



Village Of Greenwood, Nebraska  
REQUEST FOR PROPOSAL (RFP)

5<sup>TH</sup> STREET, WALNUT TO ASH CULVERT  
**RFP ID: 202409-02**

Village Of Greenwood, Nebraska  
619 Main St  
Greenwood, Nebraska 68366  
Phone: 402-789-2300  
villageclerk@greenwoodne.gov

**Prepared By: Kevin Gerlach**  
**Date: September 9, 2024**

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REQUEST FOR PROPOSAL  
5TH STREET, WALNUT TO ASH CULVERT  
Greenwood - Nebraska

**RFP ID:** 202409-02

**PROPOSAL SUBMISSION DEADLINE:** October 24, 2024, Close of Business

**QUESTION SUBMISSION DEADLINE:** October 22, 2024, Close of Business

Questions may be submitted in written form to:

**Contact Name:** Jasmine Greive  
**Contact Address:** 619 Main St  
Greenwood, Nebraska 68366  
**Telephone Number:** 402-789-2300  
**Email Address:** villageclerk@greenwoodne.gov

**INTRODUCTION**

Village Of Greenwood, Nebraska invites and welcomes proposals for the installation of a culvert along north side of 5<sup>th</sup> street from Walnut Street to Ash Street project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at the north side of the 700 block of 5<sup>th</sup> street in Greenwood, Nebraska 68366.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Project Coordinator, contact:

**Name:** Jasmine Greive  
**Title:** Village Clerk  
**Phone:** 402-789-2300  
**Email:** Villageclerk@greenwoodne.gov

For questions or information regarding Project Manager, contact:

**Name:** Don Wilken  
**Title:** Village Trustee, Chairman  
**Phone:** 402-440-1253  
**Email:** villagechairman@greenwoodne.gov

For questions or information regarding Project Inspector, contact:

**Name:** Kevin Gerlach  
**Title:** Village Trustee, Protem  
**Phone:** 402-560-7011  
**Email:** villageprotem@greenwoodne.gov

### **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is to install a new drainage culvert, improve grade, and landscaping at the 700 block of 5<sup>th</sup> street. See attached photos for additional information.

### **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

1. Cut and remove existing concrete at the driveway of 730 5<sup>th</sup> Street as necessary.
2. Remove existing steel culverts under drive of 730 5<sup>th</sup> Street. (Photo 3 and Photo 4)
3. Remove existing box culvert at alleyway at north side of 700 block of 5<sup>th</sup> Street. (Photo 5 and Photo 6)
4. Excavate the entire length of north drainage way at north side of 700 block of 5<sup>th</sup> Street from Walnut Street to Ash Street to have continuous linear flow to east box culvert at Ash Street.
5. Flush silt from existing round drainage culvert at east side of walnut street connected to concrete box culvert crossing Walnut Street. (Photo 1 and Photo 2)
6. Install sub-base material per new culvert manufactures recommendations.
7. Install new culvert, with flow rate equal to existing, continuously from Walnut Street to Ash Street with manholes at 100' minimum spacing and connect/bond to existing box culverts per manufactures recommendations.

8. Install new cleanout manhole at intersection of existing concrete box culvert and crossing Walnut Street and round culvert at east side of Walnut Street running north to south.
9. Provide soil as necessary to completely cover the entire length of box culvert.
10. Replace concrete removed at driveway of 730 5<sup>th</sup> Street.
11. Install sod/grass to match existing material and grade.

**SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

<b>MILESTONE</b>	<b>DATE</b>
1. Removal of concrete and existing culverts:	November 15th, 2024
2. Excavation of material and flushing culvert:	7 days after start date.
3. Install box culverts and manholes:	28 days after start date.
4. Project Completion:	December 15th, 2024

**PROJECT PENALTIES**

The project shall be completed according to milestones above. The Village of Greenwood shall allow a maximum of ten (10) days for weather-related delays. Each calendar day (24-hour period) past completion date shall result in a monetary penalty of \$500.00 reduction in payment to selected bidder.

**PROJECT CHANGE ORDERS**

If provisions in the RFP require contract amendments within the scope of the contract, the agency/contractor may request a change by providing a written explanation/justification. The agency letter must include the following, if applicable:

1. Statement that the change was unforeseen and within the scope of the original contract
2. Explain scope of change and proposed price for unforeseen change
3. Reasons for accepting the contractor’s quote for the change
4. Advise if the change is based on cost proposed in the original contract
5. Recommendation on fair pricing and acceptability to their agency

The project manager shall review and provide a recommendation. No changes, enhancements, or modifications to any contract resulting from an RFP shall be made without the prior written approval of the project manager with Village Board of Trustees approval.

Changes to the contract include any change in a) compensation; b) beginning/ending date of contract; c) scope of work; and/or, d) contractor change through the Assignment of Contract

process. Any such changes, once approved, will result in the issuance of the amendment to the contract.

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Village Of Greenwood, Nebraska shall award the contract to the proposal that best accommodates the various project requirements. Village Of Greenwood, Nebraska reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Village of Greenwood, Nebraska no later than Close of Business on October 24, 2024, for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Village Of Greenwood, Nebraska reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.

7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Nebraska (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

**Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

**Proposed Outcome**

- Summary of timeline and work to be completed.

**Equipment or Service**

- List any accommodation, services, or space required from Village of Greenwood, Nebraska, along with a brief explanation.

**Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

**Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

Photo 1:



Photo 2:





Photo 3:



Photo 4:



Photo 5:



Photo 6:



Photo 7:

