



CITY OF AVON

36080 CHESTER ROAD • AVON, OHIO 44011-1089 • (440) 937-7800 • FAX (440) 937-7824

July 30, 2013

Reference: Annual Stormwater Inspections & Inspection and Maintenance Agreement
Request for Proposal
City of Avon
Avon Job # _____
Avon Fund # _____

We are pleased to send to you a Request for Proposal for Contractor Services pertaining to the above referenced project. Please submit a "unit price" cost for each task assigned under the scope of services; any alternates will have a separate cost associated with them. The project costs for each task will include all labor, materials, equipment, and appurtenances needed to fully complete the project. Please note that any task may be non-performed at the discretion of the City of Avon without the increase of cost to any other task. Please submit three (3) copies of your proposal. Sealed proposals are due at the City of Avon Utility Building by noon on Friday, August 2, 2013.

Minimum Qualifications

All contractors bidding on this project are **not** required to submit any qualifications package – all contractors have been pre-qualified.

Purpose and Objective

The City of Avon requires the submission of an annual inspection report and a Inspection and Maintenance Agreement for all stormwater structures within the City. Property owners were required to submit this on August 1, 2013. Those that have not done so, will have the inspection performed for them by a city-hired contractor and will be billed accordingly.

Documents Enclosed with RFP

- Sample Annual Inspection Form
- Sample Inspection and Maintenance Agreement

Receivables:

Upon completion of the project, the contractor will submit to the City the following:

- 1) Annual inspection report for each stormwater structure

- 2) An Inspection and Maintenance Agreement for each property owner that informs the property owner of the maintenance requirements for all stormwater structures on their property.

Scope of Services

The complete project Scope of Services to be provided shall include the following:

Task I – Perform Annual Inspections

- Perform annual inspection of each stormwater structure for each property requested by the City.
- Fill out the Annual Inspection Report (either the one supplied by the City or your own that is approved by the City)
- Supply an analysis of each storm water structure with recommendations of how to fix each deficiency item
- Indicate each deficiency item as low or high priority

Task II – Inspection and Maintenance Agreement

- Create an Inspection and Maintenance Agreement for each property requested by the City
- The I&M Agreement will include maintenance for each type of stormwater structure on each property.
- Use the I&M Agreement template supplied

Clarifications and Exceptions

1. The numbers of each line item for the cost proposal are approximate. Exact payment will be for each Annual Inspection or I&M Agreement performed. If count for each item varies, the unit price may not change.
2. Permit fees and government agency review fees, if applicable, are to be paid by the City of Avon.
3. Submit an Hourly Rate Schedule for authorized additions to the Scope of Services.
4. All coordination activities with other agencies / companies are inherent to the cost of the project.
5. At any point during the project, the contractor feels that a change in scope is necessary due to a new request by the City of Avon, a scope change request with the adjusted cost

to the contract will be submitted to the City of Avon within 48 hours of the request or forfeit any possible additional compensation.

6. If at any point during the project, the contractor feels that the City of Avon is restricting the progress of the project to a point where additional compensation is necessary, the contractor will submit in writing what is necessary for the progress of the project to continue. The City of Avon has five days to respond with the needed information without additional compensation being given.
7. If at any point during the project, the contractor feels that the timeline of the project needs to be extended, a request will be given in writing to the City of Avon as soon as this is known. If the project will be delayed, at no fault of the City of Avon, but at fault of the contractor, the City of Avon can request the hiring of a new contractor whose services will be paid for by the existing contractor to finish the project.
8. Please fill out the **Costs** section below fully. Failure to do so will declare your proposal invalid.

Costs

Please fill out the costs below. Note that for unit price costs that the Contractor will only be paid for units installed. Adjustments in final quantity actually performed does not necessitate a change in unit cost. All properties are located within the City of Avon.

Task I (Unit Price / Lump Sum Cost):

Description	Approximate Quantity	Unit	Cost Per Unit	Total Cost
Perform annual inspection for each property owner	80	EA	\$450	\$36,000

Task II (Unit Price Cost):

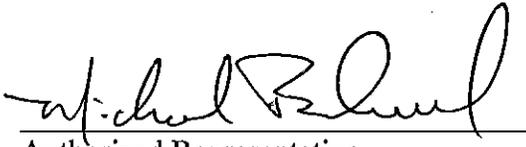
Description	Approximate Quantity	Unit	Cost Per Unit	Total Cost
Inspection and Maintenance Agreement for each Property	71	EA	\$45	\$3,195

Number of days to complete project given numbers indicated above: **60 days**

Authorization:

Date to Proceed:

Completion Date:



Authorized Representative

Mayor, City of Avon

BRAMHALL ENGINEERING &
SURVEYING COMPANY, INC.
Company

City of Avon
Company

8/2/13
Date

Date

Bramhall Engineering & Surveying Company, Inc.

City of Avon Schedule of Rates for the Year 2013

Our services will be billed at an amount equal to the time expended multiplied by the following hourly rates:

	<u>Hourly Rate</u>	<u>Overtime Rate</u>
Senior Project Manager	\$120.00	\$120.00
Professional Engineer	\$110.00	\$110.00
Professional Surveyor	\$100.00	\$100.00
Senior Engineer	\$85.00	\$85.00
Engineer	\$70.00	\$70.00
Senior Structural Engineer	\$120.00	\$120.00
Structural Engineer	\$100.00	\$100.00
Water Quality Program Manager	\$90.00	\$90.00
CESSWI Inspector	\$70.00	\$84.00
Senior Inspector	\$46.00	\$66.00
Inspector	\$42.00	\$60.00
Two-Person Survey Crew	\$125.00	\$156.00
GPS Survey System Unit Or Robotic Total Control System (One Person Survey Crew)	\$125.00	\$141.00
Senior Designer/Technician	\$78.00	\$94.00
Designer/Technician	\$55.00	\$68.00
Drafter	\$45.00	\$58.00
Clerical	\$30.00	\$34.00
Mule – 4 wheel drive	\$50.00/day	

Reimbursable expenses shall include the cost of reproduction of plans and documents as required, plus 10%, and mileage incurred for meetings and site visits.

The above rates are valid for services provided through December 31, 2013. Charges for our services after this date are subject to escalation.

Payment for our services shall be monthly.