



RFP 25-04

FY 2024-2025 – BETTY AVE DRAINAGE REPAIRS

Sealed Bids marked “SEALED BID – FY 2024-2025 –BETTY AVE DRAINAGE REPAIRS

” will be received by the Town Clerk of the Town of Dundee, Florida, until _____, _____, 2025 at ____:00 P.M. at P.O. Box 1000, 202 East Main Street, Dundee, Florida 33838, for the following:

In addition to the information, the information and specification(s) required for the Services and this **RFP 25-03** are, as follows:

Pursuant to *Section 2-159(2) of the Town of Dundee Code of Ordinances*, the Town of Dundee (the “Town”) is seeking *competitive sealed bid(s)* on and/or for **FY 2024-2025 – BETTY AVE DRAINAGE REPAIRS**

(the “Services”) in accordance with the requirements and specification set forth herein and as described in the attached *Work Summary* incorporated herein by reference. The Town requires certain items to be included in the *Bid Submission*, as follows:

1.01 – REQUIREMENTS AND SPECIFICATIONS

The “FY 2024-2025 BETTY AVE DRAINAGE REPAIRS

- A. ” Includes the furnishing of all labor, materials, equipment and supervision necessary for the Betty Ave Drainage repairs. Specified below:
- B. All work is to be completed within 60 business days from Receipt of the Notice to proceed.
- C. Work includes but not limited to: preparation of Right-of-way including grading and removal of any foreign or deleterious materials. preparation for drainage repairs to plan grade and specifications, restoration and fine grading of right-of-way outside of

paved areas, sodding of all disturbed areas. Maintenance of Vehicular Traffic (TTC/MOT), maintenance of pedestrian traffic, erosion control and other incidental work necessary to complete the project.

- D. The Contractor(s) shall furnish all necessary TTC/MOT plans and obtain approval for the TTC/MOT plans from the Town of Dundee prior to any work.
- E. Project to be completed in accordance with the contract documents which includes, but is not limited to, Work summary, terms and conditions.
- F. If awarded, the Contract(s) will be awarded based on the lowest responsible/responsive bid for the project. Past performance on similar contracts will be heavily weighted in determining responsibility of low bidder.
- G. The Contractor will not work on or keep any equipment on any private property without the permission **(MUST BE IN WRITING)** of the property owner involved. The Contractor during the construction period may leave their rollers and other essential equipment on adjacent streets if no private driveways are blocked and all equipment is marked with reflective barricades. The contractor shall be responsible for damage to any private property including trees, curbs, mailboxes, private yards and street signs. or rock. All heavy accumulations shall be removed by the contractor at his expense.
- H. The Contractor shall be responsible for locating and securing required storage and/or staging areas.
- I. It shall be the contractors' responsibility to obtain a water meter construction meter for any water that may be needed on this project.
- J. All surfaces shall be swept clean after the completion of the work. Sweeping shall include the removal of mud, dirt, rocks, debris, and may require scraping. The sweeping must pick up the debris from the surface and not merely blow it onto adjacent yards.
- K. Payments will be on a lump sum basis for the estimated length of street paving.
- L. **FINAL CLEANING**
 - Execute final cleaning prior to final inspection
 - Clean surfaces exposed to view, remove foreign substances
 - Clean disturbed portions of site, sweep paved areas, rake clean landscaped surfaces
 - Remove waste and surplus materials, rubbish and construction facilities from the site

EXHIBIT -A-



24-160 Betty Avenue
Construction Plans.pdf

EVALUATION CRITERIA	MAX POINTS
Experience and qualifications	30
Knowledge of Regulatory Requirements	20
Pricing	20
Experience	15
Value added services	15

EVALUATION CRITERIA:

Proposals will be evaluated based on the criteria set forth in this RFP which includes, but is not to be limited to, the following factors:

1. Experience and qualifications of the firm and assigned personnel.
2. Knowledge of regulatory requirements.
3. Cost proposal and overall value.
4. References and reputation in providing audit and examination engagement services to similar local governments.

The criteria are itemized with their respective weights for a maximum total of 100 points per Selection Committee member.

GENERAL REQUIREMENTS:

The Town is seeking *bid submittals* from vendors that furnish and deliver the Services specified in this **RFP 25-04**.

It is the intent of this **RFP 25-04** to provide for the procurement of one (1) qualified vendor to provide the Services sought herein.

The Town of Dundee Sanitation Department has evaluated and determined that due to the highly specialized nature of the Services being sought herein that the specifications listed herein are best suited for the Town's need for safety, quality, performance, and standardization.

Bid Submittals will be accepted for consideration in accordance with the specifications listed in this **RFP 25-04**. Decisions of equivalency will be at the sole discretion and interpretation of the Town of Dundee Sanitation Department.

A **MANDATORY Pre-Bid meeting** will be held at Town Hall, 202 East Main Street, Dundee, Florida 33838, on _____ for the purpose of answering any questions bidders may have in reference to the Services.

NOTE: ANY VENDOR WHO FAILS TO ATTEND A MANDATORY PRE-BID MEETING WILL NOT BE ELIGIBLE TO BID. ALL VENDORS MUST BE PRESENT AND SIGNED IN PRIOR TO THE START OF THE MANDATORY PRE-BID MEETING. ANYONE NOT SIGNED IN AT THE COMMENCEMENT OF THE PRESENTATION FROM THE PROJECT MANAGER WILL NOT BE CONSIDERED PRESENT AND WILL NOT BE ALLOWED TO BID.

On _____, _____, 2025 at _____:00 P.M., at Town Hall, 202 East Main Street, Dundee, Florida 33838, bid submission(s) will then and there be publicly opened and read aloud at a meeting of the Purchasing Review Committee.

Questions may be submitted to the Town Clerk until 3:30 pm on _____, 2025. For more information regarding this **RFP 25-04**, please contact **Erica Anderson, (863) 438-8330** or by e-mail at Eanderson@townofdundee.com.

Public Records - It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each governmental agency. §119.01, Fla. Stat. (2023). As such, do not submit any document(s) that you do not want to be made public.

Bidders shall submit bids on the Submission and Bid Form furnished by the Town. Please note the NON-COLLUSION AFFIDAVIT OF PRIME BIDDER form which must also be completed. A W-9 form must be attached to the bid when returned by the responding vendor. Payment will be rendered to the name and ID appearing on the W-9. A client reference list that includes at least three (3) references and a summary of the bidders' qualifications and experience should be submitted in the bid packet. The bidder shall submit a tentative timeline detailing the process and anticipated timeline necessary to complete the project.

An original and five (5) copies, a total of six (6), of the proposal shall be submitted in sealed envelopes/packages addressed to Erica Anderson, Town Clerk, Town of Dundee, Florida, and marked RFP 25-04 – FY 2024-2025 – BETTY AVE DRAINAGE REPAIRS

The Town of Dundee welcomes your response to this **RFP 25-04**. The Town of Dundee reserves the right to reject any proposal found to be non-responsive, vague, non-conforming, or irresponsible. The Town of Dundee may withdraw all or part of this **RFP 25-04** at any time to protect its best interest. The desire of the Town of Dundee to pursue proposals shall in no way obligate the Town to compensate you for your efforts or to execute a contract. All proposers are asked to be thorough yet concise in the response(s) to this **RFP 25-04**. The failure to provide a response in the manner prescribed herein shall be grounds for disqualification.

The Town of Dundee, a municipal corporation organized and existing under the laws of the State of Florida, reserves the right to reject any and all proposals received pursuant to this RFP 25-04, re-advertise RFP 25-04, waive informalities, and the Town of Dundee may enter into a contract determined, in the sole discretion of the Town of Dundee, to be in its best interest, in accordance with the Terms and Conditions referenced herein.