

Request for Proposals (RFP), Bid Form, and Contract Requirements Document

Request for Proposals

The City of Leeton, Missouri, County of Johnson, is requesting proposals for services to complete a lead service line inventory services. The completed lead service line inventory spreadsheet should adhere to 40 CFR 141.84. The City of Leeton has an estimated 420 service lines.

The City of Leeton is requesting pricing for several services as part of this project: records review services, in-field verification services, and administrative services. Bidders must provide a price on the below proposal form for each service requested. Proposals that fail to provide a price for all services will not be considered.

Bidders should be aware that they will be expected to complete forms required by the state funding agency. Additionally, there will be language requirements and forms from the state funding agency that will need to be incorporated into the final contract that is signed by the City of Leeton and selected bidder.

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Bid Form

Bid Item #1: Records Review Services

The bidder will be expected to review available records to determine the presence, absence, or likelihood of lead in service lines. Records to review may include, but are not limited to:

- construction records
- building codes or ordinances
- as-built drawings
- record drawings
- system maps
- specifications from previous infrastructure projects
- construction contracts
- meter or service line replacement records

Assume 48 number of hours of review time.

Lump Sum Price for record review services: \$_____

Bid Item #2: In-Field Verification by Excavation

The bidder will be expected to pothole/excavate (mechanical or vacuum) service lines to determine the material present. This includes excavating both the utility and homeowner's side of the service line within three to five feet of the meter on each side.

The bidder will take photos of the exposed pipe on either side of the service line and make those photos available to the City of Leeton in digital format.

The City of Leeton has 420 service lines. The exact number of service lines requiring in-field verification will not be known until after the records review is complete. For the purposes of this proposal, the bidder should assume 420 service lines will need to be excavated and verified in the field. The bidder is required to provide a unit price for excavating each service line (both the customer and the utility's portions). This unit price will include full restoration of the excavation site.

Unit price for excavating both sides of the service line: \$_____

The City of Leeton reserves the right to request additional service line verifications up to the total number of lines in the City of Leeton at the unit price provided in the proposal. The City of Leeton will not be obligated to pay the bidder for in-field verification work if the number of lines requiring in-field verification is less than the estimate listed above.

Bid Item #3: In-Field Verification by Visual Inspection

Some service lines may need to be visually inspected in a home, basement, crawlspace, or other location adjacent to the home to determine the service line material. Visual inspection could involve entering these locations with homeowner permission, using lead test kits on exposed piping, magnet testing, and photographing lines for documentation.

The bidder should assume that 420 service lines will require visual inspection. The bidder is required to provide a unit price for visually inspecting a service line.

Unit price for visually inspecting a service line: \$_____

The City of Leeton reserves the right to request additional visual inspections up to the total number of lines in the City of Leeton at the unit price provided in the proposal. The City of Leeton will not be obligated to pay the contractor for visual inspection work if the number of lines requiring visual inspection is less than the estimate listed above.

Bid item #4: Administrative Services

The bidder will be expected to complete a number of administrative services including the following:

- Attending up to 2 board or council meetings to report on inventory progress
- Outreach efforts with the general public including drafting inventory-related documents to inform the public, disseminating door hangers, speaking with private home owners, etc.
- Assistance with preparing grant reimbursement requests.
- Creating GIS maps indicating location and details of surveyed service lines.
- Completion and Submission of the Missouri Department of Natural Resources Lead Service line Inventory Spreadsheet, by October 16, 2024 or sooner.

Lump Sum Price for administrative services: \$_____

Basis of Award

All bidders must provide documentation of the below qualifications with their bid to assist the City/District with their proposal evaluation process.

- The specialized experience and technical competence of the bidder with respect to the type of services required;
- The capacity and capability of the bidder to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
- The past record of performance of the bidder with respect to such factors as control of costs, quality of work, and ability to meet schedules;
- The bidder's familiarity with the area in which the project is located.

The City of Leeton will award the contract to the lowest responsive, responsible bidder that meets all listed qualifications.

The total cost of the proposal will be the sum of the costs listed below.

- 1. Lump Sum Cost for Records Review Services: \$_____
- 2. Total cost for excavation: \$_____ (calculated as the unit cost for excavation \$_____ x 420 number of estimated service lines requiring excavation)
- 3. Total cost for visual inspection: \$_____ (calculated as the unit cost for visual inspection \$_____ x 420 number of estimated service lines requiring visual inspection)
- 4. Lump Sum Cost for Administrative Services: \$_____

Total Cost of Proposal:

\$_____

Total Cost of Proposal in Words:

*In case of discrepancy between numbers and words, the words will be used to determine the total proposal cost.

Protests

Bidders who wish to protest the award of the contract will must follow the City of Leeton established procedures for bid and proposal protests.

PROCUREMENT PROTEST PROCEDURES FOR CITY OF LEETON

GENERAL

Protests will be accepted from prospective bidders or offerers whose direct economic interest would be affected by the award of a contract or by failure to award a contract. The City of Leeton (City) will consider all protests or objections filed in a timely manner regarding the award of a contract, whether submitted before or after award. If the protest is oral and the matter cannot be otherwise resolved, written confirmation of the protest will be requested. Protest submissions should be concise, logically arranged, and clearly state the grounds for the protest. Protests must include at least the following information:

- Name, address, and telephone number of protester.
- Identification of the solicitation or Contract number.
- A detailed statement of the legal and factual grounds of protest, including copies of relevant documents.

- A statement as to what relief is requested.

Protests must be filed with the City of Leeton in accordance with its procedures and time requirements. The protest to Leeton must be complete and contain all the issues that the protester believes relevant. Failure to include an issue in the protest to City will preclude raising the issue to a grant funding agency, if the protest is appealed to that agency. Following an adverse decision by City the protester may file a protest with a grant funding agency under certain limited circumstances listed in paragraph below or that agency's established procedures.

PROTESTS BEFORE AWARD

Bid protests regarding restrictive specifications or alleged improprieties in the solicitation must be submitted in writing three (3) business days prior to bid opening or closing date for receipt of proposals. If the written protest is not received by the time specified, award may be made in the normal manner unless the City, upon investigation, finds that remedial action is required, in which event such action should be taken. Oral protests not followed up by a written protest will be disregarded.

Notice of a protest and the basis therefore will be given to all bidders or offerers who have a reasonable prospect of receiving an award. In addition, when a protest against the making of an award is received and the City determines to withhold the award pending disposition of the protest, the bidders or proposers whose bids or proposals might become eligible for award should be requested, before expiration of the time for acceptance of their bids or proposals, to extend the time for acceptance (with consent of sureties, if any) to avoid the need for re-advertising. City will provide a written response to each material issue raised in the written protest.

Where a written protest against the making of an award is received in the time specified, award will not be made prior to five (5) business days after resolution of the protest or, if a protest has been filed with a funding agency while the protest is still pending, unless City determines that:

1. The items to be procured are urgently required;
2. Delivery or performance will be unduly delayed by failure to make award promptly; or
3. Failure to make award will otherwise cause undue harm to Leeton or the Federal Government.

If award is made, the City will document the file to explain the need for an award, and will give written notice of the decision to proceed with the award to the protester and, as appropriate, to others concerned.

PROTESTS AFTER AWARD

A protest after award must be made in writing and received by the City within three (3) business days after the posting of the Notice of Award is made to participating bidders. Protests will only be considered for reasons other than restrictive specifications or alleged improprieties in the solicitation.

APPEALS OR REQUESTS FOR RECONSIDERATION

Appeals and requests for reconsideration must be sent to the City within five (5) business days after issuance of a final decision by the City. The City will issue its decision within ten (10) business days after receipt.

PROTESTS TO FUNDING AGENCY

Under certain limited circumstances, an interested party may protest to a funding agency the award of a Contract pursuant to a grant. The funding agency's review of any protest will be limited to:

- City's failure to have or follow its protest procedures, or its failure to review a complaint or protest; or
- Violations of Federal law or regulation.

Time for Filing

1. Protesters shall file a protest with the funding agency not later than five (5) business days after a final decision is rendered under City's protest procedure, or

such other time as is provided in rules established by the funding agency. In instances where the protester alleges that City failed to make a final determination on the protest, the protesters shall file a protest with the funding agency not later than five (5) business days after the protester knew or should have known of City's failure to render a final determination on the protest, or such other time as is provided in rules established by the funding agency.

2. City shall not award a contract for five (5) business days following its decision on a bid protest except in accordance with the provisions and limitations. After five (5) business days, City shall confirm with the funding agency that it has not received a protest on the Contract in question.

Submission of Protest to funding agency

A protestor must exhaust all administrative remedies with City by following the protest procedures to completion, before appealing to a funding agency.

1. Protests to a funding agency should be filed in accordance with their established rules and procedures. A concurrent copy of the protest must be sent to City.
2. The protest filed with funding agency shall include all material required by established agency rules, but at a minimum shall include:
 - Include the name and address of the protester.
 - Identify the City project number and the number of the Contract solicitation.
 - Contain a statement of the grounds for the protest and any supporting documentation. This should detail the alleged failure to follow protest procedures or the alleged failure to have procedures and be fully supported to the extent possible.
 - Include a copy of the local protest filed with Leeton and a copy of Leeton's decision, if any.

City informing Protest to funding agency

City will notify the funding agency when it receives a protest, keep that agency informed about the status of protest, and if the bid protest has been denied.

City Reservation of Rights

Nothing in this policy is intended, and nothing shall have the effect of creating any property right in any party submitting a bid, proposal or response to a City request for goods or services. The City retains all rights over procurement, including the right to reject any or all submittals when deemed in the best interests of the City.

*Page Intentionally Left Blank for Recipient to Insert “Drinking Water
State Revolving Loan Fund Lead Service Line Drop-in Document:
Contract Requirements”*