prior to herbicidal application.
10. Contractor will provide all technical data on chemical loading operations and applications and must employ all precautions and handling requirements on the product label. Only crews working under the supervision of a Certified Applicator shall be used for the application of the herbicides for the chemical root control of the sanitary sewer lines.
11. The Contractor shall compile records for each segment in which root control chemicals are applied. Records shall be accurate, complete and legible. Records will include the date of treatment, sections of lines treated, herbicide used for treatment, amount of herbicides used, equipment used, special field conditions, access problems or unusual line conditions, record weather and temperatures, and any other pertinent data that the City finds applicable. These records shall be submitted to the City in hard copy written form and electronically in excel spread sheet format in accordance to the City's inspection requirements.

12. The Contractor will need to contact Monterey One Water, formally Monterey Regional Water Pollution Control Agency, 10 days prior to any applications. All requirements that are noted in the Chemical Application Checklist must be strictly adhered to.
13. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

Prevailing Wages - In accordance with the provisions of California Labor Code Sections 1770, 1773, 1773.1, 1773.2, 1773.6, and 1773.7, the general prevailing rate of wages in the County in which the Work is to be done has been determined by the Director of the California Department of Industrial Relations. These wage rates appear in the California Department of Industrial Relations publication entitled General Prevailing Wage Rates. Interested parties can obtain the current wage information by submitting their requests to the Department of Industrial Relations, Division of Labor Statistics and Research, P.O. Box 42603, San Francisco CA 94142, or on the World Wide Web at <http://www.dir.ca.gov>. The rates at the time of the bid advertisement date of a project will remain in effect for the life of the project in accordance with the California Code of Regulations, as modified and effective.

No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

V. Requirements

The submitted proposal should include qualifications for facilitating the Scope of Work and experience along with the BID PROPOSAL FORM

a. The proposal must also include:

- Description of organizational structure, other business affiliations, number and location of offices, and total number of professional staff. If sole proprietor, description of business affiliations.

- Project Experience: Narrative description, accompanied by examples of reports or other related deliverables of projects similar in scope to the one covered by this RFP.
- No less than three References.
- Proof of CERTIFICATION and TRAINING by the herbicide manufacture
- A copy of the State of California Pesticide License and all applicable documentation to apply herbicides for each employee applying or supervising herbicidal applications

b. Proposal Content Requirements

- Title Page
- Table of Contents
- Experience and Qualifications
- Pricing / Hourly Rate
- A USB drive with all proposal contents

c. Expected Timeline

- RFP issued- February 8, 2019
- RFP closes- March 1, 2019

VI. Addenda to the Request for Proposals

In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all Agencies invited to respond.

VII. Submission of Proposals

All sealed Proposals must be plainly marked in the lower left-hand corner, “PROFESSIONAL CHEMICAL ROOT CONTROL OF VARIOUS SANITARY SEWER LINES ROPOSAL ENCLOSED” and sent to the following address:

City of Pacific Grove City Clerks Office
Attn: Sandra Kandell
300 Forest Avenue
Pacific Grove, CA 93950

Proposals shall be submitted by 2:00 pm on March 1, 2019.

The technical point of contact for this project is Vince Gentry, Public Works Waste Water Maintenance Supervisor. Mr. Gentry can be contacted by e-mail at vgentry@cityofpacificgrove.org or by phone 831-648-5722. Questions concerning the RFP or contract related questions can be addressed to Daniel Gho, Public Works Director. Mr. Gho can be reached at dgho@cityofpacificgrove.org

or by phone at 831-648-5722. Clarifying questions are encouraged as we believe these will add to the quality of the proposals. All additional questions received, and the City's response will be posted on the City website at <http://www.cityofpacificgrove.org>

VIII. Late Proposals

Late proposals will not be accepted.

IX. Evaluation and Selection Process

The City will make every attempt to evaluate the proposals quickly.

X. Contract

The contracted firm will be required to sign a contract with the City relating to the work to be performed.

The City is seeking to enter into an agreement with the selected contractor for an initial period of approximately one year with the possibility of renewal by mutual letter, based on successful performance and continued needs for the services rendered.

A sample contract can be found under the Public Works section of the City's Find "Find a Form" webpage: <https://www.cityofpacificgrove.org/about-city/find-form>

XI. Response Material Ownership

The material submitted in response to the RFP becomes the property of the City of Pacific Grove and will be returned to the contracted firm only at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Pacific Grove has the right to use any or all ideas presented in reply to this request. Disqualification of a Contractor does not eliminate this right.

XII. Acceptance of Proposal Content

The contents of the proposal of the successful Contractor may become contractual obligations if the City of Pacific Grove wishes to execute a contract based on the submitted proposal. Failure of the successful Contractor to accept these obligations in a contract may result in cancellation of the award and such Contractor may be removed from future solicitations.

XIII. Reference Checks

The City of Pacific Grove reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Contractor's performance on previous assignments

XIV. General Conditions of RFP

- a. The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of Contractor(s) prior to award and to select and negotiate the Contract services in the best interest of the City.
- b. The Contractor shall guarantee to perform the services offered and the total price of the proposal for a period of not less than 60 days from the deadline for submission of proposals.
- c. The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Contractor.
- d. The Contractor shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.
- e. The Contractor shall be unbiased and vendor neutral.
- f. The City intends to recommend award of a contract to the City Council for the requested services within one (1) month of receipt of the proposals. The Contractor shall be prepared to commence work immediately upon execution of a contract with the City.
- g. Unless otherwise stated, invoices are to be submitted to the Public Works Department division upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
- h. Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City and receipt of invoice, whichever is later.
- i. This contract will be for the services described in the RFP response; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.
- j. Unless otherwise specified all costs listed are firm for the term of the contract.
- k. Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.

- l. Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.
- m. Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposers, or any person or firm responding to a Request for Information.
- n. All contracts entered into by the City of Pacific Grove shall be governed by the Laws of the State of California. Any disputes shall be resolved within the venue of the State of California.

BID PROPOSAL FORM

CHEMICAL ROOT CONTROL OF VARIOUS SANITARY SEWER LINES

TO THE CITY OF PACIFIC GROVE

The undersigned declares that he/she has carefully examined the location of the of the proposed work and read the accompanying instructions to bidders, and hereby proposes to furnish all materials and do all work required to complete said work, **including accessibility of 100’ to 200’ back of property and treat up to 600’ of sewer main,** in accordance with said plans, if any, and specifications, special provisions, for the unit price or lump sum set forth.

The undersigned further agrees that in a case of default in executing the required contract, with necessary bonds within ten (10) days not including Sundays, after having received notice that the contract is ready for signature, the proceeds of the check or bond accompanying his bid shall become the property of the City of Pacific Grove.

Sample contract for insurance and the City of Pacific Grove’s public works department requirements can be found at: <https://www.cityofpacificgrove.org/about-city/find-form>

A. BASE BID

Item	Description	Unit Price	Total Price
#1	4” sewer mains 206 feet	_____	_____
#2	6” easement sewer mains 57,391	_____	_____
#3	8” sewer mains 5,651 feet	_____	_____

Total Linear Footage of 63,248 Feet TOTAL PRICE _____

BID PROPOSAL FORM

CHEMICAL ROOT CONTROL OF VARIOUS SANITARY SEWER LINES

B. BID SUBMITTAL REQUIRMENTS

State Yes or No

1. Copy of California Contractors License No. _____

2. Copy of California Pesticide Applicators License _____

3. Copy of EPA Registration and Material MSDS

Sheets and Label _____

4. Equipment requirement Checklist:

a. Jet Rodder _____

If No explain _____

b. Two- Stage Nozzle _____

If No explain _____

5. Does Contractor have a minimum of five (5) years
Experience in the type of work specified? _____

If No explain _____

6. Has Contractor completed at least three (3) Other
jobs similar in size, nature and scope
which the City can verify? _____

If No explain _____

BID PROPOSAL FORM

CHEMICAL ROOT CONTROL OF VARIOUS SANITARY SEWER LINES

Date: _____

I/We _____ the undersigned, do hereby propose to furnish the City of *Pacific Grove, California*, a Chemical Root Control Proposal, in accordance with all terms and specifications contained herein:

Attach one (1) copy of your proposal package.

Name of Firm: _____

Signature & Title: _____

Address: _____

Phone Number: _____

Fax Number: _____

Contractor shall answer to the following questions by circling the appropriate response or completing the blank provided:

Company Profile:

Is your firm? (Please circle one)

- | | | | |
|----|---------------------|-----|----|
| A. | SOLE PROPRIETORSHIP | YES | NO |
| B. | PARTNERSHIP | YES | NO |
| C. | CORPORATION | YES | NO |

List Legal Names of Company:

Total Number of Employees _____

References: List **at least three** (3) local agencies of same general size and billing numbers and frequency where the **same/similar services**, as stated **herein**, have been **provided**. (Note: lack of three comparable agencies will not disqualify proposer.)

LOCAL AGENCY NAME

Contact Person _____ Title _____

Address _____ P.O. Box _____ City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

LOCAL AGENCY NAME

Contact Person _____ Title _____

Address _____ P.O. Box _____ City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

LOCAL AGENCY NAME

Contact Person _____ Title _____

Address _____ P.O. Box _____ City _____ State _____ Zip _____

Phone Number _____ Fax Number _____