

PUBLIC WORKS DEPARTMENT

REQUEST FOR QUALIFICATIONS (RFP) PWD 25.602

**“AS NEEDED SERVICES FOR
UTILITIES - SEWER & STORM
JETTING & CCTV SERVICES”**

Bid Due Date:

Friday, April 25, 2025


at 2 p.m.

**City Clerk's Office
123 Main Street**

pleasantoncityclerk@cityofpleasantonca.gov

BID MAY BE DISQUALIFIED IF BID PACKAGE DOES NOT INCLUDE ALL REQUESTED DOCUMENTS AND DOES NOT ADHERE TO ALL OF GUIDELINES IN THIS DOCUMENT

APPROVED



Siew-Chin Yeong
Director of Public Works

I. INTRODUCTION

The City of Pleasanton is seeking proposals from experienced licensed contractors to perform routine “As-Needed Services” related to perform scheduled Jetting and Closed-Circuit Television (CCTV) work related to maintenance and repairs of our Sewer and Storm infrastructure. This work will also include providing CCTV inspection of 8 siphons and transmission main and force main inspection. The City will potentially be awarding multiple contracts for this scope of work for Fiscal Years 2025/26, 2026/27 and 2027/28. By mutual agreement both parties may extend the agreement, by amendment, for an additional two (2), one-year terms, not to exceed five years for the total agreement

The Public Works Department, Utilities Division, has 29 full-time employees and four temporary employees who maintain 260 miles of sewer, 196 miles of storm pipeline and 331 miles of watermain. Staff are also responsible for maintaining 11 sewer lift stations and 4 storm stations that need to be cleaned and maintained on a monthly or as needed basis.

These programs/services are state mandated and require staff to meet the expectations of each respected program.

The City is looking for support in the following categories:

- Perform scheduled sewer mainline cleaning and Closed-Circuit Television (CCTV) services
- Perform scheduled sewer cleaning and CCTV services on 8 city owned siphons ranging from 6”-18” in size.
- Perform scheduled sewer cleaning and CCTV services on transmission mains and force mains ranging from 14”-42” in size
- This work will require the use of Pioneer by SewerAI or the contractor's ability to facilitate the exporting of PACP-coded inspections into Pioneer with SewerAI.

II. SUBMITTAL PROCESS

Bid Proposals will be received by the City of Pleasanton City Clerk’s office of the:

- In-person, Civic Center, at 123 Main Street, Pleasanton, CA 94566
- By mail to City of Pleasanton, P.O. Box 520, Pleasanton, CA 94566
- By Express Courier only, send to City Clerk’s Office 123 Main Street
- By email to: pleasantoncityclerk@cityofpleasantonca.gov

Deadline: Friday, April 25, 2025 by 2 p.m.

Please reference the Title and Project Number for all Submittals

**“As Needed Services for Utilities – Sewer & Storm
Jetting & CCTV”
Project No. PWD 25.602**

Qualifications and Bid proposals shall include completed Bid Response Package with the following: Contractor Information, Work Experience, Scope of Services with Rate Sheet, and any Additional Information deemed relevant by the Contractor.

III. PROCURMENT SCHEDULE

Invitation for Proposals:	April 07, 2025
Written Questions Deadline	April 17, 2025 by 5 p.m.
Bids Due:	April 25, 2025 by 2 p.m.
Presented to City Council	June 17, 2025
Begin Services:	July 1, 2025

IV. SELECTION PROCESS

It is the City’s intention to qualify multiple contractors in each category to perform potential as-needed services and emergency services. Selection shall be based on the most qualified contractors in terms of work experience, list of references, as well as offering the most competitive rates.

Any additional information deemed necessary by your company to assist the City in the selection process including any special provisions or specifications that the contractor brings to the bid process and actual services may be submitted.

Bids received after the time established for receiving bids will not be considered.

The City reserves the right to reject any or all bids and to determine which bid is, in the City's judgment, the lowest responsive and responsible bid for a Bidder or group of Bidders. The City also reserves the right to waive any inconsequential omissions or discrepancies in any bid and to delete certain items listed in the bid as set forth therein. Costs for developing, submitting, and presenting bids are the sole responsibility of the Bidder and claims for reimbursement will not be accepted by the city.

For questions, please contact Daniel Villaseñor, Management Analyst, Public Works Department at dvillaseñor@cityofpleasantonca.gov

V. AGREEMENT TERMS

The term of this agreement commences on July 1, 2025, and expires three years from that date. The parties may extend this Agreement, by Amendment, for additional two (2), one-year terms, not to exceed five years for the total Agreement. The rates shall remain firm during the first year of the Agreement. For the second or subsequent years of the Agreement, the cost of each one-year term may increase only by the

change in the consumer price index for the San Francisco-Oakland-San Jose Metropolitan Area (all items index; all urban consumers) for the twelve-month period ending in April each year as published by the Bureau of Labor Statistics, U.S. Department of Labor. It is the sole responsibility of the contractor to provide the City with their new calculated rate sheet(s).

Within ten days of being notified by the City, the Contractor shall submit to the City:

- A signed copy of the City’s standard Maintenance and Trade Services Agreement
- Certificates of Insurance, with Endorsement letter naming the City as additional insurer
- Evidence of a current business license to conduct business in the City of Pleasanton
- Completed W-9 Form for all new contractors

VI. SPECIAL PROVISIONS & REQUIREMENTS

Insurance

Contractor and Sub-contractors must provide and maintain in full force for the duration of the Agreement General Liability and Bodily Injury Insurance, Automobile Insurance, Worker’s Compensation Insurance and Certificates of Insurance with a supporting endorsement letter according to Agreement (**Attachment II**).

Rate Sheet (Exhibit A)

Each agreement will have a specified not to exceed amount on an annual basis. Rate Compensation for services rendered will be on a time and material basis or a designated measure based upon each contractor’s provided rate schedule, which shall include regular time, overtime, and emergency call outs. No work shall be performed unless approved by the City’s designated project manager. Rate sheets must be updated at the beginning of each fiscal year with the Management Analyst.

D.I.R.: Contractors will be subject to registration and annual renewal fee to the Department of Industrial Relations (DIR) per Senate Bill 854. The mandate applies to all contractors and subcontractors who intend to bid or perform work on public works projects (as defined in the Labor Code).

Registration of Contractors with the Department of Industrial Relations

For bids submitted the bidder and its sub-contractors must be registered and qualified to perform public work pursuant to section 1725.5 of the Labor Code, subject to limited legal exceptions under Labor Code section 1771.1. A contractor or sub-contractor shall not be qualified to bid on, be listed in a bid proposal, or engage in the performance of any contract for public work, unless currently registered and qualified to perform public work pursuant to Section 1725.5. A bid will not be accepted, nor any contract entered into without proof that the bidder and its sub-contractors are registered with the California Department of Industrial Relations to perform public work pursuant to Labor Code Section 1725.5, subject to limited legal exceptions.

Certified Payroll Records

The contractor shall furnish the records specified in California Labor Code section 1776, including but not limited to the certified payrolls, directly to the Labor Commissioner. The Contractor shall furnish the records specified in California Labor Code section 1776 to the Labor Commissioner for all

projects, whether new or ongoing. Copies of those certified payroll records shall also be submitted electronically to the City, upon request.

Prevailing Wage

In accordance with California Labor Code Section 1170 et seq., the Contractor shall pay general prevailing rate of per diem wages to all workers employed under this contract.

Job Site Postings by Contractor

Contractors are required to post all job site notices prescribed by law or regulation. See 8 Calif. Code Reg. section 16451(d).

Reserved Rights

City retains the right to award a job to another contractor, to use City forces, or not to do the job at all. No, work shall be performed without being approved by the City’s designated Project Manager. There is no Maximum nor Minimum amount guaranteed for each individual Agreement.

Payments

Invoices submitted to the city for payment must include description of work performed, location of work performed, number of personnel used, time spent by personnel, type of equipment used, time equipment used, and materials furnished. Back-up materials (invoices, receipts) must be furnished, and markups must be provided on invoices. Rates included on the invoice must match the Rate Sheet on file with this Agreement. If a receipt is not available, then Contractor will need to provide a similar quoted price from the third-party vendor or supplier.

Task Authorization

When services are estimated to be over \$10,000, the Contractor will submit a written estimate detailing the cost to perform the requested work or services, the City will then issue a Task Authorization letter as a guide for reimbursement once the scheduled work is completed and to the satisfaction of the City. If authorized work exceeds the initial estimate or City requests additional services, the Contractor is to notify the city of the additional cost, and the city will provide an amended Task Authorization. No work shall be performed unless approved by the City’s designated project manager.

Project Manager

Designated City representative or Project Manager will determine satisfactory work performance. Contractors will clean facilities, stations, roadways, and any other areas littered or soiled by their maintenance/repair operations and/or equipment.

City of Pleasanton’s Standard Specifications and Details (July 2024)

To the extent applicable, all projects shall adhere to the City of Pleasanton’s [Standard Specifications and Details](https://www.cityofpleasantonca.gov/assets/our-government/public-works/engineering/standard-details-2024.pdf) July 2024 which can be accessed (see link below). The purpose of these Specifications is to provide minimum standards for materials used of construction for the City’s public infrastructure.
<https://www.cityofpleasantonca.gov/assets/our-government/public-works/engineering/standard-details-2024.pdf>

Permits

Contractor will be responsible for obtaining all necessary permits to perform work (encroachment, building, etc.), if necessary, and a schedule of inspection, Underground Service Alerts, and a current Cal-OSHA excavation permit (the City of Pleasanton will notify USA for emergency work only).

Identification

Contractor’s crews shall be always identified either by a Company uniform, or by a safety vest worn outside other clothing with the Company name clearly displayed. Vehicles will have a Company sign clearly displayed.

Travel Time

The city will not pay for travel time. Any Contractor desiring to cover these costs will need to incorporate them in the applicable hourly rates.

Traffic Control

Contractor shall conduct its operations to cause the least possible obstruction and inconvenience to public traffic. To the greatest extent possible, all traffic shall be permitted to pass through the work area. Contractors shall furnish, erect, and maintain enough warning and directional signs, safety cones, sign boards, barricades, and lights, and furnish sufficient flaggers to always give adequate warning to the public that the road or street is under construction, as prescribed by the Department of Transportation.

Labor Nondiscrimination

The awarded Contractor shall comply with the requirements of the State of California’s Standard Specification Code Section 7-1.01A(4) “Labor Nondiscrimination” under this contract.

Conflict of Interest

The City has established a policy concerning potential conflict of interest in maintenance services, program management, design, and construction. This policy applies to all proposers and their proposed contractors/consultants/sub-consultants.

RFP as a Public Record

All statements submitted in response to this RFP become the property of the City and thus become public records and, as such, may be subject to public review.

Right to Cancel

The City reserves the right to cancel or change, for any or no reason, in part or in its entirety, this RFP, including but not limited to selection schedule, submittal date, and submittal requirements.

Additional Information

The City reserves the right to request additional information and/or clarification from any or all respondents to this RFP.

Public Information

Contractors who wish to release information regarding the selection process, contract award, or data provided by the City at any Public Hearing, must receive prior written approval from the City before disclosing such information to the public.

Clarification Questions

Questions should be directed to the Management Analyst, Daniel Villasenor, dvillasenor@cityofpleasantonca.gov. If interpretation or change is deemed necessary to the original documents, then the question(s) or modifications shall be addressed in writing and an Addendum shall be posted to the City’s website. To allow time for issuance of addenda, questions shall only be accepted prior to seven (7) calendar days before the bid opening date.

EXHIBITS/ATTACHMENTS:

ATTACHMENT I – BID RESPONSE PACKAGE

EXHIBIT A – SCOPE OF SERVICES/RATE SHEETS

ATTACHMENT II – SAMPLE OF AGREEMENT

ATTACHMENT I – BID RESPONSE PACKAGE

BID SUBMITTALS

Contractors must complete each Scope of Services/Rate Sheet form in its entirety to be considered for each type of work you are bidding on. With multiple services being offered and the City will be accepting multiple Contractors for each specific service, a Contractor may submit as many rate sheets as they are qualified and interested in performing for the City.

Submitted bid shall contain the following:

- ☐ **CONTRACTOR INFORMATION:** name, address, year established, former names (if applicable), applicable licenses, contacts and signatures of principals of company.

- ☐ **WORK EXPERIENCE/REFERENCES:** 3 references for work or services that have been completed by your company in the last three years within the Bay Area or San Joaquin Valley. Work experience shall be submitted for each category, if submitting multiple rate sheets.

- ☐ **SCOPE OF SERVICES/RATE SHEET (EXHIBIT A):** a completed section for the scope of service for which the contractor is bidding including name, signature, and billable items within the rate sheet. Note: This invitation attempts to use proper trade names for each service. Bidding contractors are required to add, delete or correct in “**Labor**” and “**Equipment**” category tables. If applicable Contractor may supply their own customized rate sheet, which will be attached to existing scope of services.

- ☐ **ADDITIONAL INFO:** Any additional information deemed necessary or relevant by your company to assist the City in the selection process including any special project provisions or specifications that the contractor brings to the bid process.

IMPORTANT NOTICE: If contractor or other interested person is a corporation, give legal name of corporation, state where incorporated, and names of the president and secretary thereof; if a partnership, give name of the company, also names of individuals co-partners composing company; if contractor or other interested person is an individual, give first and last names in full.

CONTRACTOR INFORMATION

(Required)

CONTRACTOR: (Company Name)		Year Est.:
BUSINESS ADDRESS:		
WEBSITE:		
DIR REGISTRATION NUMBER:		
APPLICABLE LICENSE(S) #:		
SUBMITTED BY:	Name: Title:	
TELEPHONE:	Office: Cell:	
EMAIL:	Email: Email:	

Questionnaire (please circle):

1. Has the contractor license been suspended in the past? (If Yes, please explain) Yes No If,
Yes _____
2. Do you have any contracts terminated by Owner in the past? (If Yes, please explain) Yes No If,
Yes _____
3. Has the company been debarred or suspended by Owner in the past? (If yes, please explain) Yes No If,
Yes _____

SIGNATURE: _____

DATE: _____

TITLE: _____

I declare under penalty of perjury that I have the authority to execute this bid and that the foregoing is true and correct.

WORK EXPERIENCE/REFERENCES

(Required)

Provide locations and contact information regarding three (3) projects or services that have been completed by your company in the last three (3) years within the Bay Area or San Joaquin Valley. Examples are to be of a similar type as type work you are bidding on and with a public agency. Please provide a list of references of (3) on a separate sheet of paper if different than the ones listed below.

PROJECT I

LOCATION AND FOR AGENCY PERFORMED:	
CONTACT PERSON AND PHONE NUMBER:	
YEAR PERFORMED:	
TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	

PROJECT II

LOCATION AND FOR AGENCY PERFORMED:	
CONTACT PERSON AND PHONE NUMBER:	
YEAR PERFORMED:	
TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	

PROJECT III

LOCATION AND FOR AGENCY PERFORMED:	
CONTACT PERSON AND PHONE NUMBER:	
YEAR PERFORMED:	
TYPE OF WORK PERFORMED:	
CONTRACT AMOUNT:	

Contractor Name: _____

Signature: _____

EXHIBIT A
FY 2025/26 – RATE SHEET
Utilities - SEWER & STORM JETTING & CCTV SERVICES
(Required)

SCOPE OF SERVICES

The City is requesting an experienced, licensed contractor to perform routine and scheduled sewer cleaning and Closed-Circuit Television (CCTV) services under the direction of the Utilities Division. This work would be performed at any of the City's sewer or stormwater infrastructure located throughout the City. This work will also include providing sewer cleaning and CCTV inspection of 8 siphons, transmission mains, and force mains ranging from 6"-42" in size. This work will require the use of Pioneer by SewerAI or the contractor's ability to facilitate the exporting of PACP-coded inspections into Pioneer with SewerAI.

All contractors' employees shall comply with all Federal, State, and local laws and regulations. In addition, all contractors' employees shall comply with all Operational Safety and Health Administration (OSHA) and City policies regarding the proper use of Lockout/Tagout procedures.

The following outline provides a scope of work for the City's expectations regarding Jetting and CCTV work for Utilities Division:

1. For sewer cleaning services, a two-person crew along with a combo truck is expected to perform this function.
2. For CCTV services, a two-person crew along with a CCTV truck is expected to perform this function.
3. PACP coding shall be used for CCTV inspections.
4. Perform scheduled CCTV services on 8 city owned siphons ranging from 6"-18" in size.
5. Perform scheduled sewer cleaning services on 8 city owned siphon ranging from 6"-18" in size.
6. Perform scheduled CCTV services on transmission mains and force mains ranging from 14"-42" in size.
7. Perform scheduled sewer cleaning services on transmission mains and force mains ranging from 14"-42.in size.
8. This work will require the use of Pioneer by SewerAI or the contractor's ability to facilitate the exporting of PACP-coded inspections into Pioneer with SewerAI.
9. Provide traffic control when needed, and the traffic control plan must be approved by City staff. Contractor shall conduct its operations to cause the least possible obstruction and inconvenience to public traffic. To the greatest extent possible, all traffic shall be permitted to pass through the work area. Contractors shall furnish, erect, and maintain enough warning and directional signs, safety cones, sign boards, barricades, and lights, and furnish sufficient flaggers to always give adequate warning to the public that the road or street is under construction, as prescribed by the Department of Transportation.

RATE SHEET

The cost quoted below shall include all taxes and all other charges, including travel expenses, and is the cost the City will pay for the term of any contract that is a result of this bid.

Bidder hereby certifies to City that all representations, certifications, and statements made by Bidder, as set forth in this Bid Form and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

Contractor's Labor Rates (Hourly)

Position Description	Regular Time	Overtime	Emergency Callout
Foreperson	\$	\$	\$
Journey level:	\$	\$	\$
Apprentice level:	\$	\$	\$
Other:	\$	\$	\$

Contractor's Equipment

Equipment	Size and Description	Hourly Rate
Combo Truck	Water and Vacuum	\$
CCTV Truck		\$

Note: Contractor's Equipment that will be used for project, to be charged to the job at an Hourly Rate.

Materials/Rentals	Example	% Mark Up
Materials	Invoicing must be demonstrated as a percentage. Example: Material \$1,000 + 10% (\$100) = \$1,100	%
*Outside Equipment (Rentals)	Invoicing must be demonstrated as a percentage. Example: Outside Equipment \$2,000 + 10% (\$200) = \$2,200	%

*Rental Equipment must be pre-approved by City Project Manager

Contractor Name:

Signature: _____

Authorized Staff Name:

Date: _____