



**REQUEST FOR PROPOSALS FOR
EMERGENCY SEWER REPAIR SERVICES**

RFP NO. 63998

**RFP Issue Date:
September 30, 2025**

**Electronic Submittal Due Date & Time:
Thursday, October 30, 2025, 5:00PM**

Proposals via Email
sperez@sanleandro.org
hmorehouse@sanleandro.org

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Attachment A – Non-Professional Services Agreement - Draft	
Attachment B – Living Wage Guidelines and Frequently Asked Questions (FAQs)	
Attachment C – Living Wage Self Verification Form.....	
Attachment D – Cost proposal workbook	
Attachment E – Standard Plans	

Request for Proposals #63998 for On Call Sewer Repair Services

The City of San Leandro desires to solicit qualified proposals for Emergency Sanitary Sewer Repair services in accordance with this Request for Proposals (RFP).

I. INTRODUCTION

The City is seeking on-call and emergency repair responder(s) for sanitary and storm sewers. The intent of this RFP is to identify one or more qualified firms to perform this service. Equipment and labor prices will be established as a part of this RFP process, along with costs for materials typically required for the work to be performed.

II. BACKGROUND

The City owns and maintains approximately 125 miles of sanitary sewer mains and about 60 miles of storm sewer lines. Much of the City's sewer lines were installed prior to 1970. The City has an active sewer point repair and replacement program and CCTV inspection program, but also occasionally situations arise that require immediate repair.

The City intends to award contracts for up to three contractors. Contracts will be for three years and include a fixed not-to-exceed amount. Contracts will specify rates for time and materials and estimates for typical repairs based on these rates. Services will only be required on an as-needed basis.

III. SCOPE OF SERVICES

Contractor shall provide all labor, material and equipment to perform sewer system repair services as needed. The Contractor will be asked to provide estimates for emergency repairs based upon the established fee schedule. On occasion, materials required may not be specifically established in the fee schedule. For those materials, the contractor will submit actual costs and be allowed to make a fixed mark up as established in the contract.

Emergency repairs typically require same-day service.

All repairs will be required to meet the City of San Leandro standard specifications for the Sewer systems as detailed in Attachment E. Contractor shall warrant all work for a period of one year from final date of completion.

Materials to be used:

- SDR-26 Pipe
- Mission or Fernco shear band couplers

- SDR-26 Fittings
- Pipe Bedding ¾" crushed rock
- Put sand around Gas, Water and communication conduits
- Backfill should be crushed aggregate base (CAB) or crushed miscellaneous base (CMB)

Sewer repairs shall be completed in a professional manner and accordance with all regulations. Typical sewer repair tasks include but are not limited to:

- Provide time and materials estimate
- Request emergency USA service
- Dispatch and mobilizing resources for repairs
- Provide traffic control as appropriate on residential, collector, and arterial streets.
- Excavation and replacement of existing sewer pipes.
- Proper disposal of excavated material and other debris.
- Compaction of backfill and compaction test (if requested).
- Reconstruction of roadway or other areas, including sidewalks as needed, according to City standard plans

IV. PROPOSAL REQUIREMENTS

Successful proposals shall include:

1. Proposer's qualifications and experience

Include a cover letter that describes the company's experience in sanitary and sewer storm repair. At minimum, it should include:

- Number of years in sewer pipeline repair business
- Total number of employees
- Number of crews available for emergency call out
- Contracts with other agencies for emergency sewer repair
- Estimated response time during working hours, weekends and holidays.

2. Repair methodology

Provide a brief description of the typical repair methodology, including how repair costs are estimated and submitted before commencement of work.

3. Cost Proposal

Cost details shall be provided via Attachment B. This is an Excel file with three worksheets that should all be completed. It includes a sheet for labor rates, equipment rates and an estimate for a sample sanitary sewer repair. Instructions are included with the workbook. If labor or fee schedules are available, also include those with the proposal.

4. References

Include the name and contact information for three municipal references for which the company has provided service.

5. Exceptions to Specifications

Attachment A the City's Non-Professional Services Agreement. Any exceptions to the agreement must be included in the proposal and are subject to approval by the City Attorney. Review Section 4 of the agreement for the insurance requirements.

Non-Collusion Affidavit

The Proposer declares, by signing and submitting a proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

V. SUBMITTAL REQUIREMENTS

Proposals shall include all requirements stated in items 1-5, listed in **Section IV – Proposal Requirements**. Proposer is required to indicate the *Designated Contact* in the proposal package. Include the designated contact individual's name, address, phone number(s) and email address.

Proposal shall be submitted electronically to Sally M. Perez, Purchasing Technician, at sperez@sanleandro.org, with an email copy (cc) to the Water Pollution Control Plant's Manager, Hayes Morehouse, at hmorehouse@sanleandro.org. **The subject line of the email shall be "RFP No. 63998, Emergency Sewer Repair Services, Consultant Name", with your company's name filled in.**

Proposals shall be **received** by the City of San Leandro Purchasing Office no later than **Thursday, October 30, 2025, at 5:00 p.m.** The email date/time stamp will be proof of receipt.

Late proposals will not be considered under any circumstance. Every attempt will be made to send a confirmation e-mail to firms responding to this RFP; however, it may not be possible for City staff to respond in a timely manner to e-mails sent just prior to the stated deadline. **It is the responsibility of the sender to confirm proposals were delivered and received.**

Failure to provide all required submittals in completed form may result in a proposal being found non-responsive and given no consideration. Proposals must be neat, complete, and fully address all Proposal Requirements specified above in **Section IV**.

For information concerning RFP questions, procedures and regulations (i.e., submission deadline, forms required, etc.) interested parties must contact the City's Purchasing Agent. All questions shall be submitted via email.

CITY OF SAN LEANDRO

Sally Perez

Purchasing Technician

Email: sperez@sanleandro.org

VI. ESTIMATED SCHEDULE

RFP Issue Date	Tuesday, September 30, 2025
Questions for RFP Clarification Due by	Thursday, October 16, 2025
City Responses available	Tuesday, October 21, 2025
Proposal Submittal Due Date	Thursday, October 30, 2025
Selection and Notification (Tentative)	TBD
Award of Contract (Tentative)	TBD

VII. EVALUATION OF PROPOSALS

Proposals must fully address the evaluation factors, contain complete technical submittals, references and data to verify qualifications and experience and include a statement that the City contract can be executed, listing any exceptions. Proposals without all sections listed will be considered non-responsive.

All proposals will be reviewed for compliance with specifications including documented capability to perform the prescribed work in a satisfactory manner. Proposals, which appear to be compliant, will be evaluated on a point system (0-100 points, with 100 being the best possible score) in accordance with the following:

CRITERIA	MAXIMUM POINTS
1. Qualifications and experience	25 points
2. Repair cost	50 points
3. References	25 points

The City reserves the unilateral right to amend this RFP in writing at any time. The City also reserves the right to cancel or reissue the RFP at its sole discretion. Additionally, the City may seek clarification or additional information from Consultants. All Consultants shall verify if any addendum for this project has been issued by the City and shall respond to the final written RFP and any exhibits, attachments and amendments. It is the Consultant's responsibility to ensure that all requirements of contract addendum are included in their submittal. This RFP does not commit the City of San Leandro to sign an agreement, award a contract, or to pay any costs incurred in the preparation of a response to this RFP. All documents, conversations, correspondence, etc. with the City are subject to the laws and regulations that govern the City. All Proposals submitted in response to this RFP become the property of the City and public records, and as such may be subject to public review.

The City reserves the right to reject any or all proposals and the right to waive minor irregularities in any proposals. Waiver of one irregularity does not constitute waiver of any other irregularities.

Because this proposal is negotiable, all pricing data will remain confidential until after award is made, and there will be no public opening and reading of proposals.

VIII. DELIVERABLES REQUIRED OF SELECTED CONTRACTOR

The selected Consultant(s) shall enter into a Non-professional Services Agreement with the City of San Leandro and submit the following items ***within ten (10) days of notice of award:***

1. City of San Leandro business license; to be maintained throughout length of contract
2. Copy of Certificate(s) of Insurance and endorsements in compliance with the requirements of Section 4. of *Attachment A- Non-Professional Services Agreement* and naming the City of San Leandro as an additional insured.
3. Completed IRS W-9 tax form
4. Self-verification form which shows compliance with the City of San Leandro Living Wage Ordinance

IX. CONDITIONS

Permits and Codes

The selected Consultant shall comply with all laws, codes, rules and regulations of the State, County, and City, applicable to the work to be performed at the City's location(s). The Contractor, who shall pay all lawful charges, shall obtain all permits lawfully required.

City of San Leandro Living Wage Ordinance

The San Leandro Municipal Code Title 1, Chapter 6, San Leandro's Living Wage Ordinance (LWO), provides that Consultants who engage in a specified amount of business with the City (except where specifically exempted) under contracts which furnish services to or for the City during the City's fiscal year shall comply with all provisions of this ordinance. The LWO requires a City Consultant to provide City mandated minimum compensation to all eligible employees, as defined in the Ordinance. In order to determine whether this contract is subject to the terms of the LWO, the selected Consultant must submit a completed self-verification form. Please note that the LWO applies to those contracts where the Consultant has achieved a cumulative dollar contracting amount with the City. Therefore, even if the LWO is inapplicable to this contract, change orders to this contract or the entering into subsequent contracts may make them subject to compliance with the LWO. Furthermore, the contract may become subject to the LWO if the status of the Consultant's employees changes (i.e. additional employees are hired) so that Consultant falls within the scope of the Ordinance.

Insurance Requirements

Requirements are incorporated in Section 4 of **Attachment A**, *Non-Professional Services Agreement (CSA)*.