

City of Oberlin

REQUEST FOR PROPOSAL (RFP) S. Water Main Road Rock Application

S. Water Main Road Rock

City of Oberlin
1 Morgan Dr
Oberlin, Kansas 67749
Phone: 785-475-2217 | Fax: 785-475-2925

Prepared By: David Sporn
Date: July 22, 2021

REQUEST FOR PROPOSAL
S. Water Main Road Rock
Oberlin - Kansas

QUESTION SUBMISSION DEADLINE: Aug 12, 2021, 2:00 pm

PROPOSAL SUBMISSION DEADLINE: Aug 19, 2021, 2:00 pm

BID OPENING: Aug 19, 2021, 5:30 pm during the regular Oberlin council meeting, rooms 1 and 2, Gateway Civic Center, 1 Morgan Drive, Oberlin KS 67749

Questions may be submitted in written form to:

Contact Name: David Sporn
Contact Address: 1 Morgan Dr.
Oberlin, Kansas 67749
Telephone Number: 785-470-7003
Email Address: dsporn@oberlinkansas.gov

INTRODUCTION

City of Oberlin invites and welcomes proposals for their S. Water Main Road rock project.

Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

PROJECT AND LOCATION

The project associated with this RFP is located at 1200th Rd, Oberlin, Kansas 67749 and is to begin at one half of a mile south of the intersection of 1200th Rd and R Ln and continue south on 1200th Rd for 3.5 miles to the intersection of 1200th Rd and N Ln.

PROJECT MANAGER CONTACT INFORMATION

For questions or information regarding project details, contact:

Name: David Sporn
Title: City Foreman
Phone: 785-470-7003
Fax: 785-475-2925
Email: dsporn@oberlinkansas.gov

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to preserve the road surface in order to protect the water main below it.

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specifications are:

Bids should include any signage, mobilization and the application of approximately 800 tons of 1" minus crushed rock.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

Proposal submission deadline:

Bid opening:

Job completion:

DATE

Aug 19, 2021 2:00 pm

Aug 19, 2021 5:30 pm during meeting

December 1, 2021

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

City of Oberlin shall award the contract to the proposal that best accommodates the various project requirements. City of Oberlin reserves the right to refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by City of Oberlin no later than 2:00 pm on Aug 19, 2021 for consideration in the project proposal selection process. All bids must be delivered to the City Office at 1 Morgan Drive, Oberlin, KS 67749 by the previously stated timeline. If a company chooses to fax or email bid documents, it is the company's responsibility to ensure the fax was received.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

City of Oberlin reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Bidder's Federal Employee Identification Number (FEIN)
5. Evidence of legal authority to conduct business in Kansas (e.g. business license number).

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any accommodation, services, or space required from City of Oberlin, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.