



TOWN OF SMITHFIELD

"The Ham Capital of the World"

October 8, 2019

Request For Proposals Mechanical, Electrical, and Utility Services

The Town of Smithfield, Virginia (Town) intends to enter into a three (3) year contract to begin on November 6, 2019 with a qualified firm to perform a variety of mechanical, electrical, and utility services as described in the Town's Request for Proposals (RFP) dated October 8, 2019. In this regard, the Town will accept sealed proposals for such services until **5:00 PM, Wednesday, October 30, 2019**. The Town shall not accept any proposals after this date/time for any reason. You must submit your proposal in a sealed envelope clearly marked on the outside *"Proposal for Mechanical, Electrical, and Utility Services."*

If you hand deliver your proposal, then please use the following street address:

Town Manager's Office
911 S. Church Street
Smithfield, VA 23430

If you mail your proposal, then please use the following address:

Town Manager
Post Office Box 246
Smithfield, VA 23431

You must complete the following information and return this page with your proposal:

Name and Address of Proposer:

Date: _____

By: _____

(signature)

Printed Name: _____

Telephone #: _____

Title: _____

Potential proposers may ask questions about this RFP by writing to the above address or by contacting Jessie Snead, Public Works Superintendent, at (757) 365-3328 or jsnead@smithfieldva.gov.

The Town reserves the right to reject any and or all proposals if the Town deems it in its best interest.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 189

Town of Smithfield, Virginia
Request for Proposals – Mechanical, Electrical, and Utility Services
October 4, 2019

Section 1. Introduction

The Town of Smithfield, Virginia (Town) intends to enter into a three (3) year contract to begin on November 6, 2019 with a qualified firm to perform mechanical, electrical, and utility work as described in this Request for Proposals (RFP). With this RFP, the Town invites such firms to submit to the Town written proposals for these services.

Section 2. Scope of Services

The scope of services under this contract includes, but is not limited to, the following tasks:

- **Mechanical Services** - replace check valves, valves, pumps, piping; repair or replace force mains and other utilities in pump station sites.
- **Electrical Services** - Master Electrician license required; ability to replace or repair any electrical components and ability to replace/repair and/or install new electrical services at town owned facilities.
- **Utility Services** - ability to rebuild pump stations from ground up.
 - Contractor must be able to provide all necessary equipment such as trencher, backhoe, excavator, dump truck and 40 foot bucket truck.
 - Must be able to respond within one hour of emergencies. Initial response may be a telephone call and/or visit to assess situation.
 - Contractor must have comprehensive knowledge of Regional Sanitary Sewer Consent Order requirements.
- **SCADA, Control Panel, and Flow Meters** - ability to troubleshoot and maintain SCADA system (including FEP computer and PLC based radio transmission system) and all associated components located at each pump station; ability to troubleshoot pump station control and electrical system components such as Variable Frequency Drives, solid state starters and Allen Bradley Programmable Logic Controllers for water and sewer systems; ability to calibrate and maintain flow instruments and perform calibrations (including required certifications) on various flow meters; ability to troubleshoot and/or calibrate sewer pump station and water treatment plant instruments and controls.

The successful respondent should realize that additional work outside of the services listed above may be requested by the Town.

TOWN MANAGER'S OFFICE

Section 3. Proposal Requirements

You must address the following items in your written proposal:

1. The proposal shall include all information necessary for the Town to evaluate the suitability of the proposing firm to provide the services described herein.
2. You must include the following organizational information:
 - Name of company (or other business entity) submitting proposal
 - Type of business entity (i.e. corporation or partnership)
 - Place of incorporation
 - Date of incorporation
 - Name, location and telephone number of the firm's representative to contact regarding all matters pertaining to the proposal
 - If the proposer intends to subcontract any of the work set forth in this RFP, then the proposer shall include the subcontractor's name, address, telephone number and the function that the subcontractor shall perform
3. The proposal shall demonstrate the experience, resources, and capabilities of the proposer to perform these services. In this regard, the proposal should contain a concise summary of the firm's qualifications, organizational structure, past experiences, and names, addresses and telephone numbers of references.
4. The proposal shall include a detailed description of the education, experience, current certifications, and the availability of the key personnel that the firm or proposer intends to assign to work with the Town.
5. Cost to provide services as outlined in Section 2. Please provide itemized schedule of rates (including regular, holiday, and after hours) for all administrative and field staff and all equipment. All rates shall include transportation costs. All rates shall also include costs required for the specified work to be completed in accordance with drawings and specifications, including all materials, labor, equipment, tools, supervision, permits, fees, and related items, as well as overhead and profit.

Section 4. Instruction for the Submission of Proposals

1. *Deadline for Submission of Proposals*

All respondents to this RFP must submit their proposals in a sealed envelope to the Town Manager's Office by **5:00 PM, Wednesday, October 30, 2019**. The Town will not consider any proposal that arrives in the Town Manager's Office after 5:00 PM, on Wednesday, October 30, 2019. The respondent (proposer) is solely responsible for ensuring that his or her proposal arrives in the Town Manager's Office by the date/time deadline set forth in this RFP.

2. *Address for Submitting Proposals*

Please address the envelope containing your proposal to Smithfield Town Manager, with the title labeled "*Proposal for Mechanical, Electrical, and Utility Services*" on the outside of the envelope.

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911 S. Church Street
Smithfield, VA 23430

If you mail your proposal, then please use the following address:

Town Manager
Post Office Box 246
Smithfield, VA 23431

Please Note: Your proposal must include the cover sheet to the RFP.

3. *Number of Copies to Submit*

Please submit five copies of your proposal.

4. *Expense for Preparing Proposals*

The Town is not responsible for any expenses incurred by the respondents to this RFP in preparing and submitting a proposal.

5. *Questions Pertaining to this RFP*

Please direct all questions and inquiries to Jessie Snead, Public Works Superintendent, at (757) 365-3328 or jsnead@smithfieldva.gov.

6. *Town's Right to Reject Proposals*

The Town of Smithfield has the sole right to reject any or all of the proposals it receives in response to this RFP.

7. *Award*

The Town shall award the contract to the offeror it deems to have made the best proposal and provides the best value. The Town reserves the right to make awards to multiple offerors if deemed in the best interest of the Town.

Section 5. Evaluation of Proposals

The Town will evaluate the proposals using the following:

1. Firm's experience, qualifications, expertise, and performance in providing services outlined in the RFP.
2. Firm's overall suitability to provide the services set forth in this RFP in a timely manner.
3. Cost of providing services as outlined in Section 2 of this RFP.

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Section 6. Insurance

The successful respondent shall be required to submit certificates of insurance (liability and workers compensation) listing the Town as an additional insured.

Section 7. Pricing/Fee Structure

Please note that the pricing /fee structure approved with this contract shall remain in effect throughout the term of the contract. Please factor this into your proposal. The Town will not amend the pricing/fee structure during the term of this contract.

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