

Town of Smithfield

Request for Proposals

Underground Utility Repair

PURPOSE: The Town of Smithfield, Department of Public Works is requesting proposals from qualified contractors for scheduled and emergency repairs/replacement to sanitary sewer, water and stormwater systems in the Town of Smithfield.

SCOPE OF WORK: The scope of work shall include but not be limited to the following:

- Must be able to respond within one hour of emergencies. Initial response may be a telephone call and/or visit to assess situation
- Provide repairs for utilities ranging from approximately up to 40 ft. in depth
- Services provided by the Contractor shall include, but not be limited to, the furnishing of all materials, supervision, labor, tools and equipment

Proposal shall include list of available equipment and hourly rate.

The work shall be completed in accordance with the current edition of the Hampton Roads Regional Standards. The Town of Smithfield will retain the right to perform the by-passing and to extend the contract with the successful contractor for up to four additional years for similar system work in the town.

The contractor shall provide the town, residents, and businesses the dates the scheduled work is going to be performed and estimated completion date a minimum of 5 days prior to the work beginning. Contractor may be required to provide a performance bond for the work involved with this contract. Property (private or public) that is damaged during construction shall be landscaped, repaired or replaced to meet or exceed original condition at the contractor's expense.

PROPOSAL SUBMISSION: All proposals MUST be submitted according to the attached Proposal Response Format. *Failure to sign and return application (including exception page) will result in proposal being deemed non-responsive.*

QUALIFICATIONS OF OFFERER/CONTRACTOR: The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Town all such information and data for this purpose as may be requested. The Town reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Town further reserves the right to reject any bid/proposal, if as the evidence submitted by, or investigations of, such offeror fails to satisfy the Town that such offeror is properly qualified to carry out obligations of this contract and to provide the services and/or furnish the good contemplated therein.

SUBCONTRACTORS: The Contractor's attention is called to the requirement that not more than fifty percent (50%) of the work shall be subcontracted and the amount of any subcontractors proposed by the contractor in excess of ten percent (10%) of the proposal price shall be identified.

INVOICES: Detailed invoices shall be submitted to Town of Smithfield by the **15th** of each month. All invoices over \$10,000 require Town Council approval.

PROPOSAL CONFERENCE: There will be a ***mandatory*** pre proposal conference at Department of Planning, Engineering and Public Works located at 310 Institute St., Smithfield, Virginia on **Wednesday, April 9th 2014 at 1:00 p.m.** to answer any questions or concerns the contractor may have.

DELIVERY INSTRUCTIONS: Sealed proposals subject to the conditions and instructions contained herein must be received by **12:00 Noon on Wednesday, April 30th 2014** at 310 Institute Street, Department of Planning, Engineering and Public Works. Attn: William T. Hopkins, III

Please direct all questions concerning this proposal via email by **April 24th 2014**, to Sonja Eubank at seubank@smithfieldva.gov.

** Interviews with select firms will be scheduled*