CITY OF BEVERLY HILLS

REQUEST FOR PROPOSAL

for

13-05: FIRE HYDRANT MAINTENANCE AND DATA COLLECTION SERVICES

Please Respond no later than September 13, 2012 by 2:00 P.M. to the City Clerk’s Office
City of Beverly Hills
455 N Rexford, Rm 290
Beverly Hills, CA 90210

I. INTRODUCTION

The City of Beverly Hills is seeking a qualified firm to be responsible for the routine annual maintenance of testing all fire hydrants and associated lateral valves within the City’s boundaries and the distribution area of the City of West Hollywood that is served by the City of Beverly Hills. This routine maintenance shall consist of inspecting, cleaning, and clearing of weeds and debris to ensure that each hydrant is in serviceable condition. More importantly, the qualified firm will be required to complete flow testing to determine the current availability of water supply in all areas of the City for fire suppression. The information derived from these tests will be recorded and maintained to be compatible with the City’s Geographical Information System (GIS). Currently, there are approximately 1,300 fire hydrants and flush valves in the designated area. The Contractor shall perform the service within the FY2012-2013 ending June 2013. The City Manager or his designee may extend the time of performance in writing for two additional one-year terms pursuant to the same terms and conditions of this Agreement.

II. MAINTENANCE PROCEDURES

a. Customer Notification
   i. The selected firm will assist the City in developing a press release to briefly explain the fire hydrant flow testing program in the areas affected.
   ii. The selected firm’s personnel will go door to door forty-eight hours before the scheduled flow testing and hand deliver a letter that explains when the fire hydrants will be flow tested in the area and how the customers’ services may be affected.

b. General Guidelines for Testing and Flushing
   i. Hydrant maintenance shall be performed in accordance with the American Water Works Association (AWWA) manual M-17, Chapter 5, the State of California Department of Public Health’s work standards for the City’s Distribution System, the Regional Water Quality Control Board’s regulations for discharges (for example de-chlorination), and all Federal and State Safety Standards.
ii. The City shall be notified prior to the commencement of any flushing or testing procedures of the fire hydrants. The anticipated location and duration of such activity should be given. The City shall also be notified upon completion of such activities.

iii. Care shall be taken to reduce discharge to minimize water loss. For the discharge that occurs, care shall be taken to reduce, to the least degree possible, the potential damage and inconvenience caused by hydrant discharge. Flush elbows or diffusers shall be used to reduce the velocity and/or pressure of the discharge stream. Any loose debris left by hydrant discharge shall be swept or cleared from roads, streets, and drives.

iv. Proper de-chlorination methods for the discharge shall be utilized.

v. Whenever operating hydrant valves, care shall be taken to open and close the valve slowly so as to reduce, as much as possible, the effects of water hammer on the distribution system.

vi. Whenever a hydrant is opened, it should be flowed at least until the water runs clear.

vii. The Public Works Department shall be notified in writing daily if broken valves are found.

viii. Whenever hydrant maintenance is performed, the blue pavement reflector shall be checked to insure that it is in place and in good order. If reflector is damaged or missing, a new reflector shall be installed.

c. Specific Procedures (See AWWA M-17, Chapter 5) – Routine hydrant maintenance shall consist of the following activities:

i. Check hydrant to make sure that it is visible from the roadway and is clear of any landscaping, plant growth, or other obstructions that could impair locating the hydrant or interfere with its use.

   1. Minor obstructions such as weed growth or wild plant growth should be trimmed to provide clear access to the hydrant.

   2. Obstructions caused by utilities, landscaping or ornamental plant growth shall be noted and reported to the City of Beverly Hills Public Works Department.

   3. Minor build-up of dirt/sand, which provides insufficient ground clearance, may be removed with a shovel. Excessive build-up, or improperly installed hydrants shall be reported to the City of Beverly Hills Public Works Department on a weekly basis.

ii. Inspect hydrant in accordance with the procedure outlined in AWWA M-17, Chapter 5.

iii. Fire hydrants shall be maintained also in accordance with the manufacturer’s (Jones Fire Hydrant) specifications (for example, proper greasing).

iv. Any fire hydrant that, for any reason, must be removed from service shall be reported immediately to the City of Beverly Hills Public Works Department. Whenever such a hydrant is returned to service it shall undergo the same maintenance and testing procedure as outlined herein.
d. Flow Testing Procedure
   i. Fire flow tests shall be conducted annually, in accordance with the procedure outlined in AWWA M-17, Chapter 6.
   ii. At a minimum the following details shall be provided:
       1. The Hydrant’s Collection Map & Hydrant Location Index List.
       2. Fire hydrant nozzle size used for each test.
       3. Residual Pressure (Any incidents of residual pressure below 20 psi will be brought to the attention of the City immediately).
       4. Static Pressure.
       5. Flow rate in gallons per minute (gpm).
       6. The hydrant address and location.
       7. The amount of time it takes to flush each fire hydrant.
       8. An estimate of the water used during the operation of each fire hydrant.
       9. The date tested and technicians operating the fire hydrant.
       10. Hydrants that are in need of repair, painting, color coding, or have operational defects will be noted.
       11. Ensure that all caps are inplace. If they are missing they are to be replaced. These will be provided by the City.
   iii. Energy Dissipation
       1. Fire hose and deflection tubes are utilized, as required, to direct flushing water away from traffic, pedestrians, underground utility vaults, and private property.
   iv. Fire Hydrant Closure, Drainage and Leakage
       1. After the fire hydrant has been flowed, the firm will verify that the hydrant is seated and is draining properly.
       2. The firm will also check the fire hydrant with a FCS, S30, L-MIC electronic listening device or approved equal to ensure that the hydrant is not leaking.

e. Fire Hydrant Maintenance and Testing Records
   The selected contractor shall be responsible for maintaining and updating the appropriate fire hydrant maintenance and testing records on the forms shown at the end of AWWA M-17, Chapter 5. Upon completion of each week’s fire hydrant maintenance, the updated Fire Hydrant Master Record, Hydrant Maintenance Report, Hydrant Inspection Report, Flow Test Report, and Hydrant Test form for each hydrant inspected and tested shall be submitted in electronic format to the City of Beverly Hills Public Works Department so that it is compatible with the City’s GIS and Hansen Asset Management System. The data from flow tests shall be recorded on the Flow Test Report, Hydrant Test Form, and Master Hydrant List. Any maintenance performed on the hydrant shall be recorded on the space provided on the Fire Hydrant Master Record and Hydrant Maintenance Report, along with the date the maintenance was performed. The selected contractor shall print a copy of each form and retain these in his file. The master fire hydrant list of the Street/Hydrant Map Books will be updated instantaneously from this information.
f. Work Schedule:
   i. Working hours in the City of Beverly Hills are from 8am to 5pm.
   ii. Holidays consist of the following days:
       1. New Year’s Day
       2. Martin Luther King Day
       3. President’s Day
       4. Memorial Day
       5. Independence Day
       6. Labor Day
       7. Rosh Hashanah (observe three days)
       8. Yom Kippur (observe two days)
       9. Thanksgiving Day
       10. Christmas Day
   iii. Weekend Work requires special permitting, but will be necessary for some customers.
   iv. Evening Work requires special permitting, but will be necessary for some customers.

III. SUBMISSION REQUIREMENTS

The Contractor selected for this project shall be required to enter into a contract with the City in the form set forth in ATTACHMENT A.

The Contractor selected shall be required to comply with the City's insurance requirements and complete the attached Certificate of Insurance form (ATTACHMENT B) upon award of contract.

Contractors desiring to be considered for this project shall submit the following:

A. A detailed description of the qualifications of the Contractor(s), including all sub-Contractors and employees who will work on this project to address all of the program elements.

B. A description of previous experience related to this type of project.

C. An outline of the specific services to be performed and the means by which the services will be performed.

D. A time schedule for completion of the services outlined (exclusive of City review time frames).

E. Submit the software that the firm will utilize to meet data compatibility requirements and what versatility is available to download this information into other common software formats.

F. A fee proposal based on the following:
   1. A unit price to complete the tasks as described under Maintenance Procedures and a total not to exceed amount. All work will be completed during the FY2012-2013 ending June
30, 2013 and each year thereafter the contract may be extended to two additional years upon written approval from the City Manager or his designee.

2. The unit rates will be used for monthly billings and potentially would be used to calculate fees for additional services, as may be requested/authorized by City.

3. A list of all reimbursable expense items with a not-to-exceed limit.

4. A list of any documentation or materials to be provided by the City that are deemed necessary for the Contractor to complete the project.

5. A letter of acknowledgment from the insurance carrier stating all the City's insurance provisions will be met.

6. A statement describing the nature and period of any warranty or guarantee that is applicable to the services provided.

G. Six (6) copies of the proposal must be submitted in writing and contain original signature by an authorized officer of the firm to the City Clerk’s Office, 455 North Rexford Drive, Rm 290, Beverly Hills, CA 90210. Proposals must be received no later than September 13, 2012, by 2:00pm. No proposal will be accepted after this deadline.

H. Questions concerning the RFP requirements should be directed to:

Kevin Watson, Water Operations Manager
345 Foothill Road
Beverly Hills, CA 90210
310-285-2495 phone; 310-278-1838 fax

IV. PREVAILING WAGES:

In accordance with the provisions of Sections 1770 et seq., of the Labor Code, the Director of the Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be done. The Contractor will be required to pay to all persons employed on the project by the Contractor sums not less than the sums set forth in the documents entitled "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770, 1773, 1773.1." These documents can be reviewed in the office of the City Clerk or may be obtained from the State.

V. SELECTION PROCESS

The criteria to be used in the selection process shall include:

A. Specialized and recent experience in the type of work required by this project
B. Record of the Firm in accomplishing projects in the required time
C. Quality of work previously performed
D. Professional qualifications
E. References
VI. CITY OF BEVERLY HILLS STANDARD INSURANCE REQUIREMENTS:

Contractor's Insurance. Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, his agents, representatives, employees or subcontractors, pursuant to contractor's bid or any subsequent contract. Insurance shall be of the type, in the amounts and subject to the provisions described below.

(1) Commercial general liability coverage at least as broad as Insurance Services Office Commercial General Liability occurrence coverage ("occurrence" form CG0001, Ed. 11/88) with a limit of not less than $2,000,000 per occurrence. If the insurance includes a general aggregate limit, that limit shall apply separately to this contract or it shall be at least twice the required per occurrence limit.

(2) Business automobile liability insurance at least as broad as Insurance Services office form CA 0001 (Ed. 12/90) covering Automobile Liability, code 1 "any auto" and endorsement CA 0029 (Ed. 12/88) with a limit not less than $1,000,000 per accident.

(3) Workers Compensation Insurance as required by the State of California and employers liability insurance with a limit not less than $1,000,000 per accident.

(4) Evidence of Coverage:

(a) Prior to commencement of work under this contract, or within 14 days of notification of award of contract, whichever is shorter, Contractor shall file certificates of insurance with original endorsements evidencing coverage in compliance with this contract and in a form acceptable to City. The certificate shall be on the City's standard proof of insurance form.

(b) Contractor shall provide to City, on request, a complete copy, including all endorsements and riders, of any insurance policy.

(c) During the term of this agreement, Contractor shall maintain current valid proof of insurance coverage, with City at all times. Proof of renewals shall be filed prior to expiration of any required coverage and shall be provided on the City's standard proof of insurance form.

(d) Failure to submit any required evidences of insurance within the required time period shall be cause for termination for default, and shall be cause for forfeiture of this bidder's bid security, if applicable.

(e) In the event Contractor does not maintain current, valid evidence of insurance on file with City, City may, at its option, withhold payment of any moneys owed to Contractor, or which it subsequently owes to Contractor, until proper proof is filed.
(5) All insurance coverages shall be provided by insurers with a rating of B+(VII) or better in the most recent edition of Best's Key Rating Guide, Property-Casualty Edition.

(6) Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided or canceled and shall not be reduced in coverage or limits except after 30 days prior written notice provided to the City. Upon prior request of the carrier, the notice period may be reduced to 10 days in the event of non-payment of premium.

(7) All liability coverages shall name the City, its City Council and every officer, agent and employee of City as additional insureds with respect to work under this bid or any subsequent contract.

(8) Contractor's insurance and any insurance provided in compliance with these specifications, shall be primary with respect to any insurance or self-insurance programs covering the City, its City Council and any officer, agent or employee of City.

(9) Where available, the insurer shall agree to waive all rights of subrogation against the City, its City Council and every officer, agent and employee of City.

(10) Any deductibles or self-insured retentions shall be declared to and must be approved by City. At the option of the City, either the insurer shall reduce or eliminate the deductibles or self-insured retentions as respects the City, or the Contractor shall procure a bond guaranteeing payment of losses and expenses.

(11) In the event that Contractor does not provide continuous insurance coverage, the City shall have the right, but not the obligation, to obtain the required insurance coverage at Contractor's cost, and the City may deduct all such costs from moneys the City owes to the Contractor or from moneys which it subsequently owes to the Contractor.

**Indemnification.** Contractor agrees to indemnify, hold harmless and defend City, its City Council and each member thereof and every officer and employee of City from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against City, its City Council and each member thereof and any officer or employee of City which results directly or indirectly from the wrongful or negligent actions of Contractor's officers, employees, agents or others employed by Contractor while engaged by Contractor in the performance of this work.
Attachment B
CERTIFICATE OF INSURANCE
This is to certify that the following endorsement is part of the policy(ies) described below:

NAMED INSURED (CONTRACTOR) 

COMPANIES AFFORDING COVERAGE
A.
B.
C.

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It is hereby understood and agreed that the City of Beverly Hills, its City Council and each member thereof and every officer and employee of the City shall be named as joint and several assureds with respect to claims arising out of the following project:

It is further agreed that the following indemnity agreement between the City of Beverly Hills and the named insured is covered under the policy: Contractor agrees to indemnify, hold harmless and defend City, its City Council and each member thereof and every officer and employee of City from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against City, its City Council and each member thereof and any officer or employee of City which results directly or indirectly from the wrongful or negligent actions of Contractor's officers, employees, agents or others employed by Contractor while engaged by Contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right on contribution with insurance which may be available to the City of Beverly Hills.

In the event of cancellation or material change in the above coverage, the company will give 30 days' written notice of cancellation or material change to the certificate holder.

Except to certify that the policy(ies) described above have the above endorsement attached, this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE: ___________________________ BY: ___________________________
Authorized Insurance Representative

AGENCY: ___________________________ TITLE: ___________________________
ADDRESS: ___________________________