

**REQUEST FOR PROPOSALS
CITY BRIDGEPORT**

PROPOSAL TITLE: Trail Improvements at Northwest OHV Park 2020

PROPOSALS WILL BE RECEIVED UNTIL 2:00 P.M., TUESDAY, JULY 21st, 2020

RETURN PROPOSALS TO:
City of Bridgeport
900 Thompson Street
Bridgeport, TX 76426

All proposals must be submitted in a sealed envelope and be delivered in person at Bridgeport City Hall, or by mail, and be received on or before the time specified above. The proposal must be clearly marked “**Trail Improvements at Northwest OHV Park 2020**”

Any questions contact Chris Heasley, Director of Parks & Recreation, at (940) 683-3480 or cheasley@cityofbridgeport.net

SCOPE

The City of Bridgeport is now accepting formal proposals for coordinating and renovating trails at Northwest OHV Park

SPECIFICATIONS

Northwest OHV Park is a 300 acre park with approximately 25 miles of trails. The park opened in 2009 and has had over 150,000 visitors.

This RFP is to coordinate the renovation of trails that have eroded over time and building more trails throughout the park. This will include working with a committee of trail users to identify priority spots, lead volunteer trail work days, and work on some areas independently.

Trails will also need to have signage updated and installed throughout the park.

The Trails should meander through the environment in a manner that avoids sharp turns, provides trail user with the best experience and is challenging and fun.

The contractor shall avoid construction of trails in areas that are subject to prolonged periods of saturation.

Safety of all trail users should be kept in mind when building or renovating all trails.

This bid is for work regarding the 2016 Texas Parks & Wildlife Recreational Trails Grant and is a non-exclusive agreement.

Estimated budget for trail renovations is \$10,000 - \$15,000.

In bid, please break down the hourly rate for the following:

- Non-field related activities (office work, creating maps, meeting with users, etc.)
- Field Work – Volunteer Work Days (managing the work days and other volunteer groups)
- Field Work – Solo (working by yourself or your employees on trails or work day prep)

All Materials will need to be priced as cost plus 15%..

WORK REFERENCES

Please provide two (2) references from previous clients where you provided a similar service. Provide a business name (if applicable), a contact name, and phone number.

LICENSES AND CERTIFICATIONS

The selected vendor must be fully licensed to perform all work in the City of Bridgeport and the State of Texas. A copy of licenses and certifications shall be furnished upon request. Inability to furnish copies of these licenses and certifications will result in non-payment and termination of contract.

INSURANCE

City of Bridgeport will require proof of Workers Compensation Insurance or sign a waiver for owner-only businesses.

Selected vendor shall provide the City of Bridgeport with a Certificate of Insurance evidencing general liability coverage of no less than \$200,000.00.

Inability to provide proof of either insurance will result in non-payment and termination of contract.

CRIMINAL HISTORY

Before starting work with the City of Bridgeport, the selected vendor must give notice to the City if an employee, owner, or operator of the business has been convicted of a felony. The City may terminate the contract if the City determines that an employee or business failed to give such notice or misrepresented the conduct resulting in a conviction.

Accessibility

The Northwest OHV Park is open on Saturdays, Sundays, and some holidays and will have 80 – 120 vehicles in the park each day. Roads and other areas will need to be useable for these patrons on those days. Some trails can be closed during this time but alternate routes to other trails need to be made available. No more than one section can be closed at a time.

INVOICES

Invoices must be sent to:

City of Bridgeport
900 Thompson Street
Bridgeport, TX 76426

All invoices will be paid on a net 30-day basis. No late fees are to be assessed against the City.

The undersigned affirms they have familiarized themselves with the local conditions under which the work is to be performed and have satisfied themselves of matters that may be incidental to the work before submitting a proposal.

By submitting and signing the attached proposal forms, each vendor is indicating that he has read and understood the instructions, terms, conditions, specifications, and request for proposal and agrees to comply with and be bound by its precepts. Submission of a proposal form shall constitute an offer on such terms that shall remain open and irrevocable until such time as a proposal submitted on same has been accepted by the City of Bridgeport.

Continuing non-performance of the vendor in terms of specifications shall be basis for termination of the contract by the City of Bridgeport. City of Bridgeport shall not pay for work, equipment, or supplies that are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. However, this shall in no way be construed as negating the basis for non-performance termination.

The Conflict of Interest Questionnaire shall be filed as addressed in the questionnaire.

The City of Bridgeport reserves the right to accept and/or reject any and all proposals for any reason whatsoever.

APPLICABLE DATES AND TIMES

The proposals will be opened in City Hall, 900 Thompson Street, Bridgeport, TX 76426, at 2:01 p.m. July 21st, 2020.

TITLE

The proposal must be submitted in a sealed envelope with the following written on the outside lower left-hand corner of the envelope

“Trail Improvements at Northwest OHV Park 2020”

The proposal envelope must also have the vendor’s complete return address in the upper left-hand corner of the outside of the envelope.

CITY OF BRIDGEPORT
Trail Improvements at Northwest OHV Park 2020
DUE- 2:00 P.M., July 21st, 2020

Company Name: _____

Address: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: () _____ Fax Number: () _____

Contact Person: _____

Hourly Rate:

Non-field Work: \$ _____

Field Work – Volunteer Work Days: \$ _____

Field Work – Solo: \$ _____

Material: Cost Plus 15%

Signature: _____

Printed Name and Title: _____

Date: _____

Felony Conviction Notice

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): _____

- A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

- B. My firm is neither owned nor operated by anyone who has been convicted of a felony:

Signature of Company Official: _____

- C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Detail of Conviction(s): _____

Signature of Company Official: _____