

CITY OF PACIFIC GROVE

DEPARTMENT OF PUBLIC WORKS

**NOTICE INVITING SEALED BIDS FOR
SANITARY SEWERS MAINTENANCE SERVICES**

The City of Pacific Grove invites sealed bids for sanitary sewers maintenance services.

All bids submitted shall meet the following terms and conditions:

1. Bids shall be delivered to the office of the City Clerk at City Hall, 300 Forest Avenue, Pacific Grove, CA 93950, not later than 2:00 PM on Friday, May 3, 2019, at which hour and date all bids will be publicly opened. Bids shall be submitted in a sealed envelope, and the outside of the envelope shall be clearly marked, "SANITARY SEWER MAINTENANCE SERVICES". It is sole responsibility of the bidder to see that his bid is received in proper time. Any bids received after the scheduled closing time will be rejected.

2. Any bidder may withdraw his or her bid, by written request at any time prior to the scheduled closing time for receipt of bids, but no bidder may withdraw his or her bid for a period of thirty (30) days after the opening thereof.

3. All bids submitted shall include a completed "Proposal", identifying unit costs. The work performed under this contract must conform to requirements of the project plans and specifications, which are included in the bidder package.

4. The contract will be awarded to the lowest responsible bidder (as defined in the City purchasing regulations) whose work, in the opinion of the City Council will best meet the requirements of the City of Pacific Grove. It is clearly understood by all bidders that said Council reserves the right to reject any and all bids and to waive informalities in said bids.

5. A Bidder's Package, including a bidder specifications, special requirements and a sample contract may be viewed and an electronic copy can be obtained at the City Clerk's Office, located at 300 Forest Avenue, Pacific Grove, CA, 93950, (831) 648- 3181.

6. The contact person for technical questions concerning project specifications, the bid process and general project information should be directed to Daniel Gho, City of Pacific Grove Public Works Director via e-mail at dgho@cityofpacificgrove.org or by phone at (831) 648-5722.

Dated: 4-5-19



Daniel Gho, Public Works Director



CITY OF PACIFIC GROVE INVITATION TO SUBMIT PROPOSALS

PUBLIC WORKS PROPOSALS FOR SANITARY SEWER MAINTENANCE SERVICES

The City of Pacific Grove is accepting proposals from qualified firms for SANITARY SEWER MAINTENANCE SERVICES.

If you or your firm has experience in Sanitary Sewer Maintenance we invite you to respond to our Request for Proposals (RFP). Should you have any questions concerning this process, please contact Daniel Gho, Public Works Director at 831-648-5722, or dgho@cityofpacificgrove.org.

RFP ISSUE DATE: Monday, April 8, 2019

PROPOSAL DUE DATE & TIME: Friday, May 3, 2019 at 2:00 pm

1. INTRODUCTION

The City of Pacific Grove (City) is seeking proposals from qualified firms to provide maintenance of the City's sanitary sewer mains and manholes. Minimum requirements of proposer and detailed description of required services are included in Section 3, Scope of Services.

2. BACKGROUND AND DESCRIPTION OF PROJECT

The City of Pacific Grove's sanitary sewer collection system includes pipelines ranging in size from 4" to 18" in diameter and approximately 59 miles (314,435 linear feet) of sanitary sewer line comprised of various materials, including but not limited to: vitrified clay (VCP), reinforced concrete (RCP), and polyvinyl chloride (PVC), cast iron (CI) pipes and approximately 900 manholes.

ATTACHMENTS:

1. PG Sewer Aerial Drain Field Photo attached.
2. Sewer System Management Plan is located on the City's (www.cityofpacificgrove.org) web page under the Waste Water page.

The selected firm will be responsible for maintenance services for the City of Pacific Grove's sanitary sewer mains and storm water infrastructure. The objective is to comply with operations and maintenance requirements of the State Water Quality Control Board (SWQCB) Statewide General Waste Discharge Requirements (WDR), Order No. 2006-0003-DWQ, and the WQ 2008-0002-EXEC, as described and included in the [City's Sewer System Management Plan](#). Additional objectives include following best management practices, ensuring public safety throughout the City, and vigilant protection of the environment while hydro-flush cleaning of all City main sewer lines.

In addition, these services include compliance with the storm drain maintenance requirements as required by State Water Resources Control Board Water Quality Order No. 2013-0001-DWQ National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000004 Waste Discharge Requirements (WDRs) For Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) (General Permit) and the Pacific Grove storm water management program.

The work to be done under this contract consists of cleaning of City sanitary sewer mains, removal of tree roots in various locations throughout the City, as directed by the Project Manager. The work shall also include the removal and disposal of tree roots, solids, sludge, grit, grease, sand, pieces of broken pipe and any other debris from the sanitary sewer lines and sanitary manholes. Sewer mains shall remain in service during the cleaning 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.

3. SCOPE OF SERVICES

General Intent:

The Contractor shall perform sanitary sewer maintenance services to designated areas within the existing City limits as directed by the Director of Public Works or his/her designee. Sanitary sewer maintenance services include the cleaning and maintenance of City owned sanitary sewer pipelines and manholes as designated by the City and regular reporting to the City for the work completed by the Contractor.

- A. The CONTRACTOR shall furnish all labor, materials, tools, personal protective equipment and equipment necessary to clean sanitary sewer manholes & pipelines, and storm water infrastructure in a safe, timely and workmanlike manner. All equipment must be in a good state of repair and maintained in such good state during the progress of the work. No worn or obsolete equipment shall be used, and in no case shall the maker's rating capacity for any equipment be exceeded.
- B. All work performed, methods, and equipment used shall be in conformance with the Prevailing State and Federal Occupational Safety and Health Act. 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.

- C. The CONTRACTOR shall be solely responsible for traffic and /or pedestrian control and protection of Public and Private Properties. The CONTRACTOR shall be Responsible for the protection of public and private property adjacent to the work site and shall exercise due caution to avoid damage to such property. The CONTRACTOR shall repair or replace all existing improvements within the adjacent work sites which are damaged or removed as a result of CONTRACTORS operations. In the event that there is an accident, either vehicular, personal, or property damage, the City representative shall be immediately notified. CONTRACTOR shall furnish all traffic and/or pedestrian safety devise at their own expense.
- D. All manholes shall be treated as confined spaces. The entry of manholes, for cleaning 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. Contractor is required to operate and maintain his or her safety equipment and is responsible for all safety training for his or her crew. CONTRACTOR shall never leave an open maintenance hole unattended. The City may make unannounced inspections to ensure compliance with the safety requirements. If CONTRACTOR is deemed to be working in an unsafe manner by the City, the contract may be terminated.
- E. As a condition of compliance the CONTRACTOR shall obtain the required permits for a meter to access to water from fire hydrants by Monterey Peninsula Water Management District (MPWMD) and Cal American Water (CalAm).
- F. The CONTRACTOR and each subcontractor must have or obtain a valid City of Pacific Grove Business License in accordance to the City of Pacific Grove municipal code. Copies of all licenses shall be provided to the City's representative or Project Manager prior to commencing work.

Cleaning:

- G. The CONTRACTOR shall be responsible for performing the cleaning of the entire sanitary sewer system and storm water infrastructure. The intent of sewer line cleaning is to remove all sludge, dirt, sand, rocks, grease, and other solids or semisolid material from the pipe. Sewer cleaning shall be performed with a hydraulically propelled high-velocity jet. The equipment shall be capable of removing tree roots, dirt, grease, rocks, sand and other materials and obstructions from the sewer lines and manholes. As a minimum, jetting of lines must be performed by pulling the high velocity spray nozzle in the direction opposite to the force created by the water pressure. The CONTRACTOR shall employ a debris trapping system or implement vacuuming in the outlet of the downstream

manhole prior to cleaning any sewer line to contain all foreign materials in the manhole. The CONTRACTOR will remove all trapped materials from the manhole prior to removal from the system.

- H. All Materials resulting from the sewer line cleaning shall be removed from the sewer lines and associated structures prior to moving to the next sewer line segment.
- I. The CONTRACTOR shall report the quantity of debris removed from the debris trapping system for each segment of pipe cleaned in a manner and on a form acceptable to the Director of Public Works or his/her designee.
- J. The CONTRACTOR may propose an alternate method of cleaning 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.
- K. 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 cleaning 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 Cleaning operation. Any damage to the pipe shall be repaired by the CONTRACTOR immediately at no cost to the City.
- L. The CONTRACTOR shall not dispose of or allow any liquid or solid waste from the sewer cleaning operation to enter the City's Storm drain system. All debris removed from the sanitary sewer system needs to be properly disposed of.
- M. The designated Sanitary Sewer sections shall be cleaned using hydraulically propelled, high-velocity jet equipment. 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. The equipment shall be capable of removing tree roots, dirt, grease, rocks, sand, and other materials and obstructions in the sewer lines and manholes. If cleaning of the entire section cannot be successfully performed from one manhole, then the equipment shall be set up at the upstream manhole and cleaning attempted again.
- N. The following is a list of equipment that will not be allowed to be used:
 - a. Hydraulically Propelled Equipment: Sewer balls or movable dam
 - b. Mechanically Powered Equipment: Bucket machines
- O. The following is a list of cleaning equipment that will be allowed, depending upon the application:

- a. High-Velocity Hydraulic (Hydro-Cleaning) Equipment: All High-Velocity Sewer Cleaning Equipment shall be constructed for ease and safety of operation. The equipment shall be operated at the industry standard for proper cleaning of the City's sanitary sewer lines. All equipment manufactures recommendations for PSI and gallons per minute need to be followed. The nozzles shall be capable of producing a scouring action, in the lines designated to be cleaned, to remove debris and sand from the flow line. Equipment shall also include a high-velocity jetter for washing and scouring manhole walls and floors. The jetter shall be capable of producing flows from a fine spray to a solid stream. The equipment shall carry a nominal 1000 gallon minimum water tank, auxiliary engines, pumps, and hydraulically driven hose reel. The equipment shall have a minimum of 650 feet of high-pressure hose.
 - b. Root Removal Equipment: Hydraulic or mechanical driven cutters may be used as necessary to remove root intrusion. Chain flail nozzles and warthog type nozzles may be used for root removal.
 - c. CONTRACTOR must provide City with a list of equipment to be used for sanitary sewer and storm water infrastructure cleaning. All equipment that is to be used for cleaning needs to be presented to the City with manufactures recommended PSI and GPM.
- P. In the instance that the Contractors equipment becomes lodged in the sewer lines, the CONTRACTOR will notify the City as soon as possible, and take all necessary steps for removal. The CONTRACTOR shall take precautions when removal occurs not to damage the sewer lines, system or cause an overflow. If the equipment must be removed by excavation of the sewer line, the CONTRACTOR will be responsible for all cost incurring for the retrieval of the equipment.
- Q. THE CONTRACTOR is solely responsible if the CONTRACTOR's cleaning causes a sewer overflow. The CONTRACTOR shall immediately mitigate the situation and contact the City. The CONTRACTOR shall implement the City's overflow emergency response plan. CONTRACTOR shall within 24 hours from the occurrence, submit to the City representative a written report describing the following.
- Location of Spill
 - Type of remedial/ clean up measures
 - Duration
 - Cause
 - Corrective/ Preventative actions
 - Impacted water bodies
- R. Contractor shall describe routine preventive operation and maintenance activities, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at

known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;

- S. Provide equipment and replacement part inventories, including identification of critical replacement parts.
- T. **Emergency Callouts:** The CONTRACTOR shall be available for emergency callouts. Emergency response and deployment of staff and equipment shall be on scene within one half hour of notification. Proposal shall identify staffing availability for emergency response, distance of travel and equipment to demonstrate that this response time can be met. The Contractor shall supply the City project manager with the name(s), and telephone number(s) of responsible person(s) representing the Contractor for twenty-four (24) hour, seven (7) days a week emergency response. This information shall remain current at all times. Any changes shall be forwarded to the City's project manager in writing. The Contractor shall delivery this information at the time when initial bonds and certificates of insurance are received. All procedures for emergency callouts will be consistent with the City's Sewer System Management Plan, Element 6. Hourly rates for staff and equipment responding to emergency call outs shall be specified, if different from other hourly rate schedule.

4. REQUIREMENTS OF PROPOSERS/EVALUATION

City staff will evaluate proposal submissions. The City reserves the right to interview prospective Contractors prior to making its selection. The City also reserves the right to rely on information from sources other than the information provided by the respondents.

The City may seek written clarification from any or all proposers in order to better understand and evaluate the proposed solution. This process may not be used as an opportunity to submit missing documentation or to make substantive revisions to the original proposal.

EVALUATION PROCESS

Upon receipt of the proposals, a technical evaluation will be performed. Each of the major sections of the proposal will be reviewed and evaluated with criteria designed to help judge the quality of the proposal. Evaluation criteria will include such considerations as:

- a) Understanding of the background and requirements of the project;
- b) The approach to be followed and the tasks to be performed, including detailed steps and resources required;
- c) The education and specific experience of the project team to be assigned and the organization chart;
- d) Understanding of the best management practices (BMP) that can be utilized to analyze and minimize impacts to the environment, public safety, and achieving maintenance goals and requirements.

- e) Overall project cost will be considered, but not be the sole factor used for rankings.

5. SUBMISSION INSTRUCTIONS

GENERAL

The proposer is responsible for making all necessary investigations and examinations of documents, operations, and premises affecting full performance. Failure to do so will not relieve the proposer from any terms and conditions of the proposal documents. The proposal submission will be considered conclusive evidence that the proposer has made such an examination.

Please read the instructions carefully and check your RFP package immediately upon receipt to ensure that you have in your possession all of the necessary documents, copies of which are on file for reference and may be obtained from the City Clerk's Office at:

Pacific Grove City Hall
300 Forest Avenue
Pacific Grove, CA 93950
831 648-3181/3106

Should you find a discrepancy in or any portions omitted from said documents, or have questions as to their meaning, please notify Daniel Gho, Public Works Director at 831-648-5722, or dgho@cityofpacificgrove.org. The City of Pacific Grove will not be bound by any oral statements or representations.

PROPOSAL FORMAT

Response to the criteria below may be no longer than 10 pages total. Any cover letters, additional materials, and required Attachments listed below will not be counted in this total. However, please limit additional materials to no more than 20 pages.

The proposal package must include:

1. An original of the entire proposal, including all original ink signatures.
2. One (1) complete copy of the entire proposal, labeled "Copy."
3. One electronic version on a Thumb drive

Selection Process and Evaluation Criteria, each prospective consultant shall submit a proposal in accordance with the requirements as listed and in the same order as below:

TITLE PAGE

Title page must include the name of the proposed business entity and the name, address and telephone number of one contact person. All correspondence from the City to proposer will be with one contact person. The individual designated as the contact person will be responsible for disseminating information to the other members of the business entity.

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EXPERIENCE AND QUALIFICATIONS

Describe your firm's history, resources, and capabilities. Indicate key personnel that you will agree to commit to City of Pacific Grove projects if awarded a contract, including name and qualifications of the proposed staff. Indicate applicable licenses, credentials, and professional training held by the firm principal(s) and key personnel.

Any Sub-Consultant that your firm may intend to use for City projects must be pre-approved first by the City. Should your firm propose to engage the services of a sub-consultant provide the firm's name/names, relevant experience and contact information for the persons who would be the primary and secondary contacts for this engagement and copies of their biographies/resumes. Provide a description of relevant work experience in years and level(s) of responsibility for each sub-consultant who will perform the work proposed in this RFP.

PRICING/HOURLY RATE

Proposal shall include all services requested under section 3, scope of services. Proposer shall evaluate this RFP and develop a services proposal for all items, and also include an individual cost per linear foot for Hydro services of the Sanitary Sewer Lines.

REFERENCES

Three clients for which the proposer has provided services within the past five (5) years, similar to those identified in this RFP. 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

INSURANCE

Types and limits of the firm's insurance. Insurance requirements are described in the City's professional services [contract](#) (Section 9)

INDEMNIFICATION

The CONTRACTOR shall protect indemnify and save harmless the CITY, the CITY'S officers, officials, and employees and agents against any and all damages to property or injuries to or death of any person or persons, and shall defend, indemnify and save harmless the CITY and its officers, officials, employees and agents from any claims, demands, suits, actions or proceedings of any kind or nature, including Worker's Compensation claims, of or by anyone whomsoever, arising out of or as a result of any negligent, tortuous or deliberate act, error or omission on the part of the contractor or other whose services are engaged by the contractor or anyone employed or controlled by either of them in the performance of the work provided for in this contract.

The entire package must be placed in a sealed envelope labeled “SANITARY SEWERS AND STORM WATER MAINTENANCE SERVICES.” Said package must have the name and address of the proposer on the outside and be mailed or delivered to:

Sandra Kandell, Deputy City Clerk
City of Pacific Grove
300 Forest Avenue
Pacific Grove, CA 93950
Phone 831-648-3181/3109

No Later Than: 2:00 pm Friday, May 3, 2019

It is the proposer’s sole responsibility to submit the proposal on time. Proposals which are received after the exact time and date indicated above will not be considered. Proposals will remain confidential in their entirety until City evaluation and analysis is complete and a recommendation of award has been submitted to the City Council.

The technical point of contact for this project is Daniel Gho, Public Works Director; he can be contacted by e-mail dgho@cityofpacificgrove.org or by phone 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>

Final award shall be contingent upon selected firm (Contractor) accepting Terms and Conditions in substantial conformity to the terms listed in this RFP.

CITY OF PACIFIC GROVE DISCRETION AND NON-LIABILITY

It should be noted that all the material, exhibits, and data presented in this request for proposal and supplemental information is general in nature and shall not be deemed as representations or inducements to which the City is bound. Proposers are advised to conduct independent evaluations of all factual, financial, and legal matters upon which their proposal is based

GENERAL CONDITIONS

- 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 two (2) 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 God.
- 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, bidders, 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.

Proposal Title Sheet for City of Pacific Grove Sewer Cleaning Services

Date: _____

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

Attach one (1) copy of your proposal package.

Name of Firm: _____

Signature & Title: _____

Address: _____

Telephone 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 the Company: _____

Total Number of Employees: _____

References: List at least three (3) municipalities of same general size and billing numbers and frequency where the same/similar services, as stated herein, have been provided.

1.

Municipality Name

Contact Person

Title

Address/P.O. Box

City

State

Zip

Phone Number

Fax Number

2.

Municipality Name

Contact Person

Title

Address

P.O. Box

City

State

Zip

Phone Number

Fax Number

3.

Municipality Name

Contact Person

Title

Address

P.O. Box

City

State

Zip

Phone Number

Fax Number