

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: September 10, 2019

SUBJECT/REASON FOR AGENDA ITEM: _____

Temporarily Alcohol Permit Waiver | Open Container Law Waiver
Other: _____

Please be specific about the reason to be on the agenda.

A Resolution to authorize the Mayor to enter into contract with Rail Technical Services, LLC for RR Track, Bridges and Traffic Signal Inspections. Estimated Yearly Cost \$30,000.00

Requested By: Purchasing
NAME: Jana Thurman
ADDRESS _____
PHONE # _____ CELL PHONE: _____
EMAIL: _____ FAX: _____

Please note that the Hammond City Council meets the First and Third Tuesday of the Month at 5:30pm, 312 East Charles Street, Hammond, LA 70401, All requests have to be submitted to the City Council Clerk by the Wednesday prior of the meeting no later than 4:30pm, All requests can be submitted electronically to banks_tm@hammond.org or fax (985) 277-5611. If you have any questions please call (985) 277-5610

BELOW TO BE FILLED OUT BY COUNCIL CLERK

DATE RECEIVED: _____ TIME RECEIVED: _____

Council Clerk: Tonia Banks Agenda Item Number _____

Approved: _____ (Yes) _____ (No)

Remarks: _____

Carlee Gonzales
Council President

Tonia Banks

Date

**RFP 20-06
City Of Hammond**

August 29, 2019

10:00 a. m.

Received (1) one bid:

Rail Technical Services

| | |
|---|--------------------|
| Monthly Track Inspections: | \$ 500.00 |
| Minor Repairs Hourly Rate of | \$ 207.50 |
| Annual Inspection of Bridges: | \$ 2,731.24 |
| Monthly Signal Inspection: | \$ 1375.00 |
| Minor Repairs to Crossing Signals Hourly Rate of | \$ 102.00 |

Bids were due in by 10:00 a.m. Monday, August 29, 2019

Present at bid:

Jana Thurman, Purchasing Manager

Krystle Noto, Assistant Purchasing Agent

Public Notice

PUBLIC NOTICE IS HEREBY GIVEN that the City of Hammond, Parish of Tangipahoa, State of Louisiana will open bids on **August 29, 2019 at 10:00 a.m.** at the Purchasing Department, City Hall Complex, 310 East St. Charles Street, Hammond, La. 70401, for the following:

Railroad Tracks, Signals and Bridge Inspections

Any information or questions to complete the proposal may be obtained between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday at the City of Hammond Purchasing Department, 310 East Charles Street, Hammond, La., or at (985) 277-5633. RFP 20-06 is posted on the Website www.hammond.org

RIGHT IS RESERVED TO ACCEPT OR REJECT ANY OR ALL BIDS.

All mail should be sent to the City of Hammond, Purchasing Manager, P.O. Box 2788, Hammond, La. 70404-2788. The words **RFP 20-06**, must be underlined or highlighted and located at the top of the envelope.

PUBLISHED: August 9, 2019
August 14, 2019



**City Of Hammond
Purchasing Department**

**RFP # 20-06
F.R.A. TRACK, SIGNAL AND BRIDGE INSPECTION**

**Proposals Shall Be Received by the Purchasing Department,
City of Hammond
310 East Charles Street
P.O. Box 2788
Hammond, Louisiana 70404-2788**

**Until
10:00 A.M. August 29, 2019**

At Which Time All Proposals Will Be Read Aloud

**Advertisement in the Daily Star, to be published Two (2) Times
August 9 and August 14, 2019**

**Please contact Robert Morgan at 985-969-1636 with all questions
concerning inspections.**

**For Additional Information or Questions, Contact:
Jana Thurman-Purchasing Manager - thurman_jc@hammond.org
(985)-277-5633**

This is the Proposal of:**Date:** _____**Company:** _____**Section 3 Business/WBE/SBE/MBE/DBE:** _____**Address:** _____**City:** _____ **State:** _____ **ZIP Code:** _____**Person to Contact:** _____**Phone:** _____ **Fax:** _____**Email:** _____**Your Proposal is important to us.**

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

Section 3 Business/WBE/SBE/MBE/DBE

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

Nondiscrimination Requirements

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

SPECIFICATION FOR F.R.A. TRACK AND BRIDGE INSPECTION

1.0 **Scope**

This specification covers the furnishing of all material, equipment and labor required to inspect approximately 3 miles of track including 4 switches and 3 bridges. **This work must be in complete accordance with best modern railroad practices.**

2.0 **Contractor furnished material, equipment and labor for track inspection**

2.1 **Inspector**- Inspector must be in good mental and physical condition to inspect 3 miles of railroad track.

2.2 **Qualifications**- Inspector must be a qualified F.R.A. inspector with documentation. Inspector must have a minimum of 10 years railroad experience and must be certified in on track safety rules. (Particularly FRA 213 track safety standards)

2.3 **Requirements**- Inspector must be able to recognize, identify, note and mark all F.R.A. defects and any safety related items. Defect must be marked with ribbon and numbered to coincide with report.

2.4 **Report**- Reports must contain item number location, defect, priority, estimated time to make repairs and remarks column. Report must be completed on day of inspection and e-mailed to designated contact

person.

2.5 **Equipment**- Inspector must have in his possession tools to check gauge, cross level, guard check, etc. while inspecting track.

2.6 **Protection**- Inspector must take action to protect train movement if emergency defects are found.

2.7 **Material**- Inspector must provide bolts, spikes, etc. to perform minor repairs.

3.0 **Contractor furnished material, equipment and labor for bridge inspection**

3.1 **Conduct annual inspection of the cities three bridges**- Contractor will perform a cursory inspection of the city's 3 railroad bridges. This inspection will consist of visual, walk-through inspection hammer sounding of bridge components, more closely analyzing and measuring the dimensions of suspect bridge components, taking photographs and providing field recommendations as required. Inspection of each bridge will include a general site evaluation, deck evaluation, superstructure evaluation and substructure evaluation. This inspection will satisfy the requirements for an annual FRA railroad bridge inspection described in FRA 49 CFR, Part 237, Bridge Safety Standards, and Subpart E.

3.2 **Prepare an inspection report summarizing the annual inspection**
 Contractor will take the data collected during the annual inspection and use it to compile a report. The report will begin with an executive summary. Following the executive summary will be the body of the report. Each bridge will be listed separately, with an evaluation of the general site, the deck and approaches, the superstructure and the substructure. Conditions of the bridge components will be assigned a numeric value between 1 and 5 to identify their condition (1 being highest repair priority, 5 being good condition). The body of the report will also include photographs of each bridge. The end of the report will include a summary of repair priorities, sorted by numeric condition.

3.3 **Create a bridge management program for the cities' railroad bridges (BMP)** - Contractor will evaluate the annual inspection and inspection report to create a BMP for the Cities' 3 railroad bridges. Contractor will also provide recommendations to the cities' regarding repair priorities for the cities' annual capital and operation budgets. This BMP will satisfy the requirements for a Bridge Management Program described in FRA 49 CFR, Part 237, Bridge Safety Standards, and Subpart B.

4.0 **Signal Inspection, Maintenance and Repair Service**

The following are minimum requirements for parties wishing to provide signal services:

- A minimum of 10 years' experience for a Class 1 Railroad in Signal maintenance and inspection.
- A minimum of 5 years of experience as a Signal Inspector or Managerial equivalent with a Class 1 Railroad.
- Be in possession of all Tools and test equipment required to perform services including but not limited to:
 - a) Digital Multimeter
 - b) Analog Multimeter
 - c) Relay Tester
 - d) Cable Megger
 - e) Signalman's Meter
 - f) Cadweld Bonding Equipment
- Ability to provide certified payroll
- Line of Credit with Railroad Signal Suppliers
- Ability to respond within a timely fashion to any and all emergency, or after hours calls
 Must be able to provide necessary parts in a timely manner.

4.1 Signal Inspection Requirements

Monthly Tests

- Ground test on each energy bus at every location when placed in service and at least once each month.
- Standby power shall be tested at each location at least once each month.
- Each flashing light unit shall be inspected for proper visibility, dirt and damage to roundels and reflectors at least once each month.
- Each gate arm and gate mechanism shall be inspected for proper operation at least once each month.
- Each highway-rail crossing warning system shall be tested to determine its functions as intended when installed and at least once each thereafter and also whenever modified or disarranged.
- Warning bells or other stationary audible warning devices shall be tested when installed and at least once each month.

Highway traffic signal pre-emption interconnections for which the railroad has maintenance responsibility shall be tested at least once each month.

Quarterly Tests

- Each cut-out circuit shall be tested at least once every three months.
- Insulated rail joints, bond wires and track connections shall be inspected at least once every three months.

Yearly Tests

- Each flashing light unit shall be tested for proper alignment and frequency of flashers when installed and at least once every twelve months.
- Lamp voltage shall be tested when installed and at least once every twelve months.
- Hold-clear devices shall be tested for proper operation at least once every twelve months.
- Each crossing warning system shall be tested for prescribed warning time at least once every twelve months and when the warning system is modified because of a change in train speeds.
- Each timing relay and timing device shall be tested at least once every twelve months.

Other Tests

- Alternating current centrifugal type relays shall be tested at least once every twelve months.
- Alternating current vane type relays, direct current polar type relays and relays with soft iron magnetic structure shall be tested at least once every two years.

- Insulation resistance tests shall be made on wires and cables when installed and at least once every ten years. Records of tests shall be properly completed, filed and kept available for FRA inspection.

5.0 Specifications of Repairs

Contractor will be responsible for preparing detailed specifications in the event that bids are necessary for repair work. The City of Hammond Purchasing Department will be the administrator of bids. Contractor will evaluate proposed bids to confirm that the scope of services sought and qualifications are acceptable.

I certify that I am duly licensed in Louisiana to perform the work.

Louisiana License # _____

For more information and site visit (Mandatory) contact Robert Morgan at 985-969-1636.

Instructions To Bidders

Special Note

BIDDERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE BID PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED IN WRITING TO THE PURCHASING AGENT DURING THE BID PERIOD AND SHALL BECOME PART OF YOUR BID PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE BIDDERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE BIDS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER BIDS ARE OPENED.

Full information may be obtained, or questions answered, by contacting the Street Department, 18104 Hwy. 190W. Hammond, Louisiana, or by calling Robert Morgan @ (985) 969-1636 for a Site Visit.

These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the invitation to bid states that only the brand name will be considered for reasons of compatibility, etc.

The Public Bid number, Bidder's name, address, Louisiana Contractor License number and bid opening date shall be clearly printed or typed on the outside of the bid envelope. Only one (1) bid shall be accepted from each bidder. Alternates shall not be accepted unless specifically requested in the bid specifications. Submission of more than one (1) bid or alternates not requested may be grounds for rejection of all bids by the bidder.

The method of delivery of bids is the responsibility of the bidder. All bids shall be received by the Purchasing Department, Hammond City Hall Complex, and 310 East Charles Street Hammond, Louisiana on or before the specified bid opening date and time. Late bids shall not be accepted under ANY circumstances. It is the bidders' sole responsibility to insure that their bid has been delivered and accepted with ample time to meet all specified deadlines.

Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required, it will be specifically requested on the bid form and included in the specifications.

Bids shall be accepted only on the bid forms furnished by the City of Hammond Purchasing Department. The City of Hammond shall only accept bids from those bidders in whose name the bid forms and or specifications were issued. Altered or incomplete bid forms, or use of substitute forms or documents, shall render the bid non-responsive and subject to rejection. The entire bid package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Department as THE BID.

All bids must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the bidder. Failure to initial shall be cause for rejection of the bid as non-responsive.

All bids shall be signed. Failure to do so shall cause the bid to be rejected as non-responsive.

Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Agent, after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding.

Liability:

The Contractor at all times during the term of the contract shall maintain and pay for property damage and public liability insurance with limits of at least (\$1,000,000.00) One million dollars inclusive of bodily injury and property damage for any one occurrence.

Prior to commencing work under this contract the Contractor must file with the City a "certificate of insurance" meeting aforementioned requirements with the City of Hammond named insured by added endorsement. All premiums and expense incurred with this insurance shall be paid for by the Contractor.

The Contractor shall assume the defense of and indemnify and save harmless the City and its Officers and Agents from all claims relating to work.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by him or his employees, or resulting from the execution of the work, or any operations, or caused by reason of existence or location or condition of facilities or of any materials, supplies, or machinery used thereon or therein, or neglect or omission on his part, or all of the several acts or things required to be done by them, under and by these conditions, and covenants, and agrees to hold the City harmless and indemnified for all such damages and claims for damages.

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description made, brought or recovered against the City by reason of any act or omission of the Contractor, his agents or employees, in the execution of his work.

Worker's Compensation:

The Contractor shall, at all times, pay or cause to be paid, any assessment or compensation required to be paid pursuant to the Worker's Compensation Act. The Contractor shall, at the time of entering into a Contract with the City, provide satisfactory proof that all assessments or compensation payable to the Worker's Compensation Board have been paid and the City may, at any time during the performance or upon the completion of such Contract require a further declaration such Contract require a further declaration that such assessments or compensations have been paid.

RFP# 20-06

As a qualified bidder for the project, I have carefully examined all of the Bidding Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the bidding specifications.

I hereby acknowledge that I have received the following Addenda and they are reflected as part of this bid,

List by date and Addendum number

RFP 20-06

City of Hammond

Bid Amount

(Amounts shall be shown in words and digits. In case of discrepancy, words shall govern.)

Bidder agrees to Perform Monthly Track Inspections described by the Bidding Specifications for the sum indicated:

\$ _____

Bidder agrees to Perform Minor Repairs described by the Bidding Specifications at an Hourly Rate of