

REQUEST FOR PROPOSALS

The Town of Monterey, TN will receive proposals for furnishing an inspection of three (3) water storage tanks. Proposals will be received until 10:30 A.M., CDST on January 30, 2025. Proposals are to be submitted in a sealed envelope to the Town of Monterey at Monterey's Town Hall, 302 E. Commercial Avenue, Monterey, TN 38574. The proposals will be retained for scoring.

Proposal forms may be obtained from James C. Hailey & Company or online at www.ichengr.com. If you have any questions, contact Nathaniel Green, James C. Hailey & Co., 360 Cool Springs Boulevard, Suite 100, Franklin, TN 37067, or by calling (615) 883-4933.

Proposals may be held by the Town of Monterey for a period not to exceed sixty (60) days from the date of the opening for the purpose of reviewing the Proposal and investigating the qualifications of the bidders, prior to awarding the Contract.

January 2025

Alex Garcia
Mayor

REQUEST FOR PROPOSAL FOR
WATER STORAGE TANK INSPECTION
FOR THE TOWN OF MONTEREY, TN

1. RECEIPT OF PROPOSALS

Proposals are to be submitted in a sealed envelope to the Town of Monterey at Monterey's Town Hall, 302 E. Commercial Avenue, Monterey, TN 38574, no later than 10:30 AM CDST on January 30, 2025.

2. PREPARATION OF PROPOSAL

A complete proposal will include:

1. Pages RFP-BP 1 of 3 thru RFP-BP 3 of 3
2. References
3. List of Experience
4. Potential Schedule (Anticipated start date, completion date)
5. Miscellaneous information for consideration (Not Required)

3. SCHEDULE

A pre-survey meeting will be held prior to beginning of the inspections. We would anticipate the selected specialist be ready to commence work within 30 days of notification of selection. Upon work commencing, deliverables including reports and digital files shall be due within 75 days. If the proposed work is not complete within 75 days, the proposal price will be reduced by \$200 per calendar day until deliverables are presented, unless other arrangements are made with the OWNER.

4. PAYMENT

Payment to the specialist will be recommended upon satisfactory completion of the project and submission of deliverables to the engineer. The total work completed shall be submitted to James C. Hailey & Co. at the end of the project for review and payment. Since payment will only be made at the end of the project, retainage will not be held. Payment will be recommended by James C. Hailey & Co. and payment will be made by the Town of Monterey within thirty (30) days of the approval of deliverables.

5. SPECIFICATIONS

The accompanying specifications shall be used for the purposes of governing and preparation of this proposal.

6. BASIS FOR SELECTION

Selection of a sewer cleaning and TV specialist will be based on the following criteria:

- a. 50% - Cost
- b. 20% - Experience (Minimum of 3-years' experience or approval from Engineer.)
- c. 10% - References (From former clients.)
- d. 20% - Scheduling (How quick the survey and report can be completed.)

The proposals received will be evaluated by the Engineer and Water/Sewer Quality Manager and recommended to the Sewer Committee and Council for approval.

7. AGREEMENT

Successful bidder agrees to execute the enclosed Agreement upon selection.

8. INSURANCE

The specialist shall provide Public Liability Insurance and Vehicle Liability Insurance in an amount not less than \$1,000,000.00 for injuries, including accidental death, to any one person, and subject to the same limit for each person, in an amount not less than \$1,000,000.00 on account of one accident, and Contractor's Property Damage Insurance in an amount not less than \$1,000,000.00. Specialist shall have both James C. Hailey & Co. and The Town of Monterey as additional Insured.

The specialist shall either (1) require each of his subcontractors to procure and to maintain during the life of his subcontract, Subcontractor's Public Liability and Property Damage Insurance of this type and in the same amounts as specified in the preceding paragraph, or (2) insure the activities of his subcontractors in his own policy.

SCOPE OF WORK

Tank Inspection Work

General - The work to be accomplished under these Specifications consists of the furnishing of all materials, machinery, labor, equipment and services in order to provide the necessary inspections, documenting, and supplying the Town of Monterey with the deliverables more particularly described elsewhere in the Specifications (including all related appurtenances).

Description - On behalf of the Town of Monterey, Tennessee, James C. Hailey & Co. is requesting proposals for one (1) elevated and two (2) ground level water storage tanks. The water storage tanks vary in size and date constructed. Drone and/or remote operated vehicle are an acceptable means of inspection.

BASE BID PROPOSAL

COMPANY: _____

 PHONE: _____
 CONTACT: _____

BASE BID WATER STORAGE TANK INSPECTION TOWN OF MONTEREY

ITEM NO.	QUANTITY & UNITS	DESCRIPTION	UNIT PRICES		TOTAL AMOUNT
			WORDS	FIGURES	
1	1 L.S.	INSPECTION OF PETER AVENUE GROUND LEVEL STORAGE TANK NO. 1 (250,000 GALLON)			
2	1 L.S.	INSPECTON OF PETER AVENUE GROUND LEVEL STORAGE TANK NO. 2 (1,000,000 GALLON)			
3	1 L.S.	INSEPECTON OF INDUSTRIAL PARK ELEVATED STORAGE TANK (300,000 GALLON)			
TOTAL BASE BID					

TO SUBMIT PROPOSAL, REQUEST BID DOCUMENTS FROM ENGINEER.

Amounts are to be shown in both words and figures. In case of discrepancy the amount shown in words will govern. In the event any Total Amount for Each Item does not equal the product of the unit quantity and the unit price, the respective Total Amount For Each Item shall be corrected to equal the product of the unit quantity and the unit price in words. The amount of the **Total Bid** shall be the sum of the Total Amount column (as corrected if applicable), which shall be the sum of the product of each unit quantity and each corresponding unit price in words.

The above prices shall include all labor, materials, equipment, bailing, shoring, removal, overhead, profit, insurance, etc., to cover the finished works of the kinds called for.

BIDDER understands that the **ENGINEER** reserves the right to reject any or all **BIDS** and to waive any informalities in the **BIDDING**.

The **BIDDER** agrees that this **BID** shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving **BIDS**.

Upon receipt of written notice of the acceptance of this **BID**, **BIDDER** agrees to the terms outlined within this Request for Proposal, including time-line outlined, payment and specifications and will, to the best of their ability perform the duties identified here. Bidder agrees to and understands the expectations identified and agrees to complete said work in the time set forth.

This complete proposal includes:

1. Pages RFP-BP 1 of 2 thru RFP-BP 2 of 2
2. References
3. List of Experience
4. Potential Schedule (Anticipated start date, completion date)
5. Miscellaneous information for consideration

Respectfully Submitted,

BY: _____

Title

Business Address

(Seal - If **BID** is
by corporation)

ATTEST _____

TECHNICAL SPECIFICATIONS
TOWN OF MONTEREY, TN
RFP for WATER STORAGE TANK INSPECTION

SECTION 1 - SCOPE OF PROJECT

1.1 GENERAL

Work to be performed under these specifications shall consist of furnishing all labor, equipment and services necessary to accomplish the following.

- A. inspect the water storage tanks and maintain log and DVD/CD recording following completion of the inspection(s). A report shall be submitted for each facility inspected.

1.2 WORK AREA AND ORDER OF WORK

The **CONTRACTOR** shall prepare and submit a detailed schedule showing this proposed sequence of work on the project for discussion at the pre-construction conference. The **CONTRACTOR** shall coordinate the work schedule with the **OWNER** so as to disrupt service. The schedule of work shall be approved by the **ENGINEER**.

1.3 CONTRACTOR QUALIFICATIONS

The **CONTRACTOR** must have the proper equipment and qualified personnel to accomplish the work required. He must be prepared to provide the **ENGINEER** with satisfactory evidence that: (a) he has completed similar work with similar equipment and materials on at least five (5) previous projects, or (b) his crews and equipment can perform satisfactorily as established by actual demonstration to the **ENGINEER**.

1.4 DISINFECTION

All equipment and materials utilized in internal inspection of tanks shall be sanitized completely in accordance with the latest AWWA C652 Standard.

1.5 SCOPE OF WORK

Both Visual and Underwater Inspections are permitted. Visual inspections of the interior of the tank that do not involve underwater exploration shall be coordinated with the Town of Monterey such that the water levels within the tanks may be lowered for better observation. In all cases, the method of tank inspection shall conform to the latest AWWA and OSHA rules and regulations for that particular method. Any disinfection required following inspection shall be the responsibility of the tank inspection contractor and shall conform to the latest AWWA specification regarding disinfection.

The inspector shall perform a detailed evaluation of each tank, including but not limited to the following:

1.5 **SCOPE OF WORK** (continued)

1. Tank Details:
 - a. Capacity
 - b. Design
 - c. Builder
 - d. Construction Date
 - e. Riser Pipe Dimensions
 - f. Height to Overflow
 - g. Tower (# of legs and diameter)
 - h. Type of Safety Equipment
 - i. Ladder Gate
 - j. Inspection Date
 - k. Type of Inspection Service
 - l. Inspector Name

2. Visually inspect and record the physical condition of the following items, if applicable:
 - a. Tank Site
 - b. Tank Exterior
 - (i) Existing coating system
 - (ii) Roof
 - (iii) Sidewall
 - (iv) Connections - Welds/Bolts/Rivets etc...
 - (v) Balcony/Railing
 - (vi) Tower and Structure
 - (vii) Foundation
 - (viii) Ladder
 - (ix) Vent Screen/Overflow Screen and Flap
 - (x) Ringwall
 - (xi) Overflow Pipe
 - (xii) Access Hatches
 - (xiii) Level Indicator
 - (xiv) Leaks
 - c. Tank Interior
 - (i) Existing Coating System
 - (ii) Roof
 - (iii) Sidewall
 - (iv) Floor
 - (v) Roof Supports (number & type)

3. Furnish three (3) copies of the written report and two (2) copies of a USB drive to the Owner including the following for each tank.
 - a. Color photographs to adequately depict the external and internal condition of each tank.
 - b. Estimates of corrosion both above and below water based on Steel Structure Painting Council guidelines.
 - c. Estimates of sedimentation levels throughout each tank.
 - d. Recommendation for repairs, painting, and cleaning will be included, along with cost estimates.
 - e. Report to satisfy State of Tennessee requirements and Rule 1200-5-1-17, Paragraph 33, for potable water tank inspections.

1.5 **SCOPE OF WORK** (continued)

4. Provide sealed zip-lock bags with paint samples from the exterior and interior of each tank. Labels shall be placed on bags denoting which tank samples belong to and whether the samples are from the exterior or interior of the tank. Interior sample to be taken from a location not in contact with water.
5. Fees associated with these services shall be listed for each tank.

No company may withdraw their bid within 60 days after the deadline for submittal.

The company selected for these inspection services WILL NOT be eligible for any tank painting and/or repair contracts related to the inspections.