

Greater Peoria Sanitary District
2023 Hydrant Flushing, Testing and Condition Assessment
Request for Proposal (RFP)



Posting Date on GPSD Website: November 1st, 2022

Response Due: Friday, November 18th, at 3:00 P.M. Central Time (per instructions below)

Invitation for Bids

The purpose of this Request for Proposal (RFP) is to obtain proposals for the provision of services to the Greater Peoria Sanitary District (GPSD or the District) inclusive of the flushing, testing and assessment of the conditions of hydrants within the GPSD, wastewater treatment plant (WWTP) campus located at 2322 S. Darst St. in Peoria, IL. The scopes of the work are described below; the locations of the hydrants within the scope of work are shown on the map made part of this RFP and referenced as Exhibit D.

All communications regarding this RFP should be directed to:

James E. Sloan, P.E.
Director of Operations
via e-mail to jsloan@gpsd.org
via phone to (309) 272-4860

To be considered, each provider of services (“Contractor” or “Bidder”) must submit a completed proposal and any additional information requested in the RFP with their proposal packet. The proposal must be signed and include a statement as to the period during which the proposal remains valid; minimally, proposals must remain valid through at least Tuesday, January 17th, 2023.

Responses to this RFP will be evaluated based on a selection process based upon the items listed within the section of this RFP titled “Selection Process”.

Every effort will be made to adhere to the following schedule:

- Via upload to GPSD website, distribute RFP on Tuesday, November 1st, 2022;
- By the deadline of Friday, November 18th, 2022, at 3:00 PM, proposals must be submitted;
- Selection of a Contractor by or on December 20th, 2022;
- Alternatively, if not selected by or on December 20th, 2022, selection of a Contractor by or on January 17th, 2023;
- Completion of all work by the Contractor, including submittal of all required documents, by May 31st, 2023.

Scope of Work

The scope of work shall include the flushing, testing and assessment of the conditions of all hydrants specified within the map included as Exhibit D of this RFP. Generally, all hydrants are the dry-barrel type. Assessments of the conditions of hydrants shall include assessments of the conditions and operational status of all hydrant components including, but not limited to, the main valve, nuts, shields, bonnets, barrels, rings, packings, caps, nozzles, rings, bolts, flanges, etc. After removal and upon replacement, nuts and caps shall be lubricated and placed back on to threads using a never-seize compound.

All hydrant flushing, hydrant flow testing and hydrant condition assessments shall be completed in accordance with instructions and specifications provided within both this RFP and the Manual of Water

Supply Practices M17, titled “Fire Hydrants: Installation, Field Testing, and Maintenance”, Fifth Edition (the Manual), as provided by the American Water Works Association (AWWA). Furthermore, all references within the Manual to other specifications shall be taken as incorporated into this Scope of Work and, therefore, binding upon the work to be performed.

At each hydrant, the hydrant oil shall be removed, captured for disposal and replaced with oil recommended by the hydrant manufacturer. Disposal of hydrant oil shall be legally completed by the Contractor and at a facility specifically authorized to receive such material; to demonstrate proper disposal of the removed oil, to the District, the Contractor shall provide a manifest or receipt from the oil recipient.

The Contractor shall realize that the work will be completed within a functioning WWTP and that WWTP operations can only be interrupted as permitted by District Staff. Throughout all stages of the work, proactive planning and coordination with specified District staff is imperative. The District reserves the right to reject, in whole or in part, a plan(s), put forth by the contractor, for the completion of any aspect of the work; upon receipt of an explanation for the rejection, the contractor shall modify the plan accordingly and submit, for review, a revised version to the District. Rejection of a plan in whole or in part shall not be the basis for a claim by the Service Provider for additional compensation in the forms of either time or money. Where and when possible, the District will work with the Contractor to divert activity within the WWTP from the locations of Contractor activities; however, if necessary, the Contractor shall be responsible for the provision, placement and removal of all signs necessary to control vehicular and pedestrian traffic.

One report shall be completed by the Service Provider for each hydrant and scope of work completed (test, maintenance and inspection). Completed reports shall become the property of GPSD and provided to GPSD upon completion of the work.

Reports submitted shall be consistent with those illustrated in Chapter 5 of the Manual, including those titled “Hydrant Maintenance Report”, “Fire Hydrant Inspection Report”, “Flow Test Report” and “Hydrant Test Report”; however, the District is willing to consider forms of other reports that are consistent in content to the referenced AWWA reports. The forms of reports proposed by the contractor shall be offered to the District for review and comment prior to the commencement of work. Any comments offered by the District shall be taken by the contractor and used as the basis for modification of proposed reports. Forms of reports shall be modified until both the District and the contractor are satisfied with the form of each.

During the performance of hydrant inspections, any defects that affect the operation of the hydrant shall be immediately made known to the District by the contractor. The District shall then determine whether a repair is required immediately or will be scheduled for a later date. Repairs of hydrants are not included within the scope of this RFP.

To avoid damage to hydrants, pipes and associated infrastructure, the opening or closing the valves of hydrant shall be performed slowly. Operation of hydrants shall be completed in accordance with the Manual, specifications referenced within and the recommendations of the hydrant manufacturer.

Proposals

Proposals must be received by the date and time indicated in the section of this RFP titled “Invitation for Bids”. Unless allowed otherwise by the District, proposals must be received in hardcopy; envelopes with proposals within shall be clearly marked “Request for Proposals – 2023 Hydrant Flushing, Testing and Condition Assessment” and also include the contractor’s name and address on the upper left-hand corner of the envelope. Proposals must be received at GPSD, Attn: James Sloan, Director of Operations, 2322 S. Darst St., Peoria, IL 61607. All proposals will be property of GPSD.

Bidders interested in submitting proposals shall comply with and be aware of the following:

1. On the form provided, and attached to this RFP as Exhibit A, clearly outline the unit prices for each item, the item totals and the sum of the item totals. Where either the item totals or the sum of the item totals is inconsistent with the unit prices submitted, the unit prices shall supersede and govern any mathematical error(s);
2. Bidders shall complete the appropriate portion of the form provided as Exhibit B of this RFP, titled "Declaration of Proposal Authorization";
3. Bidders shall complete the form provided as Exhibit C of this RFP, titled "Non-Collusion Affidavit";
4. Costs included in the unit price for the flow testing of hydrants shall include, but not be limited to, costs associated with the following: all administration necessary for the completion of the work; all insurance required for the completion of the work; all planning necessary to complete the work, including, but not limited to, review of all distribution-system maps, the performance of measures necessary to determine expected pressures, monitoring of both weather and river conditions necessary to propose to the District dates for testing, adjustment of planned test dates in response to input from District staff, the assessment of hazards near planned testing locations and measures necessary to avoid damages resulting from testing activities and the provision and use of any computer simulation necessary to assist in the planning effort; mobilization to the locations of testing; any necessary traffic control; any control of water pressures necessary to allow performance of the work; the provision and installation of necessary equipment for the testing of flows; the performance of testing procedures, independent of the number of tests required to accurately assess flows at any given testing location; the documentation of testing results, including the provision thereof to the District; the calculation of flows resulting from testing, including the provision, to the District, of all flow calculations; any pumping necessary to dewater the barrel of a hydrant; and demobilization of personnel and equipment from testing locations. Please note that the Contractor shall be compensated only once for flow testing at each of the hydrants represented on the map provided as Exhibit D;
5. Costs included in the unit price for the hydrant flushing shall include, but not be limited to, costs associated with the following: all administration necessary for the completion of the work; all insurance required for the completion of the work; all planning necessary to complete the work, including, but not limited to, review of all distribution-system maps, the performance of measures necessary to determine expected pressures, monitoring of both weather and river conditions necessary to propose to the District dates for flushing, adjustment of planned flushing dates in response to input from District staff, the assessment of hazards near a planned flushing location and measures necessary to avoid damages resulting from flushing activities; any necessary traffic control; mobilization to the locations of flushing; any control of water pressures necessary to allow performance of the work; the provision and installation of necessary equipment for the flushing of hydrants; the performance of hydrant flushing; the documentation of flushing results, including the provision of completed forms to the District; any pumping necessary to dewater the barrel of a hydrant; and demobilization of personnel and equipment from flushing locations;
6. Costs included in the unit price for the assessment of the condition of specified hydrants shall include, but not be limited to, costs associated with the following: all administration necessary for the completion of the work; all insurance required for the completion of the work; all planning necessary to complete the work, including, but not limited to, monitoring of both weather and river conditions necessary to propose to the District dates for the performance of condition assessments and the adjustment of planned assessment dates in response to input from District staff; any necessary traffic control; mobilization to the locations of assessments; any control of water pressures necessary to allow performance of the work; the performance of hydrant condition assessments; the removal, capture, disposal and replacement of the oil at each hydrant; the documentation of assessment results, including the provision of completed forms to the District; any pumping necessary to dewater the barrel of a hydrant; and demobilization of personnel and equipment from assessment locations;
7. Submit three references;
8. Specify a primary contact(s) anticipated to be involved in the fulfillment of the potential agreement(s);

9. Proposals shall confirm that neither the bidder nor any employee would be in a conflict of interest with respect to the proposal if the bidder were to be selected as the contractor;
10. Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed under the agreement;
11. Quantities included within the form of proposal included as Exhibit A are only estimates for the total scope of work to be performed. The Contractor shall not be allowed to make any claim for loss and additional compensation if the final scope of work deviates in any manner from the estimated quantities reflected within this RFP; and
12. The successful bidder shall provide the Greater Peoria Sanitary District (GPSD or “the District) with an original certificate of insurance naming GPSD as an additional insured. It is the successful bidder’s responsibility to provide the District with an updated Certificate of Insurance upon expiration of any coverage indicated within the original certificate.

The successful bidder shall either provide said insurance within ten (10) calendar days after notification of award or the District reserves the right to rescind said award. Failure to provide adequate insurance coverage within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract

The successful bidder must minimally carry **commercial general liability** coverage as listed below:

| | |
|--|------------------|
| Per Occurrence: | \$1,000,000; |
| Personal & Advertising Injury Aggregate: | \$2,000,000; |
| General Aggregate: | \$2,000,000; |
| Products/Completed Operations Aggregate: | \$2,000,000; and |
| Fire Damage Legal Liability: | \$ 500,000. |

Contractor shall, one, name Additional Insureds, as hereinafter defined, as additional insureds both for ongoing and completed operations, and, two, procure and maintain Additional Insured Endorsements for the benefit of Additional Insureds which include provisions that the coverage provided for such Additional Insureds is primary to and without contribution from any other coverage available to Additional Insureds. Such Additional Insured Endorsements shall be issued on ISO Form CG 20 10 11 85, or CG 20 10 10 01 and CG 20 37 10 01, or CG 20 10 07 04 and CG 20 37 07 04. Endorsements that exclude or restrict coverage for the following shall not be acceptable:

1. where work takes place within fifty (50) feet of a railroad;
2. explosion, collapse or underground hazards where the work involves such hazards;
3. claims by one insured against another insured if the exclusion or restriction is based solely on the fact that the claimant is an insured and there would otherwise be coverage for the claim;
4. claims for property damage to the Contractor’s work arising out of the products/completed-operations hazard where the Work was performed by a Subcontractor;
5. claims for indemnity arising out of injury to employees of the insured;
6. claims related to residential, multifamily, or other habitational projects, if the work is to be performed on such a project; and

7. claims related to earth subsidence or movement, where the work involves such hazards.

Furthermore, the successful bidder shall agree to indemnify the District against all claims of any nature, which might arise as a result of the successful bidder's negligence in operations or conduct of work while on District property.

The successful bidder must minimally carry **automobile liability insurance** covering Owned, Non-owned, and Hired Automobiles, with a limit of at least \$1,000,000 Combined Single Limit for Bodily Injury, Death and Property Damage arising out of the ownership, maintenance and use, along with any other statutorily required coverage. The Contractor shall name the Additional Insureds (as that term is defined below) as additional insureds and shall include provisions that the coverage provided is primary to and without contribution from any other coverage available to Additional Insureds.

The successful bidder must minimally carry **workers' compensation insurance** in form and amounts required by law, and **Employer's Liability Insurance** with a minimum limit of \$2,000,000 for bodily injury for each accident, \$2,000,000 for bodily injury by disease, and \$2,000,000 bodily injury by disease/each employee.

The successful bidder must minimally carry **umbrella liability insurance** in excess of the requirements for the underlying Commercial General Liability insurance, Commercial General Liability insurance, and the Employer's Liability portion of the Workers' Compensation insurance, such Umbrella Liability Insurance to have policy limits of not less than \$1,000,000 per occurrence and in the aggregate on a per-project basis. Contractor shall name Additional Insureds as additional insureds and shall include provisions that the coverage provided is primary to and without contribution from any other coverage available to Additional Insureds.

Insurance coverages provided shall comply with the following general requirements;

1. Waiver of subrogation in favor of the additional insureds on all policies;
2. Except as provided otherwise in Paragraph 2(a), all required insurance shall;
3. Be maintained with companies having a minimum A.M. Best rating of A-VIII;
4. Be authorized to do business in the jurisdiction in which the project is located;
5. Provide at least thirty (30) days' written notice be given to Owner before cancellation or material change in the policies (or such other notice period as authorized by applicable state law), except for at least ten (10) days' written notice if for nonpayment of premium;
6. As evidence of required coverage, Contractor shall deliver to Owner at least five (5) calendar days prior to commencing the Work Certificates of Insurance and copies of applicable endorsement;
7. Naming as additional insureds (except for Workers' Compensation) the Additional Insureds indicating the required coverages;
8. Evidencing the provision for thirty (30) days' written notice of cancellation or material change to the Owner (or such other notice period as authorized by applicable law);
9. Showing all deductibles, self-insured retentions, policy periods, and limits of liability;

10. Evidencing required waivers of subrogation and that such policies are primary to and noncontributory with other policies available to additional insureds;
11. Bearing the signature of party authorized by the insurers to issue such certificates and endorsements;
12. The amount of insurance available to the additional insureds shall be for the full amount of any loss up to the policy limits of liability and shall **not** be limited to the minimum limits required by the construction contract; and
13. No policy shall include a self-insured retention of more than \$25,000.00.

The following statement pertaining to additional insureds shall be applicable to all provided coverages: The Greater Peoria Sanitary District and, with respect to each, its direct and indirect managers, members, partners, officers, directors, trustees, employees, attorneys, and other principals and agents, including but not limited to, consulting engineers and related entities.

Selection Process

The lowest proposal will not necessarily be accepted. GPSD reserves the right to reject all bids, award the agreement(s), interview bidders, negotiate specific terms of the agreement, and make other adjustments as required in consultation with bidders. Proposals will be evaluated based on the following, in no particular order:

- The bidder's ability to follow all instructions set forth in this RFP;
- Relevant experience of the candidate in providing the scope of services detailed in this RFP to other midwestern municipalities, water providers and wastewater treatment facilities;
- If interviews with representatives of bidding parties are desired by the District, information obtained by the District within said interviews;
- The submitted unit prices(s) for services provided, as calculated by multiplying the unit costs by the estimated quantities and summing the totals for each item; and
- Responses from references.

Agreement

The form of an agreement will be provided to the chosen provider(s) after conclusion of the process detailed above. The following section, titled "Terms and Conditions", is intended to inform bidders of the anticipated terms and conditions of an agreement for the provision of services in accordance with the scope of work detailed above.

Terms and Conditions

Throughout the duration of the Agreement (contract), the contractor shall fulfill the terms and conditions below:

1. Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed under this contract.
2. The contractor shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of GPSD properties caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by GPSD. All work must be completed in compliance with the "GPSD Safety

- Policy” as made part of this RFP as Exhibit E. Prior to the initiation of work, the contractor must read, execute and provide GPSD with a signed-copy of the GPSD Contractor Safety Policy.
3. Any damage of public or private property caused by the Contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of GPSD. The Contractor shall inform GPSD of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of GPSD, GPSD reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damaged caused by the Contractor, and deduct these costs from any payment due the Contractor.
 4. It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of an authorized representative of GPSD; but in no case shall consent relieve the Contractor from his obligations or change the terms of the contract.
 5. The contract may be canceled or annulled by GPSD in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms. GPSD reserves the right to terminate the service at any time during the term of the contract upon five (5) days written notice to the Contractor. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by GPSD, shall constitute contract default.
 6. The Contractor shall supply both cell phone numbers and daytime office numbers of supervisors handling this contract. The Contractor shall return all calls within one hour of GPSD placing the call. On-site response time for complaints must be made within twenty-four (24) hours of the initial call being made by GPSD. The Contractor must assign an English-speaking crew leader to monitor all work being performed within GPSD. Failure to comply with the accessibility requirements shall be deemed as substandard work and will be subject to the same penalties.
 7. The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to GPSD for all work involved in the respective items. This cost also includes all proposal preparation costs, insurance, royalties, transportation charges, use of all tools and equipment, superintendent, overhead expense, inspection costs, all profits and all other work services and conditions necessarily involved in the work to be done in accordance with the requirements of the contract documents considered collectively.
 8. Once all work has been completed in a satisfactory manner and the specifications stated herein have been met, payment for services and purchases shall be made within forty-five (45) days following receipt of an invoice from the Contractor.
 9. This Contract is for the performance of “public works” as that term is defined by 820 ILCS 130/0.01 et.seq. Not less than the prevailing rate of wages as found by the Illinois Department of Labor or determined by a Court on review shall be paid to all laborers, worker and mechanics performing work under this Contract. The Contractor shall recognize that the prevailing rates of wages are revised by the Department of Labor and are available on the Department’s official website. The Contractor shall be responsible for monitoring changes to the prevailing rates of wages as revised by the Department of Labor.
 10. The Contractor to whom the work is awarded shall comply with the requirements of Sanitary District Ordinance No. 579 as may be amended from time to time, cited as the Employment of Trained Workers on Construction Contracts. The Contractor shall submit an affidavit stating compliance with this Ordinance at the time of bid. The form of the required affidavit has been included within this RFP as Exhibit E.

**EXHIBIT A
PROPOSAL**

| Item | Item Description | Unit | Quantity | Unit Price (\$) |
|------|------------------------------|------|----------|-----------------|
| 1 | Hydrant Flushing | EA | 13 | |
| 2 | Hydrant Flow Testing | EA | 13 | |
| 3 | Hydrant Condition Assessment | EA | 13 | |
| | | | TOTAL | |

Proposal Expiration Date: _____

Bidder's Name: _____

By: _____

Title: _____

Signature: _____

Bidder's Address: _____

EXHIBIT B

DECLARATION OF PROPOSAL AUTHORIZATION

The undersigned hereby certify that they have examined the Specifications and the form of contract for _____, located in the County of Peoria, State of Illinois.

(FOR CORPORATION)

IN WITNESS WHEREOF the Bidder has duly executed this proposal in its corporate name, by its officers duly authorized in that behalf, and attached its corporate seal hereto, this ____ day of _____ 2022.

A CORPORATION OF STATE OF _____

ATTEST:

Secretary

By _____

President

(Corporate Seal)

Bidder's Address: _____

.....

(FOR PARTNERSHIP)

GIVEN under our hands and seals, this ____ day of _____ 2022.

_____ (SEAL)

_____ (SEAL)

Partners doing business under the name and style of

Bidder's Address: _____

EXHIBIT C

NON-COLLUSION AFFIDAVIT

The Sanitary District requires of any bidder, to whom it may make an award of the principal Contract, a non-collusion affidavit in the form designated below. The completed non-collusion affidavit shall be submitted with the bidder's proposal.

STATE OF _____)

)

)^{ss}

COUNTY OF _____)

_____, being first duly sworn, deposes and says that he/she is (sole owner, a partner, president, secretary, etc.) of _____, the party making the foregoing bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of said bidder or of any other bidder, or to fix any overhead, profit, or cost element of such bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the Contract or anyone interested in the proposed Contract; that all statements contained in such bid are true; and, further, that said bidder has not, directly or indirectly, submitted his bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in his general business.

Signed:

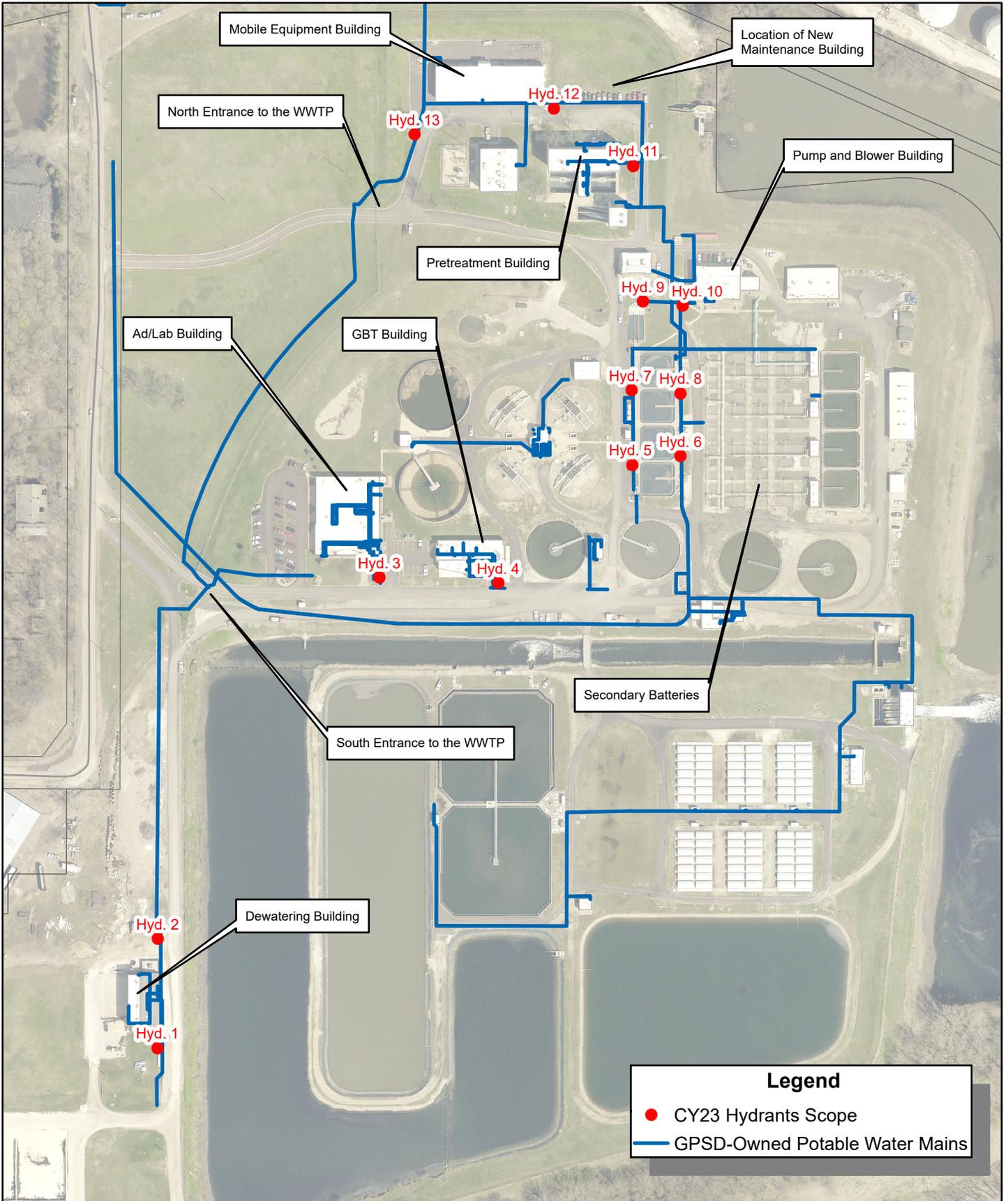
Title

Subscribed and sworn to before me this ____ day of _____ 2022.

Seal of Notary

Notary Public

*NOTE - In making out this form the title that is not applicable should be struck out. For example, if the Contractor is a corporation and this form is to be executed by its president, the words "sole owner, a partner, secretary, etc." should be struck out.



1 inch = 250 feet



Exhibit D
 2023 Hydrant Flushing, Testing
 and Condition Assessment
 November 4, 2022

Exhibit E

STATE OF _____)
) SS.
COUNTY OF _____)

AFFIDAVIT OF COMPLIANCE

Affiant's Name: _____
Contractor's Name: _____
Type of entity: Sole proprietor; Partnership
 Corporation; Limited Liability Company
 Other: _____

Project:

Affiant, being duly sworn, deposes and represents that:

1. He/She has the express actual authority to bind the Contractor to this Affidavit, has sufficient knowledge to make this Affidavit, and is under no legal disabilities;
2. As it pertains to the Project described above, Affiant is and will remain in compliance with The Greater Peoria Sanitary and Sewage Disposal District Ordinance No. 579, an ordinance requiring employment of trained workers on construction contracts in The Greater Peoria Sanitary and Sewage Disposal District of Peoria County, Illinois, as may be amended from time to time, until completion of the Project,
3. Affiant understands and acknowledges that The Greater Peoria Sanitary and Sewage Disposal District intends to and will rely on the representations made in this Affidavit.

Dated this ____ day of _____, 20 ____.

(Signature)

Subscribed and sworn to before me this ____ day of _____, 20 ____.

Notary Public