



Request for Proposal

Nobles County Government Center

Underground Fuel Tank Replacement

Nobles County Government is soliciting written proposals, on a competitive basis, from interested and qualified companies or professionals to provide “**Underground Fuel Tank Replacement**”. The proposal, as submitted, should include all estimated costs related to the services requested in this RFP. If selected, your proposal will be the basis for negotiating an agreement for professional services with Nobles County Government.

Proposals must be received in the office of the Administrator **no later than 3:00 P.M. on March 27, 2018**. Proposals shall be addressed to:

Nobles County Government Center
Underground Fuel Tank Replacement
Administration Office
315 Tenth Street, PO Box 757
Worthington, MN 56187

I. INTRODUCTION

Nobles County Government (the “County”), is seeking proposals from interested and qualified companies or professionals to provide “**Underground Fuel Tank Replacement**” (the “Services”). This request for proposal (“RFP”) is being released to invite interested and qualified companies or professionals to prepare and submit proposals in accordance with instructions provided where the successful candidate will be selected and invited to enter into an agreement for professional services with Nobles County for services outlined in the RFP.

II. MINIMUM CONTRACTOR REQUIREMENTS

1. Must submit a Bid Bond in the amount of 5% of their bid. This bond must be submitted with your bid.
2. Have or obtain prior to the execution of the final an agreement for professional services all appropriate licenses, certifications, and permits required in the City of Worthington, County of Nobles, and the State of Minnesota.
3. The successful contractor must be able to submit a performance/labor material bond as separate bonds each in the amount of 100% of the amount in the agreement for professional services.
4. Have sufficient, competent and appropriately licensed staff, with experience in performing the Services described in the RFP.
5. Provide proof of the minimum insurance requirements.

III. CORRESPONDENCE

All correspondence, proposals, and questions concerning the RFP are to be submitted to:

Nobles County Administration
County Administrator
315 Tenth Street, PO Box 757
Worthington, MN 56187
or via email to: tjohnson@co.nobles.mn.us

IV. PROPOSAL SUBMISSION DEADLINE

All proposals must be received at the address listed above **no later than 3:00 P.M. on March 27, 2018**. Facsimile of electronically transmitted proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals may not be opened and considered. Under no circumstances, regardless of weather conditions, transportation delays, or any other circumstance, will this deadline be extended.

V. PROPOSAL TIMELINE

Nobles County reserves the right to modify this timeline at any time. If the due date for proposals is changed, all Contractors who have contacted the county with interest in proposing on the project shall be notified.

- Request for Proposal(s) Released March 7, 2018
- Questions / Clarifications March 21, 2018
- Proposal Due Date March 27, 2018
- Notification of Award April 4, 2018

VI. PROPOSAL CONDITIONS

A. Contingencies

This RFP does not commit the County to award an agreement for professional services. The County reserves the right to accept or reject any or all proposals if the County determines it is in the best interest of the County to do so. The County will notify all Contractors, in writing, if the County rejects all proposals.

B. Modifications

The County reserves the right to issue addenda or amendments to the RFP.

C. Proposal Submission

To be considered, all proposals must be submitted in the manner set forth in this RFP. It is the Contractors responsibility to ensure that its proposals arrive on or before the specified time.

D. Incurred Costs

This RFP does not commit the County to pay any costs incurred in the preparation of the proposal in response to this RFP and Contractors agree that all costs incurred in developing this RFP are the Contractors responsibility.

E. Final Authority

The final authority to award an agreement for professional services rests solely with the Nobles County Administrator and the Nobles County Board of County Commissioners.

F. Proposal Validity

Proposals submitted hereunder will be firm for sixty (60) calendar days from the due date unless otherwise qualified.

VII. GENERAL REQUIREMENTS AND INFORMATION

A. Background

The Nobles County Government Center Located at 315 Tenth Street Worthington, MN. 56187 has a 6,000 gallon underground fuel tank that is used for backup heat and also for an emergency generator. This tank and piping needs to be replaced with a maximum of 4,000 gallon capacity double wall fiberglass tank and related piping into the building that will meet all of Minnesota Pollution Control Agency's rules and regulations. This work will need to be done in the spring of 2018 as the County is also doing a Landscaping and sidewalk Project where the Fuel Tank is located.

B. Scope of An agreement for professional services

The County wishes to engage in an agreement for professional services with the best-qualified contractor, to be selected through a competitive process that will work well with the County's personnel in the performance of the Services in a manner that is cost-effective and practical of which price is but one of the selection criteria.

C. Project Time Frame

The initial agreement for professional services term will begin once we have received official Notice to Proceed from Nobles County and the project will run until "Substantial Completion".

D. Reservation of Rights

The County reserves the right, for any reason to accept or reject any one or more proposals, to negotiate the term and specifications for the services provided, to modify and part of the RFP, or to issue a new RFP.

VIII. AWARD OF AN AGREEMENT FOR PROFESSIONAL SERVICES

Contractors are advised that the lowest cost proposal will not necessarily be awarded the an agreement for professional services, as the selection will be based upon qualification criteria as deemed by the County and as determined by the County Board.

The award will be made to the Contractor whose proposal is determined to be the best in terms of professional and technical completeness. The selection process may, however, include a request for additional information or an oral presentation to support written proposal.

The Contractors whose proposals do not meet the mandatory minimum requirements will be considered noncompliant. After evaluation of the proposals and selection of the successful Contractor, all Contractors will be notified in writing of the selected firm.

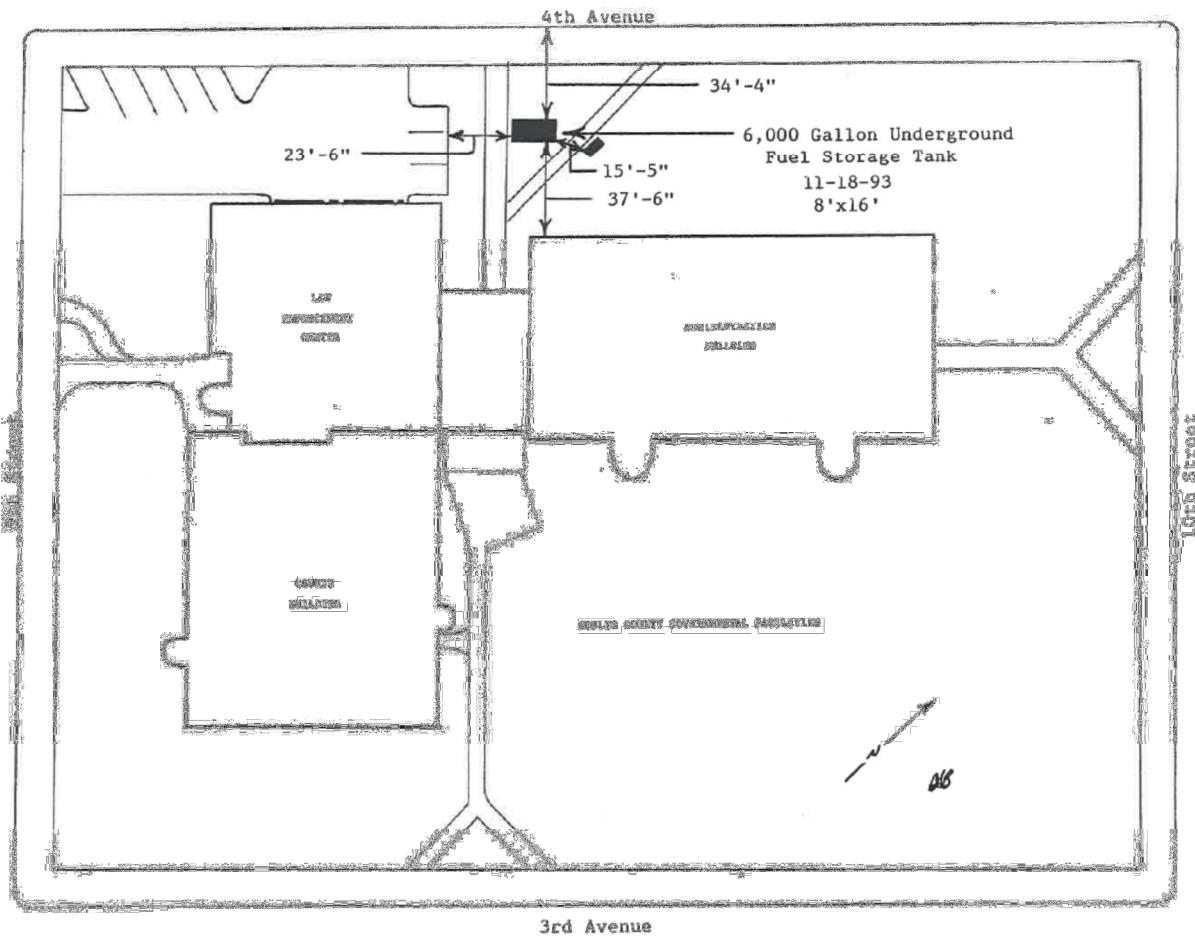
IX. SCOPE OF WORK

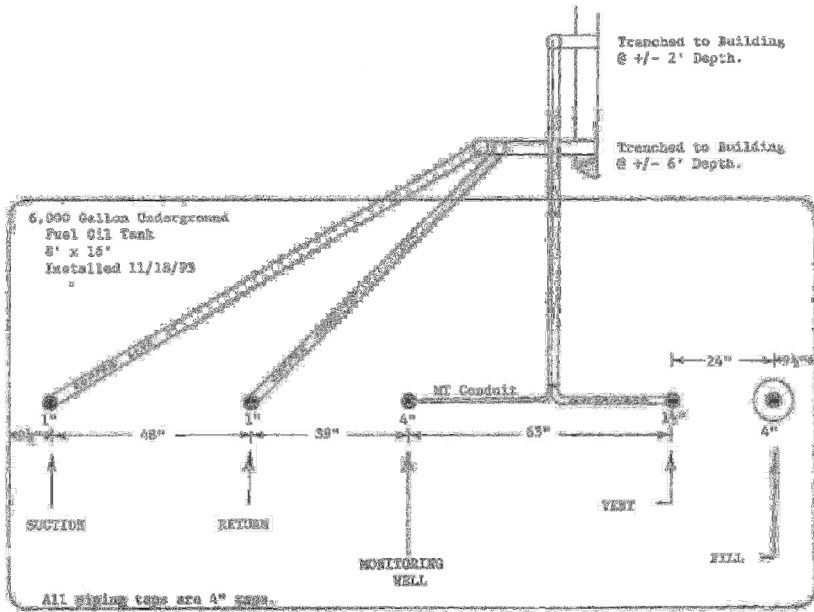
A. Contractor shall:

1. Empty and properly dispose of existing old fuel from the current tank.
2. Excavate and remove the existing fuel tank and piping to the building and dispose of properly according to current Minnesota regulations, and provide documentation of proper disposal.
3. Design, furnish and install underground fuel storage tank with piping systems, controls system, monitoring devices, dispensing systems and special equipment needed for the system to operate and installation.
4. Contractor will add equipment for vapor recovery for the fill bucket.

5. Contractor will supply and install a sump on the tank and a transition sump in the building with double wall pipe from sump to sump.
6. Provide a bid alternate for a new ballast pad to anchor the tank down (there may already be an existing ballast pad, condition and type unknown), including removal of the current ballast system if deemed not usable.
7. Provide a schedule for installation, initial performance testing and completion of the system installation.
8. Provide adequately trained and certified staff in order to offer a safe, well maintained work environment while ensuring quality in materials, workmanship, functionality and aesthetic appeal.
9. Provide base costs, contingent costs, total cost(s) and projected timeline as part of the bid response.
10. Be responsible for all required permits, inspections, code compliance, licensing and must meet all local, state and federal qualifications and certifications necessary to complete the scope of work.
11. The soils shall be replaced and compacted appropriately so no settling occurs and have enough black dirt to allow grass seed to germinate and grow.
12. Final grading and seeding is not required, it is part of the landscape project in the same area.
13. Provide warranty and guarantee pamphlets, booklets or other documentation prior to project closeout.
14. Clean the work site and remove all debris, equipment and excess materials and supplies upon completion.

NOTE: Below is what we believe is the plan and location of current tank.





6,000 GALLON UNDERGROUND FUEL STORAGE TANK