



REQUEST FOR PROPOSALS (RFP)
Street Ditch Improvements – RFP #2024-06-06

Invitation for Proposals

The purpose of the Request for Proposal (RFP) is to obtain quotes and/or bids for providing Improvements to Street Ditches 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, June 6, 2024 |
| • Pre-Bid site inspections with staff | Date/Time: Arrange with Public Works Director * |
| • Deadline to submit written questions | Date/Time: Friday, July 5, 2024, 5:00 pm |
| • Proposal Submission Deadline | Date/Time: Friday, July 12, 2024, 2:00 pm |
| • Public Opening of Bids | Date/Time: Friday, July 12, 2024, 3:00 pm |
| • Selection for Recommendation | Date: Wednesday, July 17, 2024 |
| • Contract awarded by Council | Date: August 2024 |
| • Notice to Proceed | Date: September 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, July 12, 2024.

Envelopes shall be clearly marked “Requests for Proposal – **Street Ditch Improvements -RFP #2024-06-06** “

Instructions for Bidders

The City of Crandall is requesting bids to provide improvements to street ditches for 4th Street and Main Street. All work shall be in accordance with North Central Texas Council of Government (NCTCOG) construction standards latest edition. Please refer to Exhibit A through Exhibit C for a more complete description of the location of services to be completed.

Base Bid Scope of Work

The base bid of this project includes the two (2) City streets identified above which are in need of ditch improvements.

Main Street Ditch Improvements

- Regrade street ditches on both sides 1715 L.F.
- Resod approximately 2860 S.Y. solid sod, with 4-inch top soil, fertilize and water until established grass.
- Remove and replace 18 Ea. 18-inch x 20 L.F. residential driveway culverts.
- Reset two 12-inch x 12 L.F. residential sidewalk culverts
- Remove and replace gravel driveway 242 S.Y.
- Remove and replace reinforced concrete driveway 104 S.Y.
- Remove and replace concrete sidewalk 23 S.Y.

4th Street Ditch Improvements

- Regrade street ditches on both sides 2812 L.F.
- Resod approximately 4687 S.Y. solid sod, with 4-inch top soil, fertilize and water until established grass.
- Remove and replace 27 Ea. 18-inch x 20 L.F. residential driveway culverts
- Remove and replace gravel driveway 251 S.Y.
- Remove and replace reinforced concrete driveway 115 S.Y.
- Remove and replace concrete sidewalk 38 S.Y.

While alternative schedules may be considered in the context of any overall bid, it is the desire of the City to schedule the ditch improvements to begin in September, 2024.

Additive Alternative Scope of Work

The additive alternate bid items for this project include the following items:

Main Street Ditch Improvements

- Reinforced concrete lined ditch, 4-inch thick, 24-inch wide x 1715 L.F.
- Driveway culvert concrete headwall, 42 Ea.

4th Street Ditch Improvements

- Reinforced concrete lined ditch, 4-inch thick, 24-inch wide x 2812 L.F.
- Driveway culvert concrete headwall, 64 Ea.

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 the ditch improvements. 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 ditch improvement with materials for the project.
2. Submit summary of your experience and qualifications.
3. Submit three previous drainage 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 – Street Ditch Improvements RFP #2024-06-06" 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 July 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. Payment for contractual Street Ditch Improvements 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 and in accordance with NCTCOG.

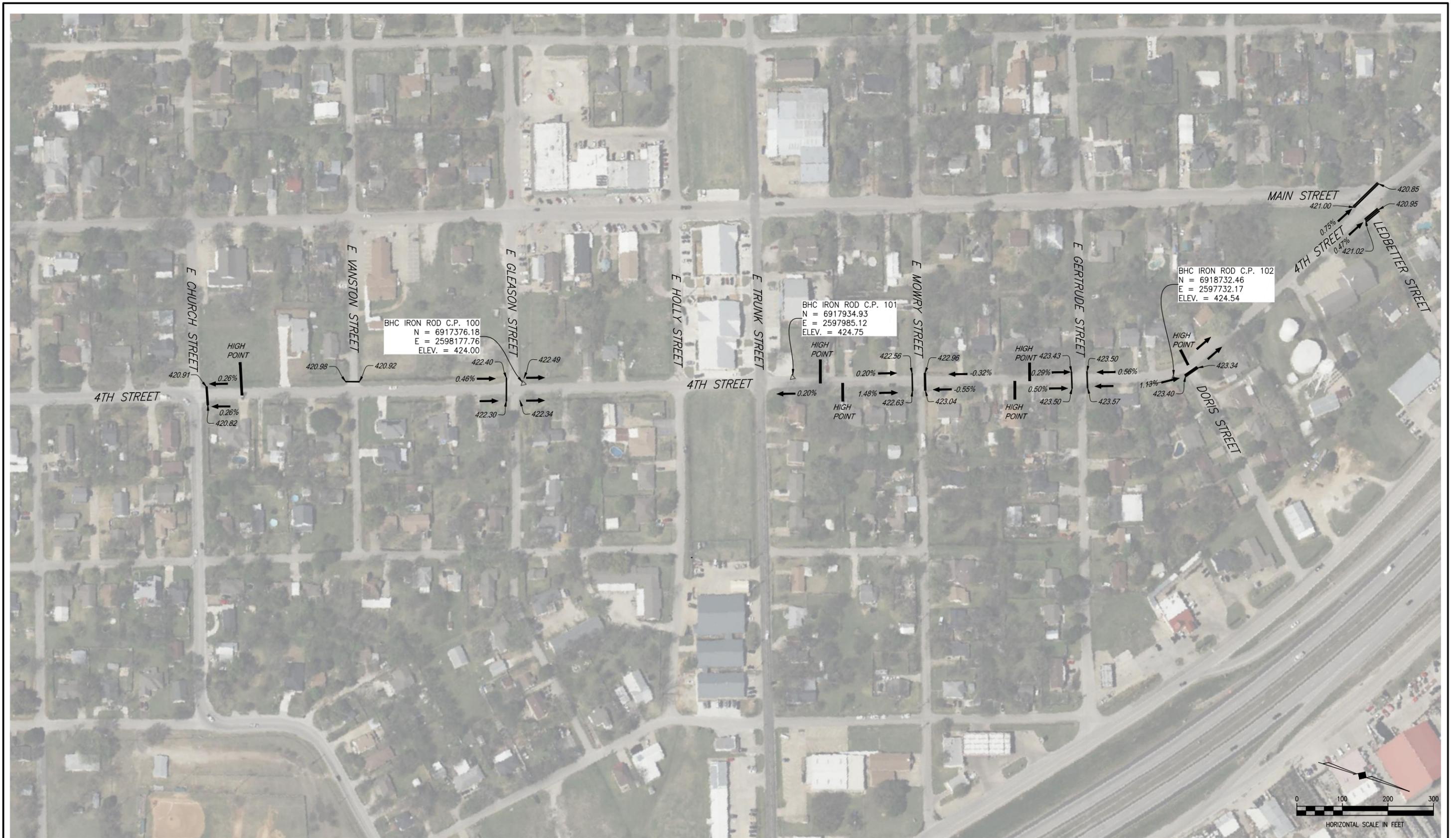


These plans and related specifications were prepared for construction of this specific project only. Reuse of these documents is not permitted without written authorization of Birkhoff, Hendricks & Carter, L.L.P. If this drawing is converted to an electronic file, if any discrepancy occurs between the electronic file and the Birkhoff, Hendricks & Carter, L.L.P. original document, the original document will govern in all cases.

BIRKHOFF, HENDRICKS & CARTER, L.L.P.
 PROFESSIONAL ENGINEERS
 TBPE Firm No. 526; TBPLS Firm No. 10031800
 11910 Greenville Ave., Suite 600
 Dallas, Texas 75243 (214) 361-7900

CITY OF CRANDALL, TEXAS
 MAIN STREET DRAINAGE IMPROVEMENTS
 MAIN STREET DITCHES

BHC PROJECT NO. 4024-101
 SHEET NO. **A**
 June 2024



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CITY OF CRANDALL, TEXAS
 4th STREET DRAINAGE IMPROVEMENTS
 4TH STREET DITCHES

BHC PROJECT NO. 4024-102
 SHEET NO. **B**
 June 2024

EXHIBIT C

CITY OF CRANDALL, TEXAS

Project: Main Street Drainage Evaluation

Client: City of Crandall

Project No. 4024-101

Date: May 15, 2024

#	ADDRESS	PIPE SIZE	APPROX. PIPE LENGTH	DRIVE MATERIAL	PIPE MATERIAL	STATUS
	MAIN STREET					
1	200 Main Street West Side	None	None	Gravel	None	No Action
2	202 Main Street West Side	12"	22 ft.	Concrete	CMP	No Action
3	206 Main Street West Side	12"	14 ft.	Gravel	RCP	No Action
4	210 Main Street West Side	12"	14 ft.	Gravel	CMP	Replace w/ 18" CMP
5	300 Main Street West Side	None	None	None	None	Grade Channel
6	302 Main Street West Side	12"	16 ft.	Gravel	CMP	Replace w/ 18" CMP
7	306 Main Street West Side	12"	40 ft.	Gravel	CMP	Replace w/ 18" CMP
8	100 Church Street West Side Main	12"	18 ft.	Concrete	RCP	Replace w/ 18" CMP
9	400 Main Street West Side	12"	6 ft.	Sidewalk	RCP	Reset
10	404 Main Street West Side	12"	22 ft.	Concrete	CMP	Replace w/ 18" CMP
11	406 Main Street West Side	12"	16 ft.	Concrete	RCP	Replace w/ 18" CMP
12	408 Main Street West Side	12"	14 ft.	Gravel	RCP	Replace w/ 18" CMP
13	500 Main Street West Side	12"	14 ft.	Gravel	RCP	Replace w/ 18" CMP
14	506 Main Street West Side	12"	16 ft.	Gravel	CMP	Replace w/ 18" CMP
15	510 Main Street West Side 2 Drives	12"	2 x 18 ft.	Gravel	CMP	Replace w/ 18" CMP
16	510 Main Street West Side	12"	8 ft.	Sidewalk	RCP	Reset
17	509 and 507 Main Street East Side	(2) 12"	44 ft.	Gravel	CMP	Replace w/ 18" CMP
18	505 Main Street East Side	15"	18 ft.	Gravel	CMP	Replace w/ 18" CMP
19	503 Main Street East Side	12"	18 ft.	Gravel	CMP	Replace w/ 18" CMP
20	407 Main Street East Side	None	None	None	None	Grade Channel
21	405 Main Street East Side	12"	80 ft.	Gravel	CMP	Replace w/ 18" CMP
22	401 Main Street East Side	None	12 ft. - 14 ft.	Gravel	None	Replace w/ 18" CMP
23	105 Church Street East Side Main	??	120 ft.	Concrete	??	Replace w/ 18" CMP
24	307 Main Street East Side Collapsed	??	16 ft.	Gravel	CMP	Replace w/ 18" CMP
25	305&301 Main Street East Side Continuous	12"	24 ft.	Gravel	CMP	Replace w/ 18" CMP

CITY OF CRANDALL, TEXAS

Project: 4th Street Drainage Evaluation
Client: City of Crandall

Project No. 4024-101

Date: May 15, 2024

#	ADDRESS	PIPE SIZE	APPROX. PIPE LENGTH	DRIVE MATERIAL	PIPE MATERIAL	STATUS
	4TH STREET					
1	304 S 4th Street West Side	15"	22 ft.	Concrete	RCP	No Action
2	301 S 4th Street East Side	12"	20 ft.	Concrete	CMP	Replace w/18" CMP
3	309 S 4th Street East Side	12"	16 ft.	Gravel	CMP	Replace w/18" CMP
4	Alley	12"	14 ft.	Gravel	CMP	Replace w/18" CMP
5	311 S 4th Street East Side	12"	20 ft.	Concrete	CMP	Replace w/18" CMP
6	201 S 4th Street East Side	12"	20 ft.	Concrete	CMP	Replace w/18" CMP
7	203 S 4th Street	12" Clogged	20 ft.	Concrete	CMP	Replace w/18" CMP
8	205 S 4th Street East Side	12" Clogged	14 ft.	Concrete	CMP	Replace w/18" CMP
9	200 S 4th Street West Side (Abandoned)	12" Clogged	14 ft.	Dirt	CMP	Replace w/18" CMP
10	111 Gleason Street	12"	14 ft.	Gravel	CMP	Replace w/18" CMP
11	109 S 4th Street Slightly Crushed	12"	30 ft.	Dirt	CMP	Replace w/18" CMP
12	102, 104 & 108 S 4th Street West Side	None	None	Gravel/Concrete	None	No Action
13	103 N 4th Street West Side	12"	22 ft.	Concrete	CMP	Replace w/18" CMP
14	105 N 4th Street West Side	None	None	Concrete	Grade Channel	Grade Channel
15	109 N 4th Street West Side	12"	18 ft.	Concrete	CMP	Replace w/18" CMP
16	106 & 108 N 4th Street East Side	None	None	Gravel	None	Grade Channel
17	110 N 4th Street East Side	None	None	Gravel	None	Grade Channel
18	201 N 4th Street West Side	12"	16 ft.	Concrete	CMP	Replace w/18" CMP
19	205 N 4th Street West Side	12"	25 ft.	Gravel	CMP	Replace w/18" CMP
20	207 N 4th Street Continuous with 205	12"	50 ft.	Gravel	CMP	Replace w/18" CMP
21	209 N 4th Street West Side	None	None	None	None	Grade Channel
22	200 N 4th Street East Side	12"	16 ft.	Gravel	CMP	Replace w/18" CMP
23	204 N 4th Street East Side	12"	20 ft.	Gravel	CMP	Replace w/18" CMP
24	206 N 4th Street East Side	12"	16 ft.	Gravel	CMP	Replace w/18" CMP
25	200 Gertrude East Side	None	None	Gravel	None	No Action
26	301 N 4th Street West Side	None	20 ft.	Gravel	None	Place 18" CMP
27	303 N 4th Street West Side	12"	20 ft.	Gravel	CMP	Replace w/18" CMP
28	305 N 4th Street West Side Continuous with 2	12"	25 ft.	Gravel	CMP	Replace w/18" CMP

#	ADDRESS	PIPE SIZE	APPROX. PIPE LENGTH	DRIVE MATERIAL	PIPE MATERIAL	STATUS
29	201 Gertrude East Side N 4th Street	?	60 ft.	Gravel	CMP	Replace w/18" CMP
30	200 Doris East Side N 4th Street	?	16 ft.	Gravel	CMP	Replace w/18" CMP
31 & 32	307 N 4th Street West Side	None	None	Dirt	None	Grade Channel
32	309 N 4th Street West Side	None	None	Dirt	None	Replace w/18" CMP
33	Empty Lot South of N 4th Street East of Main	None	None	Dirt	None	Grade Channel
34	Water Tank Site Drive North of 4th Street	15"	20 ft.	Gravel	CMP	Replace w/18" CMP
35	404 4th Street	12"	40 ft.	Asphalt	CMP	Replace w/18" CMP
36	406 4th Street	12"	16 ft.	Asphalt	CMP	Replace w/18" CMP