

MUSKEGON



West Michigan's Shoreline City

www.shorelinecity.com

CITY OF MUSKEGON

REQUEST FOR PROPOSALS

PROJECT NAME:	Water Filtration Plant – Water Intake System Inspection & Cleaning
DATE OF ISSUANCE:	01/27/2022
DATE PROPOSAL DUE:	02/15/2022
ISSUING OFFICE:	City of Muskegon Water Filtration Plant 1900 Beach Street Muskegon, MI 49441 Tel. (231) 724-4106

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Note:

Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFP, please contact either of the following:

Joe Buthker
Water Plant Superintendent
(231) 724-4104
joe.buthker@shorelinecity.com

Josh Parmer
Chief Water Plant Operator
(231) 724-4105
joshua.parmar@shorelinecity.com

PROPOSAL & AWARD

The undersigned having become thoroughly familiar with and understanding of all the proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Muskegon.

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature _____ Title _____

Print Name _____ Date _____

Firm Name _____

Address _____

Telephone No. _____

E-Mail _____

Fax No. _____

INSTRUCTIONS TO BIDDERS

PROPOSALS

All proposals must be submitted following the proposal format supplied by the City of Muskegon in this document and shall be subject to all requirements of this document.

The City may consider as irregular any proposal in which there is an alteration of or departure from the format stated in the documents, and at its option may reject the same.

Each bidder will include in their proposal a listing of any proposed sub-consultant/contractor and the name and address of each which may be involved in the project.

Before executing any subcontract, the successful firm shall submit the name and experience of any proposed subcontractor for prior approval.

SUBMITTAL OF PROPOSALS

Three (3) copies of the proposal documents shall be submitted in a sealed envelope to:

City of Muskegon
Clerk's Office
933 Terrace Street
Muskegon, MI 49440

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal and the name of the particular RFP for which the proposal is offered.

The proposals shall be submitted no later than 2:00 p.m. on 02/15/2022 at which time all proposals will be opened, and bids read aloud.

AWARD / REJECTION OF PROPOSALS

The City reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the City. The bidder to whom the award is made will be notified at the earliest possible date. All bidders submitting proposals will be notified when the award is made.

Award will not be completed until confirmed and recommended by the City Commission.

CITY RESPONSIBILITIES

The City of Muskegon will provide information as to the City's requirements for the project and make available pertinent information which may be useful in the project work.

The City will designate a person to act as the City's Project Manager with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to elements pertinent to the project.

The City will examine all studies, reports, estimates, proposal, and other documents prepared by the bidder and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

The City will direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the firm of the appropriateness of such action.

The City will direct the bidder in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

SPECIFIC PROJECT INFORMATION

PROJECT INTRODUCTION

The City of Muskegon Water Filtration Plant is seeking written proposals from qualified marine contractors to perform an inspection and cleaning of its water intake system and make recommendations for any remedial actions that need to be performed.

Located at 1900 Beach Street in Muskegon, Michigan, the Water Filtration Plant is a 40 million-gallon-per-day conventional drinking water treatment facility drawing its water from Lake Michigan. Water from Lake Michigan enters the plant shore well through an intake pipeline of sixty-inch diameter steel approximately 5,900 feet in length. A steel and timber crib covers the intake bell at its terminus in Lake Michigan. A blanked “wye” and an emergency “tee” are located 150 feet and 1,550 feet from the crib structure, respectively. A two-inch diameter HDPE chemical feed line runs the entire length of the intake pipe interior and is supported and restrained by expansion clamps. The chemical line terminates at a halo in the intake bell. Coordinates of the intake crib will be available upon a successful proposal.

PROJECT REQUIREMENTS

- The contractor must have a minimum of five (5) years’ experience in underwater construction. The contractor shall be prepared to show evidence of prior work performed and be able to make recommendations for any remedial actions needed.
- If the contractor requires no/reduced flow through the intake pipeline, the project will need to be completed prior to May 1, 2022 or another date mutually agreed upon between the contractor and the City.
- The cleaning of the intake water system must include the following:
 - Removal of all biological growth from the interior and exterior of the intake crib and surrounding area of the intake bell where growth is present. All removed biological growth is to be dispersed from the immediate area to prevent it from entering the crib and intake pipeline. The growth can be removed by mechanical or hydraulic methods that do not damage the intake structures.
 - Cleaning of the orifices on the chemical application halo.
 - Removal of any sand, silt, and debris from the intake pipeline elbow and into the pipeline for a length of 150’ to the blanked “wye”.
- The inspection of the intake water system must include the following:
 - The interior and exterior of the intake collection crib and bell
 - The intake pipeline from crib to shore well
 - The chemical application piping, halo, and support structures
 - An ROV inspection is permissible for the portion of the project that includes the intake pipeline and the chemical application piping and supports within.
- The proposal must include video of the inspection:
 - A video of the intake crib interior (including chemical line halo) and exterior (including surrounding area) before and after cleaning.

- A video inspection of the entire length of the intake pipe and the chemical feed line with its support system.
- All work performed under the proposal shall be started within 60 calendar days of the City of Muskegon's Notice to Proceed. The contractor shall include in the proposal the expected date of completion and the expected number of working days.

DELIVERABLES

- The contractor will prepare and provide a written report stating the general conditions found on the water intake system, accounting the actions taken and performed, and noting any conditions that require further action with recommendations for their remediation. Any special conditions will be enumerated and described individually.
- All video taken during the project will be provided to the City as part of the report.

BID FORM

Base Bid

Intake System Cleaning & Inspection

Lump Sum

\$ _____

Company Name: _____

Address: _____

Phone: _____

Email: _____

Signature/Date: _____

Title: _____

Printed Name: _____

CONTENTS OF PROPOSAL SUBMITTAL

At a minimum, each proposal shall include the following items:

1. Signed and Completed Proposal & Award Page
2. Signed and Completed Bid Form
3. Listing of any identified Subcontractors
4. Copy of Insurance

EVALUATION

Staff will review the submitted proposals and make a recommendation to the City Commission for award based on the current purchasing policies of the City.

TENTATIVE SCHEDULE FOR AWARD

Issue RFP01/27/2022
Proposal Due Date02/15/2022
City Commission Consideration of Bids03/08/2022
Start DateAfter Notice to Proceed issued by City Staff

INSURANCE REQUIRMENTS

The Contractor, and any and all of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to City of Muskegon. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIRs are the responsibility of the Contractor.

The Contractor shall procure and maintain the following:

- a. **Hold Harmless Agreements:** To the fullest extent permitted by law, Consultant agrees to defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including any costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers, or others working on behalf of the City, by reason of personal injury, including bodily injury and death, property damage, including loss of use thereof, and/or the effects of or release of toxic and/or hazardous material which arises out of or is in any way connected or associated with this contract. The obligation to defend and hold harmless extends to Consultant's employees, agents, subcontractors, assigns and successors.
- b. **Workers' Compensation Insurance,** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- c. **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$3,000,000 per occurrence and aggregate. Coverage shall include, but not limited to, the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Explosion, Collapse, and Underground, if applicable.
- d. **Automobile Liability,** including Michigan No-Fault Coverages, with limits of liability not less than \$3,000,000 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- e. Commercial General Liability and Automobile Liability Required liability limits may be obtained by using an Excess/Umbrella Liability policy in addition to the primary liability policy(ies). If coverage limits are satisfied by an Excess and/or Umbrella policy, coverage must follow form of the primary liability policy(ies), including but not limited to additional insured and primary/non-contributory coverage.
- f. **Additional Insured:** Commercial General Liability Insurance shall include an endorsement stating the following shall be ***Additional Insureds:*** The City of Muskegon, all elected and appointed officials, all employees and volunteers, agents, all boards,

commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Muskegon as additional insured, coverage afforded is considered to be primary and any other insurance the City of Muskegon may have in effect shall be considered secondary and/or excess.

- g. **Professional Liability** in an amount not less than \$3,000,000 per claim. If this policy is claims made form, then the Contractor shall be required to keep the policy in force, or purchase “tail” coverage, for a minimum of 3 years after the termination of this contract.
- h. **Cancellation Notice:** Policy(ies), as described above, shall be endorsed to state the following: It is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation or Non-Renewal shall be sent to the Certificate Holder: (City of Muskegon, Attention: Water Filtration Plant, 1900 Beach Street, Muskegon, MI 49441).
- i. **Proof of Insurance Coverage:** The Contractor shall provide the City of Muskegon at the time the contracts are returned by him/her for execution a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, a copy of the policy sections, where coverage is provided for additional insured and cancellation notice, may be acceptable. Copies of all policies mentioned above shall be furnished, if so requested.
- j. If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates, endorsements, and/or policies to City of Muskegon at least ten (10) days prior to the expiration date.