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# TOWN OF SMITHFIELD

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*"The Ham Capital of the World"*

May 31, 2019

## **Request For Proposals Underground Utility Services**

The Town of Smithfield, Virginia (Town) intends to enter into a contract to begin on July 1, 2019, with the Town's option to renew for four additional one-year terms, with a qualified firm to perform a variety of underground utility services as described in the Town's Request for Proposals (RFP) dated May 31, 2019. In this regard, the Town will accept sealed proposals for such services until **5:00 PM, Monday, June 17, 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 Underground Utility Services.*"

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

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

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

Brian S. Thrower  
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: \_\_\_\_\_

\_\_\_\_\_  
(signature)

By: \_\_\_\_\_

\_\_\_\_\_

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](mailto: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](http://www.smithfieldva.gov) • Local Cable Channel 189

**Town of Smithfield, Virginia**  
**Request for Proposals – Underground Utility Services**  
**May 31, 2019**

**Section 1. Introduction**

The Town of Smithfield, Virginia (Town) intends to enter into a one-year contract to begin on July 1, 2019, with the Town's option to renew for four additional one-year terms, with a qualified firm to perform underground utility services 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:

- Providing labor and equipment for scheduled and emergency repairs/replacement to the sanitary sewer and water systems;
- Providing repairs for utilities ranging from 6ft - 25ft in depth;
- Responding to emergencies within one (1) hour;

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

**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.

**TOWN MANAGER'S OFFICE**

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 both equipment and labor rates to provide services outlined in Section 2. Tools of the trade for services outlined in Section 2 to include hot or wet taps equipment (preferred);

#### **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, Monday, June 17, 2019. The Town will not consider any proposal that arrives in the Town Manager's Office after 5:00 PM, on Monday, June 17, 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 Brian S. Thrower, Town Manager, with the title "*Proposal for Underground Utility Services*" labeled on the outside of the envelope.

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

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

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

Brian S. Thrower  
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 at least three 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*

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

**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.

**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.

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