



City of Stevenson

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

REQUEST FOR BID

City of Stevenson Sidewalk Trip Hazard Repair 2023 Sidewalk Panel Replacement

SUBMIT YOUR BID TO:

**City of Stevenson, Washington
City Hall
7121 E. Loop Rd
PO Box 371
Stevenson, WA 98648**

OR

tiffany@ci.stevenson.wa.us

No later than 2:00 p.m., September 1st, 2023

Contact Person:

Tiffany Andersen

Planning and Public Works Assistant

Ph: (509) 427-5970

E: tiffany@ci.stevenson.wa.us

INTRODUCTION

The City of Stevenson, WA (City) is seeking proposals from qualified firms to complete our Trip Hazard Mitigation Sidewalk Project: 2023 Sidewalk Panel Replacement.

The project goal is to repair or replace sidewalk panels identified as tripping hazards within the City.

SECTION 1 – SCOPE OF WORK

BACKGROUND

The City of Stevenson wishes to mitigate the risk of suits opened as a result of not having our sidewalks American with Disabilities Act (ADA) compliant. Because the City sidewalks are currently out of compliance with this act, we are open to litigation should someone incur injuries due to the tripping hazards our substandard walkways present. In order to assist with this project coming to fruition, the city applied for and received a grant to invest in the ADA requirements for safe passage.

In 2022, the City contracted with a third party expert to complete a full inventory and condition assessment of the City's sidewalks. The City was provided with a list of hazards and locations ranging from over 1 inch deviation to 0.25 inches, the ADA requirement for safe passage. Additionally, the assessment included sidewalk panels too damaged for repair. This Request for Proposal (RFP) addresses replacement of sidewalk panel(s) in 11 locations in the City (Attachment B).

SCOPE DESCRIPTION

The scope of work represents the City's best estimate of the work needed to accomplish the objectives for this project. The City is open to alternative approaches that may deviate from this scope to better meet project objectives.

- 1) Budget Estimates: Develop bid estimate for each of the 11 sidewalk replacement locations. Fill out Attachment A: Bid Sheet.
- 2) Timeline: Fixed completion date for this project is September 30, 2023.
- 3) Work Items (all are the responsibility of the successful bidder unless otherwise noted):
 - a. Temporary traffic control and safe pedestrian passage delineation.
 - b. Removal and disposal of all unnecessary material.
 - c. Forming of new panels.
 - d. Inspection and approval of forms by the City Public Works Department is required prior to pouring. Please allow 24 hours for inspection.
 - e. Pouring and protection of the new panels. Match adjacent panel finish.
 - f. Permanent erosion and sediment control for disturbed areas.

SECTION 2 – GENERAL INFORMATION

SCOPE OF REQUEST FOR BID

This RFP contains administrative and procedural information concerning instructions for preparation and submittal of the proposals, an explanation of how the proposals will be evaluated, and conditions that will be included in any contract which may be awarded as a result of this RFP.

CLOSING DATE FOR SUBMITTAL OF PROPOSALS

Completed Bids will be accepted until 2:00 PM on September 1st, 2023. Bids may be submitted via email, delivered via mail (USPS) or in-person to the contact person below.

CONTACT PERSON

Tiffany Andersen
Planning and Public Works Assistant
City of Stevenson
City Hall
7121 E. Loop Rd
PO Box 371
Stevenson, WA 98648
Phone (509) 427-5970
tiffany@ci.stevenson.wa.us

RIGHT TO AWARD OR REJECT

The City of Stevenson reserves the right to reject any and all bids and to terminate the selection process at any time if, at its sole discretion, it determines such action would be in the best interests of the City of Stevenson. All submitted bids will become part of the public file on this matter, without obligation to the City.

INCURRING COSTS

The City is not liable for any costs incurred by the contractor in the preparation or presentation of the bid.

FUNDING

The City has received funding through the Washington Cities Insurance Authority for this project. The City reserves the right to remove items from the Bid Item list (Attachment A) after award. The Contractor may request renegotiation of remaining items as a result.

INQUIRIES

Questions or requests for clarification regarding this Request for Bids should be directed in writing to the contact person listed earlier no later than five (5) working days prior to the proposal due date. An addendum will be issued to all recorded holders of the Request for Bid if a substantive clarification is in order.

SECTION 3 - REQUIREMENTS

SERVICES PROVIDED BY THE CITY

The City of Stevenson will assign a project manager to this project and will maintain active staff involvement as appropriate.

PROJECT SCHEDULE

The successful contractor will begin work within 30 days following notice to proceed and complete all work in accordance with the following schedule:

Proposals Submitted	September 1, 2023
Proposal Evaluations and Consultant Selection	September 5, 2023
Contract Execution, Notice to Proceed	September 5, 2023
Final Project Completion	October 20, 2023

SECTION 4 – BID SUBMITTAL INSTRUCTIONS

REQUIRED INFORMATION

The Bid shall contain the following information:

- A. Completed Attachment A – Bid Item List.
- B. Completed Attachment C - Project Schedule Acknowledgment.
- C. Bidder Responsibility Criteria:
 - 1) It is the intent of Owner to award a contract to the low responsible bidder. Before award, the bidder must meet the following bidder responsibility criteria to be considered a responsible bidder. The bidder may be required by the Owner to submit documentation demonstrating compliance with the criteria. The bidder must:
 - i. At the time of bid submittal, have a current certificate of registration as a contractor in compliance with RCW 18.27;
 - ii. Have a current Washington Unified Business Identifier (UBI) number;
 - iii. If applicable:
 1. Have Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in RCW 51;
 2. Have a Washington Employment Security Department number, as required in RCW 50;

3. Have a Washington Department of Revenue state excise tax registration number, as required in RCW 82;
- iv. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
- v. If bidding on public works projects subject to the apprenticeship utilization requirements of RCW 39.04.320, not have been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under RCW 49.04 for the one-year period immediately preceding the first date of advertising for the project.
- vi. Public Works and Prevailing Wage Training/Exemption. Bidders shall have received training on the requirements related to public works and prevailing wage under this chapter and chapter 39.12 RCW. The bidder must designate a person or persons to be trained on these requirements. The training must be provided by the Department of Labor and Industries or by a training provider whose curriculum is approved by the department. The department, in consultation with the prevailing wage advisory committee, must determine the length of the training. Bidders that have completed three or more public works projects and have had a valid business license in Washington for three or more years are exempt from this subsection. The Department of Labor and Industries must keep records of entities that have satisfied the training requirement or are exempt and make the records available on its website. Responsible parties may rely on the records made available by the department regarding satisfaction of the training requirement or exemption.
<http://lni.wa.gov/TradesLicensing/PrevWage/Contractors/Training.asp>
- vii. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW 49.46, 49.48, or 49.52. A bidder shall submit a signed Contractor Certification form with the bid form regarding this wage theft prevention responsible bidder criteria. See attachment D.

SECTION 5 – EVALUATIONS

The lowest bidder will be awarded the contract.

The City reserves the right to negotiate the final contract, scope of work, schedule and fee with the selected contractor. In addition, the City reserves the right to reject any and all proposals and terminate the selection process at any time if, at its sole discretion, it determines such action would be in the best interests of the City of Stevenson.

OTHER TERMS

Prospective contractors are advised that no obligation or commitments are incurred by the City of Stevenson in announcing this request for bids. The City of Stevenson intends to enter into an Agreement for identified work items with the contractor providing the lowest acceptable bid.

This is a Limited Public Works project and as such Insurance and Prevailing Wage Intents and Affidavits will be required.

The City of Stevenson, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4, hereby notifies all responders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Attachment C – 2023 Sidewalk Panel Replacement Schedule Acknowledgement

I, _____, have reviewed the scope of work within the City of Stevenson Request for Bids. I have reviewed this scope against my resource availability and have determined that I can complete the identified work items before or by the **Fixed Completed Date of October 20, 2023**.

Signature

Date

Attachment D- Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date _____, the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Bidder’s Business Name

Signature of Authorized Official*

Printed Name

Title

Date

City

State or country

Check One:

Sole Proprietorship Partnership Joint Venture Corporation

State of Incorporation, or if not a corporation, State where business entity was formed:

If a co-partnership, give firm name under which business is transacted:

** If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*



City of Stevenson

Public Works

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CALL FOR BIDS

NOTICE TO CONTRACTORS:

Bid Submittal: Sealed bids will be received by the City of Stevenson at Stevenson City Hall, 7121 E. Loop Road, Stevenson Washington, 98648.

The Bid Form will be received up to 2:00 p.m. on September 1st, 2023. Bids received after the date and hour above stated will not receive consideration.

Project Description: Work for this project will consist of sidewalk panel replacement in 11 locations within the City.

Questions: Direct as indicated below.

Tiffany Andersen

(509) 427-5970

tiffany@ci.stevenson.wa.us

Bid Documents: See attachment for Request for Bid Document and associated attachments.

Rejection of Bids: The City of Stevenson shall have the right to reject any and all bids, and in particular the right to reject a bid received after the deadline for bids. Additionally, the City of Stevenson reserves the right to reject any bid that is in any way incomplete or deemed non-responsive to the bid package.

Attachment A Bid Items**Project 2023 Sidewalk Panel Replacement****Date 18-Aug-23**

Item No.	Location ¹	Length ² (ft)	Width ² (ft)	Removal Required ³	Curb Required ³	Unit	Quantity	Cost
1	Rodeway Inn	11	7.5	No	No	LS	1	\$
2	Gropper and Kanaka	66	5.0	Yes	Yes	LS	1	\$
3	Stevenson Elementary	31	5.0	Yes	No	LS	1	\$
4	Kanaka at Del Rey	10	5.0	Yes	No	LS	1	\$
5	Eagles	16	7.5	Yes	Yes	LS	1	\$
6	Library	40	5.5	Yes	No	LS	1	\$
7	Mormon Church	23	5.5	No	Yes	LS	1	\$
8	Post Office	12	11.0	Yes	Yes	LS	1	\$
9	Rock Creek Dr	9	7.5	No	Yes	LS	1	\$
10	Bone Rd	23	6.5	Yes	Yes	LS	1	\$
11	Kanaka below School Intersection	5	5.0	No	No	LS	1	\$
Cost Total								\$

¹ See Attachment B - 2023 Sidewalk Panel Replacement Project Map for exact location


² Note that each location is marked on site with white paint. Lengths and widths provided here are estimates.

³ Requirements to remove existing concrete panels and replace existing curb are approximate. Existing conditions are to be matched.

Attachment B

2023 Sidewalk Panel Replacement Project

Legend

 Sidewalk Panel Replacement Location

