

CITY OF GAYLORD

305 E. Main Street ♦ Gaylord ♦ Michigan ♦ 49735
Telephone: 989-732-4060 ♦ www.CityOfGaylord.com



Request for Proposal Lead Service Line Replacement

1. Introduction

The City of Gaylord is seeking proposals from qualified and experienced utility and underground construction contractors to complete Lead Service Line Replacement (LSLR) work within the City's water system. The selected contractor will be responsible for furnishing all labor, equipment, materials, traffic control, restoration, and incidental work necessary to complete the lead service line replacements in accordance with the construction documents, applicable DWSRF requirements, and the City's requirements.

2. Project Overview

The City has completed planning and service line inventory work for the LSLR program and is proceeding to construction. The project will include replacement of identified lead and other eligible service lines, verification of unknown service line materials where required, and restoration of disturbed public and private property. The City's Engineer will provide the successful contractor with the project plans, specifications, service line locations, and available inventory information. Contractors should review all bid documents carefully and should identify any conflicts, omissions, or questions during the bidding period.

2.1 Location

Work will occur at multiple service locations within the City of Gaylord water service area. Specific addresses and service line locations will be identified in the construction plans, bid documents, and service line inventory information provided by the City and its Engineer.

3. Detailed Specifications

3.1 Lead Service Line Replacement

- Mobilize labor, equipment, materials, and subcontractors necessary to complete the work.
- Locate and expose existing water service lines and associated fittings and components as necessary.
- Verify service line material where required, including locations with unknown or conflicting inventory information.
- Remove and properly dispose of eligible lead service line materials and associated components.
- Install new water service piping and fittings in accordance with the plans and specifications.
- Make connections to the existing water main and the existing private-side plumbing/service connection as shown in the construction documents.
- Coordinate temporary water service and interruptions with the City and affected property owners.
- Complete all testing, disinfection, flushing, and other procedures required prior to returning each service to normal operation.
- Protect existing utilities, pavement, sidewalks, landscaping, driveways, structures, and other property.
- Restore disturbed areas to equal or better condition, including pavement, concrete, lawns, landscaping, and other surfaces as applicable.
- Maintain accurate records of completed replacements and field conditions.

3.2 Construction Administration and Coordination

- Attend a preconstruction meeting with the City, Engineer, and other project stakeholders.
- Coordinate construction activities with the City, Engineer, affected property owners, utilities, and other stakeholders.
- Provide required shop drawings, product information, schedules, requests for information, and other submittals.
- Notify the City and Engineer of differing site conditions, conflicts, or unknown service line conditions.
- Coordinate inspections and testing required by the construction documents.
- Maintain daily construction records and documentation.
- Provide information necessary for payment applications and construction quantity verification.
- Participate in substantial and final completion inspections and address punch-list items.

3.3 Service Line Inventory and Records

The contractor shall document service line materials and replacement work in accordance with the construction documents and the City's requirements. Documentation shall include, as applicable, service address, existing service line

material, replaced service line material, fittings and assembly components, connection locations, photographs, and other field information requested by the City or Engineer.

Final field information shall be provided in a format suitable for incorporation into the City's service line inventory and DWSRF project closeout documentation.

3.4 Restoration

The contractor shall be responsible for complete restoration of all areas disturbed by construction. Restoration shall include, as applicable, pavement, concrete, sidewalks, driveways, lawns, landscaping, and other affected improvements. Restoration requirements shall be completed in accordance with the plans and specifications and shall include reasonable follow-up work necessary to correct settlement or deficient restoration during the applicable correction or warranty period.

4. Proposal Requirements

- Company Information – Legal business name and contact information, Relevant experience, years in business, emergency contact information
- Project Team – Names, Roles, Qualifications of project personnel
- Project approach and timeline
- Cost Proposal – Detailed pricing breakdown that clearly identifies all labor, materials, equipment, mobilization, restoration, traffic control, disposal, testing, documentation, and other costs necessary to complete each pay item.

5. Timeline

- Bids accepted until September 29th at 3:00pm.

6. Terms and Conditions

- The City of Gaylord reserves the right to:
 - Accept or reject any or all proposals
 - Waive informalities or irregularities
 - Award to other than the lowest bidder
 - Negotiate final terms with selected contractor
- The selected contractor will be required to execute a written contract with the City of Gaylord.
- All questions regarding this RFP may be directed first to the Assistant City Manager, Erika Peters, by calling 989-732-4060
- Proposals can be submitted to Erika Peters at peterse@cityofgaylord.org

- Paper proposals can be submitted to City Hall during normal business hours (Monday-Friday, 8:00am – 4:30pm). City Hall's address is 305 E Main St, Gaylord, MI 49735.