

# **INSTRUCTIONS TO BIDDERS**

**002113**

**INSTRUCTIONS TO BIDDERS  
FOR  
PHASE 1 OF TRANSMISSION WATER MAIN REPLACEMENT  
PROJECT  
FOR  
THE BOARD OF WATER, LIGHT AND SINKING FUND COMMISSIONERS  
OF THE  
CITY OF DALTON, GEORGIA  
D/B/A DALTON UTILITIES**

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Bids received until **1:00P.M.**, Local Time, **April 15, 2020**

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**INSTRUCTIONS TO BIDDERS**

**I. Definitions:**

Unless otherwise defined in this document, capitalized terms have the meaning defined in the Contract.

**II. Evaluation of Bidders:**

The Contract will be awarded pursuant to O.C.G.A. Section 36-91-21 to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids. A responsible bidder is a person or entity that has the capability in all respects to perform fully and reliably the Contract requirements as determined by Dalton Utilities (“Owner”). A responsive bidder is a person or entity that has submitted a bid that conforms in all material respects to the requirements set forth in the invitation for bids as determined by Owner. Factors to be considered may include, but are not necessarily limited to the following:

**A. Determination of Contract Awardee:**

1. The Owner reserves the right to award the project to the Contractor who presents a bid that is determined to be the best overall value to the Owner. **This does not guarantee award of the project to the lowest bidder.** Award of this contract will be based on a combination of price, schedule, previous experience on similar projects, references from other sources having employed the contractor, and all other

requirements detailed in this document and all contract documents. The Owner will determine which is the lowest responsible and responsive bidder based on:

- a) Completeness: The completeness and regularity of the bid form.
  - b) Exclusions: Bid form without exclusions, alternatives, or special conditions.
  - c) Contract Time: The Contractor has a maximum of **180** calendar days to complete the project.
2. Bidder's ability to begin the Work on this Project within three weeks upon the award of the Contract with sufficient resources to complete the Project by the Completion Date and maintain timely progress as determined by the Owner.

#### **B. Qualifications of Bidders:**

1. Each bidder must submit ~~as part of its bid proposal~~ a completed Statement of Bidder's Qualifications
2. The bidder must maintain a permanent place of business.
3. The bidder must have adequate technical experience on similar projects of comparable size.
4. The bidder must have sufficient resources (including but not limited to labor, equipment, and financial resources) to complete the Project by the Completion Date and maintain timely progress as determined by the Owner. The bidder should consider existing commitments in determining adequate personnel and equipment availability throughout the Project so as to stay on schedule and finish all Work by the Completion Date.
5. The bidder shall possess all necessary certifications for the bidder as an entity, for individuals it employs, and for all associated equipment to complete the Project by the Completion Date. Any reference made to necessary certifications includes but is not limited to conforming to the standards of all applicable technical society, organization, body, code, and standards. The bidder shall provide all materials needed to meet or exceed these necessary certifications including material fabrication, and the bidder shall provide all necessary testing and installation. In a case where the Owner establishes a more stringent

qualification, the more stringent qualification shall prevail. In addition, necessary certifications shall include all applicable requirements of local codes, utilities, and any other authorities having jurisdiction regarding the Project. The bidder must have a damage prevention program in place providing for coordination of excavating with the Utilities Protection Center of Georgia and have the provisions for a readily available location for the excavation permit on site for the particular excavation. This information shall be delivered in writing prior to commencement of Work on the Project.

6. The bidder shall have all necessary licenses and permits to complete the Project by the Completion Date. All licenses and permits must give the bidder authority to perform the Work including similar licensing for reference in the bidder's State of origin. This includes any permits required by Whitfield County for pavement cuts.
7. If the Contract is awarded to the bidder, the bidder must obtain and maintain insurance coverage of the types and amounts set forth in the Construction Contract.

### **III. Site Examination and Sub-Surface Conditions:**

The bidder is expected to examine the location of the Project and to inform itself fully as to the conformation of the ground; the character of equipment and facilities needed preliminary to, and during the performance of the Work; the general and local conditions; and all other matters that can in any way affect the Work to be done.

A sub-surface investigation has not been made on any portion of the work site by Dalton Utilities. As such, the amount of rock excavation and unsuitable materials is unknown. The bidder shall make its own analysis of the materials to be encountered and include prices for removal and replacement of these materials in its unit prices.

### **IV. Interpretation of Drawings and Specifications:**

If any entity contemplating submitting a bid for the Project has any question as to the true meaning of any part of the Drawings, Specifications, or other Contract Documents, or as to the scope of any part of the Work, it shall submit to the Owner a written request for an interpretation thereof. The entity submitting the request will be responsible for its prompt delivery in ample time for an interpretation to be issued before the bid opening date. Questions must be received by 5:00 pm on **Wednesday, April 8, 2020**. No questions will be

answered within 72 hours of bid opening. Interpretations of the documents will be made only by addendum, and a copy of the addendum will be posted on the Owner's website 72 hours prior to bid opening. The Owner will not be responsible for other interpretations of the documents. The bids shall be opened publicly, and evaluated by the Owner without discussion with the bidders.

**V. Complete Work Required:**

The Specifications, the Drawings, and all Contract Documents are essential parts of the Contract. Application requirements occurring in one are as binding as though occurring in all. All requirements are intended to be complementary, and to describe and provide for the complete Work.

**VI. Pre-qualification Submittal:**

1. The bidder shall provide Corporate experience including:
  - a.) The applicant has operated under the current corporate name for the last 4 years.
  - b.) Provide name, address, and telephone number of applicant's corporate headquarters, relevant regional office(s) and subsidiaries, if any.
  - c.) Provide name, title and biographical summary of all corporate officers.
  - d.) The applicant has sufficient bonding capacity to provide performance and payment bonds, both in the amount of 100 % of the contract amount. **Provide a statement of bonding capacity**, bonding company, insurance agent contact persons, and telephone numbers.
  - e.) The applicant has access to adequate equipment to complete the project. Provide a list of major equipment proposed to perform the work and indicate whether owned or leased.
  - f.) The applicant has never failed to complete a project. Provide a statement that the applicant has never failed to complete a project. If this is not the case, explain.
  - g.) The applicant has a history of completing projects consistently on time and within the bid amount. **Contractor must provide a statement of any projects that were not completed on time.** Provide a statement that the applicant has not been involved in liquidated damages in the past 5 years or served the Owner with a claim for additional compensation prepared by an attorney or a claims consultant, excluding routing change order requests. If this is not the case, explain.
  - h.) The applicant has a history of not being involved in litigation

against Owners or Engineering Firms. The applicant should provide a statement that they have not been involved in litigation as a plaintiff against the Owner or Engineering Firm in the past 5 years. If this is not the case, please explain.

- i.) The applicant has available project management personnel with at least two years' experience on projects with the technical characteristics listed in paragraph 2 below to complete the project. Provide experience of proposed on-site project manager and/or field superintendent who would supervise and be in charge of the project. Experience can be from a previous employment but must be pertinent to technical information listed in paragraph 2. If your firm is the successful bidder, at least one of these key personnel must be actively involved in the day-to-day operations for the Phase 1 of Transmission Water Main Replacement Project in Whitfield County, Georgia.
- j.) List all other projects currently under contract, the current contract amounts, and scheduled completion dates
- k.) Contractor must provide OSHA Incident Rate for the past three (3) years.

- 2. The bidder shall provide Technical Experience including:
  - a.) Two large water main installation (36 inch and greater) projects of similar scale and technical difficulty of the Phase 1 of Transmission Water Main Replacement Project.
  - b.) Projects must have been completed or started within the time frame of April 16, 2016 and April 1, 2020. Each of these projects must be complete or progressing on schedule as of April 1, 2020. Dalton Utilities will consider experience performed as a sub-contractor, provided that these projects were completed ahead of schedule and under budget.
  - c.) Projects must be at least \$350,000.00, or that portion of a sub-contracted project must have been equal to or greater than \$350,000.00.
  - d.) Contractor must have previous experience with the installation of large water mains (36 inch and greater). List previous experience.
- 3. Provide the information specified below for each of the above projects:
  - a.) Name of the project as bid; name of Owner; name of engineering firm; name, position or title, address and telephone number of contact person currently employed by each of the above; percent of labor related items performed by the applicant's own work force.
  - b.) A complete description of each project including linear footage of pipeline installed and associated diameters.

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- c.) The bid amount and final cost to the Owner, with an explanation of cost overrun, if any, including change orders.
- d.) The contract time as bid, actual time to complete project and completion date, with an explanation of time overrun, if any.

The applicant's pre-qualification package should be signed by an officer of the company. **Failure of the contractor to provide requested information or provide accurate information may result in contractor disqualification.** No bid shall be opened unless the bidder has been approved by Dalton Utilities prior to the bid opening date. If the bid is submitted by a joint venture, all parties to the joint venture must individually satisfy the pre-qualification requirements. Final determination of the applicant's qualification is the approval by Dalton Utilities. The package must be received by the Owner not later than 5PM on **Monday, March 30, 2020**. Applicants will be advised of their pre-qualification status by 5PM on **Tuesday, March 31, 2020**. This package shall be sent to the Owner at Dalton Utilities, 1200 V.D. Parrott Jr. Parkway, Dalton, Georgia 30721 Attention: **Allen Peters**.