

CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN

DEPARTMENT OF PUBLIC WORKS
WATER TREATMENT

February 15, 2019

REQUEST FOR PROPOSALS
TO MAINTAIN AND CLEAN
THE NORTHWEST OTTAWA WATER SYSTEM
LAKE MICHIGAN NORTH & SOUTH INFILTRATION BEDS

The City of Grand Haven will accept proposals from marine contractors for cleaning the water facilities Lake Michigan South and North intake beds.

Proposals will be accepted until 10:00 AM on Wednesday, March 20, 2019 at the office of the City Clerk, 519 Washington Avenue, 49417, at which time they will be publicly opened and read.

Information regarding the service can be obtained at the office of the Water Facilities Manager, 30 Sherman Avenue, Grand Haven, or call 616-847-3488 or online from the City's Web site: <http://www.grandhaven.org/city-services/accepting-bids-rfps-quotes/>

The City Council of the City of Grand Haven reserves the right to reject any or all proposals and/or waive any defect in proposals and to accept any proposal which it shall deem to be in the best interest of the City.

Joseph A. VanderStel
Water Facilities Manager

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INSTRUCTIONS TO BIDDERS

All proposals are to be submitted on the attached Proposal Form. Envelopes shall be sealed and plainly marked “**Intake Cleaning – 2019 & 2020**” on the outside and delivered to the City Clerk’s Office, City Hall, 519 Washington Avenue, Grand Haven, Michigan, 49417. Only sealed proposals made out upon the regular proposal forms attached hereto will be considered. All work shall be in accordance with the Water Treatment Plant and the Department of Public Works.

BACKGROUND

The Northwest Ottawa Water System’s (NOWS) filtration plant uses two Lake Michigan (buried) infiltration bed water intakes for their public water supply. Due to the location and the changing lake conditions around the water plants intakes from May through September, the intakes occasionally become obstructed and restrict water pumping capacity, making it impossible at certain times of the year to provide enough water to the filtration plant for both drinking water and system wide fire protection. In response to these events, starting in 1991, NOWS relied on an emergency (call-in) mechanical I-beam lake bottom dragging service. With water demands increasing each year, it became more obvious and important to routinely approach this specialized service to mitigate these events. NOWS has adopted as part of its maintenance protocol to beam drag the infiltration beds each summer to ensure that the surrounding communities continue to have safe and reliable water.

SCOPE OF SERVICES

The Scope of Services, which the marine contractor will be expected to perform, is outlined below: The marine contractor shall provide labor and equipment to clean the intakes (North and South Infiltration Beds) starting the week of May 13, 2019 through September. The cleaning operation shall consist of:

1. Dragging a large steel I-beam (W-Type) with a minimum length of 20 feet, (W24 x 146 Lbf/ft.) evenly across the lake bottom above the intake until all deposited silt is dislodged. The effectiveness of the service will be confirmed by directly communicating

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to the plant operator at the water filtration facility. **See attached information regarding beam, beam modification and the recommended cleaning procedure.**

2. Barge or tug boat must be able to handle a beam weight of 3600 to 5900 Lbs. in 3 feet of surf and can lift the beam at the end of each cleaning pass, in order to prevent the re-suspension of additional silt and organics into the water column, which can re-settle on the intake.
3. The direction of dragging operation should be conducted with the predominant water current.
4. Use a 2 to 2.5 mph dragging speed, which has been found to be optimal for removing silt and organic particles.
5. Intake beds are located approximately 900 to 1200 feet offshore in 14 feet of water. **GPS will be required and coordinates will be provided (after awarding the bid) so that the marine contractor may use a single buoy marker to locate the infiltration beds. Specific GPS coordinates are to remain in confidentiality with marine contracted staff.**
6. If the marine contractor is new to this service a meeting with water plant staff and design engineers is required to discuss proper dragging techniques. A meeting date, sometime before May, will be determined that is mutual to the marine contractor and the Plant Manager prior to summer season demands.
7. A field observation/dive inspection from the design engineer, Prein & Newhof, **will be required** to assess the effectiveness of the drag technique and will be the responsibility of the marine contractor to schedule. The water treatment plant (NOWS) will cover the cost for one dive inspection service and the assessment.
8. Routine intake dragging, for both South and North infiltration beds, will need to be provided every other week, starting mid-May through the third week of September 2019 (see attached schedule). A total of 10 scheduled drag cleanings, with a minimum of four (4) hours of service time on the lake (2 hours per intake). Again, the effectiveness of the service will be confirmed by directly communicating to the plant operator at the water filtration facility. A one-week period will allow for poor weather conditions, but a preference for Thursday service is requested. **Based on performance and contractor availability, an additional 1-year extended service option will be exercised at the discretion of the water treatment plant and the City of Grand Haven.** A letter from the City, prior to May 2020, will be provided reminding the contractor asking for their availability to perform the extended service.
9. The marine contractor must be available for emergency intake cleaning and is required to be on the lake within 24 hours during the scheduled five-month period. Since this cannot be determined until the intakes become obstructed, please indicate your commitment for this service by providing a standalone separate cost from the scheduled routine cleanings.

Any questions may be directed to Joseph VanderStel, Water Facilities Manager, at 616-847-3487, Eric Law, Water Plant Supervisor, at 616-847-3488 or Derek Gajdos, Public Works Director, at 616-847-3493.

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PROFESSIONAL QUALIFICATIONS AND SELECTION CRITERIA

Proposals will be reviewed based on the following criteria:

- Experience and demonstrated successful results on similar projects and references from former clients.
- Equipment availability that will provide proper service for scheduled and emergency intake cleaning.
- Qualifications (licensing) of personnel assigned to work on the project.
- Ability to meet work schedule.
- Completeness of work plan and project approach.
- **Preference will be given to marine contractors who are close in proximity to the Grand Haven harbor or can be on the lake within 24 hours.**
- Project cost. Although cost is not the sole determining factor for selection of a marine contractor, it is important factor in the evaluation.

REQUESTED INFORMATION TO BE INCLUDED

Those firms submitting a proposal should include the following information.

1. Firm's statement of professional qualifications.
2. Statement of Understanding, indicating your approach to this project.
3. Verification of the firm's minimum 10 years' experience as a marine contractor and the proper equipment needed for this project.
4. Provide references and a list that confirms work performed in the Great Lakes near shore/harbor that have been completed in the past 5 years.
5. Project manager or crew leader to be assigned. Provide project manager's/crew leader's resume.
6. Resumes of qualified staff or sub-contractors for the project. Proper licensing is required.
7. Describe firm's specific experience with construction and repairs made as a marine contractor or similar work performed near shore and harbors. Discuss special considerations for providing this type of service with contingencies on dragging techniques and equipment modifications that may be determined in field.
8. Indication of bidder's ability to complete the work in the time constraints outlined. This includes the firm's ability to have enough equipment (as described above) to fulfill the scheduled and emergency services.
9. Description of required information, materials or services, which the proponent would expect the City of Grand Haven to supply or perform.
10. Expenses and fees to be charged in performing all work elements described under "Scope of Services". All reimbursable costs and expenses not specifically provided for in the cost estimate shall be specifically stated. Anything not stated will be considered incidental.

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TIME OF PROJECT PERFORMANCE

Schedule 2019

Marine contractor must be available starting the week of **May 13, 2019**, with a scheduled service (drag) event on **Thursday, May 16, 2019**, weather permitting. Service will continue through September and will be completed, with a scheduled service (drag) event, on **Thursday, September 26, 2019**, weather permitting.

Sealed proposals must be submitted by **March 20, 2019, at 10:00 AM** local time, at which time the bids will be opened.

INSTRUCTIONS TO BIDDERS

1. **SPECIAL CONDITIONS:** Special conditions included in the Bid Document shall take precedence over any provisions stipulated hereunder.
2. **APPLICABLE LAWS:** The revised code of the state of Michigan, Charter of the City of Grand Haven, and all city ordinances insofar as they apply to the laws of competitive bidding, contracts, and the purchases, are made a part hereof.
3. **WORKMEN'S COMPENSATION:** Insofar as Workmen's Compensation is concerned, the bidder of contractor agrees to furnish upon request, certified copies of policies and adequate certificates pertaining thereto as evidence that bidder carries Workmen's Compensation Insurance.
4. **INFRINGEMENTS AND INDEMNIFICATIONS:** The bidder, if awarded an order or contract, agrees to protect, defend, and save the City harmless against any demand for payment for the use of any patented material, process article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract and he/she further agrees to indemnify and save the City harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages sustained by a party or parties, by or from any of the acts of the contractor, his/her servants, or agents. To this extent the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the City whenever such insurance is deemed necessary, when so required the types and amounts of insurance to be provided will be set forth in the Bid Document.
5. **DEFAULT PROVISIONS:** In case of default by the bidder or contractor, the City of Grand Haven may procure the articles of services from other sources and hold the bidder or contractor responsible for any excess costs occasioned thereby. In case of an error by

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the bidder in making up a proposal, the City Manager may reject such a proposal upon presentation of a petition accompanied by a sworn affidavit of error which sets forth the error, the cause thereof and sufficient evidence to substantiate the claim.

6. **PRICING:** Prices should be stated in units of quantity specified in the Bid Document. In case of discrepancy in computing the amount of the bid the unit prices quoted will govern.
7. **QUANTITIES:** When approximate quantities are stated, the City reserves the right to increase or decrease the quantity as best fits its needs.
8. **DELIVERY:** Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder prices quoted will be considered as being based on delivery to the destination designated in the Bid Document and to include all delivery and packing charges.
9. **INTENT:** It is the intent of this specification to provide for services to maintain and clean the North and South water intakes for the Northwest Ottawa Water Treatment Plant/City of Grand Haven. This specification is not to be interpreted as restrictive, but rather as a measure of the safety, quality and performance against which all similar services will be compared.

In comparing proposals, consideration will not be confined to price only. The successful bidder will be one whose product is judged to best serve the interests of the Northwest Ottawa Water Treatment Plant/City of Grand Haven when standardization, price, product, safety, quality and delivery are considered. The City of Grand Haven reserves the right to reject any or all bids or any part thereof, and to waive any minor technicalities. A contract will be awarded to the bidder submitting the lowest responsible bid, meeting the requirements of this specification.

10. **SPECIFICATIONS:** Unless otherwise stated by the bidder the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document.

References to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the bidder, if awarded a contract will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

11. **TAXES:** Contractor shall include and be deemed to have included in his/her bid and

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contract price Michigan State Sales and Use Taxes currently imposed by Legislative enactment and as administered by the Michigan Department Treasury Revenue Division, on the bid date. If the Contractor is not required to pay or bear the burden, or obtains a refund or drawback in whole or in part of any Michigan Sales or Use Tax, interest or penalty thereon, which was required to be and was deemed to have been included in the bid and contract price, the contract price shall be reduced by the amount thereof and the amount of such reduction, whether as a refund or otherwise, shall endure solely to the benefit of the City of Grand Haven.

12. **SAMPLES:** Samples, when requested, shall be filed prior to the opening of bids and must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.
13. **BID INFORMALITIES AND REJECTION:** The City reserves the right to waive any nonconformity, irregularity or informalities in any bid, to negotiate with the selected bidder and to award the bid in its determination of its best interest.
14. **AWARD:** All proposals received shall be reviewed by the City Manager, Director of Public Works and Water Facilities Manager. Unless otherwise specified in the Bid Document the City reserves the right to accept or reject any item in the bid. Unless otherwise stated in the Bid Document bidders may submit proposals on any item or group of items, provided however that the unit prices are shown as requested. As soon as the Award is made, an order or contract documents will be sent to the successful bidder for execution and bond if necessary. If the contracts are not executed and returned to the Purchasing Agent within 10 days of the date of sending, the Bid Surety, if required, will be declared forfeited as liquidated damages. The contract, if awarded, will be awarded to the proponent making the lowest bid, but only after and based upon City's evaluation indicating that such contract award will be in the best interest of the City. The final decision regarding each proposal will be made solely by the City Council.
15. **PAYMENTS:** Partial payments may be made upon presentation of a properly executed claim voucher, unless otherwise stated in the Bid Document. The final payment will be made by the City when the materials, supplies or equipment have been fully delivered and accepted or the work completed to the full satisfaction of the City.
 - a) A minimum 10% retainer shall be held by the City pending satisfactory completion of the scope and/or expiration of the warranty period.
 - b) Increases in contract cost shall be approved in writing, prior to excess expense being incurred. Approval of increases may require formal action by City Council.
15. **BIDDER'S SIGNATURE:** Each proposal and bid surety form must be signed by the bidder with his usual signature. All signatures should be in full.

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Bids by partnership must be signed by one or more of the partners in the following manner: "John Jones and James Smith, D.B.A., Smith-Jones Company, by John Jones, a partner".

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president, or person authorized to bind it in the matter.

16. **SUBMISSION AND RECEIPT OF BIDS:** Inquires involving an expenditure exceeding the limits established in the City Charter usually require advertising over a period of at least 5 days prior to scheduled bid opening. Proposals of the nature are publicly read at 10 o'clock AM (unless otherwise noted) on the date bids are scheduled to be received.
- a) Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
 - b) **Bidder must use the bid document proposal forms furnished by the City as none other may be accepted.**
 - c) **Proposal forms must be returned intact.**
 - d) **Removal of any thereof may invalidate the bid.**
 - e) Specifications and plans referred to in this bid document by reference only, need not be returned with the bid, however, no excision of material physically incorporated in the bid document will be permitted.
 - f) Bids are to be submitted in sealed envelopes and identified as requested in the specifications.
 - g) Separate proposals must be submitted on each reference number and proposals shall be typewritten or written in ink.
 - h) Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.
17. **INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS:** A standard City of Grand Haven Contractor Services Agreement shall be completed and signed by the contractor. No oral interpretation will be made to any bidder as to the meaning of the bid and/or Contract Documents or any part thereof. Every request for such an interpretation shall be made in writing to the City of Grand Haven. Any inquiry received within a reasonable time prior to the date fixed for the opening of bids will be given consideration. Every interpretation made to a bidder will be on file in the Clerk's office of the City of Grand Haven. In addition, copies will be mailed to each person holding Bid and/or Contract Documents and all bidders shall be bound by such interpretations whether or not received by the bidders.
18. **CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addenda issued in relation to this bid document will be on file in the Clerk's Office of the City of Grand

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Haven. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of the bid documents.

It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda. Information on all changes or addenda issued will be available at the office of the City Purchasing Agent.

IF BID SURETY IS REQUESTED ON PROPOSAL FORM, PLEASE OBSERVE THE FOLLOWING:

19. **BID SURETY:** All Proposals must be accompanied by the bid bond, deposit of cash, certified check, bank cashier's or bank official's check, drawn on a solvent bank payable to the Treasure of the City of Grand Haven in the amount determined by the City as stated in the Proposal Form, as a guarantee that if the bid is accepted a contract will be entered into.
- a) The City will determine the sufficiency of the surety.
 - b) The bid bond should be executed by an authorized surety, guaranty, or trust company.
 - c) If corporate surety is given, the surety or guaranty company should indicate the bond in the State in which it is incorporated. A certificate of authority authorizing the "attorney-in-fact" to sign the bond, should accompany the Bid Document unless the certificate is on file in the Office of the City Purchasing Agent.
 - d) The surety signature should be witnessed.
20. **PERFORMANCE SURETY:** The successful bidder may be required to furnish a bond or certified check on a solvent bank, payable to the Treasure of the City of Grand Haven in the amount stated in the Proposal Form as a guarantee for the faithful performance of the contract. The City will determine the sufficiency of the surety.
21. **INSURANCE REQUIREMENTS:** The Contractor will secure and maintain insurance during the term of the contract from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the City from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. The Contractor may not start work until evidence of all required insurance has been submitted and approved by the City. The contractor must cease work if any of the required insurance is canceled or expires. Three (3) copies of certificates of insurance shall be submitted to be approved by the City prior to the execution of the contract. The Certificate shall specifically name the City as an

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additional insured party. The certificates must contain the agreement of the insurance company notifying the City in writing ten (10) days prior to any cancellation or material alteration of the policy. The Contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the City. The limits of insurance shall not be less than the following:

A. Workers Compensation Insurance in the amount required by Michigan Law.

B. General Liability:

Bodily Injury and Property Damage combined	
Each Occurrence	\$1,000,000.00
Aggregate	\$1,000,000.00
Personal Injury	\$1,000,000.00

C. Automobile Insurance for Vehicles

Bodily Injury Each Person	\$1,000,000.00
Bodily Injury Each Accident	\$1,000,000.00
Property Damage Each Accident	\$1,000,000.00

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**NORTHWEST OTTAWA WATER SYSTEM
LAKE MICHIGAN WATER INTAKE
RECOMMENDED CLEANING PROCEDURE**

The following procedure was developed (since 1992) to clean silt and fine soil particles from the lake bottom over the north infiltration bed water intake. These same procedures can be used for cleaning the south infiltration bed, which was completed in 2005.

Recommended Procedure

1. Locate the water intakes using GPS coordinates and place a floating buoy to mark the center of each intake. Both intakes can be located as shown on the attached Figure 1.
2. If possible, fill the backwash tank to allow backwashing of the intake during the cleaning procedure.
3. Using floating equipment as shown in Figure 2, rig a steel beam to allow it to be drug across the lake bottom over the limits of the infiltration bed, but lifted off from the bottom when outside of these limits. Using trial and error, it was determined that a W24x146 beam was best suited for this purpose.
4. After arriving on location, determine the direction of water movement in the vicinity of the intakes. If both beds are to be cleaned and circumstances allow, set up to clean the intake in the upstream location first. The area of the lake bottom impacted by each intake is approximately 300 feet square.
5. Contact the water plant operators to verify which intake will be cleaned first, and the approximate schedule for the cleaning operation.
6. Begin cleaning the selected intake by dragging the steel beam across the surface of the lake bottom above the intake, traveling in the same direction as the water current, if present. Make successive passes in the same direction, moving from one side of the intake to the other until the whole surface is cleaned. During each pass, drag the beam to the outer limits of the intake bed then lift the beam off the lake bottom while repositioning the equipment for the next successive pass. This will help minimize the re-suspension of fine materials into the water column, thereby minimizing future immediate clogging of the infiltration bed.

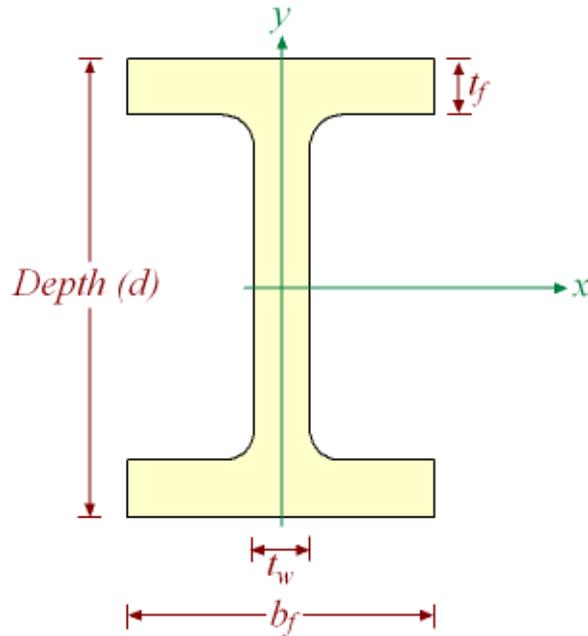
While dragging the beam across the lake bottom, the ideal traveling speed was determined to be approximately 2 to 2.5 MPH or a slow walk. If the dragging beam is properly rigged so that it is perpendicular to the direction of travel, it will lightly come into contact with the lake bottom while water rushing under it lifts the fine material into suspension.

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7. Upon completion of cleaning of the first intake, contact the water plant operators and verify suction pressure at the intake. If pressures are less than 4 psi, the operators will decide whether the intake should be further cleaned before proceeding to the next intake.
8. Repeat steps 1-6 while cleaning the second intake.

Steel Wide Flange I-Beams



in × lbf/ft	Area (in ²)	d (in)	b _f (in)	t _f (in)	t _w (in)	I _{xx} (in ⁴)	Z _{xx} (in ³)	k _{xx} (in)	I _{yy} (in ⁴)	Z _{yy} (in ³)	k _{yy} (in)
W24 × 146	43.0	24.74	12.900	1.090	0.650	4580	371	10.3	391	60.5	3.01

The I-Beams are identified by:
W DEPTH (inches) × WEIGHT PER UNIT LENGTH
(pound force per foot)

For Example: **W27 × 161** is an I-Beam with a Depth of 27 inches and having a Nominal Weight per Foot of 161 lbf/ft.

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SUBJECT LAKED WATER SHEET NO. _____ OF _____
INTAKE CLEANING BY MVL DATE 9/25/09
 JOB NO. 2090241 CHKD. BY _____ DATE _____

This is an example of past modifications to the I-beam. Any modifications besides this one will need to be approved by the owner. An I-beam without modifications is acceptable.

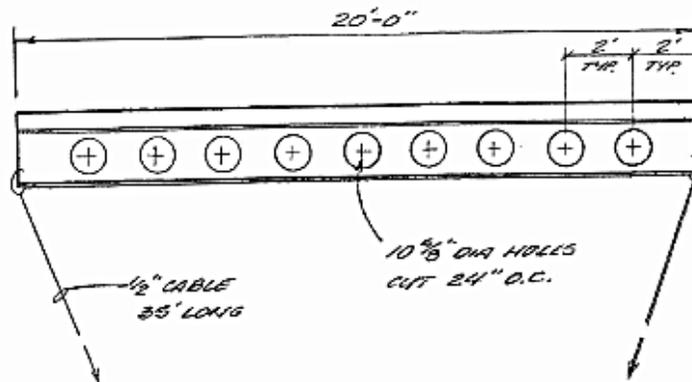
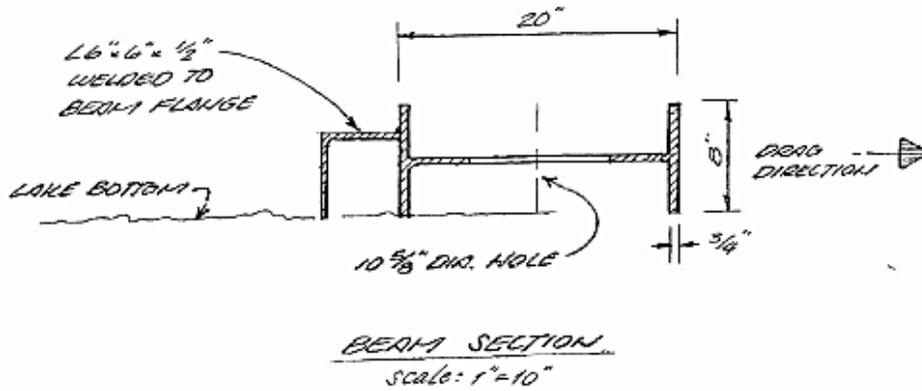


FIGURE 2.
DRAGGING BEAM

Prein&Newhof

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INTAKES - MAINTENANCE AND CLEANING SCHEDULE



MAY 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
WEEK #1	SCHEDULED INTAKE DRAGGING WEEK					
19	20	21	22	23	24	25
				PREFERRED DRAG DAY		
26	27	28	29	30	31	
WEEK #2	SCHEDULED INTAKE DRAGGING WEEK					
				PREFERRED DRAG DAY		
NOTES: **BOTH CONTRACTOR AND PLANT OPERATOR NEED TO DOCUMENT THE DATE AND TIME OF A SERVICE CALL EVENT**						

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INTAKES - MAINTENANCE AND CLEANING SCHEDULE



JUNE 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
WEEK #3	SCHEDULED INTAKE DRAGGING WEEK					
16	17	18	19	20	21	22
23	24	25	26	27	28	29
WEEK #4	SCHEDULED INTAKE DRAGGING WEEK					
30	NOTES: **BOTH CONTRACTOR AND PLANT OPERATOR NEED TO DOCUMENT THE DATE AND TIME OF A SERVICE CALL EVENT**					

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REQUEST FOR PROPOSALS
TO MAINTAIN AND CLEAN
THE NORTHWEST OTTAWA WATER SYSTEM
LAKE MICHIGAN NORTH & SOUTH INFILTRATION BEDS

BID PROPOSAL FORM

Date: _____

Mrs. Linda Browand, City Clerk
City of Grand Haven
519 Washington Avenue
Grand Haven, Michigan 49417

Dear Mrs. Browand:

Completely in accordance with your notice, instructions and specifications dated, February 12, 2019, we propose to supply professional services as described in your Request for Proposals to clean the Northwest Ottawa Water Treatment Plants Lake Michigan intake system on a scheduled and emergency basis.

2019

Net cost “Not-to-Exceed” to perform scheduled services described

(this cost represents the ten (10) scheduled services starting in May through September 2019)

\$ _____.

Bid Surety is 10% of the Not-to-Exceed Total: \$ _____

Net cost “Not-to-Exceed” to perform emergency services described

(this cost represents services, *a per drag cost*, beyond the scheduled service)

\$ _____.

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2020 City and Water Treatment Plant decision

1-Year Extended Service Option *(based on past season performance and availability)*

Net cost “Not-to-Exceed” to perform scheduled services described

(this cost represents the ten (10) scheduled services starting in May through September 2020)

\$_____.

Bid Surety is 10% of the Not-to-Exceed Total: \$_____

Net cost “Not-to-Exceed” to perform emergency services described

(this cost represents services, *a per drag cost*, beyond the scheduled service)

\$_____.

Please attach a brief Statement of Understanding, indicating your approach to this project.

Proposer’s Name or Business

Street/Mailing Address

City/State/Zip Code

Proposer’s Signature

Telephone Number