



**REQUEST FOR QUALIFICATIONS**

**OGDEN CITY STREETLIGHT MAINTENANCE AND CONSTRUCTION**



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## REQUEST FOR QUALIFICATIONS STREET LIGHT MAINTENANCE & CONSTRUCTION



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### Street Light Maintenance & Construction

Ogden City Corporation is accepting sealed proposals from licensed contractors interested in providing maintenance and construction work on Ogden City streetlights and associated projects. Ogden City has an ongoing need for this work.

Ogden City Corporation

REQUEST FOR QUALIFICATIONS

Street Light Maintenance and Construction

Ogden City Corporation ("City") is requesting sealed responses to this RFQ from licensed electrical contractors approved to work on Rocky Mountain Power poles for project specific and maintenance construction work on City street lights.

RFQ packets are available and may be obtained from Ogden City Purchasing, 2549 Washington Blvd., Suite 510, Ogden, Utah, or by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>. Bidders are responsible for securing any and all addenda issued.

A non-mandatory proposal meeting will be held on **November 21st at 2 PM**. We will meet at the Municipal Building 7<sup>th</sup> Floor conference room located at 2549 Washington Blvd, Ogden UT 84401. All contractors intending to submit a proposal are encouraged to attend to obtain relevant information concerning the project.

Responses to this RFQ shall be submitted to the Office of the City Purchasing Agent, 2549 Washington Blvd., Suite 510 (5<sup>th</sup> Floor) Ogden, UT, no later than 3PM on December 5, 2019. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City. The City reserves the right to issue contracts to multiple vendors.

Ogden City encourages and welcomes bids from women and minority owned business.

Any firm wishing to limit access to proprietary information and content within the submitted proposal may complete and submit a Business Confidentiality Claim form along with the proposal. The form can be accessed through the Records webpage at <https://www.ogdencity.com/DocumentCenter/View/7004/Business-Confidentiality-Claim-form>

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# REQUEST FOR QUALIFICATIONS

## Street Light Maintenance & Construction

### OGDEN CITY CORPORATION

#### I. INTRODUCTION

Ogden City Corporation is accepting sealed responses to this RFQ from licensed electrical contractors in the State of Utah interested in providing maintenance and construction work on Ogden City street lights and specific projects. This is an ongoing need for Ogden City.

Licensed contractors submitting must have an office or representative located within a 100-mile radius of the Ogden area in order to respond within two (2) hours of an emergency situation.

#### II. SCOPE OF WORK

1. Downtown Lights/Electrical – CIP related.

The scope of work will include updating street lighting throughout downtown Ogden, from 20<sup>th</sup> to 27<sup>th</sup> Street, and, Adams Ave to the railroad tracks west of Wall Ave. including upgrading all wiring, installing code-specific buss bars for the lighting type and correcting broken and deficient street light boxes and the water and irrigation lines along 25<sup>th</sup> Street.

2. Maintenance and Construction as needed.

The scope of work will include, but is not limited to, installation of streetlight poles, light fixtures, bulbs in existing fixtures and photo eyes sensors; installation of both overhead and underground conduit and wire per Ogden City code and lighting plans. Contractor will need working knowledge of Ogden City's lighting and power grid and be able to supply equipment and manpower to meet the needs and demands of updating Ogden City equipment and maintaining existing equipment. Contractor will be expected to respond within 48 hours, 2 hours for emergency situations, and make repairs within 10 business days.

- City will determine, in its sole discretion, who to assign the work order based on rotation basis – expertise related – and or urgency.
- Firm will submit a proposal or estimate based upon their submitted fee schedule. City will review each proposal and if approved, a work order will be issued.
- One or more contractors may be selected for appropriate services agreements.

### III. RESPONSE TO REQUEST FOR QUALIFICATION

Each proposal must include, at a minimum, the following information:

1. Contractor must have access to a GIS Asset Management System with history storage
2. Contractor must be a licensed electrical contractor for the State of Utah approved to work on Rocky Mountain Power poles
3. Contractor must have a 24-hour on-call service with night patrol support
4. Contractor must have representative or office within 100-mile radius of Ogden and be available to respond within two (2) hours for emergency situations
5. Name, address, email and telephone number of company submitting the proposal,
  - a. Include the name and contact information of the person designated as the firm's representative for the selection process
6. Evidence of insurability
7. Fee Schedule - Complete Form A and attach a complete General Fee Schedule. List other specialties, as applicable
8. Knowledge of Ogden City Power Grid and Relevant Experience of submitting firm, attach a description of relevant project(s), including names of references associated with the project(s)
9. Acknowledgement of receipt of addenda (if any)

Proposals are to be no longer than seven (7) pages. Double-sided pages count as two (2) pages. Insurance information, licenses and certifications, etc. do not count as a page if submitted at the end of the document.

\*PLEASE NOTE: Being selected to be included in the contractor pool and entering into a services agreement with Ogden City does not guarantee the contractor will be extended any specific amount of work.

### IV. EVALUATION OF PROPOSALS

A team consisting of three (3) or more representatives from Ogden City will perform evaluations of all responses. The following criteria will be used to evaluate:

1. Knowledge of Ogden City's Power Grid and Relevant Experience (30%)
2. Licensed Electrical Contractor for the State of Utah approved to work on Rocky Mountain Power poles (30%)
3. Having a 24-hour on-call night patrol service and availability within 2 hours (20%)
4. Fee Schedule/Cost (20%)

Successful contractors will be selected through a qualifications-based selection process. A Selection Committee will evaluate each proposal according to the criteria set forth above. The Selection Committee will select contractors based on the responses received, no formal interviews are anticipated, however, the Selection Committee reserves the right to ask for interviews as needed. The City reserves the right to select a contractor whose submittal does

not meet the above-stated submittal requirements. The City reserves the right, and intends, to award contracts to at least one qualified applicant. The City may perform a due diligence process on the contractors receiving the highest evaluations.

Incorrect information or reference will be taken into consideration when responses are scored.

## V. INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

- a The amount of insurance shall not be less than:
  - i) Commercial General Liability: Minimum of \$2,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
  - ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
  - iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
  - iv) Professional Liability: Minimum of \$1,000,000 aggregate with \$500,000 per occurrence
- b Each insurance policy required by this Agreement shall contain the following clauses:
  - i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
  - ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."
- c Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
  - i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."
- d Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or

renew coverage or to provide evidence of renewal will be treated as a material breach of contract.

- e City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
- f City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees or contractors upon the Premises during the License Period.

## VI. ADDITIONAL INFORMATION – GENERAL TERMS AND CONDITIONS

Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, who are approved to work on Rocky Mountain Power poles, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.

For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFQ. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFQ for each employee who will be on-site, that shows "Criminal History Verified" and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFQ that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFQ.

All work must meet current industry standards including all Federal, State and local rules and regulations.

The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

The work to be performed consists of furnishing and installing the equipment, facilities, services and appurtenances. The work generally includes but is not limited to maintenance, repair, and minor construction on an as needed basis, throughout Ogden City. The repairs, maintenance and minor construction involve power and street light related items.

This contract may be used as a time and materials contract for "eligible services during the 'first 70 Work Hours' following a declared disaster" by issuance of an approved Task Order (FEMA Disaster Recovery).

Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.

Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.

Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.

Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers. The selected company shall enter into a written agreement with Ogden City. Ogden City reserves the right to cancel this Request for Proposal. Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter into contracts with more than one vendor.

**Public records** - Pursuant to the Utah Government Records Access and Management Act (GRAMA), records may be considered public after the contract is awarded.



Any firm wishing to limit access to proprietary information and content within the submitted proposal may complete and submit a Business Confidentiality Claim form along with the proposal. The form can be accessed through the Records webpage at <https://www.ogdencity.com/DocumentCenter/View/7004/Business-Confidentiality-Claim-form>

## VII. GOVERNING INSTRUCTIONS

This Request For Qualifications will constitute the governing document for submitting Proposals, and will take precedent over any oral representations.

## VIII. CONTACT PERSON

For any questions related to this RFQ, please contact the Ogden City Purchasing office via email [purchasing@ogdencity.com](mailto:purchasing@ogdencity.com) or at (801) 629-8742.

**The question and answer period ends at 3PM on December 2, 2019.**  
***\*Please submit questions in writing to the location or email listed above.\****

## IX. NON-MANDATORY PROPOSAL MEETING

A non-mandatory proposal meeting will be held on **November 21st at 2 PM**. We will meet at the Municipal Building 7<sup>th</sup> Floor conference room located at 2549 Washington Blvd, Ogden UT 84401. All contractors intending to submit a proposal are encouraged to attend to obtain relevant information concerning the project.

## X. SUBMISSION OF PROPOSALS

Firms shall submit six (6) copies of the proposal in a sealed envelope to the office of the City Purchasing Agent, 2549 Washington Blvd, Suite 510, Ogden UT 84401 **no later than 3PM on December 5, 2019**. On the envelope, indicate "Ogden City Streetlight Maintenance and Construction RFQ." **LATE PROPOSALS WILL NOT BE ACCEPTED.**

No facsimile or email transmittals will be accepted. All submittals must be delivered by the mail or other delivery service or hand-carried to the 2<sup>nd</sup> Floor Information Desk at the same address. It is the sole responsibility of those responding to this RFQ to ensure that their submittal is made to the correct location and in compliance with the stated date and time. City offices are closed on holidays.

The City reserves the right to accept or reject any submittal as it best serves convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from women and minority owned businesses.

**FORM A – Standard Items**

Varied Locations, 2019-20 Street Light and Maintenance Contract

All item descriptions must meet our approval and adhere to Ogden City 2019 Engineering Standards

| <b>Qualifying Item Description</b>   | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| Knowledge of Ogden City’s Power Grid and Relevant Experience (attach description of project(s) and references)   |            |           |
| Licensed Electrical Contractor for the State of Utah approved to work on Rocky Mountain Power poles (attach relevant documentation)                        |            |           |
| 24-hour, on-call night patrol support  |            |           |
| Detailed item descriptions and costs of items used in Ogden City’s Power Grid – In addition to Standard Item Price list attach a General Fee/Cost Schedule |            |           |

| <b>Item Description</b>  | <b>Quantity<br/>Unit</b> | <b>Unit Price</b> | <b>Amount</b> |
|--|--------------------------|-------------------|---------------|
| Supply & install LED photo eye (Include costs for various types) |                          |                   |               |
| Supply & install fuse kit (Include costs for various types)      |                          |                   |               |
| Supply & install 35-foot wooden pole                             |                          |                   |               |
| Supply & install 140-watt cobra head – LED                       |                          |                   |               |
| Supply & install 50-watt cobra head – LED                        |                          |                   |               |
| Supply & install 75-watt GranVille A-corn fixture                |                          |                   |               |
| Bucket truck hourly rate   |                          |                   |               |
| Line truck hourly rate   |                          |                   |               |
| Linear foot price to bore & install two-inch conduit             |                          |                   |               |

|  |  |  |  |
|--|--|--|--|
| Linear foot price to trench & install two-inch conduit |  |  |  |
| Linear foot price to supply & pull #6 copper triplex   |  |  |  |
| Linear foot price to supply & pull #10 bare copper     |  |  |  |
| Supply & install point of disconnect box               |  |  |  |
| Supply & install 16-foot Wadsworth pole                |  |  |  |
| On a separate sheet, add any other Items needed        |  |  |  |

Signature\_\_\_\_\_