

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 the engineering for Lead Service Line Replacement (LSLR) work within the City's water system. The selected contractor will be responsible for furnishing all engineering 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 is looking for a contracted engineer to draft plans, construction plans, handle the bidding on the work that needs to be done, do construction engineering, and provide on site project management and then post construction coverage. 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 Plans

- Develop plans and technical outlines.
- Develop material needs and a cost estimates
- Verify data.

3.2 Construction Plans

- Integrate environmental review and material verification
- Provide construction plan documents
- Prepare specifications to City and DWSRF standards
- Finalize cost projection
- Provide assistance to the City with bidding process and publish advertisements.
- Prepare recommendation for the City and draft agreements with the selected company

3.3 Construction Engineering and Management

- **Construction administration & contract support** — Lead preconstruction meetings, review submittals/shop drawings/RFIs, issue interpretations and field orders/change orders as needed, and verify service line materials/utility conditions through subconsultant field work.
- **Payment review & project closeout** — Review contractor pay applications and quantities with payment recommendations, conduct periodic site visits throughout construction, and assist the Owner through Substantial Completion including the final punch list and retainage release.
- Provide an onsite project management representative for the duration of the project.

3.4 Post Construction

- Complete final project closeout: conduct the final completion review, resolve punch-list items, obtain final acceptance documentation, and review contractor payment/closeout submittals (warranties, certifications, and other required records).
- Finalize project records: prepare record drawings from Contractor and RPR information, update the service line material inventory with final replacement/field verification data, and assist with DWSRF closeout documentation, including a correction-period/warranty review if required.

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 October 8th at 12:00pm.

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

