



## **Request for Proposal: Professional Services for On-Call Snow and Ice Removal on Sidewalks in the City of Rochester from November 5, 2018 through June 1, 2021**

### **1. Scope of Work**

The Rochester Public Works Department is seeking proposals for professional services from qualified, insured contractors to complete a variety of on-call maintenance activities for snow and ice removal on sidewalks and pedestrian ramps located at corner lots in the City of Rochester. Sidewalks will be located along residential, commercial and industrial frontage. The proposed contract duration will be three (3) winter seasons from November 5, 2018 to June 1, 2021. The scope of services that is anticipated to be completed under this contract includes the following tasks.

### **2. Primary Task**

a. On-Call Snow and Ice Removal on Sidewalks:

To be completed at a frequency and extent of on-call services in response to complaints received by public works staff. The extent of snow and ice removal will correspond to each parcel's sidewalk frontage. This will require the use of motorized and non-motorized equipment; snow blowers, shovels, ice chippers, sand and other methods may be needed. The use of salt is restricted.

b. The City expects a timely response and open communications with its selected contractor to address any contract issues that may arise or to report any problems observed on the job site. The City also expects that its selected contractor will adequately train its staff so that consistent and professional services are provided. Snow and ice removed from sidewalk frontage are to be directed into the resident's front yard or boulevard and not illegally dispersed into city streets. Respectful communication with the public will be required. City staff will meet with the selected contractor at least once per season at the onset of the winter season to address any foreseen issues, but City staff will be available throughout the year to answer contract questions. Additionally, City staff will conduct periodic inspections to verify that work is completed in a satisfactory and timely manner.

c. Digital time stamped photographs of the entire snow and ice removal job site are to be taken by the contractor before start of work and after completion of work. Photographs are to be included with Contractors Invoice for Payment by the City. The Invoice must include the following information:

- i. Address of site
- ii. Date work performed
- iii. Amount of work completed (LF or UNIT) with total cost per site
- iv. Digital time stamped photographs of worksite prior to beginning work and after completion of work.

- v. All work must be performed between the hours of 8:00 a.m. and 8:00 p.m. Monday to Saturday. No work can be performed outside of these hours.
- d. A pre-proposal meeting to explain the scope of this contract on **Friday, October 5, 2018 at 11 a.m.** in Conference Room 104 located at City Hall (201 4<sup>th</sup> St SE, Rochester, MN). Please bring this RFP packet to the pre-proposal meeting and any questions you may have.
- e. Prior to submitting Proposals, interested contractors are further encouraged to become familiar with variable widths and potential obstructions that could exist along the sidewalk frontage. Contractors are also encouraged to become familiar with addressing used in the city.
- f. After the **October 5, 2018** meeting, questions about the RFP may be submitted in writing via mail, or e-mail ([bjenkinson@rochestermn.gov](mailto:bjenkinson@rochestermn.gov)) to Brett Jenkinson, Project Manager. All submittal questions submittals must be received before **4:30 p.m. on Friday, October 12, 2018**. A consolidated copy of all contractor questions and City responses will then be mailed or e-mailed to firms that attended the pre-proposal meeting by the close of business on **Wednesday, October 17, 2018**.

### 3. Potential for Equipment and Property Damages

- a. There may be landscaping or obstructions on these parcels adjacent and along the sidewalk frontage that will require care when removing snow and or ice in their proximity in order to maintain the integrity and function of these structures and protect the contractor's equipment. Such obstructions could include, but are not limited to: fences, signage poles, landscape plants, trees, shrubs, hydrants, planters and retaining walls. Obstructions are site specific and worker awareness is required to avoid damage to equipment and residential property. Contractors will not be compensated for damages to their equipment.
- b. Equipment utilized for snow and or ice removal must be equipped with tires or rubber tracks that do not damage property including but not limited to lawns buried under snow, sidewalks and landscaping. The City of Rochester will not be responsible for property damage caused by the contractor.

### 4. Cost Proposals

- a. Interested contractors are asked to include their cost proposals for each of the three (3) years of the contract on the enclosed cost proposal form. This Proposal Form identifies: 1. The cost per mobilization for on-call services based on a same-day response from call/email to arrival at site. 2. Removal costs for sidewalks will be based on per linear foot of sidewalk for standard widths. 3. Removal costs for pedestrian ramps and sidewalks through bumpouts are based on per unit cost. 4. Costs for sanding will be based on per linear foot of sanding. Do not include cost estimates for salt because salt cannot be used.
- b. Contractor shall take a minimum of **six (6)** digital time stamped photos documenting before and after conditions of the sidewalk and or pedestrian ramp. Contractor shall take **(three (3) photos; one (1) photo from both ends of the work area and one (1) photo documenting the house and address with sidewalk in photo)** documenting conditions before the start of work and **(three (3) photos; one (1) photo from both ends of the work area and one (1) photo documenting the house and address with sidewalk in photo)** documenting the conditions after clean up. There is no pay item for this requirement.
- c. All unit rates and linear feet should include all contractors' cost of labor, equipment, insurance and consumable supplies.
- d. Proposed costs for work tasks described above exclude sales tax for snow plowing, shoveling and sanding. Proposed mobilization unit costs must include any overhead to prepare a combined Invoice-Progress Report-Maintenance Notice each time work is completed at a site or combination of sites.

### 5. Submittals

- a. In addition to submittal of the completed cost proposal forms described above, each contractor must also submit the following:
- i. Performance and Payment Bonds: All proposals shall be accompanied by evidence (Letter from Bond Company) that Contractor will be able to obtain the required performance and payment bonds for an amount of \$10,000 for the term of the contract. Performance and payment bonds written for the full amount of the cost proposal shall be required when the contract is executed.
  - ii. Certificate of Insurance: All proposals shall be accompanied by evidence (Letter from Insurance Company) that the Contractor will be able to obtain certificates of insurance confirming coverage for required minimum limits (See section 6 for minimum limits).
  - iii. Equipment List: The proposer must submit with the Proposal a list of the equipment it intends to use in the execution of all aspects of this contract.
  - iv. Staff Capacity: The proposer must ensure adequate staff to accomplish and average of 10 snow removals per callout day and up to a maximum of 35 properties following notification not later than noon and completing all work not later than 8pm the same day.
- b. Three (3) copies of the contractor's proposal package described above must be returned by email, mail or delivery no later than 11:00 a.m. on **Monday, October 22, 2018**. Proposals submitted by fax are not acceptable. Address proposals to:

Brett Jenkinson  
Rochester Public Works Department  
201 4<sup>th</sup> St. SE, Room 108  
Rochester, MN 55904

Or email: [bjenkinson@rochestermn.gov](mailto:bjenkinson@rochestermn.gov)

## 6. Minimum Limits of Insurance Requirements

- a. The selected contractor will be responsible for the safety of its own employees and actions of the selected contractor may not put the public at risk.
- b. The selected contractor will be required to have insurance coverage that meets the City's minimum limits of insurance, as described below:
- c. Liability Insurance. The contractor shall obtain and maintain a commercial liability insurance policy with limits of no less than \$2,000,000 each occurrence/aggregate for both bodily injury & property damage liability to cover claims for injury or damage resulting or arising from the actions of the contractor, its officers, employees or agents during the term of the contract. Products and completed operations coverage is to be included within the required limits.
- d. Auto Insurance. The contractor shall obtain and maintain commercial auto insurance policy with limits of no less \$2,000,000 each occurrence/aggregate for both bodily injury & property damage liability to cover claims for injury or damage resulting or arising from the actions of the contractor, its officers, employees or agents during the contract.
- e. Workers' Compensation. Worker's Compensation Insurance shall be as required by the laws of the State of Minnesota.
- f. The City of Rochester is to be named an "additional insured" to the contractor's insurance policy during the term of contract. Certificates of Insurance are to be provided to the City as verification of adequate insurance coverage.

## 7. Award of Contract

- a. The City reserves the right to award one contract or up to two (2) contracts for the entire geographic area of the City. Contractor selection will be based upon the following elements:
  - i. Capacity to conduct snow and ice removal services
  - ii. Acceptability of the cost proposals
  - iii. Ability to provide insurance coverage and performance and payment bonds
- b. The City of Rochester reserves the right to reject any or all Proposals and to waive informalities and to select the proposal it deems to be in the best interest of the City.
- c. The City of Rochester does not anticipate the need for the selected contractor to subcontract these services. If, due to unexpected equipment failure or loss of manpower, the selected contractor needs to subcontract any of the services required under this contract, prior approval must be obtained from the City.
- d. The Notice to Proceed will be issued after the **Monday, November 5, 2018** Council meeting and upon completion of the signed contract and receipt of required documents, including performance and payment bonds and proof of required insurance, as described above.

## 8. Schedule

<b>Monday</b>	<b>10/01/2018</b>	<b>Request for Proposal Packets Distributed</b>
<b>Friday</b>	<b>10/05/2018</b>	<b>Pre-proposal meeting (11:00 a.m.)</b>
<b>Friday</b>	<b>10/12/2018</b>	<b>Deadline for submittal of written questions (4:30 p.m.)</b>
<b>Wednesday</b>	<b>10/17/2018</b>	<b>Written responses to questions distributed (4:30 p.m.)</b>
<b>Monday</b>	<b>10/22/2018</b>	<b>Proposals due (11:00 a.m.)</b>
<b>Monday</b>	<b>11/05/2018</b>	<b>Council award of contract</b>

## 9. Enclosures

- Proposal Form