**REQUEST FOR PROPOSALS**

**PUBLIC WORKS SERVICES**

**Road Grading**

**City of Harris**

**County of Chisago**

**State of Minnesota**

**February 8, 2021**

[THIS PAGE INTENTIONALLY LEFT BLANK]

SUMMARY

City of Harris (Owner) is requesting proposals (RFP) to provide public works services for the city. Proposals must be received no later than 2:00 p.m. on Thursday, March 4, 2021. Proposals received after the above date and time may not be considered. The RFP and proposal forms can be obtained from:

City Clerk

City of Harris

43970 Ginger Avenue

PO Box 111

Harris, MN 55032

E-mail: [clerk@harrismn.com](mailto:clerk@harrismn.com)

Notwithstanding any other provisions of the RFP, the Owner reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the Owner or its customers. It is further within the right of the Owner to reject proposals that do not contain all elements and information requested in this document. The Owner shall not be liable for any losses incurred by any Vendors throughout this process.

**GENERAL INFORMATION**

The City of Harris, located in Chisago County, Minnesota, is situated 47 miles north of St. Paul at the intersection of Interstate Highway 35 and Chisago County Highway 10.

The Owner is seeking proposals from qualified Vendors for the provision of Grading of gravel city streets. The Owner desires the services to begin on or about April 1, 2021.

**Proposal Requirements**

Vendors may propose alternatives to the following specifications. Please mark bid form “Alternate” when doing so. Include a statement explaining the differences between the specifications and the proposal. Suitability of alternatives proposed in place of that specified is at the sole discretion of the Owner.

Vendors must supply all equipment, personnel, fuel, materials, etc. to perform the work, unless otherwise specified.

All proposals shall be made on forms provided by the Owner. Proposals submitted on forms other than those issued to the applicant will be rejected.

Proposals may be submitted by hardcopy or electronic copy to the address listed in the Inquiries section.

Proposals may be rejected if they show any alterations of forms, erasures, or irregularities of any kind. The Owner reserves the right to reject any or all proposals.

The Owner reserves the right to award a contract to any Vendor whose proposal is in the best interest of the Owner, regardless of price. The Owner has the sole discretion to determine the proposal that is in the best interest of the City of Harris. The Owner reserves the right to waive any irregularities in the proposal documents, to negotiate with those submitting proposals as to any issues, and to reject any or all proposals. The company selected by the Owner shall be required to comply with the requirements of the contract, proposal, and ordinance to fulfill the requirements thereof.

No contract will be issued to any applicant who cannot give satisfactory assurances as to its ability to fulfill the terms of the contract based on its financial condition and previous experience.

**Evaluation Criteria**

The Owner intends to award the contract to the Vendor that the Owner believes to be the best fit for the Owner, when considering the entire proposal submitted by the applicant. Rates alone will not be the sole determining factor.

**Schedule**

Proposals will be due by 2:00 p.m. on Thursday, March 4, 2021.

Proposals will be valid for a period of sixty (60) days from the due date.

The City Council will review proposals and may award a contract at their March 8, 2021 meeting.

**Contract**

Upon award by the City Council, the successful Vendor(s) will be required to enter into a contract.

This proposal is for the specific services mentioned and award of a contract to a Vendor should not be taken as initiating a continuing relationship for this or other types of services.

**GENERAL CONDITIONS**

1. The successful Vendor will be required to enter into a contract for services.
2. The successful Vendor shall be required to provide a certificate of insurance naming the city as additional insureds, in an amount satisfactory to the City Council.
3. The initial term of the contract will be for one (1) season of services, subject to possible renewal for additional terms.
4. The contract can be terminated by either party on a sixty (60) day notice.

**SUPERVISION**

1. Authority. The person named below shall have the authority to manage the contract, review work performed, approve additional work and purchase of materials, and dispatch the Contractor for all work covered by the specifications.
2. Supervisor. The Owner’s designated representative shall act as the Contractor’s supervisor for all matters relating to this contract.
3. City Council. In case of dispute or failure by the Contractor to perform under the contract the City Council shall determine any corrective measures to be taken.

**SPECIFICATIONS**

**PART 1 ROAD GRADING**

* 1. DESCRIPTION OF WORK

1. Work includes furnishing labor, equipment, fuel, materials (except as described below), permits, taxes, insurance, and supplies for grading and graveling all city gravel streets.
2. The Owner shall provide a list of streets with widths and lengths that require grading. See Appendix B.
3. The Contractor will notify the city of the dates work will be performed at least twenty-four (24) hours in advance.
4. The Contractor or the Owner will determine the need for purchasing gravel and, upon approval by the Supervisor, the Contractor shall order same in the name of the Owner with the invoice for said materials to be sent to and paid by the Owner.
5. The road grading season shall start and end on notification to the Contractor by the Supervisor and may be influenced by weather and other factors.
6. The Contractor shall take care to establish and maintain a road crown.
7. The Contractor shall remove high crowns when preparing for winter.
   1. SUBMITTALS
8. Submit a list of the personnel to be utilized in performing these services. Include their qualifications and experience in performing this type of work.
9. Submit a list of equipment to be utilized in performing these services.
10. Submit a list of five (5) references of customers for which you have performed similar work.
    1. MEASUREMENT AND PAYMENT
11. Prices shall include all items described above.
12. Payment for hourly work will be made within forty-five (45) days after verification and approval of an invoice submitted by the Contractor.
13. Hourly rates begin upon arrival at the work location.
14. The City of Harris is tax exempt.

**CONTENT OF PROPOSAL**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation.

Proposals shall contain the following information:

1. Cover letter and introduction including the name of the firm and the name and telephone numbers of the person(s) authorized to represent the company regarding all matters related to the proposals.
2. Completed proposal form found at the end of this RFP.
3. Materials requested in this RFP.
4. Provide any additional information that you feel is pertinent in the Owner’s decision on selecting a Vendor.

**INQUIRIES**

Prospective Vendors may submit questions by e-mail only to:

City of Harris

City Clerk

43970 Ginger Avenue

PO Box 111

Harris, MN 55032

Phone: 651.674.7546

E-mail: [clerk@harrismn.com](mailto:clerk@harrismn.com)

Inquiries submitted by e-mail to ensure a response in a timely manner.

**OFFER EXPIRATION DATE**

Proposals in response to this RFP will be valid for sixty (60) days from the proposal due date. The Owner reserves the right to ask for an extension of time if needed.

**OWNERSHIP OF MATERIALS**

All materials submitted in response to the RFP become the property of the Owner and supporting materials will not be returned. The Owner is not responsible for any costs incurred by the Vendor in the preparation of the proposal.

**APPENDIX A**

**City Street Map**

[THIS PAGE INTENTIONALLY LEFT BLANK]

****

[THIS PAGE INTENTIONALLY LEFT BLANK]

**APPENDIX B**

**List of Streets**

[THIS PAGE INTENTIONALLY LEFT BLANK]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CITY OF HARRIS** | APPENDIX B | | | | | |  |
| **Public Works RFP - Street Listing** | |  |  |  |  |  |  |
| **February 8, 2021** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | Gravel | | Paved | |  |  |
| Name | Location | Width | Length | Width | Length |  |  |
| 420th | from Iris west approx. 1 mile | 27 | 5,280 | - | - |  |  |
| 424th | west of Falcon | 17 | 1,100 | - | - |  |  |
| 425th | east of I-35 | 17 | 3,250 | - | - |  |  |
| 441st | east of CSAH 30 | 18 | 200 | - | - |  |  |
| 442nd/Georgia/446th |  | 17 | 2, 728 | 22 | 147 |  |  |
| 443rd |  | 19 | 1,350 | - | - |  |  |
| 444th |  | 19 | 1,300 | - | - |  |  |
| 445th |  | 19 | 1,100 | - | - |  |  |
| 450th` | west of I-35 to Falcon | 17 | 1,400 | - | - |  |  |
| 470th` | east of I-35 | 18 | 6,600 | - | - |  |  |
| 480th` | west of I-35 | 18 | 4,400 | - | - |  |  |
| Elmcrest | north of Stark | 20 | 3,900 | - | - |  |  |
| Evergreen | north of 455th | 19 | 2,900 | - | - |  |  |
| Evergreen | south of 450th | 19 | 2,600 | - | - |  |  |
| Fairview/440th |  | 14 | 2,250 | - | - |  |  |
| Ginger/422nd |  | 20 | 2,000 | - | - |  |  |
| Gladstone | south of CSAH 9 | 20 | 1,300 | - | - |  |  |
| Gladstone | north of CSAH 9 | 18 | 290 | - | - |  |  |
| Gladstone | south of CSAH 10 | - | - | 29 | 580 |  |  |
| Grand | north of CSAH 30 | 18 | 2,250 | - | - |  |  |
| Grand | south of CSAH 30 | 16 | 6,700 | - | - |  |  |
| Harder |  | 24 | 5,500 | 24 | 5,000 |  |  |
| Holman | CSAH 9 to 450th | 23 | 5,600 | - | - |  |  |
| Iris |  | 21 | 2,600 | - | - |  |  |
| Old Saw Mill |  | 22 | 850 | - | - |  |  |
| Stark Road | east of CSAH 30 | 21 | 300 | - | - |  |  |
| 450th | Falcon to Evergreen | 26 | 3,930 | - | - |  |  |
| 455th | west of Evergreen | 24 | 1,225 | - | - |  |  |
| 480th | Galaxy to CSAH 30 | 26 | 6,590 | - | - |  |  |
| 480th | Galaxy to I-35 | 19 | 1,320 | - | - |  |  |
| Evergreen | 450th to 455th | 26 | 2,600 | - | - |  |  |
| Falcon | Stark Road to 450th | 32 | 7,800 | - | - |  |  |
| Galaxy | 460th to 480th | 26 | 10,500 | - | - |  |  |

[THIS PAGE INTENTIONALLY LEFT BLANK]

**PUBLIC WORKS SERVICES - ROAD GRADING**

**QUOTATION**

Following is our proposal to City of Harris for providing the equipment and services in conformance with the specifications in the proposal dated February 8, 2021. Prices include all costs needed to supply the services including, but not limited to, labor, equipment, materials, supervision, sales and use taxes, transportation, and overhead expenses.

Vendor’s Name

Vendor’s Address

Vendor’s Contact Person

Contact Person’s Cell Telephone

Contact Person’s E-mail Address

Authorized Signature & Title:

Date of Proposal:

Please attach materials requested in this RFP to this form.

□ Cover letter.

□ Personnel & Equipment lists.

□ References from at least five (5) customers.

We will complete the Work in accordance with the Contract Documents for the following price(s):

Hourly rate for grading:

Hourly rate for work not included in the schedule: (list equipment & rate)