



Request for Proposals

Utility Locating – Tooele City Public Works

Tooele City, Utah (“City”), is soliciting proposals from qualified Proposers to serve as the City’s Contractor (“Contractor”) to assist the City and its utility locator personnel by locating and marking all City-owned utilities in accordance with applicable federal and Utah State law. The City reserves the right to cancel and/or withdraw this Request for Proposal (“RFP”) at any time and to reject any and all proposal submitted, for any reason, at its sole discretion.

Background & Purpose of the Project

The City employs a full-time utility locator to help manage locate requests that come in from Blue Stakes Utah. The City has had a lot growth take place over the past few years and it has been determined to be in the best interest of the City to move forward with a Contractor to help with locate requests when the volume is high and when coverage is needed when the full-time utility locator is away from the office on leave.

There are approximately:

- 1,765 City owned streetlights
- 160.27 miles of City owned gravity feed sanitary sewer mains
- 207.47 miles of City owned culinary water mains
- 46.64 miles of City owned storm drain mains

The purpose of this Proposal is to select a Contractor to locate and mark all underground infrastructure related to City-owned utilities as a support to the full-time utility locator. The City receives approximately 8,000 tickets annually.

Scope of Services

The selected contractor will work in support of and in collaboration with our dedicated full-time utility locator employee to effectively manage locate requests within Tooele City. The following scope contains what would be required of the Contractor to fully provide the services needed.

The City is seeking a Licensed Contractor to provide the following:

- Receive facility locate requests directly from Blue Stakes Utah (811 One-Call Center) and manage the entire locating process for the City.
 - o Locate using tracers and electronics locators.

- o Verify location of utilities off City-provided mapping (if available) for accuracy. The City will provide electronic data in GIS format of all facilities to be marked under the contract. The provided GIS maps are mapping grade, not survey grade, and are not meant to be a substitute to physical locating, but a tool.
 - City personnel, as needed, will provide oversight and coordination; however this does not relieve the contractor of any responsibilities, duties, or obligations to perform its contracted scope of work.
- o Provide the Requestor with notification of conflict to City utility locations within the legal limitations of Blue Stake of Utah policies and procedures from the time the utility locate notice was generated.
- Furnish all labor, supervision, tools, materials, paint, flags, supplies, equipment, including software compatible with the existing communication systems used by the Utah 811 One-Call Center (City is currently using UtiliSync), and transportation to perform the service.
- Within 48-hours of receipt of the notice or upon receiving the request consistent with Utah 811 Normal Locate procedures, provide markings and protection in accordance with the current federal and State Laws governing the protection of Underground Facilities and City Public Works Standards and Specifications.
 - o Location includes but is not limited to, all City-owned streetlights , sanitary sewer, culinary water and storm drain utilities.
 - Streetlights – location includes but not limited to, all City-owned power source (transformer/secondary box to the streetlight.
 - Culinary Water System – location includes but not limited to, all City-owned mains, valves, pressure regulating valves, air relief, sampling stations, and water meters. Locating water services to the meter only.
 - Sanitary Sewer System – location includes but not limited to, all City-owned mains, manholes and clean outs. Locating sewer mains and clean outs only.
 - Storm Water System – location includes but not limited to, all City-owned storm drain mains, manholes, and storm drain boxes.
 - o During unusual or extensive excavation projects, Contractor may be required to provide continuous on-site locate services (also known as standby protection). This will be dictated by the nature and scope of the excavation or as may be required by the excavator or the City.
- After-hour/emergency response on as-needed basis.
 - o Contractor shall receive and record Emergency Locate Requests at any time of any day.

- o All Emergency notices shall be responded to within two (2) hours of receipt by Contractor, unless otherwise required by law or regulation to be sooner, or unless otherwise agreed to with requesting party or excavator.
- Administrative duties including receipt, recording, dispatching, reporting, monitoring, and closing out of Notice of Excavation within the UtiliSync software.
- Contractor will comply with all applicable federal, state, county and local laws, ordinances and regulations.
- Contractor will be responsible for obtaining all licenses, permits, inspections and other authorizations required for Contractor’s performance of the Services.

Service shall be performed for 1 year with three (3) optional (1) year extensions, and option to terminate by either party upon 45 days prior written notice.

Procurement Process

Proposers are required to meet the information submittal dates outlined below. Failure to meet the submittal dates will result in the proposal being considered non-responsive.

RFP available to interested parties	April 15, 2024
Written questions submitted to Public Works Director	April 22, 2024
Proposals Due	April 30, 2024
Award of Contract (tentative date)	May 15, 2024

Obtaining the Request for Proposals

The RFP documents are available by contacting Laura Bankhead by email at laurab@tooelectricity.gov or by phone at 435-843-2130

Communications

Communications and/or questions regarding the RFP document shall be directed in writing to the Public Works Director, Jamie Grandpre, jamiieg@tooelectricity.gov by 5:00 p.m. on April 22, 2024.

Costs of Preparing Proposals

All costs associated with preparing Proposals are the sole responsibility of the Proposer.

Modifications to Proposals

Proposals submitted may be modified in writing at any time before the proposal due date. Any modification to a Proposal must be signed by the person or officer of the entity authorized to do so.

Submission of Proposals

Proposals will be received via email to: tiffanyd@tooelecitey.gov

Proposals will be **accepted until 5:00 p.m. local time, on April 30, 2024**. Each Proposal should be prepared simply and be straightforward and concise. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the City's needs. A full list of requirements can be found in the Requirements & Qualifications Section below.

The City reserves the right to request that the Proposer clarify any part of its proposal. Responses to such requests must be made in writing and will become part of the proposal. Unsolicited supplementary information and materials received after the proposal deadline will not be considered in the evaluation. All proposals will become and remain property of the City.

Public Record

In accordance with State Law, proposals are public record and are subject to public review upon request. However, a Proposer may request that any part of its proposal be designated a protected record and not be available for public release by complying with Utah Law, 63G-2-309. To do this, the Proposer must provide the City with a written claim of business confidentiality and a concise statement of the reasons supporting this claim. The information must be submitted together with the proposal to be considered.

Requirements & Qualifications

It is very important that the submittals be clear and in the recommended format so they may be evaluated in an objective manner by the City.

Key Personnel

- Provide a general description of the firm proposing to become the Contractor.
 - o Overview & brief history of company
 - o Number of years in business
 - o Number of employees
 - o Corporate headquarters location
 - o Location of local office
- Describe the Proposer's overall project team organization and specify the main point of contact.
- List qualifications and license numbers of all team members and the role of each individual, provide resumes for each.
- Identify any special knowledge or skills that may be related or helpful to the services requested herein.

Project Experience & References

Detail experience in providing the services requested herein for public agencies of similar size, utility systems, development pressures, and land use patterns, with dates of performance

and/or completion, client name, contact person, and telephone number(s). Including experience with Blue Stakes Utah (Utah 811 One-Call Center).

Proposed Approach & Cost

- A. A statement of understanding of the needs of the City in regards to this RFP.
- B. Ability to perform duties as outlined in RFP and ability to meet response times as required by 811 laws.
- C. Distinguishing characteristics that make Proposer most qualified.
- D. Control measures.
- E. Complete list of costs (See Attachment #1).

Format Requirements

- All documents shall be submitted electronically as one PDF document.
- Resumes should be limited to 1 page per person.

Evaluation of Proposals

The City's Selection Committee will evaluate and score each proposal individually and then discuss as a collective team to determine a final recommendation.

Proposals will be ranked on each of the proposal requirements as follows:

Key Personnel: 15%

Experience & References: 30%

Proposed Approach: 30%

Cost: 25%

Other

The City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may, for good cause, reject all proposals upon finding by the City it is in the public interest to do so. The City reserves the right to accept or reject any or all proposal documents or portions thereof and to waive any informality or irregularity in any proposal, at the sole discretion of the City, which is determined to serve the best interest of the City. The City shall be the sole judge of the merits of the respective proposals received.

Please be advised that failure to comply with any of the requirements of this submittal will be grounds for disqualification.

Attachment 1

Utility Locating – Tooele City Public Works

Proposer: _____

#	Description	Unit	Price
1	Normal locate request	Per Ticket	
2	Emergency locate request (normal hours)	Per Ticket	
3	Emergency locate request (after hours)	Per Ticket	
4	Locate work (beyond normal locate time)	Hour	
5	Site surveillance (standby protection)	Hour	
6	Damage investigation	Hour	