

REQUEST FOR PROPOSAL
FOR
SEWER LINE FILMING SERVICES



Response Deadline

January 10, 2019
12:00 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 SERVICES**

I. Introduction

Brushy Creek Municipal Utility District (the “District”) is requesting proposals from qualified contractors for sewer line filming services beginning approximately **February 1, 2019** and ending approximately **May 30, 2019**.

The District provides wastewater services to a population of approximately 35,000 residents. The purpose of the project is for contractor to film a portion of the District’s wastewater collection system in order to verify that the sewer lines are free of structural damage that would allow exfiltration to occur and to provide the District with the information necessary to comply with the requirements of Title 30 Texas Administrative Code (30 TAC) Chapter 213 - Edwards Aquifer Rules of the Texas Commission on Environmental Quality.

II. Conditions Qualifying Contractors

A. Qualifications of Contractor

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

Where a service is to be performed by a subcontractor, the contractor 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 contractor shall submit, with the proposal, supporting data regarding the qualifications of the contractor 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 wastewater collection system cleaning and televising services; and
- ii. Evidence that the contractor is licensed or permitted to do business in the State of Texas.

The successful bidder will be required to execute the District’s standard agreement (included in this RFP) and meet all other qualifications as described in this Request for Proposal. Contractors and subcontractors shall pay laborers, workmen, and mechanics the prevailing wage rate as determined by the District.

B. Observance of Laws

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

C. Equal Employment Opportunity

The contractor shall comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination because 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.

- D. 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 named insured.
- E. Agreement – Exhibit D
- F. Scope of Services – Exhibit A
- G. Map of Identifying Sewer Lines – Exhibit B

III. PROCEDURAL INSTRUCTIONS

3.1. Intent

This procurement is intended to result in the selection of a qualified Contractor that that will result in the best and most advantageous completion of sewer line filming services. The District will select a contractor based on consideration of all relevant factors including expertise, experience, qualifications and price.

3.2. Items to be Provided with Submittals

All proposal submittals must include the following items:

1. Cover letter - signed letter stating that the Contractor has the capability of performing the sewer line filming 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 Contractor shall specify the total pricing for the sewer line filming and the pricing broken down per linear foot according to sewer line size.
4. Experience - The Contractor must identify at least two examples of similar work to that which is requested that the Contractor is currently performing or has performed within the past 24 months.
5. Insurance - The Contractor shall certify that it has or will be able to secure insurance coverage of the types and in the amounts specified in **Exhibit D Agreement**.
6. References - The Contractor shall identify three current references, including the name, title, and daytime telephone number of the references, along with one reference from a completed contract.

3.3 Questions

Questions regarding the procurement process or the Sewer Line Filming RFP should 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 Contractors:

Friday, December 7, 2018

Advertisement in the Round Rock Leader:

December 13th & December 20st, 2018

Pricing due from Contractors:

Thursday, January 10, 2019 at 12:00pm

Information Presented to Board of Directors for Selection

Thursday, January 24, 2019

Estimated Start Date of Sewer Line Filming Services Contract:

February 2019

IV. Confidential Information

The District is subject to the Texas Public Information Act. Any information submitted to the District by a Contractor 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 Contractor 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 Contractor shall be responsible for substantiating its confidentiality. The Attorney General's office shall rule on the matter.

V. ADDITIONAL INFORMATION

- (1) State experience for similar work with municipalities or other wastewater service providers in central Texas. List the wastewater service provider, 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?
- (4) If yes, please describe:
- (5) 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 Engineering to review the televised collection lines. The televised work must meet the specifications set forth in Section VII.

(6) Timeline

List below the amount of linear feet you propose to complete by each of the milestone dates set forth below. Provide the date the media form will be provided to the District’s engineer (MRB Engineering).

Date	Quantity of linear feet filmed	Date media provided to District
February 28, 2019	_____	_____
March 31, 2019	_____	_____
April 30, 2019	_____	_____
May 31, 2019	_____	_____

(7) 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 the Agreement may change prior to the commencement of the Project. The price per linear foot by line size will be the basis for payment to the selected contractor. The District reserves the right to enter into a final contract for services including less than all sewer lines identified in Exhibit “B”.

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 May 31, 2019.

VII. Filming Specifications

National Association of Sewer Service Companies (NASSCO)
Pipeline Assessment & Certification Program (PACP)
See Also Exhibit A, Scope of Services and Performance Standards (attached)

1. The Contractor shall participate in a conference call with the Owner and Owner’s Engineer prior to the start of any field work to discuss contract and work requirements.
2. Inspections shall be completed per the NASSCO Performance Specification Guideline Part 2.7.B https://www.nassco.org/sites/default/files/cctv_15dec2014.pdf (or most recent)
3. 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.
4. 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.
5. Deliverables shall be a composite merged PACP Version 6.x (or most recent) 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.
6. 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.
7. 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.

8. Provide digital PDF format inspection sheets for each section televised. PDF filename shall be the manhole ID numbers separated by a dash. Each report shall be placed in a separate file with the file name corresponding to the pipe segment inspected.
9. 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)
10. 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 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.

Contractor prices shall include everything necessary for the completion of the work in accordance with this RFP and the Contract 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	18,529	Liner Foot	\$	\$
8" Pipe	47,407	Liner Foot	\$	\$
10" Pipe	408	Liner Foot	\$	\$
12" Pipe	6,094	Liner Foot	\$	\$
15" Pipe	211	Liner Foot	\$	\$
18" Pipe	2,265	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 and is subject to Chapter 176 of the Texas Local Government Code. Please disclose the following information:

1. Whether or not any of the Board of Directors or Management Staff listed below has a substantial interest or other financial 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 or financial relationship with the contractor or its affiliates.
3. Whether Contractor has provided any gifts or compensation to any member of the Board of Directors or Management Staff listed below in the previous 12 months.

2018

Board of Directors

Brushy Creek Municipal Utility District

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

District Staff

- Amy Atkins, General Manager
- Joey Miller, Utilities Coordinator
- Nora Dinsmore, Administrative Services Specialist

X. Disclosure of Interested Persons.

Government Code Section 2252.908 (“Section 2252.908”) requires business entities entering into a contract with a local government entity such as the District to complete a FORM 1295 promulgated by the Texas Ethics Commission (TEC) (which is available on the TEC website at <https://www.ethics.state.tx.us/forms/1295.pdf>) and to file it electronically with the TEC before the time the business entity executes and submits the contract to the local governmental entity. By submitting a Proposal, each Contractor represents that it will Section 2252.908, electronically file a FORM 1295 with the TEC, and has provide the District with a completed FORM 1295 and certification of filing generated by the TEC’s electronic filing application, as required by Section 2252.908. **The District will not execute the Agreement with the Contractor unless and until the Contractor furnishes a Form 1295 in accordance with the requirements of Section 2252.908.**