

REQUEST FOR PROPOSALS AND INSTRUCTIONS TO PROPOSERS

CITY OF FLORENCE, COLORADO

REQUEST FOR PROPOSALS (RFP): EAST FLORENCE VAULT MODIFICATIONS, MASTER METER REPLACEMENT AND BYPASS

SOLICITATION NO.: RFP No. 24

LIST OF EXHIBITS

- Exhibit A: City of Florence Proposal/Bid Forms
- Exhibit B: Construction Services Agreement
- Exhibit C: Engineer's Stamped Construction Drawings – East Florence Vault Modifications and Bypass
- Exhibit D: Addenda, if issued

SECTION 1: INVITATION FOR PROPOSALS

1.1 Scope of Work

The City of Florence, Colorado is accepting sealed proposals from qualified water/waterline construction contractors for the East Florence Vault Modifications, Master Meter Replacement and Bypass Project.

The work consists generally of furnishing all labor, supervision, equipment, tools, materials, traffic/site control, excavation, shoring or trench protection as required, dewatering, demolition, pipe and valve installation, concrete work, disinfection, testing, restoration, and all incidental work necessary to complete the project in accordance with the Contract Documents and the Engineer's stamped drawings.

The project includes, but is not necessarily limited to, the following:

- Removal and disposal of existing vault piping, valves, master meter, backflow-related components, existing sump pump, and other components identified for removal on the drawings.
- Construction of the proposed temporary/permanent bypass arrangement, including two 6-inch bypass tees with isolating valves, approximately 44 linear feet of 6-inch AWWA C900 DR 18 restrained PVC bypass piping, associated 6-inch restrained-joint ductile iron fittings, bends, sleeves, restraints, thrust wall, and appurtenances shown on the drawings.
- Modifications within the existing 12-foot by 6-foot backflow preventer vault and existing master meter vault, including installation of the proposed double-check backflow prevention assembly and isolation valves and associated vault piping modifications.
- Installation of the new City-furnished master meter in the existing master meter vault. The City will furnish the new master meter; the Contractor shall furnish all labor, fittings, appurtenances, installation, testing, and related work necessary for a complete installation.
- Installation of buried valves, valve boxes, restrained joints, Megalugs or approved equals, polywrap, tracer wire/marketing tape, and other materials in accordance with the drawings.
- Construction of the concrete thrust wall and required reinforcing, structural backfill, and related work. Thrust wall concrete shall achieve the strength required by the drawings before the new line is placed under axial thrust.
- Field verification and potholing of existing connection points, utilities, pipe sizes, elevations, and conditions before construction and notification of the City and Engineer of discrepancies.
- Hydrostatic testing, flushing, disinfection, and final connection to the existing water system in accordance with the drawings, AWWA requirements, and the approved tie-in plan.

- Protection and restoration of all disturbed areas, including fencing, vegetation, access areas, pavement or other surfaces affected by the work.
- Coordination with the City of Florence and East Florence Water District for shutdown timing and system isolation. Only City of Florence staff shall operate valves on the existing water system.

All work shall be performed in strict accordance with the Contract Documents, the Engineer's stamped construction drawings, applicable codes and standards, and the requirements identified in the drawings. The drawings state that new materials in contact with drinking water shall comply with applicable Safe Drinking Water Act requirements and NSF/ANSI 61 and NSF/ANSI 372 lead-content requirements.

1.2 Project Location and Schedule

Item	Requirement
Project Location	East Florence Water Association master meter/backflow vault area, Florence, Colorado; see drawings for exact project limits and access.
Pre-Proposal Conference	Mandatory Pre Bid, October 12, 2026 at 2 PM at Florence City Hall, 600 West 3 rd Street, Florence, CO 81226. Site visit to follow.
Written Questions Due	October 13, 2026
Proposal Submittal Deadline	October 15, 2026 at 2 PM at the Office of the City Clerk, Florence City Hall, 600 W. 3 rd Street, Florence, CO 81226.
Anticipated Notice to Proceed	October 19, 2026
Contract Time	All work shall be completed, and final invoices shall be submitted to the City on or before December 14th, 2026 . Any invoice received after this date will not be paid.
Maximum Water Shutdown	A single shutdown shall not exceed six (6) hours, as stated on the Engineer's drawings.

1.3 Submittal of Proposals

Sealed proposals will be received by the City Clerk until the deadline listed above. Proposals shall be submitted on the City's provided Proposal/Bid Schedule. Online or late submissions will not be accepted unless expressly authorized by an addendum.

Proposals shall be enclosed in a sealed envelope clearly marked: "SEALED PROPOSAL (EAST FLORENCE VAULT MODIFICATIONS, MASTER METER REPLACEMENT, AND BYPASS) RFP No. 24." The proposer's legal name and return address shall appear in the upper left-hand corner.

SECTION 2: INSTRUCTIONS TO PROPOSERS

2.1 Review of Solicitation Documents and Site Examination

Proposers shall thoroughly examine the plans, specifications, project site, access conditions, existing vaults, existing piping, and local conditions before submitting a proposal. Submission acknowledges that the proposer has inspected the site, understands the nature and extent of the work, and has included all associated costs in the proposal. Existing conditions reasonably discoverable through site examination shall not be grounds for additional compensation.

2.2 Technical Standards and Engineering Governance

The Engineer's stamped September 2026 drawings are incorporated into this solicitation. Where the drawings identify specific products, standards, dimensions, testing requirements, or construction constraints, those requirements shall govern unless modified by written addendum or approved change order. In the event of a conflict, the Contract Documents' order of precedence shall apply.

2.3 Bid/Proposal Security

A Bid/Proposal Security in an amount not less than five percent (5%) of the total proposal price is required for proposals exceeding \$50,000.00, consistent with the City's standard solicitation. Security shall be in the form specified by the City and made payable to the City of Florence. Failure to provide required security shall render the proposal non-responsive.

2.4 Performance and Labor and Material Payment Bonds

The successful proposer shall furnish a Performance Bond and a Labor and Material Payment Bond, each in the amount of 100% of the total contract price, when the awarded contract equals or exceeds \$50,000.00, unless otherwise directed in the final solicitation documents.

2.5 Required Contractor Insurance

The successful contractor shall procure and maintain the insurance required by the City's standard construction agreement. Certificates naming the City of Florence as an Additional Insured on a primary and non-contributory basis shall be submitted before contract execution. Coverage shall include Workers' Compensation as required by Colorado law, Commercial General Liability of \$1,000,000 per occurrence/\$2,000,000 aggregate, Automobile Liability of \$1,000,000 each accident, and Pollution Liability of \$1,000,000 per occurrence/\$1,000,000 annual aggregate, unless the City modifies these requirements before advertisement.

2.6 Hold Harmless and Indemnification

The Contractor shall defend, indemnify, save, and hold harmless the City of Florence, its elected officials, officers, employees, agents, and volunteers from claims, demands, suits, costs, expenses, damages, or liabilities arising from the acts, omissions, negligence, or operations of the Contractor, subcontractors, or suppliers in performance of the Contract.

2.7 Statutory Public Works Provisions and Retainage

The City's standard public-works payment, retainage, final settlement, prompt-payment, and applicable Colorado labor provisions shall apply as incorporated into the Construction Services Agreement. City staff should have these provisions reviewed by the City Attorney before advertisement for project-specific applicability.

Pursuant to C.R.S. § 24-91-103 for mandatory 5% retainage, the City will make progress payments monthly based on estimated completed percentages. The City shall withhold five percent (5%) retainage from each progress payment until final completion and acceptance.

Pursuant to C.R.S. § 38-26-107 for Notice of Final Settlement, if the contract price exceeds \$150,000.00, final settlement and release of retainage will be publicly advertised by the City Clerk prior to final disbursement.

Pursuant to C.R.S. § 24-91-103.5 for prompt payment, valid pay applications will be processed within thirty (30) days, provided work has been verified and no subcontractor liens or defective work claims exist.

Pursuant to C.R.S. § 8-17-101 for Colorado labor requirements, for public works projects exceeding \$500,000.00, Colorado labor shall be employed to perform at least eighty percent (80%) of the work, unless waived by the City based on documented labor unavailability.

2.8 Protection of Existing Utilities and Colorado 811

Before excavation or earthmoving, the Contractor shall contact Colorado 811 and maintain valid locate tickets. The Contractor shall pothole/field verify connection points and buried utilities as required by the drawings and shall protect all existing utilities, facilities, monuments, and markings.

2.9 Shutdown, Water System Operations, and Safety

The Contractor shall coordinate all shutdowns with the City of Florence and East Florence Water District. Only City of Florence staff shall operate valves on the existing water system. The maximum shutdown is one

continuous shutdown of six (6) hours. The Contractor shall maintain a safe work area and shall plan work to minimize interruption of the water system.

2.10 Tie-In, Testing, Disinfection, and Water Quality

The Contractor shall submit a detailed tie-in plan at least one week before performing the work, including expected shutdown times, sequencing, tie-in plans, hydrostatic testing, flushing, and disinfection. New pipe shall be tested, disinfected, and flushed before final connection to the existing water system, as required by the drawings. Hydrostatic testing shall be at 150 psi for a minimum of two hours, with allowable leakage not exceeding AWWA C600 requirements.

2.11 Materials in Contact with Potable Water

All components and materials in contact with water for human consumption shall comply with applicable federal, state, and local requirements and shall be supported by manufacturer or recognized certification demonstrating compliance with NSF/ANSI 61 and NSF/ANSI 372 where applicable.

2.12 Submittals

The Contractor shall submit product data for all pipe, valves, fittings, and Megalugs/restraints. Submittals shall be provided sufficiently in advance for review and shall include the information required by the drawings and Contract Documents.

2.13 Warranty and Guarantee

The Contractor shall guarantee and warrant all materials and workmanship against defects for one (1) year from Final Written Acceptance by the City, unless a longer period is required by a manufacturer or the final Contract.

2.14 Method of Award and Rejection

The City will evaluate proposals for responsiveness, responsibility, compliance with the solicitation, qualifications, schedule, and price in accordance with the final solicitation and applicable City purchasing requirements. The City reserves the right to reject any or all proposals, waive informalities or technical irregularities, and accept the proposal determined to be in the best interest of the City.

SECTION 3: PROPOSAL / BID SCHEDULE

The following schedule is intended to obtain separate pricing for major components of the work while requiring the Contractor to provide a complete project price. Quantities shown are based on the Engineer's drawings where identifiable and are approximate for bidding purposes. Contractor shall verify quantities and include all incidental work necessary for a complete installation.

Item	Description	Qty.	Unit	Unit Price	Extended Price
1	Mobilization, bonds, permits, project setup, and demobilization	1	LS	\$ _____	\$ _____
2	Existing vault piping, valve, meter, backflow components, sump pump and appurtenant demolition/removal/disposal	1	LS	\$ _____	\$ _____
3	Bypass piping, including 6-inch C900 DR 18 restrained PVC, tees, valves, fittings, restraints, sleeves, bends, thrust wall, excavation/backfill and appurtenances shown on drawings	1	LS	\$ _____	\$ _____
4	Modifications to existing backflow preventer vault, including proposed double-check backflow prevention assembly, isolation valves, vault DIP piping and appurtenances	1	LS	\$ _____	\$ _____
5	Master meter installation in existing master meter vault; City-furnished meter	1	LS	\$ _____	\$ _____
6	Testing, hydrostatic testing, flushing, disinfection and water-system tie-in	1	LS	\$ _____	\$ _____
7	Site restoration, cleanup, access restoration, fencing/vegetation restoration and all incidental work	1	LS	\$ _____	\$ _____
8	Project closeout, record information/as-builts and final documentation	1	LS	\$ _____	\$ _____
	TOTAL BASE PROPOSAL				\$ _____

Optional Bid Item(s), if desired by City: _____

TOTAL BASE PROPOSAL IN WORDS:

SECTION 4: TECHNICAL SCOPE AND SPECIAL REQUIREMENTS

4.1 Existing Facility Demolition

- Remove existing components identified on the drawings, including the existing master meter, existing valves/components identified for removal, existing PRV/check/backflow components identified for removal, and existing sump pump.
- Dispose of removed materials in accordance with applicable requirements unless the City directs otherwise.
- Protect existing facilities that are to remain.

4.2 Bypass Construction

- Install two bypass tees and isolating valves during the planned shutdown.
- Install approximately 44 feet of 6-inch AWWA C900 DR 18 restrained PVC bypass piping and associated 6-inch restrained-joint ductile iron piping/fittings as shown.
- Install required Megalugs/restraints, solid sleeves, bends, thrust wall, and related appurtenances.
- Swab/disinfect tees and valves before installation and swab the bypass with sodium hypochlorite as required by the drawings.
- Provide a 3/4-inch tap and valve at the downstream end of the bypass as shown.

4.3 Vault Modifications and Master Meter

- Modify the existing 12-foot by 6-foot backflow preventer vault as shown on the drawings.
- Install the new double-check backflow prevention assembly with isolation valves and appurtenances meeting the specified AWWA C510 and other requirements shown.
- Install the City-furnished master meter in the existing master meter vault.
- Coordinate all vault work with the City and East Florence Water District.

4.4 Thrust Wall and Trenching

- Construct the concrete thrust wall in accordance with the stamped detail. The drawing identifies a 6-inch ductile iron pipeline, #5 reinforcement, Class B concrete with $f'c = 4,500$ psi, and 3-inch concrete cover.
- Do not place the new line under axial thrust until the thrust-wall concrete has achieved the minimum 3,000 psi strength identified in the construction sequencing notes.
- Provide structural backfill adjacent to the thrust wall.
- Provide minimum 5 feet of cover over buried pipe and comply with the typical trench detail, bedding, compaction, marker tape, and tracer wire requirements.

4.5 Materials

- New buried DIP shall be minimum PC350, cement lined, zinc coated, with the coating system identified in the drawings; flanged pipe shall be minimum thickness Class 53.
- New PVC shall be AWWA C900 DR 18.
- Buried valves and fittings shall be mechanical joint and restrained with Megalugs or approved equal; perpendicular set-screw style restraints are not permitted.
- Valves inside the vault shall be flanged joint.
- Gate valves shall be resilient wedge valves meeting the specified Mueller Model 2361 or approved equal requirements.
- Protect Megalugs with Megabond coating and wrap DIP, fittings, valves and sleeves with V-Bio polywrap as specified.

4.6 Shutdown and Tie-In Sequence

- Maximum system shutdown is six (6) hours for a single shutdown.
- Coordinate shutdown timing and isolation with the City of Florence and East Florence Water District.
- Only City of Florence staff shall operate valves on the existing water system.
- Submit the detailed tie-in plan at least one week before the planned work.

SECTION 5: PROPOSER QUALIFICATIONS

- Minimum of three years of demonstrated experience performing municipal waterline construction, water-system shutdowns, tie-ins, and vault/piping modifications of similar complexity.
- Experience working on potable-water systems and performing disinfection, hydrostatic testing, and flushing.
- Ability to complete the work within the Contract Time and within the six-hour maximum system shutdown.
- Current licenses, registrations, insurance, bonding capacity, and other qualifications required by the City and applicable law.
- Provide at least three recent references from within the last 10 years, for similar water-system projects, including owner name, contact information, project description, contract value, and completion date.

SECTION 6: PROPOSAL SUBMITTAL REQUIREMENTS

- Completed and signed Proposal/Bid Schedule.
- Bid/proposal security, if required.
- Company qualifications and relevant project experience.
- Three project references.
- Proposed project schedule, including anticipated shutdown and tie-in sequence.
- Description of proposed approach to maintaining the six-hour maximum shutdown.
- Evidence of insurance and bonding capability as requested by the City.
- List of proposed subcontractors, if applicable.
- Addenda acknowledgment.
- Signed agreement to execute the City's Construction Services Agreement without exception, subject to the solicitation's terms.

SECTION 7: VENDOR SIGNATURE AND ACKNOWLEDGMENT

The undersigned proposer certifies that it has read and thoroughly reviewed the solicitation, exhibits, and stamped construction drawings and that the proposal includes all labor, materials, equipment, supervision, testing, disinfection, restoration, insurance, bonding, and incidental costs necessary to complete the project.

Bidder Information	
Company Legal Name	
Doing Business As (dba)	
Business Address	
City, State, Zip	
Phone	
Email	
Federal EIN	
Authorized Signature	
Printed Name	
Title	
Date	, 2026

ADDENDA ACKNOWLEDGMENT

Addendum Nos. Received: _____

AGREEMENT TO EXECUTE CONTRACT WITHOUT EXCEPTION

The undersigned confirms that the pricing submitted accounts for all risks, insurance requirements, bonding costs, indemnification obligations, technical requirements, shutdown constraints, testing/disinfection requirements, and legal terms contained in the solicitation and exhibits. If awarded the Contract, the proposer agrees to execute the Construction Services Agreement as presented within ten (10) calendar days of receipt of the Notice of Award, unless otherwise specified by the City.

EXHIBIT A – PROPOSAL/BID FORM

Project: East Florence Vault Modifications and Master Meter Replacement

Proposal Total: \$ _____

Proposal Total in Words: _____

The undersigned certifies that this proposal is submitted in accordance with the solicitation and that the proposer has examined the project site and Contract Documents.

Signature	Information
Authorized Signature	
Printed Name	
Title	
Company	
Date	

EXHIBIT B – CONSTRUCTION SERVICES AGREEMENT

CITY OF FLORENCE, COLORADO

PROJECT: EAST FLORENCE VAULT MODIFICATIONS AND MASTER METER REPLACEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 2026, by and between the CITY OF FLORENCE, COLORADO, a municipal corporation (City), and _____, a _____ (Contractor).

ARTICLE 1: CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE

The Contract Documents consist of: (1) Formal Written Change Orders; (2) this Agreement; (3) City of Florence RFP and Instructions to Proposers; (4) Contractor's accepted Proposal/Bid Schedule; and (5) Engineer's stamped construction drawings and technical requirements. In the event of conflict, precedence shall be given in the order listed.

ARTICLE 2: SCOPE OF WORK

Contractor shall furnish all labor, materials, equipment, tools, supervision, testing, disinfection, restoration, and incidental work required to complete the East Florence Vault Modifications and Master Meter Replacement Project in accordance with the Contract Documents.

ARTICLE 3: TIME OF PERFORMANCE

Commencement: within thirty (30) calendar days of Notice to Proceed, unless otherwise stated. Substantial Completion: _____. Contract Time: _____ calendar days. Liquidated damages: \$500.00 per calendar day, if applicable and approved for inclusion by the City.

ARTICLE 4: CONTRACT SUM, RETAINAGE, AND PAYMENT

The City shall pay Contractor based on accepted work and the accepted pricing schedule. Monthly progress payments and retainage shall be handled in accordance with the City's standard construction agreement and applicable Colorado law.

ARTICLE 5: CHANGE ORDERS

No modification, extra work, or adjustment to Contract Sum or Contract Time shall be valid unless authorized in a formal written Change Order executed by the parties.

ARTICLE 6: BONDS

Prior to commencing work, Contractor shall furnish required Performance and Labor and Material Payment Bonds in accordance with the solicitation.

ARTICLE 7: INDEMNIFICATION AND INSURANCE

Contractor shall maintain required insurance and indemnify the City as provided in the solicitation and this Agreement.

ARTICLE 8: ONE-YEAR WARRANTY

Contractor warrants all work, materials, and workmanship for one (1) year following Final Acceptance, unless a longer warranty is required.

ARTICLE 9: TERMINATION

The City may terminate the Contract for cause or for public convenience pursuant to the terms of the final Agreement.

CITY OF FLORENCE, COLORADO

By: _____
Lori Cobler, City Manager

ATTEST: _____
Cortlyne Huppe, City Clerk

CONTRACTOR: _____
By: _____
Printed Name: _____
Title: _____

EXHIBIT C – ENGINEER’S STAMPED CONSTRUCTION DRAWINGS

The following stamped drawings dated September 2026 are incorporated into the Contract Documents:

Drawing	Description
G-1	Cover Sheet
D-1	Modifications and Bypass / Existing Vault and Bypass Plan / Proposed Bypass Plan and Vault Modifications
D-2	Details – Thrust Wall, Typical Trench, Buried Gate Valve Box
D-3	Thrust Block Notes and Details

The stamped drawing set is titled “East Florence Vault Modifications and Bypass,” City of Florence, prepared by Jacobs, September 2026. The drawings include the project area, demolition plan, proposed bypass/vault modifications, construction sequencing constraints, material requirements, testing requirements, and details.

*See separate attachment

EXHIBIT D – CHANGE ORDER FORM

Use the City’s standard Construction Change Order Form for all authorized modifications to Contract Time or Contract Sum. Emergency field changes, if permitted, shall be documented and authorized in accordance with City procedures and applicable law.

Field	Entry
Project Title	East Florence Vault Modifications and Master Meter Replacement
Change Order Number	
Original Contract Time	calendar days
Time Adjustment	calendar days
Original Contract Value	\$
Cost Adjustment	\$
Current Contract Value	\$
Contractor Approval	
City Project Manager Approval	
City Manager Approval	