



City of Hendersonville, NC

Request for Proposal # 257055001

**FY2025 Small Diameter Water Main Installation – Horizontal
Directional Drilling**

Date Issued: April 7, 2025

Bid Due Date: 11:00 am April 17, 2025

Direct all inquiries concerning this RFP to:

Chad Freeman

Utilities Operations Manager

cfreeman@hvlnc.gov



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I. Instructions to Bidders

1. This REQUEST FOR PROPOSAL (RFP) describes the requirements for the City of Hendersonville's (City) Fiscal Year 2025 (FY2025) Small Diameter Water Main Installation – Horizontal Directional Drilling. Copies of the RFP may be obtained, via download from the City's website.
2. Bids are due by 11:00 AM, local time, on April 17, 2025 at City Operations Center, located at 305 Williams Street, Hendersonville, NC 28792. Informal bids may also be submitted via email to Chad Freeman, Utilities Operations Manager, via email at cfreeman@hvlnc.gov. It is the responsibility of each Bidder, without excuse, to ensure that their Bid is submitted by the bid deadline.
3. A bid bond is not required.
4. Refer to the Bid Package Requirements sheet for the Bidder Requirements. The Bidder must submit their quotation on the enclosed forms. Bids may be rejected if they show any omissions, alterations, or unauthorized additions to the forms, or for conditional bids, or for any irregularities of any kind.
5. The "Bid Price" (referred to as the extended price) for each unit price Bid item will be the product of the "Estimated Quantity", which City or its representative has set forth in the Bid Schedule, for the item and the corresponding "Bid Unit Price" offered by the Bidder. The total of all unit price Bid items will be the sum of these "Bid Prices"; such total will be used by City for Bid comparison purposes. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
6. Quantities in the Schedule of Estimated Quantities and Bid Prices are approximate and are used for determination of a bid price. Payment will be made on the actual quantity of work performed. In the event the Bid Prices are above the City's available budget, the City reserves the right to negotiate with the lowest responsive, responsible bidder and/or reduce the estimated quantities. A minimum quantity of work is not guaranteed and is subject to available budget.
7. CONTRACTOR and OWNER acknowledge and agree that this is a unit price contract extending until the end of June 2025. Accordingly, OWNER and CONTRACTOR agree that should there be an increase more than five percent during the period, the contract price may be adjusted by mutual agreement between OWNER and CONTRACTOR or the contract may be terminated if an agreement is not reached.
8. No additional charges OF ANY KIND will be allowed on the awarded vendor's invoices. Any and all costs for the bidder MUST be included in the bidder's quotation unit price.



9. All prices that Bidder sets forth in its Bid will be based on the presumption that the Bidder will provide labor and equipment necessary to complete the work and the City will provide the material as specified or described in the Bidding Documents, as supplemented by Addenda. Any assumptions regarding the possibility of post-Bid approvals of “or-equal” requests are made at Bidder’s sole risk.
10. Any questions regarding the RFP should be submitted in writing to Chad Freeman, Utilities Operations Manager, via email at: cfreeman@hvlnc.gov before April 16. Questions that require a written response or a change to the requirements and/or specifications will be posted as an Addenda on the City’s website. In the event of a major change to requirements and/or specifications, the City reserves the right to postpone the bid opening, with advance notice to all known bidders.
11. In the event of a tie bid, with all terms being equal, the City reserves the right to request the applicable vendors (only) submit best and final bids.
12. This contract shall be awarded to the lowest responsive, responsible bidder, taking into consideration quality, and performance.
13. The City reserves the right to reject any and all proposals, in whole or in part, and to waive minor informalities.

II. Specifications

2.A General

1. The Bidder shall be properly qualified and licensed to complete the work described herein.
2. Work shall be completed in a timely manner as requested by the City and shall be completed by June 6, 2025.
3. Provide 1-year warranty on labor.
4. Attachment 1 included herein and incorporated by reference, lists identified locations for proposed small diameter water main installations and are used for determination of estimated quantities and a bid price. The City reserves the right to alter or non-perform these locations after award in accordance with specifications.

2.B Horizontal Directional Drilling – Small Diameter Water Main Installation

1. The Bidder is responsible for labor, equipment and incidentals necessary to complete the work in a workmanship manner and the City will provide the material as specified including tracer wire. Digging of bore pits and traffic control will be the responsibility of the Bidder. For purposes of this RFP, Small Diameter Water Main may also include piping of the same diameter specified used for water services or sanitary sewer pressure services.
2. The Bidder is responsible for all utility locations in accordance with the North Carolina Underground Utility Safety and Damage Prevention Act. The City will not be held responsible for any damage to other utilities caused by the Bidder.



3. The Bidder is responsible for installing the directionally drilled pipe within depth range of 3 ft to 5 ft below the surface of the ground. All necessary precautions will be executed to insure proper depth while preserving the integrity of existing utilities in accordance with the North Carolina Underground Utility Safety and Damage Prevention Act.

2.C Measurement and Payment

1. Mobilization - Regular will be measured on a per each basis for each jobsite. A jobsite is defined as one work area that is continuous in manner or consists of multiple work areas within 1000 feet as the crow flies. The Bidder is responsible for completing this work under Mobilization - Regular within 30 days, unless otherwise approved by the City, from the date of the request.
2. Mobilization – Emergency will be measured on a per each basis for each jobsite. A jobsite is defined as one work area that is continuous in manner or consists of multiple work areas within 1000 feet as the crow flies. The Bidder is responsible for completing this work under Mobilization - Regular within 3 days from the date of the request by the City.

Small Diameter Water Service Installation, by size, will be measured and paid for in linear feet, approved by the City, accepted and measured in place. Such price and payment will be full compensation for all work covered by section 2.B.

III. Submission Requirements

1. Cover Sheet stating the date of the quotation, the name, title, complete address, telephone number, and email address of the person responsible for the bid written on Bidder's letterhead.
2. Statement of Compliance to the specifications and requirements of this bid package, and, if applicable, confirmation of receipt and acceptance of any amendments or addenda to this package. This can be included on the cover sheet. Vendor should include statements regarding any specifications they are unable to meet and how they will accommodate for this.
3. Bidders bid amount on the supplied "Schedule of Estimated Quantities and Bid Prices".