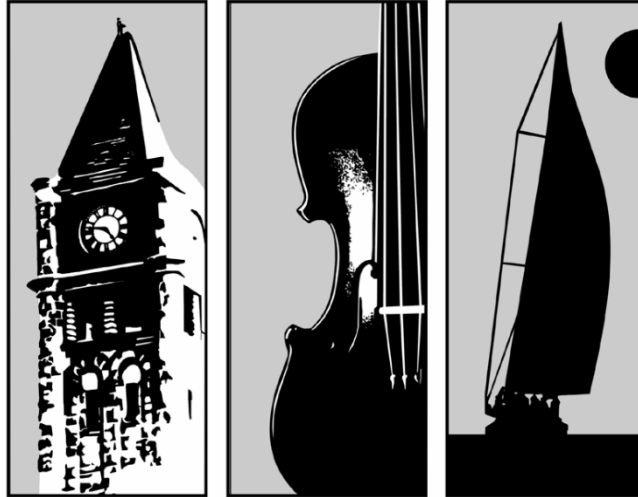


MUSKEGON



West Michigan's Shoreline City

www.shorelinecity.com

CITY OF MUSKEGON

REQUEST FOR PROPOSALS

PROJECT NAME:

Water Filtration Plant –
High Service Pump #2 Discharge Valve
Replacement

DATE OF ISSUANCE:

02/01/2022

DATE PROPOSAL DUE:

03/01/2022

ISSUING OFFICE:

City of Muskegon
Water Filtration Plant
1900 Beach Street
Muskegon, MI 49441
Tel. (231) 724-4106

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Note:

Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFP, please contact either of the following:

Joe Buthker
Water Plant Superintendent
(231) 724-4104
joe.buthker@shorelinecity.com

Josh Parmer
Water Plant Chief Operator
(231) 724-4105
joshua.parmer@shorelinecity.com

PROPOSAL & AWARD

The undersigned having become thoroughly familiar with and understanding of all the proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Muskegon.

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature _____ Title _____

Print Name _____ Date _____

Firm Name _____

Address _____

Telephone No. _____

E-Mail _____

Fax No. _____

INSTRUCTIONS TO BIDDERS

PROPOSALS

All proposals must be submitted following the proposal format supplied by the City of Muskegon in this document and shall be subject to all requirements of this document.

The City may consider as irregular any proposal in which there is an alteration of or departure from the format stated in the documents, and at its option may reject the same.

Each bidder will include in their proposal a listing of any proposed sub-consultant/contractor and the name and address of each which may be involved in the project.

Before executing any subcontract, the successful firm shall submit the name and experience of any proposed subcontractor for prior approval.

PRE-BID MEETING

A mandatory pre-bid meeting will be held at 10:00 a.m. on 02/15/2022 at the City of Muskegon Water Filtration Plant. Questions and answers will be compiled during the meeting and shared with all parties in attendance. This information and any additional requirements will be included as addenda to this request.

SUBMITTAL OF PROPOSALS

Three (3) copies of the proposal documents shall be submitted in a sealed envelope to:

City of Muskegon
Clerk's Office
933 Terrace Street
Muskegon, MI 49440

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal and the name of the particular RFP for which the proposal is offered.

The proposals shall be submitted no later than 2:00 p.m. on March 1, 2022 at which time all proposals will be opened, and bids read aloud.

AWARD / REJECTION OF PROPOSALS

The City reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the City. The bidder to whom the award is made will be notified at the earliest possible date. All bidders submitting proposals will be notified when the award is made.

Award will not be completed until confirmed and recommended by the City Commission.

CITY RESPONSIBILITIES

The City of Muskegon will provide information as to the City's requirements for the project and make available pertinent information which may be useful in the project work.

The City will designate a person to act as the City's Project Manager with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to elements pertinent to the project.

The City will examine all studies, reports, estimates, proposal, and other documents prepared by the bidder and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

The City will direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the firm of the appropriateness of such action.

The City will direct the bidder in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

SPECIFIC PROJECT INFORMATION

PROJECT INTRODUCTION

The City of Muskegon Water Filtration Plant requests proposals from qualified mechanical contractors for the replacement of the discharge valve located on its High Service Pump #2.

PROJECT REQUIREMENTS

- Removal and disposal of the existing Allis-Chalmers valve (Figure 1).
- Installation of a Henry Pratt 18" rubber-seated ball valve (Figure 2) and an 18" chain-driven butterfly isolation valve. Both the butterfly valve and the ball valve have been procured by the City and are on site.
- Installation of the Henry Pratt valve control system procured by the City. Installation must include pressure gauge and Y-strainer on the water supply line. The valve control system must be connected to the existing house water supply, and an additional water feed from the spool piece must also be installed. Each water supply source needs its own quarter-turn ball valve for shut off. See Figure 3 for a similar installation. The control system must exhaust into the floor drain.
- The two valves have been purchased and are on site. The control system is scheduled to be delivered in March. If the control system is delayed, it would be acceptable to install the valves before the arrival of the control system and return to finish installation once the control system is on site.
- Supply and install a flanged steel spool piece to connect the new valves to the existing header. The interior of the steel spool piece must be coated with a coating that complies with NSF/ANSI 61 standards.
- Insulation will be installed where the old insulation was removed, covering any exposed pipe from the header to the top of the discharge valve. Insulation will also need to be completed on two other pumps from previous replacement projects. See Figure 4 for insulation details.
- Electrical work will not be included as part of this bid and will be completed by a third party.
- Vendor shall provide weekly progress reports of project status, including notification of any critical issues affecting progress.
- Bid must include start-up with the contractor on site.
- To minimize the downtime of the other high service pump on the common header, the 18" chain-driven butterfly isolation valve must be installed as soon as possible after the old valve has been removed.

BID FORM

Lump Sum

Base Bid

High Service #2 Valve Replacement

\$ _____

Company Name: _____

Address: _____

Phone: _____

Email: _____

Signature/Date: _____

Title: _____

Printed Name: _____

CONTENTS OF PROPOSAL SUBMITTAL

At a minimum, each proposal shall include the following items:

1. Signed and Completed Proposal & Award Page
2. Signed and Completed Bid Form
3. Listing of any identified Subcontractors
4. Copy of Insurance

EVALUATION

Staff will review the submitted proposals and make a recommendation to the City Commission for award based on the current purchasing policies of the City.

TENTATIVE SCHEDULE FOR AWARD

Issue RFP02/01/2022

Mandatory Pre-bid Meeting.....02/15/2022

Proposal Due Date03/01/2022

City Commission Consideration of Bids03/22/2022

Start DateAfter Notice to Proceed issued by City Staff

Completion DateNo later than June 3, 2022

INSURANCE REQUIREMENTS

The Contractor, and any and all of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to City of Muskegon. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIRs are the responsibility of the Contractor.

The Contractor shall procure and maintain the following:

- a. **Hold Harmless Agreements:** To the fullest extent permitted by law, Consultant agrees to defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including any costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers, or others working on behalf of the City, by reason of personal injury, including bodily injury and death, property damage, including loss of use thereof, and/or the effects of or release of toxic and/or hazardous material which arises out of or is in any way connected or associated with this contract. The obligation to defend and hold harmless extends to Consultant's employees, agents, subcontractors, assigns and successors.
- b. **Workers' Compensation Insurance,** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- c. **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$3,000,000 per occurrence and aggregate. Coverage shall include, but not limited to, the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Explosion, Collapse, and Underground, if applicable; (F) A Per Project Aggregate.
- d. **Automobile Liability,** including Michigan No-Fault Coverages, with limits of liability not less than \$3,000,000 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- e. Commercial General Liability and Automobile Liability Required liability limits may be obtained by using an Excess/Umbrella Liability policy in addition to the primary liability policy(ies). If coverage limits are satisfied by an Excess and/or Umbrella policy, coverage must follow form of the primary liability policy(ies), including but not limited to additional insured and primary/non-contributory coverage.
- f. **Additional Insured:** Commercial General Liability Insurance shall include an endorsement stating the following shall be ***Additional Insureds:*** The City of Muskegon,

all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Muskegon as additional insured, coverage afforded is considered to be primary and any other insurance the City of Muskegon may have in effect shall be considered secondary and/or excess.

- g. **Installation Floater** covering any and all material in the full amount while being installed, fabricated or erected. Coverage shall remain in place until the installation work is accepted by the City of Muskegon.
- h. **Cancellation Notice:** Policy(ies), as described above, shall be endorsed to state the following: It is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation or Non-Renewal shall be sent to the Certificate Holder: (City of Muskegon, Attention: Water Filtration Plant, 1900 Beach Street, Muskegon, MI 49441).
- i. **Proof of Insurance Coverage:** The Contractor shall provide the City of Muskegon at the time the contracts are returned by him/her for execution a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, a copy of the policy sections, where coverage is provided for additional insured and cancellation notice, may be acceptable. Copies of all policies mentioned above shall be furnished, if so requested.
- j. If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates, endorsements, and/or policies to City of Muskegon at least ten (10) days prior to the expiration date.

FIGURES



Figure 1: High Service Pump #2 with the existing Allis-Chalmers valve to be removed.



Figure 2: The Henry Pratt 18" rubber-seated ball valve procured by the City for installation on High Service Pump #2.

Y-strainer located on water line behind control system

New water feed from spool piece

Pressure gauge



Water feed from existing water supply

Figure 3: Existing Pratt control system on High Service Pump #1, similar to what will be installed on High Service Pump #2.

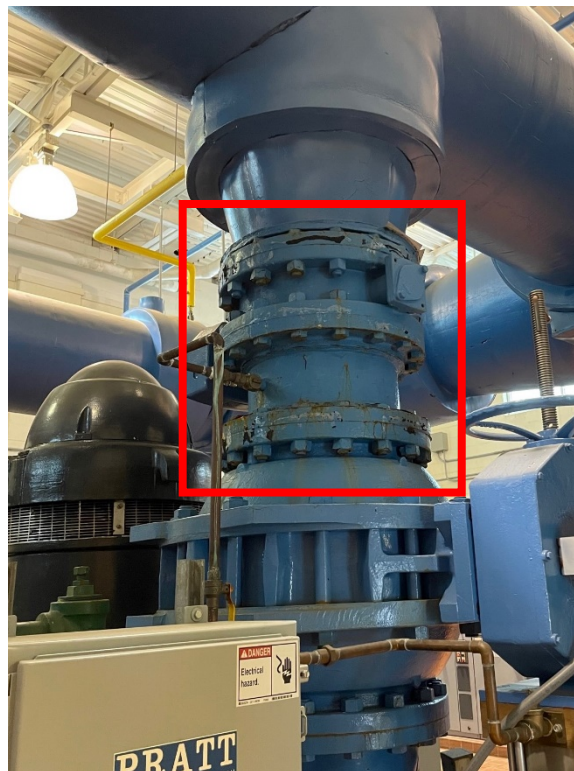


Figure 4: High Service Pump #1 is shown where with the area to be insulated indicated. High Service Pump #2 from this project and #1 and #3 will need similar insulation.