

City of Dover

January 16, 2018

To Whom It May Concern:

The City of Dover will receive sealed proposals on February 13, 2019 at 2:00 p.m. local time for the purpose of contracting for **BORING SERVICES IN TOWNE POINT FOR THE CITY OF DOVER ELECTRIC DEPARTMENT, 19-0014EL.**

The RFP must be submitted with three (3) paper copies and one (1) electronic copy on either a CD/DVD or flash drive in a sealed envelope. **All vendors must complete the request for proposal (RFP) notice and send it via email to doverwhse@dover.de.us or by fax to (302) 736-7178 if they intend to submit a proposal. Any vendor not returning the form may not receive published addenda.**

Your proposal is not revocable for one hundred and twenty (120) days following the response deadline indicated above.

LATE SUBMISSIONS:

A proposal received after the closing date and time for receipt of the proposals is late and shall not be considered. It is the responsibility of the submitter to ensure that the proposal is received prior to the closing date and time.

QUESTIONS:

If you have questions concerning this Request for Proposal, they must be made in writing and emailed to me at doverwhse@dover.de.us. **All questions must be submitted no later than Wednesday, January 30, 2019.** All questions will be compiled and answered in the form of an addendum and will be emailed to all prospective proposers who return the RFP solicitation form attached and will be posted on the City of Dover web site, www.cityofdover.com. All changes or corrections to this Request for Proposal will be handled by addenda issued by the Purchasing Office. The receipt of all Addenda must be acknowledged on the proposal submission form.

The City of Dover reserves the right to request corrections, clarifications, and/or additional information pertaining to Respondent's response.

Proposals will be opened publicly at the time and place designated in this letter. The name of each offeror shall be read publicly and recorded. All other information contained in the proposals shall be confidential so as to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. The main purpose of the RFP opening is to reveal the name(s) of the submitter(s), not to serve as a forum for determining the award.

The contract shall be awarded within 90 days of the closing date to the offeror whose proposal is determined in writing to be most advantageous to the City. All prices must be held firm for a minimum of 90 days from the date of the opening. The proposals, summaries, and tabulations shall not be open for public inspection until after receipt of a fully executed contract.

Conflict of Interest Clause:

Pursuant to Dover Code, Chapter 30, Section 30-33, No city employee or official may participate on behalf of the city in the review or disposition of any matter pending before the city in which he has a personal or private interest. No city employee or official shall benefit from any contract with the city, nor solicit any contract, and shall not enter into any contract with the city (other than an employment contract). No person who has served as a city employee or official shall represent or otherwise assist any private enterprise on any matter involving the city, for a period of two years after termination of his employment or elected or appointed status with the city, if he gave an opinion, conducted an investigation or otherwise was directly and materially responsible for such matter in the course of his official duties as a city employee or official. All parties hereto declare and affirm that no officer, member, or employee of the City, and no member of its governing body, and no other public official of the City who exercises any functions or responsibilities in the review or approval of the undertaking described in this contract, or the performing of services pursuant to this contract, shall participate in any decision relating to this contract which affects his or her personal interest, or any corporation, partnership, or association in which he or she is directly or indirectly interested; nor shall any employee of the City, nor any member of its governing body, have any interest, direct or indirect, in this contract or the proceeds thereof.

Public employees and elected officials must discharge their duties impartially so as to assure competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of City procurement. Dover Code Article II Section 30 (Appendix A of this policy), establishes standards of ethical conduct among public officials and employees. Vendors participating in the City procurement will be disqualified from the procurement if the employee, official or vendor is found to be in violation of the City's ethical standards and a referral of the matter will be presented to the Ethics Commission.

Please reference the City of Dover Purchasing Policy if you have any questions at:

<https://evogov.s3.amazonaws.com/media/27/media/47170.pdf>

The City of Dover reserves the right to waive technicalities, to reject any or all submissions, or any portion thereof, to advertise for new proposals, to proceed to do the work otherwise, or to abandon the work, if in the best interest of the City.

All proposals are to be received by the Procurement Office, 710 William Street, Dover, DE, 19904 no later than the 2:00 p.m. opening. All proposals will be opened in the presence of the Procurement Manager or his/her designee. **Any and all proprietary information contained within the proposal must be clearly marked.** The cover must indicate that the proposal contains such information. **Copies** of the proposals will not be provided to competing vendors.

Minority, women, veteran, service disabled veteran, and individuals with disabilities owned vendor preference shall be three percent (3%) of the value of the award. **The vendor must identify qualification and claim to the preference on the submitted proposal documents.** **The vendor must provide authoritative proof of minority ownership such as identification in the certification directory maintained by the State of Delaware Office of Supplier Diversity to qualify for this preference.** This preference is to be considered as a stand-alone and cannot be added to any other preference that may be allowed. This preference shall not apply to subcontractors.

Local vendor preference shall be considered for materials, equipment, construction contracts, and utility contracts. Local vendor preference shall be three percent (3%) of the annual value of the award. The term local vendor is defined as a gradually increasing range with preference assigned as follows:

Rule 1: Vendor located within the city limits of the City of Dover.

Rule 2: Vendor located within Kent County, Delaware (applicable only if no vendor qualifies under rule 1)

Rule 3: Vendor located within the State of Delaware (applicable only if no vendor qualifies under rules 1 & 2)

In the event that no vendor qualifies under rules 1, 2, or 3, no local vendor preference will be awarded. **The vendor must identify qualification and claim to the preference on the submitted proposal documents.** This preference is to be considered as stand-alone and cannot be added to any other preference that may be allowed.

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the City of Dover may contract for an equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

Neither the contractor nor the City of Dover shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

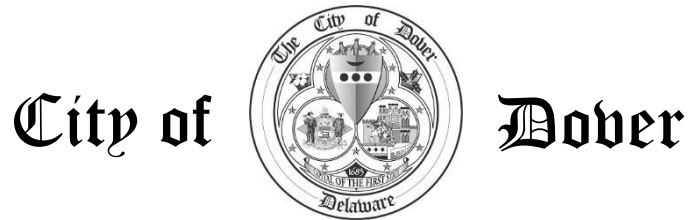
Vendors must provide references to the City of Dover upon request. Vendor references may be checked to verify the proposer's ability to perform the contract requirements, the quality of work and the ability to meet obligations.

ENVELOPES MUST BE MARKED "BORING SERVICES IN TOWNE POINT FOR THE CITY OF DOVER ELECTRIC DEPARTMENT, 19-0014EL." No faxed or emailed proposals will be accepted.

The City of Dover shall have the right to reject any or all proposals if deemed to be in the best interest of the City, such as but not limited to local vendor preference and minority vendor preference while awarding.

Sincerely,

Barry Wolfgang
Contract and Procurement Manager
City of Dover
(302) 736-7795
www.cityofdover.com



REQUEST FOR PROPOSAL SOLICITATION NOTICE

RFP Number: 19-0014EL

RFP Opening: February 13, 2019, 2:00 p.m.

Description: Boring Services in Towne Point for the City of Dover Electric Department

If you are interested in the request for proposal described above, you can download it in Adobe PDF format from our web site <http://www.cityofdover.com/bid-procurement>. Any amendments of other additional information related to this solicitation will be posted with the original document on the web site.

If you do not have internet access and want to receive this request for proposal, all subsequent amendments, or additional information on the RFP package, please provide the requested information to:

The City of Dover
 Purchasing Office
 710 William Street
 Dover, DE 19904
 Fax: (302) 736-7178, attention Barry Wolfgang
 Phone: (302) 736-7795
 e-mail: doverwhse@dover.de.us

Please complete the following and return this form to the City of Dover Purchasing Office.

	Vendor Response /Request
Company: _____	No submission at this time, please retain on vendor list
Address _____	
_____	Please send complete RFP package
Contact: _____	I will download the RFP package
Phone _____	I intend to submit
Email for RFP _____	I do not intend to submit
	Other:

REQUEST FOR PROPOSAL:
DIRECTIONAL BORING – SPECIAL PROJECT

INTRODUCTION

This contract will be based on a **per foot cost and to include time, material, and unit pricing for related duties** and will be under the direction of the City of Dover (COD). Normal working hours begin at 7:00 AM and run through 3:30 PM. Any work outside normal working hours listed above must be pre-approved. Some work requires qualified traffic signing and safety procedures ordered by Delaware Department of Transportation (DELDOT). The proposer is responsible to contact Miss Utility and ensure proper marking before digging. All materials will be supplied and must be picked up at the COD warehouse unless otherwise specified. Any and all additional materials must be approved by COD Electric Department personnel prior to purchase and use. The proposer will furnish supervision, labor, tools, equipment, report forms and transportation for all aspects of directional boring work. The proposer shall provide adequate two-way communication between the COD representative and the proposer's supervision. The proposer must have documented policies conforming to EPA, OSHA, and DOT regulation and will abide by all safety rules in the COD Safety Manual (a copy will be provided upon award of contract).

SCOPE AND STIPULATIONS OF AGREEMENT

The proposer agrees to furnish all necessary personnel, equipment, and materials necessary to perform all work in full and complete accordance with the satisfaction of the COD. Work will be performed on a time and materials basis or fixed cost basis using the proposed rates for all assigned work.

The quantity of work is dependent upon the needs of the COD and the funds allocated for this purpose. The proposer will be required to respond to the needs of the COD within 48-hours after notification for non-emergencies and within 3-hours after notification for emergency situations. The terms of this contract will be for two (2) years, with an optional extension of one (1) one-year period if agreed by all parties.

If the proposer to whom an award is made shall fail to execute the contract, the award may be annulled and the contract awarded to the second lowest responsible proposer, and such proposer shall fulfill every stipulation embraced herein as if they were the original party to whom the award was made, or the COD may reject all quotes as its interest may require.

The COD reserves the right to ask for evidence of previous experience and training in the form of letters. Personnel are subject to approval by the COD prior to awarding the contract or at any time thereafter.

All work will be performed in a workman like manner and will be in accordance with this specification and applicable federal and state regulations. The proposer will at all times exercise care to prevent injury to any persons and to prevent damage to any property during performance of work.

Any damages, real or personal, off the right of away or easement arising directly from the performance of the work specified herein, or damages on the right of way or easement as a result of negligent operations, shall be settled promptly by the proposer.

REQUEST FOR PROPOSAL:
DIRECTIONAL BORING – SPECIAL PROJECT

QUALIFICATIONS OF PROPOSERS

Examples of possible work include:

1. Right of Way and easement boring
2. Under road boring
3. Boring in established residential and commercial conversions
4. Boring in residential yards and alleyways
5. Ability to schedule work one week in advance

UNCOVERING UNMARKED UNDERGROUND UTILITY CONFLICTS

The proposer shall be fully responsible for physically uncovering any and all underground utilities which are potentially crossing the proposed path of the proposed underground electric utility. This includes, but is not limited to, unmarked sanitary sewer laterals. Uncovering these utilities will provide a depth of conflicts and shall direct the proposer on how deep to bore the proposed electric utility. The proposer shall utilize safe, prudent, non-destructive exploratory means to uncover the utility. The proposer shall be financially responsible for all aspects of uncovering the underground utility that is being crossed by the proposed underground electric utility. If the proposer fails to uncover the crossing utility and a damage occurs, the proposer shall be fully responsible for any and all costs, fines, etc. associated with the damage.

SAFETY STANDARDS

All personnel employed by the proposer shall comply with all applicable federal OSHA regulations and COD safety requirements. All equipment to be used and all work to be performed must be in full compliance with the most current revision of the applicable American National Standards Institute and UL Laboratory standard. The proposer must have documented policies conforming to EPA, OSHA, and DOT regulation and will abide by all safety rules in the COD Safety Manual (a copy will be provided upon award of contract).

DISCONTINUANCE OF WORK

The proposer, upon receipt of either written or oral notice to discontinue such practice shall, immediately discontinue any practice determined to be hazardous or unsafe as determined by the COD designated representative. COD considers work not in accordance with this specification, and/or work not in accordance with state and federal regulations, and/or unskilled or careless work to be sufficient reason to order the proposer to stop work. Work will not be allowed to resume until the deficiencies are corrected to the satisfaction of the COD designated representative. Furthermore, COD reserves the right to require the proposer to replace any worker before work is allowed to continue. If not satisfied, the COD will consider this to be cause for termination of the contract.

REQUEST FOR PROPOSAL:
DIRECTIONAL BORING – SPECIAL PROJECT

OBSERVANCE OF LAWS, ORDINANCES AND REGULATIONS

The proposer will at all times during the term of this contract observe and abide by all federal, state, and local laws which in anyway affect the conduct of the work and will comply with all decrees and orders of courts of competent jurisdiction. The proposer shall comply fully and completely with any and all applicable state and federal statutes, rules and regulations as they relate with hiring, wages, and any other applicable conditions of employment.

PERSONNEL

All personnel employed on COD projects shall be trained and have a working knowledge of high-voltage electrical systems, dielectric oil, spill prevention and cleanup awareness, and other hazardous wastes. The proposer must be able to provide multiple machines in cases work is necessary in different areas of the service territory. Equipment must be capable of pulling multiple conduits such as two (2) 6" PVC one (1) 4" PVC & one (1) 2" PVC at one time or any combination of 6", 4", & 2" conduits.

LOCATION AND SCHEDULE OF WORK

The location of work for this request is in the Towne Point/White Oak subdivision, a primarily residential area constructed approximately 50 years ago. The City started an overhead to underground conversion in 2015 and there are approximately 180 homes yet to be completed in the development. The winning proposer will be responsible for boring of the primary and secondary service wires as well as some house service bore shots where obstructions prevent trenching and associated activities related to the boring process. All other house service trenching will be done by the City. Please refer to Attachment B for a drawing of the area to be worked and a list of the required bore work to be accomplished. The work will require the installation of both 4" and 2" conduit in the estimated lengths listed:

4" primary conduit	3,800 feet
2" primary conduit	11,000 feet
2" secondary conduit	10,000 feet

All material, conduit, elbows, pads, etc., will be supplied by the City of Dover and available for pickup at our warehouse when needed. The footage lengths listed may vary depending on field design changes directed by the City of Dover personnel.

The COD reserves the right to change, add, or delete the level of service provided by the proposer as situations dictate and this is conditional upon the total amount of funds budgeted. The COD shall notify to the proposer of the services to be provided when they are called upon. Schedule of work will be mainly around normal operating hours of the Electric Department which are 7:00 AM and run through 3:30 PM but these hours may be changed with notification as the need arises.

REQUEST FOR PROPOSAL:
DIRECTIONAL BORING – SPECIAL PROJECT

EQUIPMENT

The proposer will furnish supervision, labor, tools, equipment, report forms and transportation for all aspects of overhead line work. The proposer shall provide adequate two-way communication between the COD representative and/or the proposer's supervisor. The COD reserves the right to inspect tools and associated equipment for proper safety and operation during times of active work on COD projects.

VEHICLES

The proposer will be responsible for providing adequate vehicles to support emergency and storm repairs as required. The COD reserves the right to inspect vehicles and associated equipment for proper safety and operation during times of active work on COD projects.

EVALUATION CRITERIA

The Request for Proposal response will be awarded to the proposer whose proposal is determined to be in the best interest of the COD. The detailed proposal submitted by the proposer shall be reviewed by the COD using the following evaluation criteria:

1. **Experience and Capacity:** Demonstrate the proposer's experience and capacity in providing the services required. This includes working with other municipalities or regional companies who own electrical generation and/or distribution systems. Provide information sufficient to demonstrate the proposer's experience with high-voltage electrical systems. Additionally, demonstrate the proposer's experience with working with hazardous wastes, Polychlorinated biphenyls (PCBs), and other hazardous wastes, spill prevention and cleanup awareness.
2. **Underground Location Experience:** Identify proposer's experience utilizing safe, prudent, non-destructive exploratory means to uncover the existing underground utilities. Specify the technology and methodology used.
3. **Geographical Location:** Provide the primary office location and contact information from which service to the COD will be provided.
4. **Recent Project History:** Provide information which includes the most recent municipal or regional company projects completed with contact information.
5. **Personnel and Equipment Rates:** Provide a listing of the personnel and equipment rates which will be used on COD projects (Attachment A). Provide any future rate escalators and any terms and conditions required by the proposer which will adjust any rates or service. Provide the mark-up rate applied by the proposer to any material, vendor, or subcontracted items. Provide the cost of any retainers or fees which will be associated with the contract.

REQUEST FOR PROPOSAL:
DIRECTIONAL BORING – SPECIAL PROJECT

ATTACHMENT A:

2019 DIRECTIONAL BORING WORK PROPOSALS

Please give quotes on the following items:

Position	\$/hour
Foreman	
Operator	
Common Labor	
Truck Driver	
Equipment Operator	

Overtime Rate _____ %

Equipment	\$/hour
Back Hoe	
Air Comp. (per day)	
Dump Truck	
Pick-up Truck	
Tamper (per day)	
Air Hammer	
Mini Excavator	
Boring Machine	

Please include any additional rates not mentioned above:

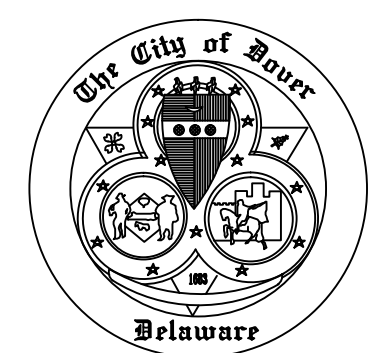
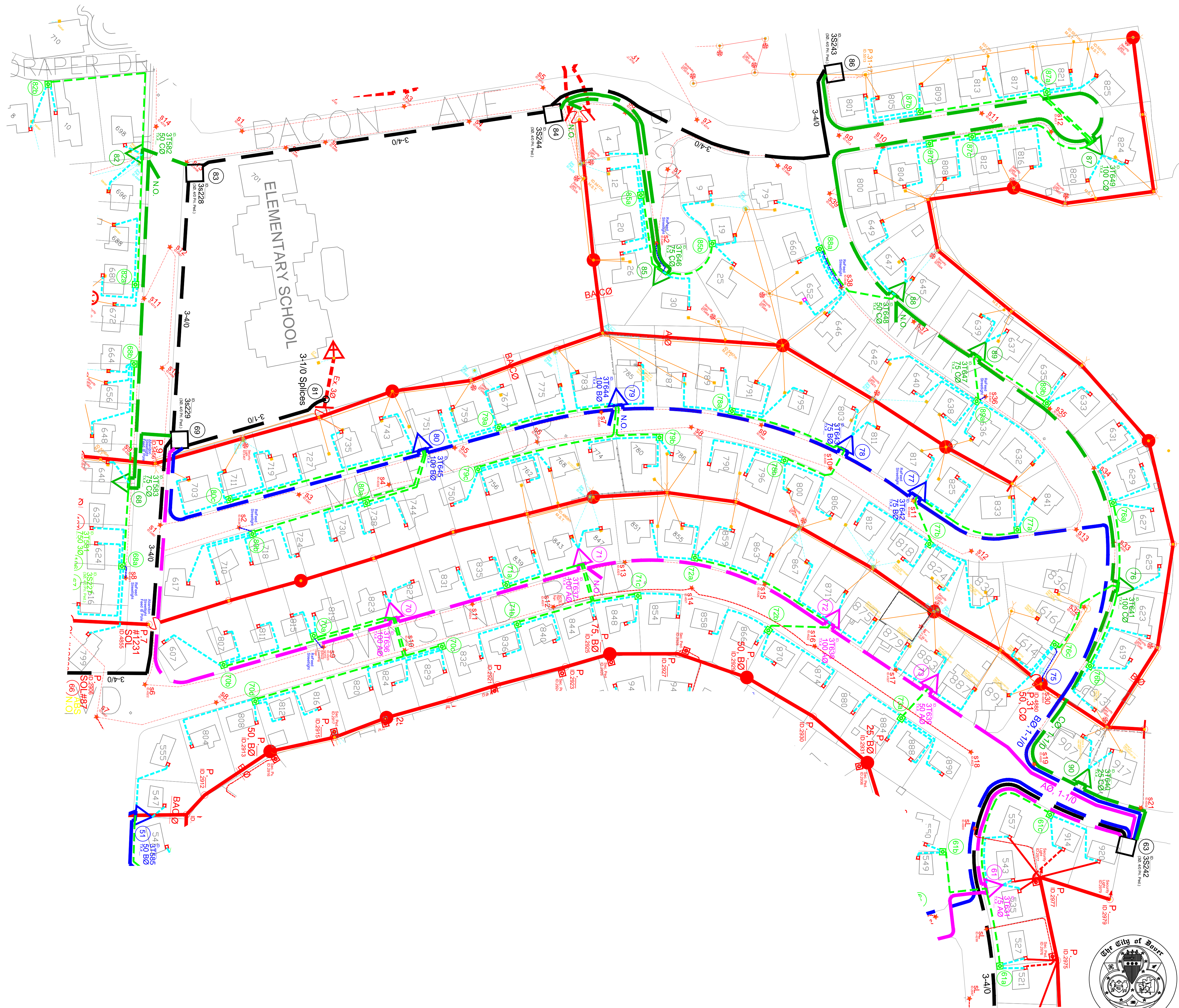
REQUEST FOR PROPOSAL:
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ATTACHMENT B:

Please refer to the attached PDF file for an overview of area to be worked, along with street names and addresses.

Streets to be bored will be:

Bacon Ave
Bacon Ct
Nimitz Rd from Bacon Ave to Boggs Dr
Townsend Blvd
Miller Dr
Buckson Dr from Townsend to Draper Dr
Draper Dr



WHITE OAK FARMS DEVELOPMENT Off White Oak Road			
PROVIDE ELECTRIC UTILITY SERVICE			
ST. JONES & HORSEPOUND SUBST.	CKT. FDR. #1261 & #12502		
CITY OF DOVER ELECTRIC DEPARTMENT			
ENGR: N/A	DWN BY: SDB	REC. NO: 64	
SCALE: N.T.S.	DATE: 06/22/84	FILE NO: 5-2-71	
APPROVALS		SHEET	DWG NO
		1 OF 2	640063

REV.	BY:	DESCRIPTION:	DATE: