



## City of Munford, Tennessee

1397 Munford Avenue

Munford, TN 38058

City Hall (901) 837-0171

# **REQUEST FOR PROPOSAL**

## **NATURAL GAS REGULATOR STATION UPGRADE**

Notice is hereby given that the City of Munford, Tennessee is soliciting proposals for upgrading the existing 2" Low Pressure Regulator/Meter Assembly at the Salem Natural Gas Regulator Station located at 4200 Atoka-Idaville Road in Tipton County Tennessee. The RFP document can be obtained from Munford City Hall, 1397 Munford Ave., Munford, Tennessee 38058 or by emailing Peter Colin, City Manager, at [pcolin@munford.com](mailto:pcolin@munford.com).

All proposals should be delivered by hand, courier service or mail to Peter Colin, City Manager, Munford City Hall, 1397 Munford Ave., Munford, Tennessee 38058. Proposals should be received by 4:00 p.m. September 17, 2018. The City reserves the right to accept any proposal by email. Questions concerning this request for proposal may be directed to Peter Colin at (901) 837-5953.

City of Munford reserves the right to accept or reject any and all proposals in completely, or in part, and to waive all informalities and to award the proposal that it determines to be in the best interest of the City.

## 1 PURPOSE AND OBJECTIVE

**Background.** The City of Munford, Tennessee (hereafter “City”) is seeking proposals from qualified companies for upgrading the existing 2” Low Pressure Regulator/Meter Assembly at the Salem Natural Gas Regulator Station located at 4200 Atoka-Idaville Road in Tipton County Tennessee.

The City operates a municipally owned local natural gas serving residents, schools and commercial customers located in three municipalities (Munford, Atoka and Brighton) and portions of Tipton County, Tennessee.

The City now wishes to receive proposals from qualified, experienced natural gas service contractors with the resources, expertise and experience to undertake this project in a timely manner.

## 2 THE CITY OF MUNFORD, TN

Munford, Tennessee, twenty-five miles from Memphis, is a residential town with a population of approximately 6,100. Munford also provides utility services (natural gas, water, wastewater collection and treatment) to the neighboring towns of Atoka (population 10,000) and Brighton (population 1,500) and a small portion of the unincorporated area of Tipton County.

## 3 CURRENT NATURAL GAS UTILITY ENVIRONMENT

**Customer Base:** The city’s local natural gas utility has approximately 6,800 metered residential accounts and about 200 commercial accounts. The major (non-residential) accounts include public schools run by the Tipton County School System, retail establishments, a small manufacturing plant and an asphalt paving plant and the neighboring Town of Atoka.

## 4 Scope of SERVICES

The Scope of work is to be used for the Design, Fabrication, Installation of a new 2" Low Pressure Regulator/Meter Assembly and Removal of the existing 2" Low Pressure Regulator/Meter Assembly at our Salem Tap Station located on Atoka Idaville Road.

Please refer to Exhibit A for more details on the project and contractor requirements associated with the project.

## 5 Evaluation of Proposals

The City will be placing considerable operational reliance and financial responsibility on the Contractor selected. The City will assess the qualifications, experience and commitment of the proposing organization to ensure a successful project, relationship and commitment.

Proposals will be evaluated based on the value created for the City's assets, the price of renovation services and components, the ability of the Respondent to meet the City's requirements, the reliability and financial stability of the Contractor, the Contractor's expertise/experience in providing comparable services to natural gas utilities, and the quality of the Respondent's proposal.

If the City determines that more than one of the proposals meets the requirements of the City, it may enter into negotiations designed to lead to the execution of a Contract. Such negotiations may include a face-to-face meeting with the City at a place of its choosing, most likely Munford, TN.

The City's evaluation of proposals is intended to result in a recommendation to the City's Board of Mayor and Alderman for approval of a services agreement with the recommended Contractor. The evaluation criteria shall include:

1. Company history/experience, focusing on each respondent's expertise and experience with the activities described in the scope of work (see Exhibit A).
2. Project Plan (Schedule, Crew, Materials, etc.):
  - a. Schedule: an estimated schedule (Project Start Day and Project End Date, etc.)
  - b. Staffing: an estimate of the size of the project staff (work crew)
  - c. Other factors: address any other factors you consider important.

3. Pricing, payments, terms and conditions. Please provide a pricing and payment schedule. Please include information on your company's Liability Insurance coverage (see Exhibit B).
4. Familiarity with local conditions.
5. A Reference List the City may contact.

## 6 Contract Documents

Prior to awarding the contract, a project contract will be drafted by the parties, to include Drug-Free Workplace Affidavit, General Conditions, Supplementary Conditions. If the City deems it appropriate, the City may request – or require -- a Performance Bond and/or Payment Bond.

## 7 Process and Administrative

Close Date: Sept. \_\_\_\_, 2018 at 4:00 pm CST.

Submit proposals in hardcopy or electronic form to:

Peter Colin, City Manager  
City of Munford  
1397 Munford Ave.  
Munford, TN 38058  
Email: [pcolin@munford.com](mailto:pcolin@munford.com)  
Office: 901-837-5953

Direct all questions regarding this RFP to:

Peter Colin, City Manager  
City of Munford  
1397 Munford Ave.  
Munford, TN 38058  
Email: [pcolin@munford.com](mailto:pcolin@munford.com)  
Office: 901-837-5953

In the proposal, the Respondent shall include its organization name and address, and the name, phone number, and e-mail address of a contact person should the City have questions about the proposal.

The proposal shall include the Respondent's authorized representative with title and contact information.

The proposal shall state the date through which it remains valid.

Revisions: should the City determine in its sole discretion to revise any part of this RFP prior to the Close Date, the revisions will be provided in writing to all Respondents. The City may also, in its sole discretion, extend the Close Date to an alternate date of its choosing to allow all Respondents to consider and respond to a revision, and will advise all Respondents of such in writing. It is the sole responsibility of the Respondent, prior to the Close Date, to ensure they have received all revisions pertaining to the RFP.

Extensions Requested by a Respondent: Extensions to the Close Date will only be considered when requested by a Respondent no less than seventy-two (72) hours prior to the Close Date. An extension may only be granted by the City in its sole discretion and may be granted to all Respondents as a result of such request.

Return of Proposal: A Proposal, accompanying materials and any revisions or amendments thereto which are submitted by the Respondent(s) are the property of the City and will not be returned.

Release of Respondent Information: The City reserves the right to publish the names of Respondents, if deemed appropriate.

Liability for Errors: The City and/or its agents shall not be held liable or accountable for any error or omission in any part of this RFP or response to any questions of Respondents, and the Respondent hereby releases the City, its employees and agents from any such liability whatsoever.

Preparation Costs: any and all preparation costs incurred by the Respondent in developing Proposals, presentations, demonstrations, or any other activity related to Respondent's response to this RFP (including attending site visits), are solely the responsibility of the Respondent.

Proposal Validity: to enable the City to complete its evaluation and approval processes, Proposals submitted shall remain valid for a period of not less than one hundred eighty (180) days, with the exception of the indicative commodity pricing.

City of Munford DISCRETION. The Respondent hereby acknowledges that:

- a) The process will be used to obtain proposals from qualified contractors. This will allow the City to review proposals and enter into negotiations with the Respondent whose proposal is evaluated as most advantageous to the City.
- b) The City is not committed, by virtue of this request for proposal, to award a contract for services, or to pay costs incurred in the preparation of any proposal. Proposals submitted become the property of the city, however, the City will strive to maintain confidentiality of the proposals, but Respondents acknowledge that this is not a guarantee of confidentiality and the City must abide by existing "Sunshine" and open meetings laws of the State of Tennessee.
- c) The City shall have unrestricted rights to reject any or all proposals contained herein, to waive any formalities and technicalities, and to select the proposal which, in the City's' sole unrestricted discretion deems most advantageous to it. The City reserves the right to award a contract based on proposals received without further discussion or negotiation. The City reserves the right to accept other than the lowest priced offer/proposal.
- d) The City further reserves the right to make such investigation as it deems necessary, to determine the capability of the Respondent to furnish required services, and Respondents shall furnish all such information for this purpose as the City may reasonably request.
- e) The City reserves the right to consider, during the evaluation of Proposals:
  - 1) information provided in the Proposal itself;
  - 2) information received in response to inquiries of credit and industry references set out in the Proposal;
  - 3) the manner in which the Respondents provides services to others;

- 4) the experience and qualification of the Responder;
  - 5) such alternate goods, services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise,
  - 6) splitting the RFP and Project Scope into multiple parts and accepting Proposals (or portions thereof) from more than one Responder.
  - 7) rejecting Respondent's recommendation of an appraiser, Subcontractor or any other third party associated with the Proposal and jointly along with the Respondent determine alternate acceptable third parties; and
  - 8) any other consideration in the City's discretion.
- f) The City may rely upon the criteria it deems relevant, even if such criteria has not been disclosed to Respondent. By submitting a Proposal, the Respondent acknowledges the City's rights under this Section and absolutely waives any right or cause of action against the City and its employees, or agents by reason of the City failure to accept the Proposal submitted by the Respondent, whether such right or cause of action arises in contract, tort including negligence or otherwise;
- g) The City shall not at any time have any obligation to deal exclusively with the Respondent; and
- h) The City expressly reserves its rights, in its sole discretion, to seek a Proposal regarding the subject matter hereof, from any person whomsoever and at any time.
- i) Final authority to award any contract rests with the City's Board of Mayor and Aldermen.

LIMITATION OF LIABILITY

Respondent, by submitting a Proposal to this RFP, agrees that it will not claim damages, costs or expenses for whatever reason, relating in any way to this RFP and any resulting process (including without limitation any subsequent discussions or negotiations, if any, or in respect of any competitive process) and waives any and all claims against the City of Munford whatsoever, whether for costs, damages or expenses incurred by Respondent in preparing its Proposal, in participating in this RFP process (including without limitation any subsequent discussion or negotiation, if any), loss of anticipated profit or any other matter whatsoever related to this RFP and any resulting process, discussions or negotiations.



# EXHIBIT A: SCOPE OF WORK AND RELATED DETAILS

## Work Scope for Salem Regulator Station Upgrade

The Scope of work is to be used for the Design, Fabrication, Installation of a new 2" Low Pressure Regulator/Meter Assembly, and Removal of the existing 2" Low Pressure Regulator/Meter Assembly, at our Salem Tap Station located on Atoka Idaville Road.

### Project:

1. Fabricate new Regulator Station
2. Isolate and make safe existing Regulator Station and associated piping/equipment.
3. Remove and dispose of existing 2" regulator stand and associated piping/equipment deemed obsolete
4. Install New Regulator Station
5. Paint and Coat as needed
6. Make all required equipment connections SCADA, Odorizer, etc.
7. Run new conduit to TGT for corrected pulse output to SCADA
8. Commissioning and Start Up

### Materials:

All materials are to Domestic and of an ANSI 600 or greater rating.

Regulators – Regulators will be Mooney, FG-31, Mooney Series 20 Pilots, Stainless Steel Restrictor, Aluminum filter and installed as a dual cut, dual run working monitor configuration.

Valves – All 2" or large valves shall be weld end Balon Ball Valves.

Smaller shall be stainless steel needle or ball as installation warrants.

Bolts – All Flange Bolts shall be Teflon coated.

Piping – Piping shall be Seamless Grade B schedule 80.

Conduit/Fittings – shall meet current NEC Standards

Painting- Sherwin Williams MacroPoxy Primer with Acrolon Top Coat

### Welding:

All welding will be performed under the current API 1104 standards.

Approved welding procedures shall be submitted for review prior to commencing work.

Welders shall submit current welding certifications for each Welding Procedure submitted.

Testing:

All steel piping and fittings to be installed with this project and be used in gas service shall be tested for an 8 consecutive hour period at a test pressure 2220 psig. A chart of such test and the calibration certification for the pressure monitoring device shall be presented for review prior to test acceptance.

Electrical:

All electrical work shall meet current NEC standards for Class Area and Division Area.

Labor:

All employees/supervision etc. performing any duties on this project shall meet all State and Federal Pipeline Safety requirements. Operator Qualifications along with a Drug/Alcohol documents shall be submitted prior to commencing work.

Contractor:

Contractor shall be licensed in the State of Tennessee to perform the scope of this work.

Contractor shall provide proof of Insurance.

Contractor shall submit referrals if requested by the City,

Timing:

All work shall be completed within a reasonable time frame to be set by the City of Munford. The regulator station cannot be out of service for more than 5 days subject to weather conditions.

Warranty:

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## **EXHIBIT B: RECOMMENDED INSURANCE AND SAFETY COVERAGE**

- 1.01 All requirements of the Occupational Safety and Health Act and recommendations of the insurance carrier shall be heeded by the Contractor.
- 1.02 **INSURANCE COVERAGE:** The limits of liability for the insurance required in the General Conditions shall provide coverage for not less than the following amounts or greater where required by law:
- A. **Workman's Compensation:** Insurance required in connection with the performance of the work:
    - 1. State: Statutory
    - 2. Applicable Federal: Statutory
    - 3. Employer's Liability: \$100,000
  
  - B. **Comprehensive General Liability (including Premises-Operations; Independent Contractors' Protection; Products Liability and Completed Operations; Broad Form Property Damage):**
    - 1. Bodily Injury (including completed operations and products liability): \$1,000,000 each occurrence; \$2,000,000 annual aggregate
    - 2. Property Damage: \$1,000,000 each occurrence; \$2,000,000 annual aggregate
    - 3. Property Damage Liability insurance will provide explosion, collapse and underground coverages.
    - 4. Personal Injury, with employment exclusion deleted.
  
  - C. **Comprehensive Automobile Liability:** Insurance shall cover all owned, non-owned, and hired motor vehicles subject to the following limits:
    - 1. Bodily Injury: \$1,000,000 each person; \$1,000,000 each occurrence
    - 2. Property Damage: \$1,000,000 each occurrence
  
  - D. **Contractual Liability:**
    - 1. Bodily Injury: \$1,000,000 each occurrence
    - 2. Property Damage: \$1,000,000 each occurrence; \$1,000,000 annual aggregate

E. Umbrella Excess Liability: \$1,000,000 Single Limit Bodily Injury and Property Damage.

The Contractor shall carry the above-mentioned minimum coverage for the life of the construction project. This coverage may be in the form of a special policy or an Endorsement on the basic policy of the Contractor and additional costs (if any) to Owner will be included in the original Contract Total Bid Amount.

Contractor agrees to purchase such insurance from companies acceptable to Owner, to furnish Owner upon request from time to time with satisfactory evidence that such insurance is being properly carried, and to furnish the Owner and the Engineer with Certificates of Insurance of all policies and/or Endorsements before Owner will issue an order to commence Work.

All Contractor's insurance policies shall name the Owner, Contractor, Subcontractor(s), Engineer, and Engineer's Consultants on the Certificates of Insurance as additional insured.

All insurance policies shall provide that no cancellation or modification of the policy or Endorsement shall be effective until thirty (30) days following the mailing of written notices of such cancellation to the Engineer and to the Owner.

The Contractor alone shall be responsible for the safety, efficiency, and adequacy of his plant, appliances, and methods, and for any damage which may result from their failure or their improper construction, maintenance or operation.