

**ADVERTISEMENT FOR COMPETITIVE SEALED BIDS
RFP 2023-005**

Sealed competitive bids, in envelopes addressed to the City of Burnet, 1001 Buchanan Drive Suite 4, Burnet, Texas 78611, for the **Pump Maintenance for Treatment Plant and Water Well Project, PID: RFP 2023-005**, in the City of Burnet, Texas, will be received at the above-mentioned address until **11:00 A.M., June 29, 2023**, and then publicly opened and read aloud. Bids will be opened in-person at the location noted above.

Submittals will be submitted in sealed envelopes and marked "Pump Maintenance for Treatment Plant and Water Well Project" or submitted electronically to the e-mail below.

The Contract Documents and Specifications are available at the City of Burnet. Questions and requests for additional information shall be sent by email to: ebelaj@cityofburnet.com, ~~or via CIVCAST~~. For this project, all bidders will be **required** to accept Addenda and other pertinent information by email, as well as provide written acknowledgement of Addenda as prescribed in the Instructions to Bidders. **No questions or requests for additional information will be accepted later than 5:00 p.m., June 26, 2023.**

Bid packages will be available at the City of Burnet City Hall, located at 1001 Buchanan Drive Suite 4, Burnet, Texas 78611, Monday through Friday, 8:00 a.m. to 5:00 p.m. for viewing only. Project general conditions and standard specifications manual can be found on the City's website at www.cityofburnet.com

An optional pre-bid conference will be held on **June 22, 2023**, at 11:00 AM. Submitters are encouraged to set up appointment to view the pumps and site layout.

A certified check or bank draft payable to the City of Burnet may be submitted in lieu of the Bid Bond.

The City reserves the right to waive any informality that is not detrimental to any other bidder or potential bidder or to reject all bids or to accept the lowest responsible bidder that in the judgment of the City Council will be in the best interest of the City.

No bidder may withdraw his bid within sixty (60) days after the actual date of opening thereof.

City of Burnet, Texas
Eric Belaj, City Engineer

Newspaper ad published twice:

Wednesday June 14th, 2023
Wednesday June 21st, 2023

CITY HAS COPY OF AFFIDAVIT OF PUBLICATION.

If you have any questions, please e-mail Eric Belaj at: ebelaj@cityofburnet.com.

PROPOSAL INSTRUCTIONS

Project supplements to general conditions and standard specifications manual can be found on the City's website at www.cityofburnet.com.

1. PROJECT

Objective of Request for Competitive Sealed Bids process is to competitively procure services with a qualified contractor whose Proposal provides best value for Owner for the project description below:

RFP 2023-005: Pump Maintenance for Treatment Plant and Water Well Project, in the City of Burnet, Texas

Base Bid: Replace Cheatham Well Motor and Pump as noted below. Contractor to provide all materials, manpower, and equipment needed. Bidders are strongly encouraged to visit the site. The project Base Bid and Alternate No. 1 is estimated to cost \$50K. Contractor may provide a contingency amount and revise the quote after inspection for any of the alternates. Contractor may provide a contingency amount and revise the quote after inspection. Below is the quote description to tune up Pump/motor for well #1:

1. *Inspect and disassemble Well 1 Pump and Motor.*
2. *Tune-up Motor and repaint.*
3. *Clean up, repaint, and tune up pump, replace bearing and other components.*
4. *Generate PMG repair report.*
5. *Properly Wrap Pump/Motor and Deliver to City for Install or Storage.*

Added Bid Alt1: Quote to install new pump.

1. *Install City's stored 40-hp Motor. The motor has 1-3/16" shaft. Motor is 60-Hz 3-Phase.*
2. *Perform tune-up of existing motor.*
3. *Provide new 800 gpm @141 TDH 3 or 4 Stage Pump*
4. *Install Static Level reader.*
5. *New Cone Strainer, Column Pipe, bearing, shaft and all associated components.*
6. *Remove old pump and motor and ready it for maintenance.*
7. *Install new Pump and Motor, and startup procedures.*

Added Bid Alt2: Contractor may provide a contingency amount and revise the quote after inspection. Below is the quote description to tune up Pump/motor for well #2:

1. *Remove, Disassemble, and Inspect Well 2 Pump, Motor and Assoc. Components.*
2. *Install tuned-up Pump/Motor from well 1 and Assoc. Components.*
3. *Tune-up Motor and repaint.*
4. *Clean up, repaint, and tune up pump, replace bearing and other components.*
5. *Generate PMG repair report.*
6. *Properly Wrap Pump/Motor and Deliver to City for Install or Storage.*

Added Bid Alt3: Contractor may provide a contingency amount and revise the quote after inspection. Below is the quote description to tune up Pump/motors for Main Street Water Plant. Existing water plant has 3-125Hp 600 gpm @ 230' TDH 6" Motors and shaft pumps. One of the pumps may be smaller. Please field verify. Pump and Motor removal shall be done one at a time. The second removal shall not be done until the first one removed is back in place and operational.

1. *Remove, Disassemble, and Inspect Pumps, Motor and Assoc. Components.*
2. *Install tuned-up Pump/Motor from well 1 and Assoc. Components.*
3. *Tune-up Motor and repaint.*
4. *Clean up, repaint, and tune up pump, replace bearing and other components.*
5. *Generate PMG repair report.*
6. *Properly Wrap Pump/Motor and Deliver to City for Install.*

Added Bid Alt4: Contractor may provide a contingency amount and revise the quote after inspection. Same components as Bid Alternate No. 3 except provide a new Pump and Motor on one of the locations.

2. PROPOSAL EVALUATION

Proposals will be received, publicly opened, and names and monetary Proposals of each Offeror read aloud. Subsequently, Proposals will be ranked according to criteria described in this Document. Both cost and non-cost factors will be evaluated according to section 2269 of the TxLGC if the project contract is under \$1.5 Million, otherwise according to section 252 of the local government code.

Complete sets of Bid Documents must be used in preparing Proposals; neither Owner nor Engineer assumes any responsibility for errors or misinterpretations resulting from use of incomplete sets of Bid Documents. Dates, locations, and times of the proposal submittal are outlined in the Advertisement for Proposal.

Owner and Engineer, in making copies of Bid Documents available on above noted terms, do so only for purpose of obtaining Proposals for Work and do not confer a license or grant for any other use.

3. SELECTION CRITERIA

Owner will consider several factors in selecting a winning bidder as noted in the section 2269 of the of State of Texas Government Code, or 252.043 if the project cost is over \$1.5 million, and other applicable state codes which allow and will provide best value to Owner. Bids will be evaluated using the following criteria and weighting:

1. Proposed Project Cost: Offeror's Proposed Cost of Performing Work shall be indicated in the Bid or Proposal Form.
2. The reputation of the bidder and of the bidder's goods or services: Provide general information about Organization and a Statement of Qualifications. Include information on Projects on similar which Offeror has had significant involvement in the last five (5) years, or that demonstrate experience with similar Projects. This list is to include name and a current telephone number of references for each of these Project assignments. Offerors are to include a list of current Project assignments for each of individuals proposed, anticipated completion date for this assignment and percentage of time they will have available to devote to this Project.
3. Experience/Qualifications of Sub-Contractor(s): Provide information on Sub-Contractor(s) who are to complete 25% of more of the project in terms of cost, qualifications including information on Projects of similar which Sub-Contractor(s) has been in charge of in the last five (5) years, or that demonstrate experience with similar Projects. This list is to include name and a current telephone number of references for each of these assignments. Subcontractor shall name a Superintendent who must be dedicated to this Project full time for duration of Project and may not be changed without written approval by Engineer. In the event that Contractor does not intend to outsource any work over 25%, then the evaluations criteria for the Contractor will be utilized to complete this portion of the evaluation.
4. Other Factors: Owner will consider other factors in evaluating Bids, including but not limited to the following:
 - a. The bidder's past relationship with the municipality.
 - b. Any relevant criteria specifically listed in the request for bids as noted herein.
 - c. Ability to Meet Proposed Time for Construction: Provide information to demonstrate ability of Organization to complete Projects within budget and on time.
 - d. Quality of Work: Demonstrated quality of Work on completed Projects as determined by site visits or discussions with references for Projects. Quality considerations may include appearance of completed Work, amount of warranty or rework required, durability and maintainability of completed Project, and quality of documentation provided.
 - e. Safety: Demonstrated success in implementation of a site safety program.
 - f. Claims Experience and Litigation History: Provide a list all claims or litigation involving construction Projects that have been filed by Offeror or Owner within last five (5) years, or that are currently outstanding.

- g. Other factors submitted such as Financial Standing, Superintendent Experience, proposals for changes to reduce cost, or any other factors the Contractor submits for consideration.
- h. For projects over \$1.5MM the municipality will attempt to award project to lowest responsible bidder.

The criteria and weighting for the ranking of Offeror's Proposals is as outlined Below:

| Item No. | Evaluation Criteria | Points |
|----------|---------------------------|--------|
| 1. | Project Cost | 40 |
| 2. | Contractor Experience | 20 |
| 3. | Sub-Contractor Experience | 20 |
| 4. | Other Factors | 20 |
| TOTAL | | 100 |

In order to determine the Contractors ability to perform the work, the Owner may consider the qualifications and experience of Subcontractors, Suppliers, and other persons and organizations proposed for those portions of Work as to which identity of Subcontractors, Suppliers, and other persons and organizations must be submitted as provided in General Conditions. Owner may also consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in Work when such data is required to be submitted prior to recommendation of award.

Owner may consider qualifications (Statement of Qualifications) of Offerors and Offeror's subcontractors and consultants, in addition to proposed cost(s) (Proposal Form) when evaluating Proposals to determine which Proposal offers best value to Owner. Owner will rank each of Offeror's Proposals based on criteria and criteria weighting described herein.

Evaluation and ranking of Proposals will be completed no later than 45th calendar day from date of Proposal opening. Offerors are requested not to withdraw their Proposals within 60 calendar days from date on which Proposals are opened. Proposal Security of highest-ranking firms will be held by Owner until contract negotiations are finalized.

4. OTHER PROCEDURES

Owner may conduct such investigations as Owner deems necessary to assist in evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of Offerors, proposed Subcontractors, Suppliers and other persons and organizations to perform and furnish Work in accordance with Contract Documents to Owner's satisfaction within prescribed time.

Owner, at its discretion, may also choose to conduct interviews with to ranking Offerors to provide offerors a better opportunity to demonstrate they can provide best value to Owner for this Project. After bid opening, City staff, or representing committee, will contact the bidder appearing to offer best value for the City, and discuss any possible changes proposed. City staff, or representing committee, will then make recommendation to council for approval.

Failure to participate in the interview may result in disqualification from consideration for project. Should Owner choose to conduct interviews with top ranking Offerors, they will be notified of:

- 1. Time and place for interview.
- 2. Interview format and agenda.
- 3. Individuals that are expected to participate in the interview.

Owner reserves right to adopt most advantageous interpretation of Proposals submitted in case of ambiguity or lack of clearness in stating Proposal Prices, to reject any or all Proposals, and/or waive informalities.

BID SHORT FORM

Project name: **Pump Maintenance for Treatment Plant and Water Well**

Construction Description: Provide a proposal along with the items laid out in the Scope of Work attached hereto.

We, the undersigned, propose to furnish all materials, labor, and equipment for the completion of this project and guarantee that if we are awarded the bid, we will furnish the goods in accordance with the attached specification. THIS FORM MAY BE COPIED

TOTAL PROPOSAL PRICE: See Attached Quote_____

By submitting this proposal, the submitter understands that they must enter into an agreement with the City for the award of this contract. The City may enter into a contract that restricts the total contract amount, total contract time, or number of accounts served.

EXCEPTIONS:

BID PRICE IS GUARANTEED FOR 90 (NINETY) DAYS AFTER BID OPENING BY CITY

MINIMUM BID SPECIFICATIONS BID FORM: Construction of the project title noted above for the City of Burnet.

We, the undersigned, propose to furnish the item listed below and guarantee that if we are awarded the bid, we will furnish the goods in accordance with the attached documents and the City's Technical Construction Standard Manual.

Authorized Signature Name of Firm: _____
Signature Date

Printed Name of Signee: _____

Firm Address: _____
Street No & Suite, City, State, Zip Code

Telephone Number: _____, Fax Number: _____

All Bids shall be submitted on forms supplied by the City of Burnet (City).

Bid documents shall be submitted via mail. An electronic copy of the bid can be submitted in addition to a hard copy via postal mail addressed to: Burnet City Hall, Office of Kelly Dix, 001 Buchanan Dr, Suite 4, Burnet TX. It is the sole responsibility of the bidder to see that his bid is received on time.

BIDDERS (SUBMITTERS) QUALIFICATIONS:

The City of BURNET shall have the right to take such steps as it deems necessary to determine the ability of the bidder, to perform his obligations under the Contract and the bidder shall furnish the City of BURNET all such information and data for this purpose, as the City of BURNET may request it. The right is reserved to reject any bid where an investigation of the available evidence or information does not satisfy the City of Burnet, whereas the bidder is qualified to carry out properly the terms of the contract.

The proposed bids are to include a list of similar projects the firm has completed in the last 5-years as shown in the proposal instructions. That list to include a one sentence description, owner contact name and phone number. Bidders will be required to fill out State of Texas Conflict of Interest Questionnaire and form TGC 2270.

AWARD OF CONTRACT: REJECTION OF BIDS:

The Contract will be awarded to the responsible bidder submitting the best value evaluated bid complying with the specifications. The award of the Contract will be based upon consideration of not only cost, but also experience with similar projects, references and background search, staffing, equipment, present workload, demonstrated ability to meet schedules, and other criteria as allowed by the Local Government Code Section 2269. The City of BURNET will give weight to each of the above selected criterion based upon the relative importance of each to this project. The City of Burnet, however, reserves the right to reject any and all bids and to waive any formality in bids received whenever such rejection or waiver is in the City of BURNET's interest. The Bidder to whom the award is made will be notified at the earliest possible. Please see proposal instructions for further guidance.