



City of Palestine

2020 / 2021 HIGHLAND DRIVE

RESURFACING PROJECT

Specifications and General Requirements for
Resurfacing a City Street

RFP 2021-004

RFP Deadline: August 9, 2021

Submit RFPs to:

City of Palestine

Public Works Streets Department

RFP #2021-004

504 N. Queen Street

Palestine, TX 75801

Attn: City Secretary

NO ELECTRONIC COPIES WILL BE ACCEPTED

CITY OF PALESTINE RFP 2021-004

Purpose and Background

Purpose

The City of Palestine is seeking a qualified contractor to remove old asphalt, prepare base for asphalt and overlay with HMAC on Highland Drive. The company chosen will be required to provide the labor and materials needed to complete the resurfacing process.

Instructions for Preparing and Submitting Proposals

Proposals shall be submitted to City of Palestine, Attention: City Secretary no later than August 9, 2021 at 3:00 p.m. Proposals must be submitted using the following methods:

Mail to or drop off at: City of Palestine
 Public Works Streets Department
 RFP 2021-004
 504 N. Queen
 Palestine, TX 75801
 Attn: City Secretary

Each submittal will need to include one signed original and three (3) copies.

Items that MUST be included in your Proposal

- Brief Statement that demonstrates the submitters' understanding of the project.
- Complete timeline (start and completion dates), description of materials to be used, cost breakdown for the scope of work and those numbers totaled with signature to acknowledge.
- List of any relevant projects and a minimum of three (3) references to demonstrate the Contractor's capabilities to complete the project.
- Any other information the company feels is missing from the RFP and the bid sheets.
- Statement of Proof of \$1,000,000 general liability insurance.

Proposals not containing the above items or lacking signatures will be considered incomplete and rejected for selection.

Questions

Questions regarding this RFP must be submitted in writing to pwadmin@palestine-tx.org. Answers received via phone calls will not be considered official without a formal answer in writing from the City. Please include the RFP number in the subject line of any e-mail regarding this RFP.

CITY OF PALESTINE RFP 2021-004

PROPOSAL EVALUATION CRITERIA: This solicitation has been developed in the “Request for Proposals” (RFP) format. Accordingly, firms should take note that the City will consider multiple criteria in selecting the most qualified firm. Consistent with Federal, State and Local laws for the acquisition of professional services, price will be part of the evaluation criteria. Upon selection of the most qualified firm, a contract shall be negotiated on the basis of Project costs and time requirements. Should successful negotiations not occur with the highest ranked firm, the City may, at its’ sole discretion, choose to enter into negotiations with the second highest ranked firm, and so on.

Firms are requested to submit their proposals so that they correspond to and are identified with the following specific evaluation criteria:

a. Project Understanding (10 POINTS):

The firm’s proposal adequately demonstrates an understanding of the Project and familiarity with the City of Palestine.

***Note:** Firms should not simply restate the information contained in this RFP; this evaluation criteria requires that the proposal identify “critical issues” to the Project, identify an approach to resolving any critical issues, and otherwise provide additional information regarding the Project which supports the firm’s ability to perform if selected.*

b. Scope of Work (10 POINTS):

Proposed approach to the Project, including the expected time, commitment of key personnel, technical approach to the Project, and the emphasis placed on individual tasks.

***Note:** As this RFP has identified a General Scope of Work (SOW), evaluation criteria require that the proposal identify a detailed SOW to successfully complete the Project.*

c. Staff Qualifications (10 POINTS):

Staff shall be qualified to manage and provide services related to the Project and identify the specific staff assigned to manage the various phases and elements of work associated with the Project.

d. Firm Qualifications (10 POINTS):

Past experience with projects of similar scope and complexity. Familiarity with coordinating projects that include the required scope of work.

e. Total Cost (50 POINTS):

f. Project Schedule (10 POINTS):

Thoroughness and reasonableness of the project schedule with emphasis on navigating approval of the project through the various elements associated with the required SOW.

CITY OF PALESTINE RFP 2021-004

Scope of Project

Removal of existing asphalt and concrete, build up base where concrete is removed, and lay 2.5 inches of HMA ("D" Mix) on Highland Drive.

Responsibilities of the City

- Designation of locations of work
- Prompt payment upon satisfactory completion of work

Responsibilities of the Contractor

- Contractor shall be responsible for all signage, cones, and traffic control.
- Contractor shall be responsible for notifying private property owners or tenants, two (2) weeks in advance of scheduled interruptions of access to private roads or driveways. Access shall be restored as soon as possible, but not later than the end of each working day.
- Contractor shall furnish and install information signs that provide advance notification of a road closure a minimum of five (5) working days prior to the closure.
- Contractor shall keep required insurance in force without interruption from the commencement of the Contractor's work through the term of the Contract and for thirty (30) days after the physical completion date, unless otherwise indicated below.
- Contractor shall provide labor and materials for the raising of all valves and manholes in the designated resurfacing area.
- Contractor shall obtain all necessary permitting.
- Contractor shall prepare sub-base in preparation for asphalt.

Hauling

All costs involved for hauling shall be included in the various bid items.

CITY OF PALESTINE RFP 2021-004

SURFACE TREATMENTS AND PAVING

Hot Mix Asphalt

Work shall consist of providing and placing one layer of plant-mixed hot mix asphalt cement (HMAC) selected by the City of Palestine on a prepared foundation or base. The manufacture of the HMAC must process in accordance with these Specifications:

Type D Mix

- PG 6422
- RAP allowed
- Minimum 92% roadway density

Spreading and Finishing

The mixture shall be spread to 2.5 inches depth and compacted with a no less than five (5) ton compactor to the grade and elevation already established.

On areas where irregularities or unavoidable obstacles make the use of mechanical spreading and finishing equipment impractical, the paving may be done with other equipment or by hand.

Safety Requirements

Safety protocols for the industry shall always be observed as outlined in US Department of Labor, OSHA Laws and Regulations (Standards – 29 CFR), TxDOT Construction Contract Administration Manual (CCAM), Manual Notice: 2020-1, and Chapter 13: Safety and Health at work.

Schedule Notification

The City must receive written notification of any significant changes to the Contractor-provided work schedule. This written notification shall include the reason for change, duration of change and the anticipated impact to the Project completion.

Due Date

Proposals will be accepted no later than 3:00 p.m. on August 9, 2021. Once the Proposal is received at the City Secretary's Office, the date and time will be recorded on each Proposal package as it is received. The City of Palestine is not responsible for mail or courier delays. **Bid Proposals received after the published deadline shall remain unopened and will be returned to the Vendor.**