



REQUEST FOR PROPOSALS (RFP)
Paving Services – RFP #2024-1-12

Invitation for Proposals

The purpose of the Request for Proposal (RFP) is to obtain quotes and/or bids for providing asphalt paving and street repairs for the City of Crandall, Texas.

All Communication regarding this RFP and for obtaining a complete RFP packet of information should be directed to:

Sabrina Del Bosque
City Secretary
110 S. Main
P.O. Box 277
Crandall, Texas 75114
sdelbosque@crandalltexas.com

All requests for information shall be directed to the foregoing in writing. Replies to all information pertinent requests will be sent in the form of an addendum to all who make inquiry for a pre-bid site inspection as detailed below or who otherwise communicate a request to receive any such addendums to the address above.

To be considered, each submitter must submit a completed proposal bid form, certificate of liability insurance, and any additional information requested in the RFP with their proposal packet. The proposal bid form must be signed and include a statement as to the period during which the proposal remains valid.

Responses to this RFP will be evaluated based on a selection process consisting of:

- A review by the city of the submitter's response to the RFP and any written addenda thereto to determine if the proposal meets all criteria for consideration.
- Relevant experiences, demonstration of project understanding, compliance with project requirements, overall strength of the proposal, and proposed fees.

Every effort will be made to adhere to the following schedule:

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| • Distribute and publish notice of RFP | Date: Thursday, December 7, 2023 |
| • Pre-Bid site inspections with staff | Date/Time: Arrange with Public Works Director * |
| • Deadline to submit written questions | Date/Time: Friday, January 5, 2024, 5:00 pm |
| • Proposal Submission Deadline | Date/Time: Friday, January 12, 2024, 2:00 pm |
| • Public Opening of Bids | Date/Time: Friday, January 12, 2024, 3:00 pm |
| • Selection for Recommendation | Date: Wednesday, January 17, 2024 |

- Contract awarded by Council

Date: February 2024

*: Pre-Inspection of locations must be scheduled with the City's Public Works Director, Brad Piland, at 469-820-1419 prior to bid acceptance.

Proposals will be accepted until 2:00 pm on Friday, January 12, 2024.

Envelopes shall be clearly marked "Requests for Proposal – **Paving Services -RFP 2024-1-12** "

Instructions for Bidders

The City of Crandall is requesting bids to provide Asphalt paving and street repair services. The city desires submitters to supply paving and street repair service for 4th Street and Main Street. Please refer to Exhibit A for a more complete description of the location of services to be completed.

Scope of Work

The project includes the two (2) city streets identified above which are in need of reconstruction.

Main Street Reconstruction

Approximately 40,000 sq ft

- 8-inch Reclaim/Pulverize in place.
- Cement stabilize subgrade.
- 2-inch Asphalt overlay
- Remove and replace 2- 16- inch X 24ft culverts.
- Remove and replace 4- 16 -inch X 30ft culverts.

4th Street Reconstruction

Approximately 67,000 sq ft

- 8-inch Reclaim/Pulverize in place.
- Cement stabilize subgrade.
- 2-inch asphalt overlay
- Remove and replace 4- 16-inch X 24ft culverts.
- Remove and replace 5- 16-inch X 30ft culverts.

While alternative schedules may be considered in the context of any overall bid, it is the desire of the City to schedule the construction on these projects during the school closure period, beginning May 27, 2024, and ending August 2, 2024, with project completion to be accomplished prior to the latter date.

Selection Process

The city will consider such matters it considers appropriate in selecting the successful submitter. The City reserves the right to contract with one or more vendors for asphalt paving services. The City reserves the right to reject any and/or all proposals, waive technicalities, and proceed otherwise when the best interests of the City will be realized. Costs incurred in the preparation of a proposal are the sole responsibility of the proposer.

Evaluation criteria will include:

- The contractor's understanding of the assignment and ability to follow bidding instructions.
- The contractor's proposed fee for completion of project
- The experience and qualifications of the contractor
- References (provide a minimum of three account references)

Bidder Qualifications & Proposals

The requirements of submitters interested in submitting proposals:

1. Clearly outline a total lump sum price for **each** type of paving services and road repairs for project.
2. Submit summary of your experience and qualifications
3. Submit three previous asphalt paving references.
4. Submit a certificate of liability insurance and automobile/mowing equipment insurance. The contractor will need to name the City as additional insured and meet the following liability limits if awarded a maintenance contract: \$1.0 million automobile coverage; general liability of \$1m per occurrence/\$2.0 million aggregate)). Submitter must also submit proof of statutory worker's compensation coverage under Texas law.
5. Specify the staff to be involved (at minimum: primary contact, project manager, clerical contact, and owner's agent).
6. Submit two (2) copies of the proposal packet (failure to submit two full copies of your proposal may result in your proposal not being considered).

The submitter should be aware of the following:

- The proposal should confirm that neither the submitter nor any employee would have a conflict of interest with respect to the City or the proposal if the submitter were to be selected to perform the services required.
- All proposals will become property of the City of Crandall TX.
- The lowest proposal will not necessarily be accepted. The bid will be awarded to the proposal offering the best value to the City of Crandall. The City reserves the right to reject all bids, award the agreement, interview contractors, negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful submitter.
- Sealed envelopes marked "Request for Proposal – Paving Services RFP 2024-1-12" with the submitter's name and address shown on the upper left-hand corner of the envelope, must be received at City Hall, Attn: Sabrina Del Bosque, City Secretary, 110 S. Main, P.O. Box 277 Crandall TX, 75114, prior to 2:00 pm on January 12 ,2024.

Terms and Conditions to be included in any Contract

1. Bidders shall bear the burden of informing themselves, through site visits or otherwise, of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed under this contract. Bidders accept the site "as is" and unanticipated obstacles are wholly their responsibility.
2. The contractor shall assume full responsibility for the actions of its contractors, employees, or agents, and contractor shall repair or replace any damaged item or area of the City properties caused by the actions of its contractors, employees, or agents, unless said damage occurred under circumstances beyond their reasonable control as determined by the City.
3. Any damage to public or private property caused by the contractor' operations shall be resolved to the satisfaction of the City with the property owner within ten (10) days after damage occurs. The contractor shall inform the City of any damage caused by the contractor's operation on the day such damage occurs or as soon as reasonably practical. Should the damage not be rectified within the time frame agreed

to the satisfaction of the City, the City reserves the right to repair or replace that which was damaged or, alternatively, assess the contractor such cost as may be reasonable and related to damaged caused by the contractor and deduct these costs from any payment due the contractor.

4. It is mutually agreed and understood that the contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without previous written consent of an authorized representative of the City of Crandall; but in no case shall consent relieve the contractor from his obligations or change the terms of the contract.

5. The contract may be canceled or annulled by the City, in whole or in part, by written notice of default to the contractor upon nonperformance or violation of the negotiated contract terms. The City of Crandall reserves the right to terminate the contract at any time during the term of the contract upon thirty (30) days' written notice to the contractor. Failure of the contractor to deliver services within the time stipulated, unless extended in writing by the City of Crandall, shall constitute contract default.
6. The contractor shall supply cell phone numbers, daytime office numbers, fax numbers, and numbers of supervisors handling this contract. The contractor shall return all calls within one (1) hour of the City placing the call. On-site response time for complaints must be made within 24 hours of the initial call being made by the city. The contractor must assign a crew leader to monitor all work being performed within the City. Failure to comply with the accessibility requirements shall be deemed substandard work and will be deemed a default of this contract.
7. The contractor hereby affirms and states that the prices quoted herein constitute total cost to the City for all work involved in the respective items. This cost also includes all proposal preparation costs, insurance, royalties, transportation charges, use of all tools and equipment, superintendent costs, overhead expense, inspection costs, all profits, and all other services and conditions necessarily involved in the work to be done in accordance with the requirements of the contract documents considered collectively. All proposed costs shall be valid without change for a period of 60 days from the receipt of the proposal.
- 8.
9. Payment for contractual asphalt paving services shall be made in phases as set out below, once all work has been completed in a satisfactory manner and the specifications stated herein have been met. Following receipt of invoices from the contractor, payment will be issued. The following is the payment schedule:
 - a. Payments shall be made upon satisfactory completion of project phases, as judged by the discretion of the City. 50% shall be paid upon completion of reclaiming and cement stabilization and culvert replacement, with the remaining balance paid upon satisfactory completion of all work.

b. Exhibit A

