



**REQUEST FOR PROPOSALS  
FOR**

***2023-2025 Sanitary Sewer Cleaning and  
Inspection for the City of Valley Center,  
KS***

**Date of Request: July 20, 2022**

**Responses due by: Aug. 29, 2022, at 12 p.m. Noon.**

## Introduction

The City of Valley Center is accepting proposals for the **Cleaning and CCTV Inspection of its Sanitary Sewer System**. This written Request for Proposal (RFP) states the scope of the City of Valley Center requirements and specifies the general rules for preparing the proposal.

The proposal should clearly demonstrate how the firm can best satisfy the requirements of the City of Valley Center. The City shall reserve the right to enter into an agreement with the firm presenting the proposal that is most advantageous to the City of Valley Center.

Copies of the bid documents may be obtained online by visiting <https://www.valleycenterks.org/520/Bids-and-RFQRFPS-for-City-Projects> or a copy may be picked up at City Hall, 121 S. Meridian, Valley Center, Kansas during business hours. The City may issue addenda to the bid documents during the proposal submission period by posting them to the online bid page. Contractors are responsible for ensuring that they have received all addenda prior to submitting a bid proposal.

This request for proposal does not commit the City of Valley Center to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this solicitation, or to procure or contract for work. The Governing Body reserves the right to reject any or all Bids or any parts thereof or to waive any irregularities or informalities in any bid or in the bidding. The contract award, if made, will be to the lowest responsible, responsive bidder and is anticipated to occur within thirty (30) days after the bid opening. The contract award may be made after that period if the selected bidder has not given the City written notice of the withdrawal of its bid proposal.

All bids shall be submitted, and contracts awarded pursuant to the provisions of the City of Valley Center Purchasing Policy and any other applicable rules, regulations, or conditions.

## History

Valley Center is a community of approximately 7,500 located in northern Sedgwick County just west of Interstate 135. Located on the border of the Wichita metropolitan area, Valley Center is home to many small and medium-sized businesses, has an excellent school system, and housing stock ranging in age from the late nineteenth century to brand new. Valley Center has a small-town, historic atmosphere with access to the amenities of a major city. The population of Valley Center has been steadily growing over the past few decades. The City has recently completed or is in the process of completing numerous improvement projects, such as construction of a new community center/library, replacement of major sections of antiquated water lines, and

significant improvements to the City's stormwater infrastructure and wastewater treatment plant. The City has also updated to the bicycle and pedestrian master plan and strategic plan and are now looking forward to construction of a new Recreation/Aquatics facility slated to begin construction in late 2022/early 2023. Currently, the City is working on construction of major roadway infrastructure projects at key arterial streets within the City.

## **Contractor Responsibilities**

1. Each bid must be submitted on the Bid Forms provided. All blanks in the Bid Form must be filled in. It is the sole responsibility of the bidder to see that the bid is delivered to the proper place and received at the proper time. Any bid received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.
2. The bidder to whom award is made shall execute a written contract with the City within thirty (30) calendar days after notice of the award has been sent by email to the email address provided in the proposal. The contract shall be made in the form adopted by the City and incorporated in these specifications. The bidder warrants that they possess, or have arranged through subcontracts, all capital and other equipment, labor, and materials to carry out and complete the work hereunder in compliance with all applicable Federal, State, City laws, ordinances, and regulations.
3. The Contractor will be responsible for procuring the correct and necessary licenses and permits to perform the necessary work to complete this project. All local permit fees will be waived.
4. It shall be the responsibility of the Contractor to locate all existing utilities and protect them from damage.
5. Contractor shall repair at his own expense, any damage, whether inside or outside of the project limits, to utility systems, surface pavements, fixtures, structures, or vegetation that is not specifically indicated to be modified or removed. All damaged items shall be repaired to their original condition, as acceptable to the City.
6. Contractor shall leave site and surrounding areas clean and free of any debris or other unsuitable materials.
7. All traffic control will be the responsibility of the contractor.
8. Contractor shall be responsible for the security of the site. Contractor shall be

responsible for all damages to persons or property that occur because of its fault or negligence in the performance of this contract and shall be responsible for the protection of the project site until final acceptance by the City. Contractor shall take all necessary precautions for the safety of workers on the project and shall comply with all applicable federal, state, local and other safety laws, standards, orders, rules, regulations, and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed and to provide a safe and healthful place of employment.

## **Questions Regarding the RFP**

If a prospective bidder is in doubt or has any questions as to the true meaning or intent of any part of the Bid package, or discovers discrepancies, errors, or conflicts, or omissions, he/she may submit, to the City, a written request for an interpretation or a correction thereof. Interpretations or corrections shall be made only by addendum duly issued by the City. A copy of such addendum will be posted on the City website and such addendum shall be considered a part of, and incorporated in, the Bid documents. Telephonic requests will not be taken. Any interpretation or correction of the Bid documents will be made only by a written Addendum. No oral interpretation of any provision in the Bid documents shall be binding.

**Questions must be received in writing no later than Aug. 24, 2022, 5:00 p.m. Questions received after this date will be deemed not received.** Direct all questions to Wade Gaylord, Utilities Manager at: [wgaylord@valleycenterks.org](mailto:wgaylord@valleycenterks.org).

No persons other than those noted above, including elected official or professional advisers, should be contacted during the solicitation process unless you are specifically directed to do so. The City reserves the right to reject the proposal of any respondent failing to comply with this provision. The risk of receipt of misinformation that could result from a respondent contacting any unauthorized person will be borne solely by such respondent. All questions received, and their answers, will be provided in writing to each institution known to be in receipt of this request for proposals in accordance with the calendar stated.

## **Description/Scope of Work**

The work to be done under this specification includes all mobilization, labor, materials, and equipment required for the removal of sediment, rocks, sludge, debris, grease accumulations, root obstructions and protruding lateral connections from the sanitary sewer line segments identified by the Utilities Manager

## **Line Cleaning & Inspection**

The project includes approximately **165,437** linear feet of sanitary sewer to be completed in approx. three equal segments over a three-year time span.  
There are NO force mains in this project.

Footages are approximations. Actual price will be computed utilizing the actual footage cleaned and the per-foot cleaning price.

Work shall be completed during normal city business hours Monday – Friday (7AM-5PM) and adhere to the Cities Noise Ordinance rules.

Community awareness that sewer project is scheduled with the Contractor. **Contractor will provide sewer cleaning notices and distribute to individually affected customer (Door Knockers) with a minimum of 24 hours' notice. Contractor will handle any customer complaints forwarded by the city**

The purpose of this project is to complete the cleaning of all identified lines and restore each line segment to a minimum of 90% of its original carrying capacity.

A daily log shall be maintained to record the location of the manholes and sewer lines, lengths of the lines cleaned, method of cleaning, line sizes, and type of debris removed. Observations are to be recorded on a cleaning report form provided by contractor.

Lift Station Cleaning (6 stations in all. Please provide unit price.)

Suggested repairs: (Please submit unit price for each.) These will be evaluated separately.

Manhole Coating: Rehabilitation/Repair of an allotted number of manholes (vertical feet) with Strong Cementous material. Please provide separate unit price.

Contractor to update the Project Manager on the status of the project via email each Friday.

The **Proposal Information** only requires television inspection data to be provided.

Your response to the RFP should address the following items:

The City will provide maps or prints for sewers to be cleaned that are highlighted to identify their involvement in this project.

1. **Site & Construction Services.** Provide a summary of your businesses approach to this project including site preparation and construction services.

2. **Organizational Capacity.** Provide brief descriptions, including alternate approaches to the repair, of the principal personnel who would work with the City and describe their responsibilities for this project.

3. Timing: Provide a proposed timetable for the project, including your company's availability to begin the project to completion.

4. Pricing: Provide a unit price for the requested services, including, materials, site preparation, construction, clean-up, etc. Explicitly note any items that are on a reimbursement basis.

5. Potential Conflicts of Interest: Indicate if there is any litigation or regulatory action or any current or historical engagement or relationship with any public or private party that could potentially create a conflict of interest with the City or that would adversely affect your firm's ability to participate in this project.

No allowances for cost adjustments will be made if a Bidder fails to adequately examine the project sites before submitting a bid.

### **Selection Process**

An evaluation panel consisting of representatives from the City will review the proposals upon receipt. The proposal submitted will be the primary document on which each respondent will be evaluated. Proposals will be evaluated by the panel considering the factors, which are listed below, and which are listed in no order of significance:

1. Narrative demonstrating an understanding of the project
2. Work plan
3. Qualifications and experience of proposer.
4. Staff and organization
5. Conformance with this RFP.

The City reserves the right to select or reject any or all proposals submitted, to waive any formal proposal requirements, to investigate the qualifications and experience of any Respondent, to reject any provisions in any proposal, to obtain new proposals, to negotiate the requested services and contract terms with any Respondent, or to proceed to do the work otherwise.

The City reserves the right to retain all proposals and information submitted and to use in the project any idea or concept contained in any submitted information, regardless of whether that firm is selected. Submittal of a proposal indicates acceptance by the Respondent of all these terms and conditions.

## Receipt of Proposals

Your proposal must be sealed and delivered in-person or mailed/emailed and received before the due date. Electronic submittals will be accepted.

**Send proposals to:**

**Sanitary Sewer Cleaning & Inspection for the City of Valley Center, KS**

**Attn: City Clerk, Kristi Carrithers at:**

**Valley Center City Hall 121 S. Meridian, PO: Box 188  
Valley Center, Kansas 67147  
[kcarrithers@valleycenterks.org](mailto:kcarrithers@valleycenterks.org)**

**Day and Date Proposal is due: Friday, Aug. 29, 2022  
Time Proposal is due: 12:00 p.m. Noon, Central Time**

## Schedule

The following is a projected and tentative schedule of events:

| <b>Date</b>                 | <b>Event</b>   |
|-----------------------------|--|
| July 19, 2022               | RFP approval to issue                                |
| July 20, 2022               | RFP issued   |
| Aug. 24, 2022, 5 p.m.       | Last day for respondents to submit written questions |
| Aug. 25, 2022, 5 p.m.       | Final day responses to questions will be provided    |
| Aug. 29, 2022, 12 p.m. Noon | Response to RFP due                                  |
| Aug. 30, 2022, 11:30 a.m.   | Bid Opening – City Hall Council Chambers             |
| Sept. 6, 2022, 7 p.m.       | Firm selected at City Council meeting                |

Required Documents Attached

(Yes / No)

*Proof of Qualifications/Experience*

\_\_\_\_\_

*References -*

\_\_\_\_\_

*Detailed Scope of Work -*

\_\_\_\_\_

*Proof of*

\_\_\_\_\_

*Insurance Proof*

\_\_\_\_\_

*of licensure*

Acknowledgement of Addenda/Revisions

\_\_\_\_\_

(If Any # \_\_\_\_\_, # \_\_\_\_\_, # \_\_\_\_\_)

Contractor's proposal meets all specifications without exception

YES \_\_\_\_\_ NO \_\_\_\_\_

List of exceptions to the scope of services:

\_\_\_\_\_

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Signature of Proposer

\_\_\_\_\_

By

\_\_\_\_\_

Title

\_\_\_\_\_

Company Name

**Note:** Items may be adjusted or deleted. The City reserves the right to delete any bid item in its entirety. If this right is exercised, the Contractor shall receive no compensation for the deleted item. Any changes to the quantities for these items shall not constitute a substantial change to the Scope of Work. Therefore, regardless of total actual volume (percentage) compared to estimated quantities, the unit prices provided above by the Bidder shall be applied to the final quantity when payment is calculated for these items. No adjustment in the unit prices will be allowed. The City reserves the right to not use any of the estimated quantities: and if this right is exercised, the Contractor will not be entitled to any additional compensation. Cost of all export of material shall be included in the above unit costs; no additional compensation will be granted for such expenses. It is understood that the lump sum bid prices include without limitation, all appurtenant expenses, permits, taxes, royalties, and fees associated with the bid item.

THE CITY RESERVES THE RIGHT TO INCREASE OR DECREASE THE CONTRACT.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX B - ADDENDUM AND ANTI-COLLUSION

Sanitary Sewer Cleaning & Inspection

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on <https://valleycenterks.org>. It is your responsibility to check for this information.

**Addendum No.**

**Date Downloaded**

**I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of the City of Valley Center:**

**Company Name:**

**Name:**

**Title:**

**Email Address:**

**Signature:**

**Date:**