

**City of Oberlin**  
**REQUEST FOR PROPOSAL (RFP)**  
**Chip Seal Application**

**CITY STREETS CHIP SEAL PROJECT**  
City of Oberlin  
1 Morgan Dr  
Oberlin, Kansas 67749  
Phone: 785-475-2217 / Fax: 785-475-2925

**Prepared By: David Sporn**  
**Date: April 25, 2023**

REQUEST FOR PROPOSAL  
CITY STREETS CHIP SEAL PROJECT  
Oberlin – Kansas

**QUESTION SUBMISSION DEADLINE:** May 24, 2023, 2:00 pm

**PROPOSAL SUBMISSION DEADLINE:** May 30, 2023, 2:00 pm

**BID OPENING:** May 30, 2023, 2:30 pm at the Gateway Civic Center, Managers Room, 1 Morgan Drive, Oberlin, KS 67749

Questions may be submitted in written form to:

**Contact Name:** David Sporn

**Contact Address:** 1 Morgan Dr.  
Oberlin, Kansas 67749

**Telephone Number:** 785-470-7003

**Email Address:** [dspron@oberlinkansas.gov](mailto:dspron@oberlinkansas.gov)

## **INTRODUCTION**

The City of Oberlin invites and welcomes proposals for their City Streets Chip Seal Project. Please take time to 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 ANY WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL SHOULD BE ACCOMPANIED BY REFERENCE MATERIALS*

## **PROJECT AND LOCATION**

The project associated with this RFP is located within the city limits of Oberlin, Kansas 67749. (see attached location map)

## **PROJECT MANAGER CONTACT INFORMATION**

For questions or information regarding project details, contact:

**Name:** David Sporn

**Title:** City Foreman

**Phone:** 785-470-7003

**Fax:** 785-475-2925

**Email:** [dspron@oberlinkansas.gov](mailto:dspron@oberlinkansas.gov)

## **PROJECT OBJECTIVE**

The objective and ultimate goal of this project is to chip seal select streets in order to preserve them.

## **PROJECT SCOPE AND SPECIFICATIONS**

Bids should include any signage, mobilization, haul, spread, and rolling of oil and ¼ inch aggregate. The City will patch potholes prior to chip seal application and can perform pickup sweeping post-seal. The total project is approximately 16,000 sy.

## **SCHEDULED TIMELINE**

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

### **MILESTONE**

Proposal submission deadline:  
Bid opening:  
Job completion:

### **DATE**

May 30, 2023 2:00 pm  
May 30, 2023 2:30 pm  
December 31, 2023

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

The City of Oberlin shall award the contract to the proposal that best accommodates the various project requirements. The City of Oberlin reserves the right to refuse any proposal or contract.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by the City of Oberlin no later than **2:00 pm on May 30, 2023** for consideration in the project proposal selection process. All bids must be delivered to the City Office at 1 Morgan Drive, Oberlin, KS 67749 by the previously stated timeline. If a company chooses to fax or email bid documents, it is the company's responsibility to ensure they have been received.

### **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 on 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.

The City of Oberlin 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. Bidders 's Name(s)
2. Bidder's Address
3. Bidder's contact information (and preferred method of communication)
4. Evidence of legal authority to conduct business in Kansas (e.g. business license number)

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Equipment or Service**

- List any accommodation, services, or space required from the City of Oberlin, 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.

### **Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

### **Insurance**

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



