

CITY OF MONROE

INVITATION TO BID Natural Gas Main Replacement – West Spring Street



June 12, 2023

The City of Monroe is located between Atlanta and Athens metro areas with a diverse population of about 14,928 per the 2020 census, and serves as the county seat of Walton County. Monroe has a Council/Administrator form of government with a mayor elected at large and eight (8) councilmembers, who are elected by district or super-district. The mayor and members of the Council serve four-year terms, which are staggered by election.

The City of Monroe is currently seeking competitive bids for the replacement of approximately 7,420 feet of natural gas mains as detailed within this document. This project is entirely located on West Spring Street from Carwood Drive to White Oak Lane, to include sections of Mountainview Drive, Forest Lane, Pine View Drive, Breedlove Drive, and Swanson Drive. The proposed timeline of the construction component of this replacement project is not to exceed 60 days. Maps (Exhibit A) of the area are provided, but site visits are encouraged for better accuracy of the submission and do not require the City of Monroe to be present.

When downloading this document, please notify the City of Monroe at purchase@monroega.gov of your company name and contact information, so that you may be copied on any additional addendums during the process. Any questions about this Invitation to Bid should be in writing only and directed to purchase@monroega.gov prior to **5:00 pm on June 28, 2023**, at which point no other questions will be allowed (*all times referenced are considered Eastern Standard Time*). A full list of questions and answers will be provided to companies of record and posted on the website as an addendum no later than **5:00 pm on June 30, 2023**.

This project will be administered by the City of Monroe through the Assistant City Administrator and Gas Superintendent being the main point of contact for all questions during preliminary procedures and the bidding process. After a contract is awarded a project manager will be designated.

BID SCHEDULE

The following outlines the timeline of dates to be followed for this specific bid process.

Invitation to Bid	June 12, 2023	9:00 am
Question Due Date (<i>EMAIL</i>)	June 28, 2023	5:00 pm
Answers	June 30, 2023	5:00 pm
Submission Deadline	July 13, 2023	2:00 pm
Contract Award	July 17, 2023	6:00 pm
Notice to Proceed	July 18, 2023	9:00 am

CERTIFICATION REQUIREMENTS

Below are the absolute operator qualification requirements to be followed.

1. All Operator Qualifications must be active and documentation provided for all employees that will participate in the installation, replacement, or construction of natural gas mains as requested in this Invitation to Bid.
2. An active drug and alcohol testing plan is required from the Offeror, along with the most recent Pipeline and Hazardous Materials Safety Administration (PHMSA) drug and alcohol testing data for all employees that will participate in the installation, replacement, or construction of natural gas mains as requested in this Invitation to Bid.

SCOPE OF SERVICES REQUESTED

The following details the scope of services requested for the replacement of natural gas mains located on and in the areas of West Spring Street.

- 3,320 feet replacement of 2" steel pipe with 2" plastic pipe, installed at a 3' depth.
- 4,100 feet replacement of 2" steel pipe with 4" plastic pipe, installed at a 3' depth.
- Pressure test at 90 psi for a period of no less than 24 hours and provide chart recording verifying pressure test completion.
- Tie-in of all services to include 15 long side services and 14 short side services.
- Tie-in of 2" main on 3 long side towers and 3 short side towers.
- Tie-in of 2" tap on steel pipe, to also cut and cap steel pipe, contractor responsible for control fittings and taps associated.
- **NOTE:** all material will be provided by the City of Monroe (*unless otherwise noted above*).
- **NOTE:** no bid, performance, or payment bonds required.
- **NOTE:** timeline for completion is not to exceed 60 days.

SUBMISSION FORMAT

The following outlines the formatted order of items required for bid submissions. All items should be included and clearly defined for ease of location and evaluation. Failure to include any requested items may result in the disqualification of the bid submission.

1. Company Information: Brief history of the company, date of incorporation, number of full-time employees, financial statements of the last fiscal year.
2. Reference: Provide a minimum of three (3) references for installation/relocation of natural gas mains in the State of Georgia. Include the name of the organization, city, county, contact name, contact information, project cost, and project start/completion dates.
3. Provide line-item pricing on the included pricing sheet (Exhibit B).
4. Operator Qualifications: Active and documented Operator Qualifications must be provided in this section for all employees involved in the construction aspect as requested.
5. Drug and Alcohol Documentation: Active and documented PHMSA Drug and Alcohol data, and drug and alcohol programs of the Offeror must be provided in this section for all employees involved in the construction aspect as requested.
6. Timeline: Provide an anticipated starting date (*from proposed NTP of July 18, 2023*) and days expected to complete the described project.
7. Deviations: Explanation of any deviations to the specifications as outlined in this document.

SUBMISSION

Provide two (2) copies of the bid submission, including one (1) original. Bids may be submitted in person to the City of Monroe or by mail, but must be received no later than **2:00 pm on July 13, 2023**. Sealed bids shall be submitted in a completely sealed envelope, and addressed to:

City of Monroe
NATURAL GAS MAIN REPLACEMENT – WEST SPRING STREET
Attn: Chris Bailey
215 North Broad Street
Monroe, GA 30655

EVALUATION

Evaluation of submitted bids will be based on the lowest bid that, in its sole discretion, is the most responsive and responsible to the City of Monroe. The City of Monroe reserves the right to shortlist, interview, and negotiate with those submitting bids.

CONSIDERATIONS

The City of Monroe reserves the right to withdraw this Invitation to Bid, reject any or all responses, and to waive any irregularity, variance or informality whether technical or substantial in nature, in keeping with the best interests of the City of Monroe. This bid plus the resulting agreement, shall be consistent with all terms and conditions associated with contracts entered into by the City of Monroe. The City of Monroe is not liable or responsible for any cost(s) incurred during the preparation, presentation, or submission as a response to this bid request.

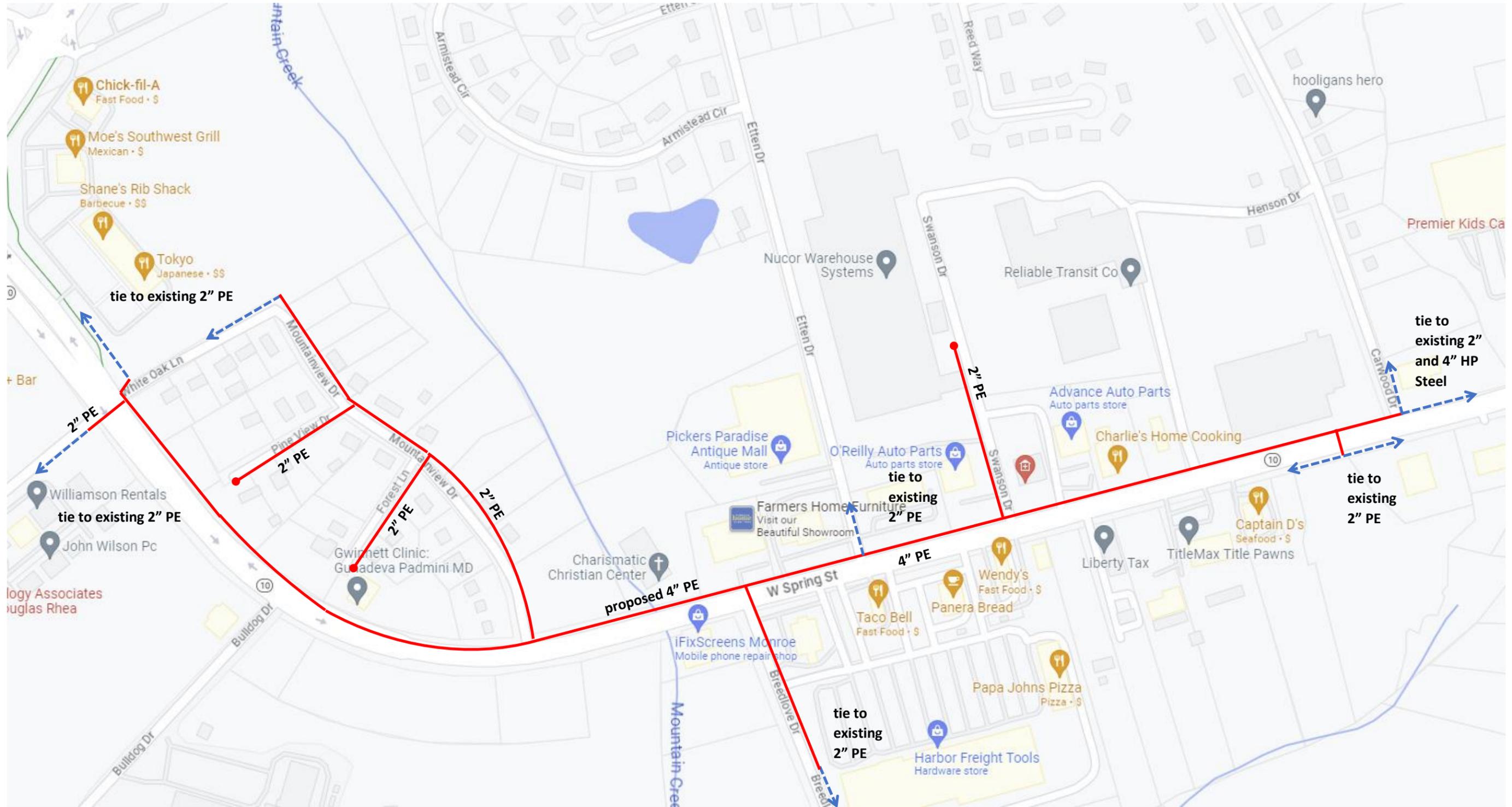
The City of Monroe may, at its discretion, change, add or remove features and functions from final contract for the installation/relocation of natural gas mains at any time.

The submitted bid fee and structure shall remain effective for a period of no less than ninety (90) days.

Any unauthorized contact regarding the bid with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Monroe.

We thank you in advance for your submission and welcome any questions you may have during the process.

Chris Bailey
Assistant City Administrator, City of Monroe
215 North Broad Street, P.O. Box 1249
Monroe, GA 30655
(770) 266-5406



PRICE SHEET

Item Description	Measure Units	Bid Quantity	Unit Price	Total Price
2" Plastic Pipe (<i>Installation</i>)	Feet	3,320		
4" Plastic Pipe (<i>Installation</i>)	Feet	4,100		
Pressure Test & Chart Recording	Unit	1		
2" Long Side Service Conversion	Unit	15		
2" Short Side Service Conversion	Unit	14		
2" Long Side Tower/Main Tie-in	Unit	3		
2" Short Side Tower/Main Tie-in	Unit	3		
2" Tap on Steel Pipe, Cut, Cap	Unit	1		
Rock Removal (if necessary)	Feet	N/A		

Total Bid Price

Additional Costs (if applicable)

Rock Removal (if necessary) should be provided as a per foot cost in the Rock Removal line item above but not included in the total bid price.