



City of Tombstone

P.O. Box 339 * 613 E. Allen Street
Tombstone, Arizona 85638
Phone (520) 457-2202 Fax (520) 457-3516
E-mail: cityhall@cityoftombstoneaz.gov

REQUEST FOR PROPOSAL

Installation of New Well

RFP #01-19

Requested February 8, 2019

Please deliver all submittal materials no later than
2:00 PM on Monday, February 25, 2019
to the address below:

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

INSTALLATION OF NEW WELL
RFP #01-19
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 well installation services including drilling and equipment installation. 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).

2. SCOPE OF SERVICES

A preliminary scope of services is provided below. Installation of 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 contractor shall provide a fully functional well for drinking water distribution to the citizens of Tombstone Arizona. The well shall meet all Arizona Department of Water Resources (ADWR) and Arizona Department of Environmental Quality (ADEQ) requirements. The well site location is on Skyline Drive, within the City of Tombstone Arizona, Parcel #109-25-023F. Water is known to be at approximately 4100 feet above sea level, three phase electrical power will be provided on the site and the City is anticipating a **production level of approximately 400 gallons per minute.**



All work shall meet the requirements of Arizona Department of Water Resources (ADWR) and Arizona Department of Environmental Quality (ADEQ). Work is generally completed in public areas, in vehicular traffic areas and around multiple existing utilities and will require BLUE STAKE coordination.

- A. Contractor is responsible for cleanup and removal of all construction debris
- B. Contractor shall provide a complete proposal as outlined throughout this RFP
- C. Contractor is responsible for contacting BLUE STAKE to mark any nearby underground utilities before commencing work
- D. Contractor shall provide all equipment, tools, materials and permitting with all regulating applicable agencies
- E. Contractor will furnish, install, certify and place in satisfactory operating condition a fully operational well system with valve for future connection to the Cities water system
- F. Contractor shall indicate estimated time of completion for all work
- G. Contractor shall be capable of casing through voids
- H. Contractor shall notify the City of all discrepancies related to the work
- I. Well pump shall be three phase electrical, variable frequency drive with controls
- J. All electrical and controls equipment and wiring shall be listed for wet locations. Equipment installed above grade shall be UV/sunlight resistant
- K. An alternative bid for water quality testing for arsenic and nitrates during the drilling process shall be provided with a remediation procedure included. This shall be known and identified as ALT #1 in the proposal
- L. Contractor shall provide a workmanship and materials warranty as required by law
- M. Contractor shall meet the City of Tombstone insurance and indemnification requirements

3. INFORMATION

A site visit will be conducted on **Thursday February 14, 2019 at 2:00 PM**. Meet at Public Works Building, 611 E. Allen, Tombstone, AZ 85638 at 2:00 PM.

Complete the RFP “**ACKNOWLEDGEMENT OF RECEIPT – ATTACHMENT A**” and submit no later than **Thursday February 14, 2019**.

Any questions regarding this RFP should be made no later than **Friday February 15, 2019** in writing to: Alex Gradillas, Public Works Director E-mail: PublicWorks@cityoftombstoneaz.gov or Fax: 520-457-3516. Questions by phone are not allowed. If required, a written addendum will be issued.

4. **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. **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.

C. **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 in addition to the following;

1. A cost estimate, including materials and labor charges
2. A target date for completing the well
3. Detailed well specifications, such as diameter and depth
4. Specific information about the surface seal
5. The driller's plans for developing the well
6. The method to be used for the yield test
7. The kinds of materials to be installed, such as the type and quality of casing; the drive shoe, if necessary; the type and quality of well screen; the pump; and all other pieces of equipment
8. Procedures and costs for abandoning or permanently closing the well if it cannot be used
9. An alternative bid for water quality testing for arsenic and nitrates during the drilling process shall be provided with a remediation procedure included. This shall be known and identified as **ALT #1** in the proposal
10. Information as listed in Section 2 of this RFP

5. SUBMITTAL AND EVALUATION OF PROPOSALS

- A. **REQUIRED PROPOSALS:** Five (5) hard copies 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 February 25, 2019**. All envelopes and materials should be clearly marked **“SEALED BID - RFP #01-19 –INSTALLATION OF NEW WELL – DO NOT OPEN”**. Any proposals received after the due date will not be considered. The proposals will be publicly opened on **February 25, 2019 at 2:30 PM** at City of Tombstone, City Hall 613 E. Allen Street, Tombstone, AZ 85638.
- B. **RFP FORMAT:** All RFP material must be legible on standard 8 ½ x 11 papers. The RFP must be limited in format and length to fourteen (14) pages maximum count. 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. A certificate of insurance as outlined in General Conditions Item B shall be included.

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)
Certificate(s) of Insurance
Back Cover (blank on one side)
Equipment and material submittals and cut sheets

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 this RFP, qualifications of the contractor and 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 this RFP, qualifications of the contractor and total costs of deliverable services and materials. Final selection will be determined by approval of the Mayor and Council. The City of Tombstone reserves the right to accept any or all proposals or reject any or all proposals.

Calendar of Events:

RFP Posted:	February 8, 2019
Site Visit	February 14, 2019 at 2:00 PM
Deadline to Submit Attachment A	February 14, 2019
Deadline to Submit Questions:	February 15, 2019
Responses to Questions:	February 19, 2019
Submission of RFP:	February 25, 2019 by 2:00 PM

6. 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 additionally 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

**ACKNOWLEDGEMENT OF RECEIPT OF RFP
INSTALLATION OF NEW WELL
RFP #01-19
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 and ending with Attachment A.

This Acknowledgement of Receipt should be signed and returned to the Public Works Director no later than **5:00 PM on February 14, 2019**. Only BIDDERS who elect to return this form completed with the intention of submitting a proposal will receive copies of all BIDDERS 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. 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@cityoftombstoneaz.gov