



# City of Tombstone

P.O. Box 339 \* 613 E. Allen Street

Tombstone, Arizona 85638

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## REQUEST FOR PROPOSAL

### **Fire Hydrant Replacement, Repair and Removal**

### **RFP #04-15**

Requested April 10, 2015

Please deliver all submittal materials no later than  
2:00 PM on Friday, April 17, 2015  
to the address below:

City of Tombstone  
Attention: City Clerk  
613 E. Allen Street  
PO Box 339  
Tombstone, AZ 85638

# Fire Hydrant Replacement, Repair and Removal

## RFP #04-15

### CITY OF TOMBSTONE, ARIZONA

#### 1. INTRODUCTION

The City of Tombstone (City) is actively seeking proposals from qualified bidders, hereinafter referred to as the Contractor, to provide water valve and fire hydrant evaluation, improvement, replacement and removal services for twenty-eight (28) existing fire hydrants and standpipes at various locations throughout the City's Water System. Services provided to the City of Tombstone Public Works Department will be in full accordance with the specifications, terms, and conditions contained in this Request for Proposal (RFP).

The Tombstone citizenry recently voted to approve a \$1 million bond for water system improvements to include the construction of well 1 blending facilities, 1.2 MG reservoir liner repair, exploration and construction of other water wells, and citywide replacement of water meters and fire hydrants.

#### 2. SCOPE OF SERVICES

A preliminary scope of services is provided below. Installation work is expected to begin upon successful Contractor selection. The contract may be amended at a later date to include additional related services if deemed necessary by the City.

The schedule for this project currently has the construction activities commencing in May 2015 with completion in August 2015. The project is envisioned to include multiple tasks as follows:

##### **TASK 1: PLANNING.**

- A. Survey existing water system components
- B. Review existing engineering reports
- C. Develop & present options for phasing and management of construction work
- D. Submit a pre-construction report
- E. Submit preliminary project schedule up to August 31, 2015

##### **TASK 2: CONSTRUCTION PHASE SERVICES**

- A. The work on this project consists of fire hydrant evaluation, improvement, replacement and removal services for twenty-eight (28) existing fire hydrants and standpipes, installation of valves, installation of waterlines, along with coordination of VALVE OPERATIONS, associated excavation, shoring, paving and landscape

restoration work. The nature of the project requires that construction crews be extremely organized and highly mobile. The crews shall work in several different locations per week. Work is generally completed in public space, in vehicular traffic areas and around multiple existing utilities and will require BLUE STAKE coordination.

- B. Contractor will furnish, install and place in satisfactory operating condition an upgraded and extended Fire Hydrant system
- C. Remove each existing fire hydrants/standpipes and replace with new fire hydrants as provided by the City of Tombstone. Installation shall be in accordance with Chapter 4 of the AWWA M17 Manual, Fourth Edition and MAG Standards
- D. Install new 6 inch gate valves at each fire hydrant location
- E. Install new wet tap with gate valve on existing water main
- F. All pavements saw cut will be replaced with asphalt
- G. Contractors shall provide documentation and photos of all hazardous materials removed and all hazardous material bagged, tagged and prepared for proper disposal. All required documentation for hazardous material removal and disposal shall be submitted to the City at the end of the project
- H. Contractor's daily activity log and photos of all work shall be maintained throughout construction process and turned over to the City at the end of the project
- I. All hydrants removed shall be returned to the City and an inventory shall be maintained throughout construction and turned over to the City at the end of the project
- J. All work to meet local and state codes
- K. Monitor for defective work and recommend corrective action
- L. Make specialized site visits per coordination with City Project Manager
- M. Develop punch list and monitor completion status
- N. Conduct Final Inspection
- O. Provide full materials and labor warranties as required by law

The City will provide all fire hydrants (Mueller Super Centurion 250 - UL 246, FM 1510 ANSI/AWWA C502 - 250 psi rated - A423 5-1/4" main valve opening 3-way with 2 hose nozzle / 1 pumper nozzle). The awarded Contractor shall provide all equipment, labor and materials for the installation of the hydrants and placing them into service. The Contractor shall coordinate installation with the City of Tombstone Building and Public Works Department. The hydrant/standpipe locations are provided in "Attachment A" of this document.

### **3. STANDARD OF CARE**

The services of the selected consultant and its sub consultants, if any, shall be performed in accordance with, and judged solely by the standard of care exercised by members of their respective professions having substantial experience providing similar services on project similar in type, magnitude and complexity to the project that is the subject of this document.

#### **4. INFORMATION**

The schedule for this project currently has the construction activities commencing in May 2015 with completion in August 2015.

Complete the RFP “**ACKNOWLEDGEMENT OF RECEIPT – ATTACHMENT B**”

Any questions regarding this RFP should be made no later than Tuesday April 14, 2015 in writing to: Alex Gradillas, Public Works Director E-mail: [PublicWorks@cityoftombstone.com](mailto:PublicWorks@cityoftombstone.com)

If required, a written addendum will be issued.

#### **5. PROPOSAL REQUIREMENTS**

Each proposal must include the following information:

##### **A. COVER LETTER**

Briefly state the Proposer’s understanding of the services to be rendered, and make a positive commitment to perform according to the requirements noted in this RFP. A representative who is authorized to contractually bind the Contractor shall sign the cover letter.

##### **B. EXPERIENCE AND QUALIFICATIONS OF THE FIRM**

Experience, qualifications and past performance of the proposing firm. Discussion of past projects of similar nature to those desired by the City. Discuss firm’s ability to plan this project around congested traffic areas with weekly pressure to allow access for the busy historic sites. Show experience (both of key personnel and of the firm) in design and oversight of municipal water systems.

##### **C. KEY RESOURCE QUALIFICATIONS AND AVAILABILITY**

Provide a brief description of the staff specifically assigned to the City in performing services of the nature described in this RFP. Include roles, expertise, licenses, certificates, and availability. Please include an organizational chart for the proposed team. Attach a resume for each key personnel member who will provide services for the City’s projects. Resumes shall not exceed two pages in length. Resumes should be attached together as a single appendix at the end of the RFP and will not count toward the RFP page limit.

##### **D. PROJECT UNDERSTANDING AND APPROACH**

Understanding of the overall needs of the City as presented in the narrative proposal, including proposed methodology to accomplish the anticipated required work.

Discussion of the types and variety of services that can be provided and the firm's availability to attend meetings without excessive cost to the City. Include approaches for cost savings and performance enhancement measures.

**E. REFERENCES**

Provide at least three (3) references from similar work that has been performed by the firm. Include contact person's name, organization, phone number and email address.

**F. ITEMIZED COST BREAKDOWN**

Provide a detailed description of the materials, labor and total cost for the services requested including all applicable fees, taxes and delivery charges.

**6. SUBMITTAL AND EVALUATION OF PROPOSALS**

- A. **REQUIRED PROPOSALS:** Five (5) hard copies and one digital copy of each component of the submittal shall be delivered in a sealed envelope to the City of Tombstone, PO Box 339, Tombstone, AZ 85638 by 2:00 PM on April 17, 2015. All envelopes and materials should be clearly marked "**RFP #04-15 – Fire Hydrant Replacement, Repair and Removal**". Any proposals received after the due date will not be considered. The proposals will be publicly opened on April 17, 2015 at 2:00 PM at City of Tombstone, City Hall 613 E. Allen Street, Tombstone, AZ 85638.
- B. **RFP FORMAT:** All RFP material must be typewritten on standard 8 ½ x 11 papers. The RFP must be limited in format and length. All foldout sheets, up to a maximum of 11"x17" (2) sheets will be counted as two (2) pages and shall be labeled as such. Length of the qualification shall be limited to a maximum of fourteen (14) pages (printed sheet faces) of text and/or graphic material.

Material excluded from the fourteen (14) pages maximum count include and shall be limited to:

- Front Cover (blank on back side)
- Submittal Cover Letter (one page maximum)
- Table of Contents (one page maximum)
- Divider Pages (blank except for title information)
- Resumes of Key Personnel (two page maximum per individual)
- Certificate(s) of Insurance
- Back Cover (blank on one side)

Proposing firms must indicate receipt of all addenda to this RFP, if any.

- C. **EVALUATION CRITERIA:** Proposals will be reviewed by the City's evaluation committee based on the overall responsiveness to the criteria set forth in Item 5 and on the lowest total costs of deliverable services and materials.
- D. **SELECTION:** The successful firm will be selected based on the overall responsiveness to the criteria set forth in Item 5 and on the lowest total costs of deliverable services and materials. Final selection will be determined by approval of the Mayor and Council.

**Calendar of Events:**

<b>RFP Posted:</b>	April 10, 2015
<b>Deadline to Submit Questions:</b>	April 14, 2015
<b>Responses to Questions:</b>	April 15, 2015
<b>Submission of RFP:</b>	April 17, 2015 by 2:00 PM
<b>Qualification Evaluations:</b>	April 17, 2015
<b>Notification of Intent to Award:</b>	April 24, 2015
<b>Project Mobilization:</b>	May 15, 2015
<b>Project Completion:</b>	August 31, 2015

**7. GENERAL CONDITIONS**

- A. **CONFLICT OF INTEREST:** The successful firm shall disclose any potential conflicts of interest it may have with the City of Tombstone, and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the RFP submission.
- B. **INSURANCE AND INDEMNIFICATION:** The selected firm must maintain professional, general, automobile and employee liability insurance in addition to workers' compensation insurance in the minimum amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and name the City of Tombstone as an additional insured. Additionally, the selected firm must state in its RFP that it shall indemnify and hold harmless the City of Tombstone from any claims arising out of any work or services provided by the firm including, but not limited to, claims by any federal, state or county agency that there is, or may be, a violation of a law or regulation.

- C. **DATA COMPILATION:** The selected firm shall take all steps necessary to safeguard any data, files, reports, surveys, drawings or other information from loss, destruction or erasure. Any costs or expenses of replacing or damages resulting from the loss of such data shall be borne by the contractor when such loss or damage occurred through its negligence. The selected firm shall retain all data, files, reports, drawings or other information and shall provide a copy the same to the Clerk of the City of Tombstone within 60 days of the date such data, file, report, survey, drawing or other information is created.
  
- D. **FEDERAL AND STATE LAWS:** The selected firm shall include in its RFP that is shall be solely responsible for obtaining all permits and complying with all other federal or state laws, regulations or requirements governing a municipalities' water system.
  
- E. **CANCELLATION:** City Code Section 1-18-4F states "The purchasing agent under subsections 1-18-2A, B, C and D of this chapter and the mayor and council under subsection 1-18-2E of this chapter shall have the authority to reject any and all bids and parts of all bids and re-advertise or re-solicit bids. (Ord. 3-1989, 4-17-1989)"

The signer of the Bid must declare that the Bid is in all respects fair and in good faith without collusion or fraud and that the signer of the Bid has the authority to bind the principal proponent.

Total Project Cost: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized Bidder: \_\_\_\_\_

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished are included in this RFP and all information provided is true and correct.

End.....

**ATTACHMENT A**

Hydrant Location	Hydrant Number	Issue/Action
Fremont & Escondida	N1	Not Draining Properly <b>Replace</b>
Fremont & 9 <sup>th</sup>	N3	Low Pressure <b>Replace</b>
Fremont & 7 <sup>th</sup>	N5	Low Pressure <b>Replace</b>
Fremont & 4 <sup>th</sup>	N8	Difficult to Open <b>Replace</b>
Fremont & 3 <sup>rd</sup>	N9	Flagged Out of Service <b>Replace</b>
Fremont & 2 <sup>nd</sup>	N10	Tight and Low Pressure <b>Replace</b>
Safford & Sumner	N19	Too Low <b>Raise</b>
Bruce & 7 <sup>th</sup> N/W	N21	Leaks <b>Replace</b>
Bruce & 5 <sup>th</sup>	N22	Leaks and No Shut-Off <b>Replace</b>
Bruce & 4 <sup>th</sup>	N23	Too Low <b>Raise</b>
Avenida De La Loma South Side	N38	Dig Out <b>Raise</b>
Kino Pl.	N53	Hydrant Broken <b>Replace</b>
Papago Place	N65	No Water <b>Replace</b>
Navajo Place	N66	No Water <b>Replace</b>
Navajo Place	N67	No Water <b>Replace</b>
Allen & 4 <sup>th</sup> North Side	S8	Too Low <b>Raise</b>
Allen & 6 <sup>th</sup> South Side	S6A	Out of Service <b>Remove</b>
Allen & 5 <sup>th</sup> South Side	S7A	Out of Service <b>Remove</b>
Allen & 4 <sup>th</sup> South Side	S8A	Out of Service <b>Remove</b>
Allen & 3 <sup>rd</sup> North Side	S9	Too Low <b>Raise</b>
Allen & 3 <sup>rd</sup> South Side	S9A	Standpipe <b>Remove</b>
Hwy 80 & Best Western	S15	Leaks <b>Replace</b>
Hwy 80 & Top of Hill	S17	Leaks and Dig Out <b>Replace</b>
Safford & Amm	S22	Out of Service <b>Replace</b>
Toughnut & Sumner (Charleston)	S30	Broken <b>Replace</b>
Haskell South	S31	Leaks <b>Replace</b>
222 S. Haskell	N/A	Does not Draw <b>Replace</b>
San Raphael & Harmony Ranch	N/A	Leaks <b>Replace</b>



**ATTACHMENT B**

**ACKNOWLEDGEMENT OF RECEIPT OF RFP  
FIRE HYDRANT REPLACEMENT, REPAIR AND REMOVAL**

**RFP #04-15**

**ACKNOWLEDGEMENT OF RECEIPT FORM**

In acknowledgement of receipt of this Request for Proposal, the undersigned agrees that he/she has received a complete copy, beginning with the Title Page (Page 1 of 9), and ending with Attachment B (Page 9 of 9).

This Acknowledgement of Receipt should be signed and returned to the Public Works Director no later than 5:00 PM on April 14, 2015. Only Vendors who elect to return this form completed with the intention of submitting a proposal will receive copies of all Vendor written questions and the CITIES written responses to those questions, as well as RFP amendments, if any are issued.

COMPANY NAME: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal and be used when distributing the written responses to questions and any RFP amendments. Written responses to questions and any RFP amendments will also be available on the CITY website at [www.cityoftombstone.com](http://www.cityoftombstone.com). Return this form to the Public Works Director:

Alex Gradillas, Public Works Director, PO Box 339 Tombstone, AZ 85638  
Fax: 520-457-3516 E-mail: [PublicWorks@cityoftombstone.com](mailto:PublicWorks@cityoftombstone.com)