

## NOTICE

(RFP # 2024-023)

Posted 12/18/2024

The City of Mercedes is requesting sealed Requests for Proposals (RFP) from qualified individuals/firms to provide **DRAINAGE PIPE INSTALLATION SERVICES**. Qualified applicants are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the requests for information included in this document.

All addenda, notices, additional information, etc. will be posted on the City of Mercedes website at [www.cityofmercedes.com](http://www.cityofmercedes.com).

One (1) original copy of the proposal and one (1) electronic copy must be sealed and returned to the City of Mercedes, City Hall, no later than **10:00 a.m. CST on Friday, January 3, 2025**, to the attention of:

City Manager  
Mercedes City Hall  
400 S. Ohio Ave.  
Mercedes, TX 78570

All proposals must be clearly marked with “**RFP 2024-023 – Drainage Pipe Installation.**” Proposer is responsible for delivery of response by the date and time set for the closing of the proposal acceptance. Responses received after the date and time set for the closing will not be considered.

The City of Mercedes reserves the right to reject any and all proposals and waive informalities in proposals received.

All inquiries concerning the RFP must be made in writing and addressed to the address or email address listed below, with e-mail being the preferred method.

City of Mercedes  
Joselynn Castillo  
City Secretary  
400 S. Ohio Ave.  
Mercedes, TX 78570  
Phone: 956-565-3114  
Email: [jcastillo@cityofmercedes.com](mailto:jcastillo@cityofmercedes.com)

Joselynn Castillo  
City Secretary

## City of Mercedes - Bid Specifications

**Project Title:** Installation of 60-Inch Drainage RCP Pipe and 3 Manholes at Stable Estates

**Project Number:** 2024-023

**Date:** December 18, 2024

---

### 1. GENERAL DESCRIPTION

The City of Mercedes is seeking bids from qualified contractors for the INSTALLATION of a 60-inch Reinforced Concrete Pipe (RCP) drainage system and the installation of three (3) storm drain manholes at Stable Estates as per the specs. The City of Mercedes already has the necessary pipe for installation. The project will include excavation, pipe installation, installation of three (3) manholes, backfill, and associated work to ensure proper drainage functionality.

### 2. SCOPE OF WORK

The contractor shall provide all labor, tools, equipment, transportation, and supervision required for the completion of the following:

1. **Excavation:**

- Excavate a trench to accommodate the 60-inch RCP pipe, ensuring a stable trench for installation. The trench dimensions and depth should align with the engineered plans (see attached drawings).
- Excavation may include the removal of unsuitable soils, debris, or obstacles as needed.
- Provide temporary trench shoring, if required, to ensure worker safety.

2. **Pipe Installation:**

- Install 60-inch RCP pipe per the specifications in the engineering drawings.
- Properly align, position, and connect the pipe segments, ensuring minimal joints, as specified in the plans.
- Use approved jointing methods (e.g., rubber gasket or mortar) to ensure watertight connections.
- Follow the specified bedding requirements as per the design for pipe support.

3. **Manhole Installation:**

- Install three (3) precast storm drain manholes as specified in the engineering drawings.
- Ensure that manholes are set to the correct elevations, properly aligned with the pipe, and securely connected to the drainage system.
- Provide watertight seals at pipe-to-manhole connections using approved materials and methods.
- Include all necessary accessories, such as ladders, covers, and seals, that comply with ASTM standards and project specifications.

4. **Backfill & Compaction:**

- Backfill the trench with suitable material in accordance with the specifications.
- Compact backfill in layers as per engineering specifications to prevent settling and ensure structural integrity.
- 5. **Stormwater Management:**
  - Install any necessary temporary stormwater management devices (e.g., silt fences, check dams) to minimize environmental impacts during construction.
  - Ensure the drainage system operates according to the engineered design upon completion.
- 6. **Restoration:**
  - Restore the site to its original condition or better, including regrading disturbed areas, reseeding, or sodding, as necessary.
  - Ensure that all affected roads, driveways, and access points are restored and safe for use.
- 7. **Testing & Inspection:**
  - Conduct all necessary tests (e.g., compaction tests, pressure testing, visual inspections) to ensure the system functions as designed.
  - Provide all required documentation for inspections and approvals from the City Engineer or designated representative.
- 8. **Final Cleanup:**
  - Upon completion of the work, the contractor shall remove all construction debris, tools, and equipment from the site.
  - Ensure the site is left clean and orderly.

### 3. MATERIALS AND EQUIPMENT

All materials used for this project must conform to the following specifications:

1. **60-Inch Reinforced Concrete Pipe (RCP):**
  - The pipe shall meet ASTM C76 or equivalent specifications for Class III RCP.
  - The pipe shall have a smooth interior surface for optimal flow.
  - Pipe sections should be marked for identification and comply with local or state regulations.
2. **Bedding Material:**
  - Bedding shall consist of compacted gravel, crushed stone, or approved sand per the specifications in the design plans.
3. **Backfill:**
  - Backfill material must be free of debris, organic material, and other foreign substances that could affect the integrity of the installation.
  - Backfill shall be compacted to at least 95% Standard Proctor Density as determined by ASTM D698.
4. **Shoring and Safety Equipment:**
  - All equipment and materials for trench shoring, including shoring boxes, must meet OSHA and local safety standards.

### 4. SITE CONDITIONS

1. **Site Location:**

- The project site is located at Stable Estates, Mercedes, Texas (refer to project maps and survey information attached). The site is primarily residential with potential utility lines running nearby.

2. **Existing Utilities:**

- The contractor is responsible for contacting local utility companies to verify and protect any existing utilities (water, sewer, electrical, etc.) that may be impacted by the excavation. The contractor must avoid damaging these utilities during excavation and installation.

3. **Weather Conditions:**

- The contractor shall monitor weather conditions and take appropriate action to protect the work site, equipment, and materials in case of inclement weather, including but not limited to rain delays.

## 5. PROJECT SCHEDULE

- **Bid Opening:** Friday, January 3, 2025 at 10:00 A.M.
- **Notice to Proceed:** January 14, 2025
- **Substantial Completion:** February 14, 2025
- **Final Completion and Cleanup:** February 21, 2025

The contractor shall provide a detailed project schedule including key milestones, proposed completion dates, and any necessary submittals for approval.

## 6. BID REQUIREMENTS

1. **Pre-Bid Meeting:**

A mandatory pre-bid meeting will be held on December 26, 2025 at 10:00 A.M. at City Hall for prospective bidders to review the scope and clarify any questions regarding the bid specifications. A walk-through of the site will follow the meeting.

2. **Bid Submission:**

Bids must be submitted by January 3, 2025 to the City of Mercedes City Secretary's Office, either by mail or in person, at 400 S. Ohio Ave. Mercedes, TX 78570. Late bids will not be considered.

3. **Required Documentation:**

The following must be included with the bid submission:

- Completed bid form (attached)
- Proof of licensing and bonding
- Proof of insurance
- List of previous projects and references
- Proposed construction schedule
- Safety plan and procedures
- Acknowledgement of all addenda issued prior to bid submission

4. **Bid Evaluation:**

The City of Mercedes will evaluate bids based on:

- Compliance with the specifications

- Price
- Contractor experience and qualifications
- Proposed project timeline
- Safety record

## **7. INSURANCE AND BONDING REQUIREMENTS**

- The contractor must maintain the following insurance coverage:
  - General Liability: \$1,000,000 per occurrence
  - Workers' Compensation as required by state law
  - Automobile Liability: \$500,000 per vehicle
- The contractor shall provide a performance bond and payment bond for the full contract amount.

## **8. PAYMENT AND INVOICING**

- Payments will be made on a progress basis, based on completed work and verified by the City Engineer or designated representative.
- The contractor must submit invoices at the end of each work phase, supported by documentation (e.g., labor, materials, equipment used).
- Final payment will be made upon successful completion of the project and approval by the City Engineer.

## **9. SAFETY REQUIREMENTS**

The contractor shall comply with all federal, state, and local safety regulations, including but not limited to OSHA regulations, as well as any specific safety measures outlined by the City of Mercedes.

## **10. CONTACT INFORMATION**

For questions regarding the project or specifications, please contact:

- **City of Mercedes City Manager's Office**  
Contact: P.R Avila  
Phone: (956) 565-3114 ext. 135  
Email: [Patricio.Avila@cityofmercedes.com](mailto:Patricio.Avila@cityofmercedes.com)  
CC'd: [jcastillo@cityofmercedes.com](mailto:jcastillo@cityofmercedes.com)

## CITY OF MERCEDES REQUEST FOR PROPOSALS

**RFP NUMBER # 2024-023**

**RFP TITLE: DRAINAGE PIPE INSTALLATION**

**DATE DUE: JANUARY 3, 2025**

**DUE NO LATER THAN 10:00 A.M.**

RFPs will be opened at the CITY OF MERCEDES CITY HALL, 400 S. Ohio Ave. Mercedes, Texas. on January 3, 2025 at 10:00 a.m. (as per City Secretary's time clock) on deadline due date.

RFQs received later than the date and time above will not be considered.

Please return RFQ **ORIGINAL (marked "ORIGINAL")** and an **electronic (PDF format file only)** of your proposal for review by evaluation committee in a sealed envelope. Be sure that return envelope shows the RFP Number, Description and is marked "RFQ 2024-023 – Drainage Pipe Installation Services".

RETURN RFP TO:  
by U.S. mail or delivered to the office of the City Manager.,  
**Mercedes City Hall**  
**400 S. Ohio Ave.,**  
**Mercedes, Texas 78570.**

For additional information, clarifications and/or questions or to request addendum please contact: Joselynn Castillo at [jcastillo@cityofmercedes.com](mailto:jcastillo@cityofmercedes.com).

**YOU MUST SIGN BELOW IN INK. FAILURE TO SIGN WILL DISQUALIFY THE OFFER.** All prices must be typewritten or written in ink.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ e-mail \_\_\_\_\_

Historically Underutilized Business (State of Texas) Certification VID Number: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

How did you find out about this RFP? \_\_\_\_\_ (ex: Newspaper, Web, Mail)

**Is Proposer's principal place of Business within CITY OF MERCEDES? Yes - No**

(Your signature attests to your offer to provide the goods and/or services in this RFP according to the published provision of this bid. When an award letter is issued, this RFP becomes the contract. If an RFP required specific Contract is to be utilized in addition to this RFP, this signed RFP will become part of that contract. When an additional Contract is required, an RFP award does not constitute a contract award and RFP / Contract is not valid until contract is awarded by City Commission (when applicable), signed by City Manager and purchase order is issued.)