

REQUEST FOR PRICING

FOR

SEWER LINE FILMING



Response Deadline

November 23, 2016
3:00 PM Central Standard Time (CST)

To:
Nora Dinsmore
Administrative Services Specialist
Brushy Creek MUD
16318 Great Oaks Drive
Round Rock, TX 78681

**BRUSHY CREEK MUNICIPAL UTILITY DISTRICT
REQUEST FOR PROPOSAL FOR
SEWER LINE FILMING**

I. Introduction

Brushy Creek Municipal Utility District (the "District") is requesting pricing from qualified contractors for sewer line filming beginning approximately **January 2017** and ending **April 2017**.

The District provides wastewater services to a population of approximately 35,000 residents. The purpose of the project is to produce useful information during filming that can be used by the District to schedule repairs, and provide the District with the information necessary to comply with Title 30 Texas Administrative Code (30 TAC) Chapter 213 - Edwards Aquifer Rule.

II. Conditions Qualifying Contractors

A. Qualifications of Contractor

Proposals will only be accepted from contractors who are actively engaged in offering the service called for in this request.

Where a service is to be performed by a subcontractor, the proposer must name the subcontractor, and the District reserves the right to determine whether the named subcontractor is fit and capable to perform the required work.

Each proposer shall submit, with the proposal, supporting data regarding the qualifications of the contractor in order to determine whether the contractor is qualified and responsible. The contractor must furnish the following information:

- i. Satisfactory evidence that the contractor, or in the case of a joint venture, the principal partner, has been in existence as a going concern in collection system cleaning and televising; and
- ii. Evidence that the contractor is licensed or permitted to do business in the State of Texas, County of Williamson.

The successful bidder will be expected to execute the District's standard agreement (included in these bid documents) and all other qualifications as described in these bid documents. Contractors and subcontractors shall pay laborers, workmen, and mechanics the prevailing wage rate as determined by the District.

B. Observance of Laws

The contractor at all times shall observe and comply with all Federal, State, County and local laws, bylaws, ordinances and regulations, including traffic laws in any manner affecting the conduct of the work.

C. Performance

In case of default by the selected contractor, the District may procure services from other sources and shall hold the contractor responsible for any costs to the District to procure the services of a new contractor and for the costs to the District for providing the services in the interim period between the default and the procurement of a new contractor.

D. Equal Employment Opportunity

The contractor agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, political affiliation, national origin, sex, marital status, status with regard to public assistance,

disability, age, arrest or conviction record, or military status. When required by law or requested by the District, the contractor shall furnish a written affirmative action plan.

E. Bond and Insurance Information

The selected contractor shall at all times during the term of the contract maintain in full force and effect the insurance coverage of the types and amounts set forth in the signed contract. The selected contractor will furnish evidence satisfactory to the District to the effect that such insurance has been procured and is in force, and the certificates shall name the District as an additional insured.

Performance bonds must be executed in a form acceptable to the District.

F. Agreement – **Exhibit D**.

G. Scope of Services – **Exhibit A**.

H. Map of Identifying Sewer Lines – **Exhibit B**.

III. PROCEDURAL INSTRUCTIONS

3.1. Intent

This procurement is intended to result in the selection of a service provider that is most advantageous to the District, and that will result in the best and most economical sewer line filming services. **However, vendors should be aware that quality of the services provided is more important to the District than the pricing.**

3.2. Items to be Provided with Submittals

All proposal submittals must include the following items:

1. Cover letter - signed letter stating that the Service Provider has the capability of performing the housekeeping services requested by the District.
2. Questionnaire and Information Form - The questionnaire form set forth as **Exhibit C** must be completed in its entirety.
3. Pricing - The Service Provider shall specify the total pricing for the sewer line filming and the pricing broken down per line size.
4. Experience - The Service Provider must identify at least two examples of similar work to that which is requested that the Service Provider is currently performing or has performed within the past 24 months.
5. Insurance - The Service Provider shall certify that it has or will be able to get insurance coverage in the amounts specified in **Exhibit D Agreement**.
6. References - The Service Provider shall identify three current references, including the name, title, and daytime telephone number of the references, along with one reference from a cancelled contract.

3.3 Questions

Questions regarding the procurement process or the Sewer Line Filming RFP sought by the District may be directed to Nora Dinsmore via e-mail at n.dinsmore@bcmud.org. Phone calls and faxes

WILL NOT be accepted. The District shall attempt to answer written inquiries concerning the RFP, but shall not be obligated to do so.

3.4. Timeline

Procurement package distributed to Service Providers:

Friday, October 21, 2016

Advertisement in the Round Rock Leader:

October 27th & November 3rd, 2016

Pricing due from Service Providers:

Wednesday, November 23, 2016 3:00pm

Information Presented to Board of Directors for Selection

Thursday, December 8, 2016

Estimated Start Date of Sewer Line Filming Services Contract:

January 2017

IV. Confidential Information

The District is subject to the Texas Public Information Act. Any information submitted to the District by an Offeror shall be available to the public, unless it is clearly marked "CONFIDENTIAL". If another party requests access to information marked confidential, then the District shall ask the Offeror if the information may be released. If the release is agreed to, the District shall release the information. If the release is denied, the matter shall be referred to the Texas Attorney General's Office where the Offeror shall be responsible for substantiating its confidentiality. The Attorney General's office shall rule on the matter. Pricing information contained in proposals or contracts is not considered confidential under the PIA and will be disclosed without making a request to the Texas Attorney General.

V. ADDITIONAL INFORMATION

(1) State experience for similar work with municipalities in central Texas. List the municipality, contact name, description of services performed and contract amount.

(2) Proposed Project Management Staff

List the Project Managers and Superintendents proposed to perform work on this project. Attach resumes and recent project experience for all listed personnel. Include years of experience, academic degrees or certifications, professional registrations or certifications. Should the contractor be awarded the work, the Project Managers and Superintendents proposed may not be changed without the prior written consent of the District.

(3) Pending Legal Liabilities – Are there any lawsuits pending against you or your firm at this time? _____
If yes, please describe.

(4) Define your work plan for this project: Include:

- a. The type of equipment you will use for televising.
- b. The District will not provide for the storage, hauling, or removal of liquid or solid waste. Explain how you will provide this service.

- c. The District contracts with MRB to review the televised collection lines. In what media form will you provide the televised work?

(5) Timeline

List below the amount of linear feet you propose to be completed by the identified date. Provide the date the media form will be provided to the District’s engineer (MRB).

Date	# of linear feet filmed & media provided
January 31, 2017	_____
February 28, 2017	_____
March 31, 2-017	_____
April 31, 2017	_____

- (6) Identify any discrepancies between the requested services and your proposal:

VI. Line Sections and Sizes to be Televised

The number of linear feet to be completed under this agreement may change prior to the commencement of work under this agreement. The price per linear foot by line size will be the basis for payment to the selected contractor.

Please refer to the attached map for locations. All lines have been installed for a minimum of five years. ALL proposed work must be completed by April 2017.

VII. Filming Specifications

National Association of Sewer Service Companies (NASSCO)
Pipeline Assessment & Certification Program (PACP)

1. Inspections shall be completed per the NASSCO Performance Specification Guideline Part 2.7.B – http://www.nassco.org/publications/specs/cctv_17Nov2014.pdf
2. During CCTV Inspection, manhole ID numbers must be entered to match the manhole ID number nomenclature assigned by the sewer system owner/operator. A map with manhole ID numbers will be provided by the District.
3. Still picture snapshots shall be recorded of all lateral locations, and also for any pipe defects or obstructions noted during inspection. Jpeg file format shall be used for picture storage. The length from the start manhole shall also be entered in the database for all laterals or any pipe defects or obstructions.
4. Deliverables shall be a composite merged PACP Version 6.x database export in Microsoft Access database format of the entire project. The following tables shall be included in the PACP export database per the PACP standard: Conditions, Inspections, Media Conditions, and Media Inspections.
5. Video clips shall be delivered in a standard video format such as MP4. Video clips should be limited to one manhole to the next, if possible.
6. All jpeg still images and video clips shall have file names that match the corresponding records in the Media Conditions and Media Inspections tables in the provided PACP export database.
7. Provide digital PDF format inspection sheets for each section televised. PDF filename shall be the manhole ID numbers separated by a dash.
8. Separate from the PACP export, an Excel spreadsheet summary must be provided detailing the following for all work performed:

- a. Date/time
 - b. Street name
 - c. Start manhole id
 - d. End manhole id
 - e. Upstream MH id
 - f. Direction of televising (upstream/downstream)
 - g. Length televised
 - h. Pipe diameter
 - i. Pipe material
 - j. Precleaning? (yes or no)
 - k. Defects noted? (yes or no)
9. Optional: A sample of the project deliverables listed above from a similar project shall be supplied prior to the commencement of work to verify file formatting.

VIII. SERVICES RENDERED – complete pricing chart by line size

UNIT PRICES

The District shall evaluate pricing based on the unit cost. The contract will be awarded based on the unit cost and the final price paid will be based on the actual units completed times that unit costs. The number of linear feet cleaned and filmed may be more or less than the number represented in this document.

Bid prices shall include everything necessary for the completion of the work including but not limited to providing materials, equipment, tools, and other facilities, and the management, superintendence, labor, and services necessary to complete the project as shown and as specified. In the event of a difference between a price quoted in words and a price quoted in figures for the same quotation, the written price in words shall be the bid amount.

Line Size	Linear Feet To be Filmed	Unit	Unit Cost	Total
6" Pipe	18,869	Liner Foot	\$	\$
8" Pipe	36,083	Liner Foot	\$	\$
10" Pipe	0	Liner Foot	\$	\$
12" Pipe	1,855	Liner Foot	\$	\$
15" Pipe	0	Liner Foot	\$	\$
18" Pipe	0	Liner Foot	\$	\$
Set Up Fee		Lump Sum	\$	\$
Mobilization Fee		Lump Sum	\$	\$

IX. CONFLICT OF INTEREST

The Board of Directors of Brushy Creek Municipal Utility District (the “District”) in compliance with Section 49.199 of the Texas Water Code has adopted a Code of Ethics Policy. In accordance with this policy, please disclose the following information:

1. Whether or not any of the Board of Directors or Management Staff listed below has a substantial interest in the contractor’s business or its affiliates.
2. Whether or not any of the Board of Directors or Management Staff listed below has a direct or indirect contractual relationship with the contractor or its affiliates.

Furthermore, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

2016
Board of Directors
Brushy Creek Municipal Utility District

- Russ Shermer, Board President
- Shean Dalton, Board, Vice President
- Kim Filiatrault, Secretary
- Rebecca Tullos, Treasurer
- Donna Parker, Assistant/Treasurer

District Staff

- Mike Petter, General Manager
- Joey Miller, Utilities Coordinator
- Nora Dinsmore, Administrative Services Specialist