



REQUEST FOR PROPOSALS

Request for proposal for water service line material identification of
Address with-in the city.

BACKGROUND

The City of Buchanan is looking for a company to Hydro-excavate 250 water service lines on both the City of Buchanan side and Home owners side of the water shut off valve. This info will be given to the State of Michigan (EGLE) for future lead service line replacement criteria for the City of Buchanan.

CITY OBJECTIVES

The City's objective is to have a company Hydo-Excavating 200 individual sites and identify the service line material on each side of the shut of valve with an 18-inch span in both directions. The contractor will deliver a comprehensive report of the data obtained.

SITE DESCRIPTION

There are 250 water service lines with-in the city limits of Buchanan. They can be found on the tree lawn area in front of the given addresses.

PROPOSAL SUBMISSION REQUIREMENTS

All interested parties are invited to submit sealed written proposals to the City of Buchanan Community Development Department that must include the following:

A. Letter of Interest. Formal letter of interest on letterhead of the respondent as well as all attachments as required in this RFP addressed to: Craig Miller, Water Department OIC, City of Buchanan 302 N. Redbud Trail, Buchanan, MI 49107. All sealed proposals must be received by the Water Department and time/date stamped on or before __:00 p.m. on _____, 2023. The City reserves the right to reject late proposals without review. All timely bids shall be publicly opened and announced by the Water Department OIC at City Hall on _____, 2023.

B. Respondent History. The respondent must provide a description and general history of its organization/business. The respondent's specific experience in implementing the type of project proposed under this RFP should be highlighted. Resumes and qualifications of the proposed project manager, prime contractor, and other relevant staff shall be included.

C. Description of the Development Proposal. The respondent must provide a detailed description of the development proposal, including the following:



- Purchase price offered.
- Implementation plan and timetable for project completion.
- Prior experience with projects similar to that under this RFP.
- Estimated total cost of and the approximate schedule for completion.

D. Commercial or Trade References. The respondent must identify (by listing parties, case number, jurisdiction and current case status) any current, pending or threatened litigation against respondent related to its business or real estate dealings. The respondent must attest to having no litigation pending or contemplated against the City of Buchanan. The respondent must also list, by location and nature of project, its current involvement in or involvement within the last ten (10) years in any projects that are the same or similar to that proposed under this RFP.

E. Obligations to the City. The respondent must attest to having no outstanding or overdue tax, lien or fine obligations to the City of Buchanan.

F. Proposal Acceptance/Rejection. The City of Buchanan may elect to deem a submission non-responsive if the submission fails to comply with the specific requirements of this RFP. Note, the offering price will not be the sole determinant in the acceptance of proposals. Other factors, such as, but not limited to those cited above, will be given consideration. The City reserves the right to reject any and/or all proposals for any or no reason, for non-compliance with this RFP, or to waive any noncompliance with this RFP.

PROPOSAL REVIEW PROCESS:

The City shall review all proposals through the City Commission appointed RFP Committee (“Committee”). The Committee may request written clarification from respondents, and will forward all proposals and non-binding recommendations on proposals to the City Commission for final consideration and award of bid. The City of Buchanan reserves the right to terminate the RFP process at any point prior to the approval of a proposal.

Proposal Evaluation Criteria:

The committee shall consider the following information when evaluating proposals to which proposal that is in the best interests of historic preservation, the community and the City of Buchanan:

- Quality and thoroughness of the proposal.
- Submission of detailed project plans and compliance of those plans with the provisions set out in this RFP.
- Capability of the respondent to complete proposal in a reasonably short timeframe.



- Qualifications of the respondent to implement its proposal.

The Committee may request supplemental information as it determines necessary, including business and personal financial statements from any of, all of, or none of the respondents.

GENERAL CONDITIONS OF RFP

A. Costs of Preparation and Submission of Proposals. Each respondent shall be solely responsible for all costs and fees incurred in preparing and submitting a proposal in response to this RFP. All material and documents submitted by any respondent shall become property of the City and will not be returned. Each respondent that participates in any inspection of the premises, engages the services of any consultants or professionals, or incurs any other costs or expenses in any further interviews and negotiations shall be solely responsible for all of the respondent's costs and fees incurred during those processes.

B. Non-Discrimination. The City is committed to achieving diversity in the award of contracts and in the purchase of goods and services throughout all aspects of its development initiatives. The City provides minorities and women equal opportunity to participate in all aspects of City contracting and purchasing programs, including but not limited to participation in procurement contracts for commodities and services as well as for contracts relating to construction, repair work, and/or leasing activities. The City also prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, sex, religion, or national origin and to conduct its contracting and purchasing programs so as to prevent such discrimination.

C. Information Contacts. Contact the City of Buchanan Development Department using the contact information listed below with any questions you may have. All questions regarding this RFP must be submitted in writing by email to the Water Department OIC on or before _____, 2023. Questions submitted after that date or by phone contact will not be accepted.

Craig Miller, Water Department OIC
City of Buchanan
302 N. Redbud Trail
Buchanan, MI 49107
E-Mail: cmiller@cityofbuchanan.com

D. Delivery Requirement. Each Respondent shall assume the risk of the method of dispatching any communication or proposal to the City. The City assumes no responsibility for delays, delivery or system failures resulting from the dispatch.

E. Reservation of Rights. The City reserves the right to determine, in its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification.

F. Modification of Solicitation. The City reserves the right to increase, reduce, add, or delete any item, service or activity to this solicitation as deemed necessary where it is consistent with



City's goals, policies or strategies to do so. Only the City's official, written responses and communications shall be considered as authoritative with regard to the requirements of this RFP. The City reserves the right to determine, at its sole discretion, the method of conveying official responses and communications pursuant to this RFP.