

REQUEST FOR PROPOSALS

For: Street Repairs

City of Troy, Idaho

Response Due By:

03/20/24

No later than 3:00 P.M. PDT

Submit Responses and Direct Questions to:

Sabrina Moyer
City Clerk/Treasurer
City of Troy, Idaho
PO Box 595 (Mailing)
519 S Main Street (Physical)
Troy, ID 83871-0595

Phone: 208-835-2741

Email: troycityhall@troyidaho.net

Any objections to the contents or terms of the documents shall be raised one (1) business day prior to bid closing (*Monday, March 19, 2024*), or it shall be deemed to have been waived.

Bids will be opened on March 20th, 2024 at 5:00 P.M. at Troy City Hall with the council meeting to review the selection of potential bidders.





CITY OF TROY
Physical Address: 519 S. Main St., Troy, ID 83871
Mailing Address: P.O. Box 595, Troy, ID 83871
TEL: 208.835.2741 | TroyCityHall@TroyIdaho.net

NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that the City of Troy will receive sealed bids from licensed public works contractors interested in providing services for the labor, materials, equipment, and services necessary for street repairs per specifications until **3:00 P.M., Wednesday, March 20th, 2024** (“Closing”), to provide Street Repairs. No bids will be received or considered after that time.

Bid packets are available Monday through Thursday from 8:30 – 5:00 and Friday from 8:30 – 3:00 at Troy City Hall, 519 S. Main St., Troy, Idaho 83871, telephone: (208) 835-2741 or may be obtained at <https://troyidaho.net>. Sealed Bids are to be sent to the City of Troy, Attention: Sabrina Moyer, at PO BOX 595, Troy, ID 83871. **No electronic submissions will be accepted.**

Contact Information

Questions and responses should be directed to: Sabrina Moyer, (208)835-2741, troycityhall@troyidaho.net.

The City of Troy reserves the right to reject any and all Bids not in compliance with all prescribed public bidding procedures and requirements and may reject for good cause any and all Bids upon the finding that it is in the public interest to do so and to waive any and all informalities in the public interest. In the award of the Contract, the City Council for the City of Troy will consider the element of time, will accept the Bid or Bids which in their estimation will best serve the interests of the City of Troy and will serve the right to award the contract to the contractor whose Bid shall be best for the public good.

The City of Troy encourages bids from Minority, Women, and Emerging Small Businesses.

Publish Dates: March 4th & 11th, 2024



1. INTRODUCTION

The City of Troy, Idaho is accepting sealed bids from licensed public works contractors interested in providing contract professional services for the labor, materials, equipment, and services necessary for street repairs as stated below. Proposals to be submitted to Troy City Hall at 519 S Main Street, Troy, Idaho 83871 and clearly marked “**Bid Enclosed – Street Repairs – 2024**” until **3:00 P.M.**, prevailing local time, Wednesday, **March 20th, 2024**, for the following project:

STREET REPAIRS - 2024

The City will follow a Qualifications Based Selection (QBS) process that is delineated in Idaho Code 67-2320.

2. SCOPE OF SERVICES PROVIDED

General Description of Anticipated Services:

LOCATION #1: Mountain View Drive. APPROX. 3,100 SY

- Pulverize existing asphalt/ Shape roadway
- Adjust utilities
- Pave area with 3” of compacted hot mix asphalt
- Over Excavation if needed (1’ in depth/place road fabric and base rock)
- Mobilization
- Traffic control

LOCATION #2: Valleyview Drive, APPROX. 2,492 SY

- Pulverize existing asphalt/ Shape roadway
- Adjust utilities
- Pave area with 3” of compacted hot mix asphalt
- Over Excavation if needed (1’ in depth/place road fabric and base rock)
- Mobilization
- Traffic control

LOCATION #3: Scott Street, APPROX. 4,225 SY

- Pulverize existing asphalt/ Shape roadway
- Adjust utilities
- Pave area with 3” of compacted hot mix asphalt
- Over Excavation if needed (1’ in depth/place road fabric and base rock)
- Mobilization
- Traffic control



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All parts or work not specifically mentioned that are necessary in order to provide completed street repair shall be included in the bid and shall conform to all local, State, and Federal requirements.

For questions or clarification on this scope of work, contact Dale Howe, Maintenance Supervisor, at (208) 669-2214 or dhowecityoftroy@gmail.com

3. QUALIFICATION CONTENT

Respondents will be evaluated according to these criteria:

Capability to Perform Project: Provide basic data relative to the firm’s size, history, personnel, special expertise, and general credits. Provide the address of the main office and the address of the office that will be assigned to the City. (20 Points)

Qualification of Project Team: List the team that will be working directly with the City, including anticipated consultants. Identify the project manager that will interact with the City on a routine basis. Describe who will perform the various tasks, their responsibilities, and give their qualifications. (30 Points)

Relevant Project Experience: Provide a list of at least five (5) similar clients, with brief descriptions, which show contractors’ ability to complete public works projects, including contact information. Please provide recent performance working in and for rural communities. Provide at least three (3) current client references. Include contact name, title, phone, and email for all listed references. Show ability to work closely with funding agencies. (30 Points)

Project Approach: Include your firm’s approach to providing professional services for a rural Idaho community. Explain your ability to provide the City with timely guidance on project-specific issues, communication procedures, and success with funding packages. (20 Points)

Selection Committee Interview:

The City reserves the right to interview the top candidates. Firms may be asked to make presentations covering their relevant experience, their understanding of the project’s requirements, and their own approach to completing the work. (10 Points) INTERVIEWS ARE OPTIONAL

4. FORMAT

The headings listed above must be used in formatting. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people within the firm assigned to the City.

The proposal shall be bound and limited to (10) single-sided pages (8 1/2 inches x 11 inches), excluding the cover and cover letter. Resumes for listed personnel only may be included in a single appendix. **Submit three (3) copies to Sabrina Moyer, City of Troy, at the address listed on page 6 no sooner than 9:00 A.M., Monday, March 18th, 2024. Late submissions and electronic copies will not be considered. State “Bid Enclosed – Street Repairs – 2024” on the outside of the Package.** This Statement of Proposal will become public record upon submission.



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5. EVALUATION PROCESS

The proposal evaluation process implemented by the City will be QBS. The City reserves the right to make a selection directly from the proposals, or to require an interview of the top firms. A selection committee appointed by the City will assist with firm evaluations and make recommendations to the City Council who will make the final selection. The City will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the preferred firm. If unable to reach an agreement, the City will terminate negotiations and commence negotiations with the second-ranked firm.

The selection committee will rank all received submittals by the headings listed in Section 3 for a possible total of 100. If the City chooses to conduct interviews an additional 10 points may be awarded.

Capability to Perform Project	20 pts.
Qualifications of Project Team	30 pts.
Relevant Project Experience	30 pts.
<u>Project Approach</u>	<u>20 pts.</u>
Total Proposal Points Possible	100 pts.
<i>Interview (Optional)</i>	<i>10 pts.</i>
Total Points Possible	=110 pts

6. SELECTION

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement with the City, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances.

PROPOSALS

Proposals are due on **Wednesday, March 20th, 2024** no later than **3:00 P.M.** and delivered in person to Sabrina Moyer at Troy City Hall, 519 S Main St., Troy, ID 83871. Proposals must be accompanied by a 5% Bid Bond from an approved Surety or Bonding Agent licensed to operate in Idaho. **If this Bond is not included with the Proposal, the Bid will be considered Non-Responsive.** This security shall serve as a guarantee that the successful bidder will enter into a binding contract with the City for awarded work. Within 10 business days after Award, the successful bidder shall submit a Payment and Performance Bond to the City in the amount of 10% of the total Award to ensure Contractor payment of all obligations including Labor, Materials, and Subcontractors under this Contract. Retention: Retention in the amount of 5% shall be withheld from the Contractor until the Final Completion of all work.



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REQUEST FOR PROPOSALS FOR STREET REPAIR SERVICES

The City of Troy is requesting proposals from qualified firms to provide city street repair services.

A copy of the RFP may be obtained from the City at the following address:

Sabrina Moyer, City Clerk/Treasurer
troycityhall@troyidaho.net

Physical: 519 S. Main Street, Troy, ID 83871

Proposals will be evaluated and ranked on the following criteria. The maximum point value of each criterion is shown in parentheses:

Capability to Perform Project	(20)
Relevant Project Experience	(30)
Qualifications of Project	(30)
Team Project Approach and Schedule	(20)
Selection Committee Interview	(10)

- **Proposals are due by 3:00 P.M. on Wednesday, March 20th, 2024.**
- **State “Bid Enclosed – Street Repairs – 2024” on the outside of the Package.**
- **Bids will be opened on March 20th, 2024 at 5:00 P.M. at Troy City Hall with the council meeting to review the selection of potential bidders.**

The City of Troy reserves the right to reject any or all submittals received as a result of this request.

The City of Troy may also negotiate separately with any source in any manner necessary to serve the best interests of the City. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.

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This solicitation is being offered in accordance with OMB Circular A-102 and the Idaho statutes governing the procurement of professional services. The City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.