

**Boxelder Sanitation District
Request for Proposal**

**Transmissive Acoustics Assessments and
Manhole Inspections**



January 25, 2023

REQUEST FOR PROPOSAL

Transmissive Acoustics Assessments and Manhole Inspection

I. REQUEST FOR PROPOSAL

Boxelder Sanitation District (District) is requesting proposals from qualified contractors for sewer line inspections using transmissive acoustics and visual manhole inspections for each manhole.

A. Scope of Request For Proposal

This RFP contains the instructions governing the Proposals to be submitted and the materials to be included therein; mandatory requirements which anyone wishing to submit a proposal (hereinafter, "Proposer" or, after a Proposer is selected by the District, the "Contractor") must meet to be eligible for consideration and other requirements to be met by a Proposer.

Written proposals from qualified Proposers must be received at the Boxelder Sanitation District office, 3201 East Mulberry Street, Unit Q, Fort Collins, Colorado 80524, as given in the submittal deadline section of this document

All inquiries relating to this request shall be addressed in writing to: Bobbi Munn, Management Administrator, bobbim@boxeldersanitation.org.

B. Conditions of Submittal

1. Late Proposals will not be accepted. It is the responsibility of each Proposer to ensure that the Proposal arrives to the District office prior to the date and time stated in this RFP.
2. Prospective Proposers may make inquiries concerning this RFP to obtain clarification of requirements. All inquiries will be made in writing. No inquiries will be accepted after February 17, 2023. All Proposer inquiries and District responses will be distributed to all Proposers that attend a pre-proposal meeting.
3. Sales Prohibited/Conflict of Interest: No officer, employee, or member of the District Board of Directors, shall have a financial interest in the sale to the District of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the District. Soliciting or accepting any gift, gratuity, favor, entertainment, kickback or any items of monetary value from any person who has or is seeking to do business with the District is prohibited.
4. Collusive or sham proposals: Any proposal deemed to be collusive, or a sham proposal will be rejected and reported to authorities as such. Your authorized signature of your proposal assures that such proposal is genuine and is not a collusive or sham proposal.

5. The District reserves the right to reject any or all Proposals, to waive informalities and minor irregularities in Proposals received and to accept any portion of the Proposals or all items of the Proposals if deemed in the best interest of the District to do so. The District reserves the right to negotiate directly with the Contractor selected for reduced or additional project work. The District also reserves the right to make such inquiries regarding a Contractor's qualifications and reputation, as it deems necessary to evaluate the proposals.
6. All materials submitted to District in response to this RFP become the property of the District and will only be returned to the Proposer at the District's option. Any person may review responses after the final selection has been made. The District reserves the right to use any or all ideas presented in any Proposer's reply to this request. Disqualification of a Proposer does not eliminate this right.
7. The District is not liable for any cost incurred by the Proposers prior to issuance of an agreement, contract or purchase order.
8. The contents of the Proposal of the successful Proposer will become contractual obligations if contractual agreement action ensues. Failure of the successful Proposer to accept these obligations in a purchase agreement, purchase order, contract, delivery order or similar acquisition instrument (together all hereinafter referred to as the "Contract") may result in cancellation of the award and such Proposer may be removed from future solicitations.
9. All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the Contractor as part of this project shall be the property of Boxelder Sanitation District.
10. The District shall, at any time, have the right to terminate the Contract for convenience upon giving five business days written notice to the awarded firm. Unless otherwise provided for in the Contract, in the event of early termination, the awarded firm shall be entitled to the full amount of the approved estimate of services satisfactorily completed.
11. Proposers shall make no news releases pertaining to this RFP without the express written approval of the District.
12. Contract obligations will also include all work defined under Scope of Services as found in this RFP. In addition, work not specifically called out, but indicated as provided in the proposals shall become contract obligations.
13. The District will select a qualified contractor to complete the work based on the criteria outlined in this RFP, however the District reserves the right to solicit additional proposals for any or all projects should they deem it in the best interest of the District.

II. PROJECT HISTORY AND SCOPE INFORMATION

Boxelder Sanitation District is a Special District (Quasi-Municipal), a political subdivision of the State of Colorado established under Title 32, Article 4 of the State Statutes, for the purpose of providing sanitary sewer service. The District is located in Larimer County, Colorado. It owns and operates a sewer collection system and wastewater Treatment Plant. The District sewer system includes approximately 75 miles of sewers ranging in size from 8-inch to 30-inch, and has approximately 2,000 manholes. The

District has CCTV equipment to inspect and evaluate sewers but desires to optimize the time required for this process by obtaining data from an Acoustic assessment of sewer line pipes utilizing Transmissive Acoustic Inspection Rapid Assessment Technology (SL-RAT).

A. Scope Of Work

Acoustic Assessment Service

- Acoustic assessment of sewer line pipes utilizing Transmissive Acoustic Inspection Rapid Assessment Technology (SL-RAT).
- Service Includes full assessment of designated pipes and delivery of assessment data in Online ArcGIS Dashboard developed by the Contractor with additional ability to download data in .csv and .shp formats.
- Final cost for the work will be based on actual footage assessed.

Manhole Inspections

- Manholes will be assessed and prioritized based on manhole condition and incorporated into acoustic assessment data set.
- Manhole assessments will include a 3-point risk scale (Low, Medium, High) across 5 sections of the manhole (Lid, Collar, Main Body, Trough, Overall Condition).
- Data captured and included in Online ArcGIS Dashboard with filtering and reporting capability.
- Final cost based on actual number of manholes assessed.

1. **Scope of Services – Acoustic Assessment Service**: The Contractor will conduct sewer line inspections using transmissive acoustics for the District :

- A. Sewer line Acoustic Transmissive Inspection services as specified in ASTM F3220 – 17 “Standard Practice for Prioritizing Sewer Pipe Cleaning Operations by Using Transmissive Acoustic Inspection”. These services will be accomplished by using the system provided by Infosend, Inc, using equipment known as Sewer Line Rapid Assessment Tools (SL-RAT).
- B. A detailed summary of each sewer line assessed including the following:
 1. Unique Measurement Identification Number
 2. Time and Date of Measurement
 3. Length of pipe segment measured as measured by available Global Positioning Services (GPS).
 4. GPS Location of Transmitter and Receiver at the time of measurement
 5. The Condition of the pipe will be reported on a scale including but not limited to a score of 0-10 as shown below:
 - a. 10 = Good - No significant obstructions within the pipe
 - b. 7-10 = Good – Minor impediments within the pipe such as joint offsets, partial sags, protruding laterals, debris, minor grease, and/or minor root fibers and/or other obstructions that could affect the score.

- c. 4-6 = Impediments within the pipe such as joint offsets, partial sags, protruding laterals, debris, grease, and/or root fibers. Single or multiple occurrences and/or other obstructions that could affect the score.
- d. 1-3 = Significant impediments within the pipe such as multiple joint offsets, near full pipe sag, multiple protruding laterals, significant debris, significant grease, significant root fibers and/or root balls. Single or multiple occurrences and/or other obstructions that could affect the score.
- e. 0 = Full pipe sag, single or multiple obstructions within the pipe reaching or nearly reaching the flow and/or other obstructions that could affect the score.

C. The format of the final report shall be provided electronically and include instruction on how to use the GIS dashboard.

2. **Scope of Services – Manhole Inspections**: The Contractor will perform a visual manhole inspection for each manhole for Customer:

- A. Each manhole will be visually inspected and rated as Good, Poor, or Fair for the following attributes:
 - 1. Proper seating of manhole lid
 - 2. Condition of manhole collar
 - 3. Condition of overall interior manhole structure
 - 4. Condition of manhole shelf
 - 5. Presence of infiltration
- B. Data from manhole inspections shall be added as attribute data along with the acoustic assessments in the GIS dashboard.

3. **Scope of Work – District Provides**: The District will provide the Contractor:

- A. Permission to open manholes and make assessments. By execution of this agreement permission is hereby granted.
- B. A map of all manholes and sewer lines to be assessed including manhole locations and which sewer line segments are to be assessed.
- C. GIS datafiles of sewer system to be used by Contractor for development of Online ArcGIS Dashboard
- D. Permission to access the desired manhole locations.
- E. Traffic Control assistance for roads that are greater than two lanes or with speed limits greater than 30 mile per hour. All required traffic control permits shall be the responsibility of the District.

B. Schedule:

RFPs available	9:00 AM, January 25, 2023
Deadline for questions	4:00 PM, February 17, 2023
Final Addenda Issued (if needed)	4:00 PM, February 21, 2023
Proposals due	Tuesday, February 28, 2023; 12:00 PM (noon), At District office
Contractor Approval (Board Meeting)	March 16, 2023
Contract Award	March 16, 2023
Work to be completed by	December 31, 2023

III. PROPOSAL GUIDELINES

Qualified Proposers interested in the work described in this RFP must submit the following information in their proposal:

A. General Information

1. Name of firm, contact person for this proposal, title, phone number e-mail address, street and mailing addresses, any previous names of firm in last ten (10) years, and date established.

B. Key project staffing

1. A list of anticipated staff (including management), with names, which will be involved in the project including subcontractors

C. General company resources

1. Indicate the resources available for project approach and methods, project sequencing and scheduling, equipment scheduling.
2. Provide a list of equipment to be utilized on the project defined.
3. Provide a list of additional equipment that is available if required.
4. Provide a list of equipment to be rented for the project.

D. Project experience.

1. List similar projects in operation or completed within the past 3 years
2. List and include client's name and telephone number, completion date and brief description of the type of work.

E. Project Costs

1. The Price Proposal must be based upon a rate per unit. Use the unit price sheet on in paragraph VI on page 10 or prepare similar form. For Proposal evaluation purposes only, propose 400,000 units for the footage of sewer lines and 2,000 unit

for manholes. The per unit price proposed shall include all costs, to be in conformance with this RFP, including but not limited to the following:

- a. Obtaining all Federal, State and local approvals/permits.
- b. Any fees associated with the Proposer's mobilization and de-mobilization.
- c. All staff and equipment, including rental costs to adequately perform the scope of work.
- d. The total cost will be computed based upon the actual footage of sewer lines assessed and actual number of manholes assessed.

F. Proposal Submittal Requirements

1. Number of Proposals to be Submitted:
 - a. Two (2) hard copies
 - b. One (1) electronic copy on a Flash drive with all documents in .pdf (Adobe) format

G. Proof of Ability to Provide Insurance Coverage Required:

1. Proposers shall adequately demonstrate ability to provide the insurance coverages identified in Exhibit A of this RFP.

IV. PRE-PROJECT MEETING

After the contractor has been selected and under contract, but prior to commencing work, the Contractor will attend a pre-project meeting.

A. The Contractor, at this meeting, will have the following submittals available for District approval:

1. Operational Plan
 - a. Hours and days of operations
 - b. Schedule, including start up and completion
 - c. List of Permits and Approvals necessary to start
 - d. Summary of equipment to be used
 - e. List of subcontractors and contact information
 - i. Proposed plan for traffic control requirements
2. Insurance coverage requirements (Exhibit A)

B. Confined Space Entry:

The workplace contains permit spaces and entry allowed only through compliance with a permit-required confined space program meeting the requirements of 29 CFR 1910.146. Any Contractor retained by the District to perform permit space entry operations shall: Inform the District of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, whether through a debriefing or during the entry operations.

C. Traffic Control:

The District shall be responsible for all aspects of traffic control.

D. Standards and Specifications:

The Contractor shall perform the work necessary for this project in conformance with the Federal, State and County regulations.

E. Quality control:

The Contractor will be responsible for the quality, safety and protection of work and workers through the completion of the project.

F. Measurement and Payment:

Payment will be made based upon the Projects Costs in the Submittal Guideline section of this RFP.

G. Performance Bond:

The Contractor must provide a performance bond in the full amount of the contract to the District at the time of contract signing.

H. Certificate of Insurance:

The Contractor must provide a certificate of insurance as indicated in Exhibit "A" before work can commence.

V. PROPOSAL REVIEW AND ASSESSMENT

Proposals will be evaluated on the criteria given in the table below. At the option of the District, firms may be invited for interviews. Rating scale will be from 1 to maximum possible points, with 1 being a poor rating, and the maximum possible points being an outstanding rating.

Proposal Evaluation Criteria

POSSIBLE POINTS MAX-MIN	QUALIFICATION	STANDARD
10-1	Understanding of Project	Does the proposal show an understanding of the scope of the project, methodology to be used in the project and the results that are desired from the project?
10-1	Experience	Does the firm have the resources and experience working on similar projects?
10-1	Cost Factors	How does each proposal score when considering both services provided and cost of project?
10-1	Schedule	Does the firm show an understanding of and demonstrate the capability to meet the project completion deadline?

The District also reserves the right to make such inquiries regarding a Contractor's qualifications and reputation, as it deems necessary to evaluate the proposals.

VI. UNIT PRICE SHEET

1. Acoustic Assessment Service: 400,000 units x _____ (rate) = \$ _____
2. Manhole Inspection: 2,000 units x _____ (rate) = \$ _____

EXHIBIT A

Insurance Requirements

1. The Contractor shall carry and pay for the following insurance coverage with limits equal to or greater than the highest limits specified in the Contract or those specified in Insurance Requirements Section 2 below. In the event any work is performed by a subcontractor, the Contractor shall be responsible for any liability directly or indirectly arising out of the work performed under this Contract by a subcontractor, which liability is not covered by the subcontractor's insurance. Contractor's insurance shall have no Exclusion of Subcontractor's Work (Contractor's insurance not to include Form CG 22 94-Exclusion-Damage to Work Performed by Subcontractors on Your Behalf). Before commencing work, the Contractor shall furnish the District with certificates of insurance showing the type, amount, class of operations covered, effective dates and date of expiration of policies, and containing substantially the following statement:

"The insurance evidenced by this Certificate will not be cancelled or materially altered, except after ten (10) days written notice has been received by Boxelder Sanitation District."

In case of breach of any provision of the Insurance Requirements, the District, at its option, may take out and maintain, at the expense of the Contractor, such insurance as the District may deem proper and may deduct the cost of such insurance from any monies which may be due or become due the Contractor under this Contract. The District, its officers, agents and employees shall be named as additional insureds on the Contractor's general liability and automobile liability insurance policies for any claims arising out of work performed under this Contract.

The District and Contractor waive all rights of subrogation against each other, the District and all other Contractors to the extent of any property insurance recovery obtained by the waiving party for loss or damages caused by fire or other perils, except such rights as such party may have to insurance proceeds held by any other person as trustee or otherwise on behalf of such party.

2. Insurance coverages shall be as follows:

A. Workers' Compensation Insurance for the protection of the Contractor's partners and employees as required by law, and Employer's Liability with minimum limits of:

\$100,000 Each Accident
\$100,000 Each Occupational Disease
\$500,000 Occupational Disease Aggregate

Policy to include Waiver of Subrogation in favor of Contractor.

B. Commercial General Liability Insurance shall include premises/operations, contractual, products/completed operations, explosion, collapse, and underground hazard. Minimum limits of liability shall be:

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations
\$1,000,000 Personal and Advertising Injury
\$1,000,000 Each Occurrence
\$50,000 Fire Damage (Any one fire)
\$5,000 Medical Expense (Any one person)

The District, and any other party required to be indemnified by the District shall be added as an Additional Insured on the Contractor's Commercial General Liability policy and Products/Completed Operations. The Contractor's policy shall be primary to any other insurance policies held by District or any other additional insured, and no other insurance of District will be called on to contribute to a loss. Limits will apply on a Per Project basis.

C. Automobile Liability Insurance covering the use, operation and maintenance of any automobile, truck, trailer or other vehicles used by the Contractor shall include coverage for owned, hired and non-owned liability. Contractor shall be certain coverage is provided which complies with all provisions of the law.

\$1,000,000 Combined Single Limit

D. Excess Liability

\$1,000,000 Each Occurrence