



**Plymouth Parks & Forestry  
Request for Quote**

for

**Asphalt**

**For the Term: 2020-2021**

**Date of RFQ Issue: October 25, 2019**

**Quote Due Date:** Friday, November 15, 2019 at Noon, CST

*Quotes are to be received by Plymouth Parks & Forestry  
as listed below **prior to quote** closing date and time.*

**Contact Info:**

Plymouth Parks & Forestry

Attn: Sonya Rippe

14900 23<sup>rd</sup> Avenue N

Plymouth, MN 55447

[www.plymouthmn.gov](http://www.plymouthmn.gov)

[srippe@plymouthmn.gov](mailto:srippe@plymouthmn.gov)

**Plymouth Parks & Forestry  
Request for Quote  
for Asphalt**

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## Asphalt Request for Quote

### I. Overview

Plymouth Parks & Forestry is seeking quotes from companies with experience in asphalt services. The selected company will work under the direction of Plymouth Parks & Forestry staff to install asphalt within park property with a high degree of quality and to assure the aesthetic appearance. All services must meet the criteria as detailed in the scope of services.

This Request for Quote (RFQ) does not obligate Plymouth Parks & Forestry to contract the services. The City reserves the right to cancel the solicitation if such action is considered to be in its best interest. This work may be separate from other asphalt work that is specific to a City project/bid.

### II. Quote Information

#### A. Schedule

Plymouth Parks & Forestry schedule for review of the RFQ's and final selection is as follows:

Date	Event
October 25, 2019	Advertising begins
November 15, 2019 at Noon	RFQ Submittal Due
November 21, 2019	Review Panel Decision

#### B. Submission Requirements

Any and all responses to this RFQ must include the following RFQ elements. All signatures must be signed by an official who is legally authorized to bind the organization.

1. A completed Company Information form.
2. A completed Asphalt Quote Sheet.
3. A completed and signed Certificate of Quote.

#### C. Selection Criteria

1. *Evaluation Criteria and Scoring Process* – All quotes received will be reviewed by a Review Panel as determined by the Plymouth Parks & Forestry Division. Each evaluation criteria has been given points relative to its value as a whole. The criteria and each associated points are as follows:

Criteria	Points
Organization, Experience, Expertise, References & Equipment	25
Cost	75
<b>Total Points</b>	<b>100</b>

2. *Selection* – The quote considered most responsive to this RFQ may be requested to attend at least one interview with Plymouth Parks & Forestry. Plymouth Parks & Forestry may determine that a selection can be made without conducting interviews. Contract(s) may be cancelled for cause by either party by providing 30 days written notice. All reasonable efforts will be made by both parties to resolve issues and disagreements prior to cancellation.

#### **D. Questions**

Prospective contractors who have any questions regarding this RFQ must submit questions by e-mail or phone to: Jerrod Brunelle, Parks & Forestry Manager, [jbrunelle@plymouthmn.gov](mailto:jbrunelle@plymouthmn.gov) or (763) 509-5946

#### **E. Submittals**

All quotes must be delivered via email to Sonya Rippe, Project Coordinator at [srippe@plymouthmn.gov](mailto:srippe@plymouthmn.gov).

**All quotes must be sent no later than Friday, November 15, 2019 by Noon, CST**, as indicated by the time posted in the schedule. Late quotes will not be considered. Quotes should be sent from the responder's e-mail address. Each quote must be signed by an authorized member of the firm.

### **III. Scope of Services**

The overall scope of services sought is to provide and install asphalt as needed for Plymouth Parks & Forestry. Some examples of this work includes overlaying, patching, replacing existing trail sections and parking areas; as well as constructing new trail sections as requested.

The Contractor should be familiar with the sites and location, the work to be done and local conditions affecting the cost of the work under which it must be performed and hereby proposes to furnish all labor, materials and equipment to meet the needs of these services. Plymouth Parks & Forestry will not be responsible for any damages to the Contractor's tools or equipment. There is no parking or storage for equipment at any City facilities.

The services and occurrence may include, but are not limited to:

#### **A. Contract Period**

The contract period shall be for two (2) years from 2020-2021. By September 1, 2021 if mutually agreed upon by the City and Contractor, the contract may be extended through 2022 with the same Terms and Conditions and Scope of Services as outlined in this RFQ.

#### **B. Asphalt Schedule**

1. The City will give as much notice as possible for work needed. However, there are instances when short notice may be given.
2. The Contractor must be reasonably responsive to time sensitive projects.
3. Work is on an "as-needed" basis and may involve multiple sites at individual times throughout the year. However, the City does attempt to plan work geographically when possible, in an effort to minimize trail/road impact, and maintain an efficient use of time and resources.

#### **C. Asphalt Requirements**

1. All paving areas are to be based, milled, edged, cleaned, tacked as needed prior to paving.
2. Contractor shall provide all materials, labor, tools and equipment to accomplish the project.
3. All work to be done according to Plymouth Standard Plates as shown in Attachment A, MnDOT ADA Standards which can be found on [www.dot.state.mn.us/ada/design](http://www.dot.state.mn.us/ada/design), and industry best practices.

4. Areas which are “technically infeasible” to meet MnDOT ADA requirements must be documented as such and best efforts must be made to comply.
5. Contractor is responsible for security of all new areas during curing time of asphalt and any repairs due to vandalism during curing time.

#### **E. Personnel & Supervision**

1. The Contractor shall provide sufficiently qualified and trained on-site personnel to execute the work covered by the contract.
2. All personnel shall perform the work in a safe and professional manner.
3. Contractor’s personnel shall dress and conduct themselves appropriately on the job site. Shirts are to be worn at all times and must be high-visibility Class 2 or wear an ANSI/ISEA Class 2 vest.
4. The Contractor is responsible for providing their employees with all the necessary personal protective equipment such as special clothing, head, respiratory, eye, hand and foot protection needed in the performance of this work.
5. Contractors must adhere to all applicable laws pertaining to hiring practices and that all personnel employed by the Contractor are legally eligible to work in the United States pursuant to federal and state law.
6. No person shall use tobacco products or electronic cigarettes on City-owned parkland, park facilities, open space or joint City/School District properties, except within the confines of a vehicle in a designated parking area.

#### **F. Safety Requirements**

1. All tools and equipment used by the Contractor shall be in proper working order and shall be operated in a manner consistent with commonly-accepted safety standards and all applicable local, state or federal laws.
2. Safety features on equipment should not be altered.
3. Safety shields must be in place on all equipment.
4. Personnel must wear proper protection as required.
5. Equipment is to be operated safely at all times.
6. Any violation of safety standards may be deemed cause for termination of the Contract.

#### **G. Equipment**

1. All equipment owned or controlled by the Contractor, while operated and/or located on City of Plymouth’s park properties, shall conform with all applicable laws and regulations then in effect, including but not limited to those related to occupational safety and health.
2. All machines will be operated by trained and qualified persons.
3. At no time, shall an operator of a piece of equipment leave the equipment unoccupied and running.
4. Any failure to comply with these provisions could result in immediate termination of the contract.

#### **H. Asphalt Invoicing**

1. The Contractor shall email all invoices to the assigned Parks & Forestry staff including the following information.
  - a. Location of where work was completed with park name and address.
  - b. Date of work completed.
  - c. Work completed, including tonnage and pricing.
  - d. Invoices must be accompanied by the State of Minnesota IC-134 Form.

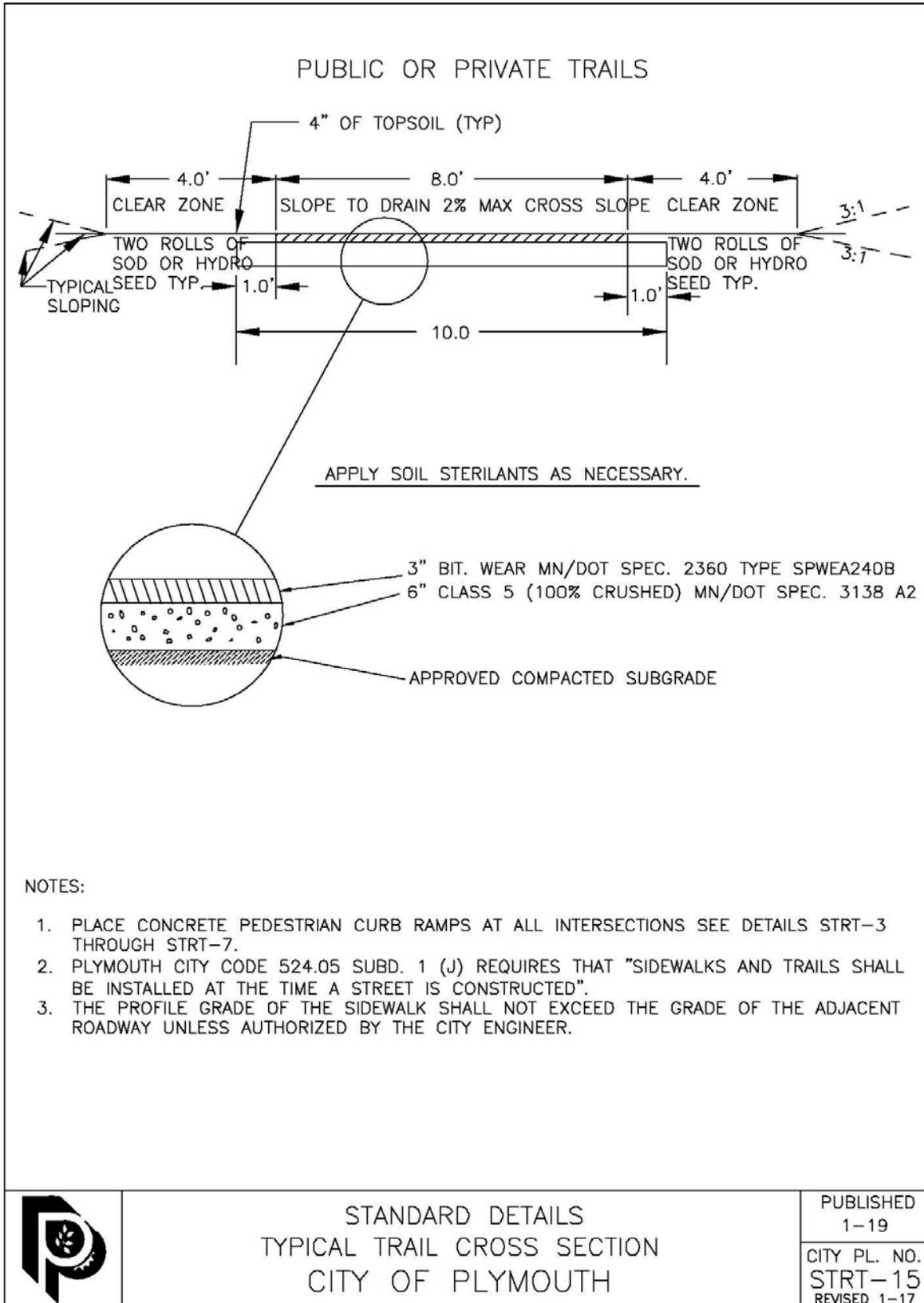
**I. Terms of Payment**

1. The Contractor will submit an invoice to Plymouth Parks & Forestry on a monthly basis for all work performed during the preceding month.
2. The invoice shall include the sites and cost of installation.
3. Upon approval of required work as specified being completed, the invoice will be forwarded on to Finance for payment.
4. Invoices are due to Finance every Tuesday for processing checks on Friday.
5. A check is generally issued within 7-10 days from each Tuesday.

**J. Locations**

Work may be required at any of the parks or City Facilities within the City of Plymouth, including trails along roadways.

## Attachment A: Plymouth Standard Plates





City of Plymouth  
Parks & Forestry  
14900 23<sup>rd</sup> Avenue N  
Plymouth, MN 55447  
[www.plymouthmn.gov](http://www.plymouthmn.gov)

## Asphalt Request for Quote

All quotes must be sent to **Sonya Rippe, Project Coordinator** via email at [srippe@plymouthmn.gov](mailto:srippe@plymouthmn.gov) no later than **Friday, November 15, 2019 by Noon, CST**. Late quotes will not be considered. Quotes should be sent from the responder's e-mail address. Each quote must be signed by an authorized member of the firm.

### Instructions

Please read instructions and fill in the Adobe PDF forms. Submit pages 7-10.

### Forms

- Company Information
- Licenses/Certificates
- Lawsuits/Complaints
- References
- Concrete Quote Sheet
- Certificate of Quote



**Plymouth Parks & Forestry  
Asphalt  
Request for Quote Forms**

**Company Information**

<b>Company</b>			
<b>Main Contact</b>		<b>Title</b>	
<b>Email</b>		<b>Phone</b>	
<b>Address</b>			
<b>City</b>		<b>State</b>	<b>Zip</b>
<b>Website</b>			
<b>Tax ID#</b>		<b>Corporation or Partnership</b>	
<b>Years in Business</b>		<b>Years in Plymouth Area</b>	
<b>Permanent Employees</b>		<b>Temporary Employees</b>	
<b>Type of work performed by your Company</b>			

**List all your companies applicable Licenses and Certificates**

License/Certificate	Number	Expiration

**List all lawsuits or complaints filed against quoter for the last five (5) years.**

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### Company References

Check box if your company has been a vendor for this service in the past two years. If yes, then it is not necessary to complete the requested references.

<b>Company Reference #1</b>				
<b>Main Contact</b>		<b>Title</b>		
<b>Email</b>		<b>Phone</b>		
<b>Address</b>				
<b>City</b>		<b>State</b>		<b>Zip</b>
<b>Website</b>				
<b>Description of Work Performed</b>				

<b>Company Reference #2</b>				
<b>Main Contact</b>		<b>Title</b>		
<b>Email</b>		<b>Phone</b>		
<b>Address</b>				
<b>City</b>		<b>State</b>		<b>Zip</b>
<b>Website</b>				
<b>Description of Work Performed</b>				

<b>Company Reference #3</b>				
<b>Main Contact</b>		<b>Title</b>		
<b>Email</b>		<b>Phone</b>		
<b>Address</b>				
<b>City</b>		<b>State</b>		<b>Zip</b>
<b>Website</b>				
<b>Description of Work Performed</b>				



## Plymouth Parks & Forestry Asphalt Quote Sheet

The Contractor may be required to install asphalt at any park within the City of Plymouth.

All work to be performed per City standard plates, unless requested otherwise. Quotes are to be per ton.

Any services, products, or equipment rates not covered in this Quote Sheet must be discussed and approved by city staff prior to implementation on any projects.

Project	Cost per Unit
Provide, install & compact asphalt	/ton
Provide, install & compact Class 5 gravel	/ton
Install & compact owner supplied con-bit gravel	/ton
Remove & haul away existing asphalt	/ton
Remove & haul away poor sub-soils	/ton
Remove & haul away vegetation from trail edges, prior to paving	/linear ft

### Additional Work Requested

Provide equipment type/model and hourly rate for additional work requested.

Equipment Type	Hourly Rate	Mobilization Rate (If Any)
Example – Asphalt Mill	\$xxx.xx/hr	\$xxx.xx/round trip
	/hr	/round trip
	/hr	/round trip
	/hr	/round trip
	/hr	/round trip
	/hr	/round trip
	/hr	/round trip
	/hr	/round trip
	/hr	/round trip



**Plymouth Parks & Forestry  
Asphalt  
Certification of Quote**

We have read the Plymouth Parks & Forestry Request for Quote and fully understand its intent. We certify that we have adequate personnel and resources to fulfill the quote requirements. We further understand that our ability to meet the criteria and provide the required services shall be judged solely by Plymouth Parks & Forestry.

We further certify that since the receipt of this RFQ, no contact, discussion or negotiation has been made nor will be made regarding this RFQ with any City of Plymouth City Council Member, Parks & Advisory Commission Member or City of Plymouth staff.

We certify our quote shall remain valid for a period of 60 days after the due date of responses.

**Submitted by:**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Authorized Signature**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Date**