



# HERCULANEUM FIRE DEPARTMENT

151 RIVERVIEW PLAZA DRIVE

HERCULANEUM, MISSOURI 63048

BUSINESS: 636.475.3080 – FAX: 636.475.6191

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## REQUEST FOR PROPOSAL

HERCULANEUM FIRE DEPARTMENT

BOAT HOUSE

April 6, 2023

**FEDERAL FUNDING FROM DEPARTMENT OF HOMELAND SECURITY'S – PORT SECURITY GRANT FUNDS & MODOT FUNDS WILL BE UTILIZED FOR THIS PROJECT**



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## SECTION 1 – INTRODUCTION

The City of Herculaneum Fire Department is a local government in the State of Missouri. Herculaneum Fire maintains one active fire station which covers approximately 4.5 square miles in the City of Herculaneum.

Herculaneum Fire has 4 full time employees and 8 volunteers who serve approximately 4,200 citizens. We proudly serve our citizens and each other with dedication, integrity, dependability, courage, and respect.

Herculaneum Fire is a Class 4 Public Protection Classification (PPC) from the Insurance Services Office (ISO).

### Scope of Project

The City of Herculaneum is requesting proposals from qualified builders and installation companies for a New 2-Bay Floating Dock for The Herculaneum Fire Department, location to be at 400 River Port Way, Herculaneum, Missouri 63048 (38.261968769029956, -90.37249175925511).

### Specifications

Design and installation of a floating 2 -Bay Floating Dock to be built in compliance with International Building & Fire Code, 2015 Edition and all City of Herculaneum Ordinances to include but not limited to the following:

#### Section 1.1 General:

##### A. Pre-engineered floating dockage including

1. Fully enclosed boat house with storage for (2) marine vessels
  - A. 25' Safe Boat (Hull 25' – overall length from bow to motors – approx.. 33')
  - B. 32' Fire Boat (Hull 32' – overall length from bow to motors – approx.. 37')
2. Headwalk pier 10' Wide
  - A. 3' 9" Exterior Walkway
  - B. 6' Interior Walkway
3. Floating main walkways 10' Wide
  - A. 3' 9" Exterior Walkway
  - B. 6' Interior Walkway
4. Finger pier
  - A. 6' Walkway
5. Ramps, stairs, bridges, & landings
6. Dockage and platform anchorage system
7. Appurtenances necessary to support and sustain electrical, lighting, and electrical pedestals (if requested)



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## Section 1.2 Information Submittals:

- A. Shop Drawings
  - 1. General Layout drawing of proposed floating structures giving all dimensions, clearances, and anchorage locations.
  - 2. Detailed fabrication drawings showing details of dock units to be supplied.
  - 3. Complete anchorage design along with calculations on prepared professional engineer experienced in this type of work.
  - 4. Detail drawings shall be accurately and completely dimensioned. Drawings shall indicate relevant sizes and shall show thickness, gages, finishes, materials, etc., of all items shown.
- B. Quality assurance data: Affidavit from manufacturer certifying that material and systems delivered to project meet requirements of Contract Documents. Affidavit shall be stamped with seal of and signed by a licensed professional engineer.
- C. Operation and maintenance manual containing, as minimum, following information:
  - 1. Dock manufacturer's representative's name, address and phone number
  - 2. Complete discussion of system requirements and handling for winter season and realignment for boating season.
  - 3. Operational and preventative maintenance recommendations.
  - 4. Drawings, diagrams, installation instructions and parts list.

## Section 1.3 Quality Assurance

- A. Design in accordance with ASCE manual No. 50 (Planning and Design Guidelines for Small Craft Harbors, 1994) except as modified herein.
- B. Applicable Standards
  - 1. American Institute of Steel Construction
  - 2. American Welding Society
  - 3. American Iron and Steel Institute Standards for light gauge steel building
  - 4. American Society for Testing Materials
- C. Manufacture Qualification: Dock system manufacturer shall have floating docks and components of similar design to system proposed for this work which can be demonstrated to have been in satisfactory field service for 10 years prior to date of these Construction documents under following conditions:
  - 1. In wind, ice, and water fluctuation conditions like those expected for Project.
  - 2. With occupancy of boats as large as or larger than called for on Project.
  - 3. With dock lengths as long as those required for Project.
  - 4. Dockage systems shall be designed by qualified professional engineers and shall comply with all applicable state and local codes.
- D. Quality of Workmanship: All welding shall conform to the requirements of the American Welding Society. Welds are a solid homogeneous part of the metals joined and are free from pits and scale. Welds are also of lengths and areas necessary for proper structural strength. Welding on galvanized steel frame shall be avoided whenever possible. However, if necessary, all welding on galvanized metal shall be thoroughly cleaned and coated with two coats of cold galvanizing compound. All finished structural members will be free from twists, bends, distortions, and open joints. The steel shall also be from sharp edges and burrs.
- E. Welding shall be performed by qualified welders meeting the requirements of AISC and AWS.



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- F. Dock Installer Qualifications: Dock system installer shall have floating docks and components installation experience of similar design to system proposed for this work which can be demonstrated to have been in satisfactory field service for 10 prior to date of these Construction documents under following conditions:
1. In wind, ice, and water fluctuation conditions similar to those expected for Project.
  2. With occupancy of boats and large as or larger than called for on Project.
  3. With dock lengths as long as those required for Project.
  4. Dockage systems shall be designed by qualified professional engineers and shall comply with all applicable state and local codes.

## Section 1.4 Delivery, Storage, and Handling

- A. Structures shall be factory assembled in largest possible shippable units. Modular structures shall be designed for quick and easy assembly and disassembly with minimum bolts and connectors.

## Section 1.5 Warranty

- A. Docks, except flotation materials, shall be warranted to be free from defects in materials and workmanship for a period of 2 years from the date of Substantial Completion. If during this period a part is inspected and found to be defective, the manufacturer shall furnish the owner a replacement part at no cost.
- B. Flotation materials shall be warranted to be free from defects in materials and workmanship for a period of 12 years from Substantial Completion.

## Section 2.1 Design Requirements

- A. Vertical Loads:
1. Dead loads shall consist of the entire weight of floating piers including access ramps, covers and supports, cover structures, utilities, fenders, anchor, brackets, dock boxes, cleats, and other permanently mounted hardware.
  2. Deck surface and structural frame live load shall be equal to 50 psf applied to full surface area of deck. Live load for flotation calculations shall be not less than 30 psf for floating piers and ramps.
  3. Bridges and ramps 4' in width or less shall be designed for 50 psf applied to full surface area and 100 psf for widths over 4'. Bridge and ramp handrails shall be designed for a 200 lb load applied in any direction and at any point along handrail.
  4. Design flotation to support dead load plus 30 psf live load applied to full area of deck surface.
  5. Freeboard under dead load conditions only shall equal 19" ± 2". Freeboard under combined dead load and 30 psf uniformly distributed live load shall not be less than 11".
  6. Concentrated live load: 400 lb at any one point on deck shall not tilt dock more than 6° from horizontal.
  7. Structural members, deck surfaces, and ramps shall be designed with a uniform live load of 50 psf. Maximum deflection under live and dead loading shall be 1/240 of span.
  8. Structures shall withstand forces imposed by vertical movement of ice without permanent damage.
  9. Dockage elements shall have adequately designed lifting points.



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## B. Horizontal Loads:

1. Uniform horizontal wind loading from any direction shall be calculated as 15 psf on all projected surfaces, assuming 100% boat occupancy. Craft profile heights shall be determined from Figure 4-9, page 106, ASCE Report No. 50 dated 1969 or current edition. Full wind load shall be applied to unshielded dock and boat profiles and 10% of wind load shall be applied to each shielded boat profile.
2. The horizontal load due to impact on finger dock shall be result of largest berthed craft normally using adjacent slip striking end of finger dock 10° off center line. For purposes of calculations, weight of 99craft shall be 12 times finger length squared (12 L). Craft shall be considered moving at speed of 3 fps.
3. Impact of largest boat normally using that slip striking end of finger dock at a maximum angle of 10° to centerline of that finger dock at a velocity of 2 knots (3' per second) or less.
4. The dock system shall have a design sustained wave height of 1' and an occasional wave action of 6 to 8 hours duration up to 1-1/2' in height.
5. Structures shall withstand forces imposed by thermal expansion of ice.
6. Dockage design shall positively prevent torsion, racking and twisting by providing sufficient built-in torsion resistance to prevent no more than 3" of variation in normal free board at free end of all dock units under any possible combination of normal loadings.
7. Design handrail and handrail brackets on ramps to withstand a concentrated load of 200 lb. applied from any direction on any point at handrail, and uniform horizontal load of 20 plf.
8. System shall be designed to stay in water continuously regardless of season.
9. Ramps shall be designed to allow for horizontal and vertical movement of the dockage system. The system shall be designed such that disconnection of ramp is not required during winter.
10. Design water fluctuation shall be from +951.5' to +954.5' with median water surface elevation expected to be 953.0' (NGVD).
11. Flood flow condition design velocity: 6 fps.
12. Design stairs to allow for horizontal and vertical movement of the dockage system. Furnish and install stairs to RCP barge. Design attachment of stairs to existing floating barge.
13. All elements of the floating dock, ramps and their handrails must be in full compliance with the Americans with Disabilities Act (ADA) under normal operation conditions.

C. Ice: Design structure to withstand forces of nonmoving ice.

D. Waves: Design structure and system to withstand storm conditions of up to 2' waves on periodic, but not continual basis.

## Section 2.2 Concrete Decking Panels

- A. Concrete Decking to be wire reinforcement with 6000 PSI minimum strength. Water repellent manufactured in the mix design with slip resistant textured surface to resemble natural flagstone. Panel size 2' wide x 2' long x 1-1/2" thick, requested color is Ivory.



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## Section 2.3 Structural Steel

- A. Structural steel connectors, brackets, and miscellaneous parts shall conform to requirements of standard specification for structural steel, ASTM A36 ( $F_y = 36,000$  psi). Substructure steel frames shall be a box-truss design, which is 12 inches high using all angle iron. All structural steel is ASTM A36 material. The top and bottom main rails shall be a minimum of 1-1/2" x 1-1/2" x 3/16" angle iron. Cross bracing and diagonal bracing shall be a minimum of 1-1/2" x 1-1/2" x 1/8" angle iron. Round bar not permitted. All frames shall be hot-dip galvanized after fabrication in accordance with ASTM A123 specifications. Top surface set-up for concrete decking panels 24" OC.
- B. Steel, bolts, nuts, and washers for floating dockage will be zinc-coated (hot dip) in accordance with requirements of ASTM A123. Minimum zinc coating required are as follows:

	Min. Weight	Min. Thickness
Product Form	(oz./sq. ft)	(Mils.)
Less than 1/4" Steel	1.8	3.0
1/4" and thicker	2.0	3.4

1. Steel members shall be zinc-coated after fabrication. Minimal field welding or drilling allowed.

## Section 2.4 Hardware

- A. Bolts, lag bolts, screws, nails, flat washers, and lock washers shall be of type and size best suited for intended use. Low carbon bolts shall conform to requirements for Grade A bolts, ASTM A325. All fasteners and miscellaneous hardware shall be zinc- or cadmium-coated in accordance with requirements of ASTM A153, A163, or A164.
- C. Bolts, nuts and washers: Fabricate in accordance with ASTM A307 and shall be of sufficient size, shape, and length for their intended use.
- D. Connections: All standard frame-to-frame connections shall be bolted. All corner frame angles at each bolted connection shall be 3"x3"x 1/4" angle iron. Bolts shall be a minimum of 5/8" diameter and secured with self-locking type nuts.

## Section 2.5 Dock Flotation

- A. Encapsulated Flotation Devices
- B. Flotation performance: Flotation units shall be designed to maintain desired buoyancy and freeboard even if punctured or cracked. Flotation attachment to structural frame shall be positively attached by means of through bolt. Flotation unit and frame to act as one integral section.
- C. The flotation unit shall consist of pre-molded, high-density, polyethylene shell with foamed in place polystyrene flotation. Flotation units shall be of one-piece rotational-molded structure.





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**D. High-density, polyethylene float:**

Minimum thickness	0.125" (+/0.0075)	
Density	58 lb./CF	ASTM 1505
Environmental Stress Cracking	+1000 HR.	ASTM D1693
Ultimate Tensile Strength	2600 psi	ASTM D638
Vicant Softening Temp	+240° F	ASTM D1525
Brittleness Temp	180° F	180° F ASTM D746
Flexure Modulus	100,000 psi	ASTM D790

- E. Polyethylene shells shall be filled with modified polystyrene expanded in place (1.1 lb./CF density). Water absorption shall not exceed 3% by volume.
- F. Flotation units shall be securely through-bolted to bottom of substructure frame using a 3/8” hex head bolt, serrated washer and nyloc nut. Clips are not permitted.
- G. Freeboard shall be approximately 18”- 20" at normal dead load conditions.
- H. Dead loads shall consist of the entire weight of floating dock structure, including covers, cover structure, utilities, fenders, dock boxes, buildings, and anchor brackets.
- I. Maintenance: Flotation units shall be maintenance free. Flotation units are considered as being that part of floating dock from deck to bottom of flotation unit.
- J. Flotation Integrity: Flotation units shall be designed to maintain their desired buoyancy and freeboard even if structurally damaged (e.g. broken in half). Connections of flotation units shall be designed so that the entire floating dock acts as a unit. One unit does not deflect without adjacent units deflecting and no vertical slip will occur between units when deflecting. A rigid system is required which will neither rack under load nor twist in torsion.
- K. Flotation units shall be of fire-resistant construction.
- L. Manufacturer’s warranty 15 year minimum
- M. Army Corp of Engineer approved.
- N. Tank tested buoyancy rating.

**Section 2.6 Cleats**

- A. Galvanized Dock Cleats: Conforming to ASTM A47. Mounting bolts shall be recessed to prevent bolt heads from chafing lines. Submittal of proposed cleats to owner required prior to approval.
- B. Size: Slips 16’ through 24’ long shall have 8” cleats.
- C. Cleats shall be fastened to interior steel angle with deck high spacer tube using two through bolts.



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## Section 2.7 Dock Bumpers

- A. Non-marring, non-yellowing, marine grade, rubber, neoprene or extruded vinyl covering exposed edges. Material shall be tough, tear-resistant, and maintain flexibility to a temperature of 10° F.
  1. Durometer hardness: B9.
  2. Specific gravity: 1.368.
  3. Brittlely Temperature (ASTM 746052T): -20°F.
- B. Color: UV-stabilized Black. Bumper shall be no less than 2" across and 3-1/2" in height. Bumper material shall be fastened with large head stainless steel barb nails, not more than 8" on center. Bumpers shall be continuous on all finger piers and main walkways.
- C. Outside corners of docks and finger piers shall have corner dock bumpers installed. Dock bumper shall butt up to corner dock bumper with 1" gap maximum. Corner dock bumper corner product shall be approved in advance by the engineer.
- D. Fasten to dock frame with stainless steel barb nails. Staples are not permitted.

## Section 2.8 Stiff-Arms

- A. Handrail dock access gangway to be sufficient strength to meet project requirements and act as stiff-arms to existing floating dock.

## Section 2.9 Ramps and Bridges

- A. Fabricate from galvanized steel and allow for both horizontal and vertical movement of dockage system without impediment. Handrail construction
- B. Deck material:
  1. Transcend Builders Grade Decking, which is fade, stain, scratch, and mold resistant. Transcend maintains its vibrant color and luxurious finish—come scorching sun or red-wine spill—thanks to its unyielding, three-side shell protection. A green material using 95% recycled board. Requested color is Gravel Path (Classic Earth Tone Pattern)
  2. Or approved equivalent.
- C. Fasteners: Dacromet coated fasteners 5/16" x 2 1/4 self-tapping Torx head screws.

## Section 2.10 Frame Pad Boards

- A. Provide side skirting for mail walkway and finger piers.
- B. Banboard material shall be of same Transcend material as deck boards on same dock and be of same thickness as dock boards. Banboard shall be installed to cover topside structural members of dock. Banboard shall be positively fastened to structure and will have full backing behind all but joints.





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## Section 2.11 Anchorage

- A. Manufacturer designs anchorage system to individual site requirements for water surface fluctuations and with consideration to provided geotechnical information, water surface elevation fluctuations and flow through the adjacent channel. Design shall be governed by the following provided information as well as applicable industry standards for safety in design of such anchorage:
1. Soil boring data, performed on July 22, 2010, by Whitney and Associates, Inc. 2406 West Nebraska Avenue, Peoria, IL 61604.
  2. Applicable design requirements from section 2, with water fluctuations as indicated in [2.1](#), Section B, item 10, shall govern over all aspects of anchorage design.
- B. Anchorage type:
1. Stiff-arms to existing floating dock.
  2. Cables as needed.

## Section 2.12 Fabrication

- A. Dock Members shall be completely prefabricated by the dock manufacturer and delivered ready for flotation. Workmanship shall be first class in all respects and units not representing a finished and acceptable appearance will be rejected.
- B. Equip galvanized steel truss frame units with nominal 1” thick TREX composite side skirts that extend far enough to provide for adequate bumper of framing, but not less than 5-1/2” nominally. The composite skirt shall be positively fastened to truss frame on maximum 16” center.
- C. Provide continuous dock bumpers around dock with corner bumpers at outside corners.

## Section 2.13 Substructure - Barge Construction

- A. Substructure of dock must be made of Steel, Coated Barge sections at minimum of 3’ tall.

## Section 3.1 Execution

- A. Verify site conditions and alignments are correct and ready to receive work.

## Section 3.2 Installation

- A. Install dock system in strict accordance with manufacturer's recommendations and as shown on drawings.

## Section 3.3 Construction

- A. Finished steel members shall be free from twists, bends, distortions, and open joints. Steel construction shall be free of sharp edges and burrs. Ends of exposed steel members shall be routed or beveled. Coping and mitering shall be performed with care. Projecting materials and burrs, which would prevent bearing of various members on each other, shall be removed.
- B. Drilling and cutting of steel performed after galvanizing shall be painted with zinc-dust content paint. Welds over galvanized material shall be thoroughly cleaned and coated with two coats of cold galvanizing compound.



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- C. Welding shall conform to AWS requirements. Welds shall be solid and homogeneous part of metals joined and shall be free from pits or scale and shall be of full areas and length required to develop required strength for intended use. Undercutting caused by welding shall not be allowed.
- D. Bolts, nuts, and washers shall be set square with connecting structural members and nuts shall be drawn up tight. Lock washers or other devices or techniques shall be used to prevent nuts from loosening after being properly tightened.
- E. Screws shall be set so heads are just below wood surface. Composite boards shall be counter bored wherever projecting bolt heads or nuts may damage boats or provide a hazard to pier users. Counter boring shall be sufficiently deep to permit installation of TORX fasteners well below surface of material.
- F. Edges of exposed wood members shall be slightly beveled to ease sharp corners and preclude wood splinters from forming.

## Section 3.4 Boat Lifts

- A. Two powered Golden Boat Lifts with a lifting capacity of 15,000 lbs. each.
- B. Boat lifts to be constructed of marine grade aluminum with 3000 series stainless steel hardware.
  - 1. Fully welded aluminum structure on all non-adjustable parts.
  - 2. Each lift to have a remote control with auto-stop to fully lift the boats out of the water.
  - 3. 10-year warranty on driving motors.
  - 4. Stainless-steel high-speed motors and cables
  - 5. Cable keepers
- C. Electrical Connections to be provided by licensed electrical contractor. Lift motors to operate primarily off solar power from panels on roof.

## Section 3.5 Electrical Service Reequipments

- A. Installation of new services, conduit lights, power outlets will be handled by a licensed electrical contractor.
- B. The dock contractor shall be responsible for interface with the designated electrical contractor.
- C. Enough solar panels to make the boat house as carbon neutral as possible. Solar and battery storage to be the primary source of power and should be included in the cost along with outlets, lighting, power lifts, exhaust fan and garage door openers.
  - 1. Six interior LED lighting to ensure safe operation and maintenance within the boat house during nighttime operations.
  - 2. Four exterior LED Flood Lights or enough lighting to illuminate all exterior walkways.
  - 3. Battery charger for boats
  - 4. Power lifts.
  - 5. 24" Exhaust Fan
  - 6. Garage Door Openers



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## Section 3.6 Additional Reequipments

- A. Fresh water hookup and spicket from floating barge to the interior front wall of proposed dock.
- B. Exterior 5g cellular antenna to be provided and installed.
- C. Cradlepoint IRB 1700 Router to be provided and installed.
- D. Securakey – Standalone RK600 with Keypad to be provided and installed along with all necessary door strikes, power supplies and handheld programmer.
- E. Six Bosh NBE 7604-AL-OC outdoor security cameras to be included and installed via cat6 cable.
- F. Power Hookup from existing floating barge to interior of boat house to terminate in a circuit panel for use without solar power.

## Section 3.7 Manufacturer's Field Service Crew

- A. Dockage manufacturer shall provide at least one service representative who shall be present during installation of Work, who is thoroughly familiar with type of materials being installed, and requirements of Work.
- B. The manufacturer's representative shall have a least 10 years' experience in commercial projects.
- C. Installation crew must be trained and have adequate experience in marine construction.

## Section 3.8 Contractor Insurance Requirements

- A. The CONTRACTOR shall maintain all required insurance and provide required certificates in accordance with the insurance limitation requirements listed for the project.
- B. Missouri Workers Compensation Insurance
- C. General Liability Insurance
- D. Automobile Insurance
- E. Heavy Equipment/Boat Coverage

## Section 3.9 Safety

- A. The CONTRACTOR shall be solely responsible for the safety on and around the project site including shoring, ladders, drop cords, scaffolding, barricades, construction means, methods, techniques, sequences, and procedures.

## Proposal Content

The information provided herein is intended to assist bidders with a proper response to this RFP. City of Herculaneum believes that this RFP provides interested bidders with sufficient information to submit proposals that meet minimum requirements. However, the RFP is not intended to limit a proposal's content or to exclude any relevant or essential data. Bidders are encouraged to include additional information that will substantiate their service capabilities, product quality, and commitment to support your design and installation. Any exceptions or alternate offerings to this request must be communicated. The City of Herculaneum reserves the



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sole right to determine what is “equivalent” or “equal.”

Additionally, the City of Herculaneum recognizes you as the expert in this industry and we appreciate ideas that may improve the design or implementation of our project. Please submit your bid to the specifications provided and include information or ideas you may have that the city should consider improving our project. Our staff will carefully review these ideas and we will contact you with questions.

## SECTION 2-TIMELINE

- A. **Job Walkthrough:** A site visit is recommended for all bidders. Site visits can be scheduled between the hours of 8:30am and 4:30pm Monday-through Friday. Please contact Kevin Baker at (636) 493-8686 or email [kbaker@cityofherculaneum.gov](mailto:kbaker@cityofherculaneum.gov) to schedule the walkthrough before the date listed below.
- B. **Timeline modification:** Herculaneum Fire reserves the right to modify this timeline at any time. Changes will be posted on the Herculaneum Fire website as soon as information becomes available. All times listed are Central Standard Time (CST)

Timeline	Date	Time
Issue Date	April 6, 2023	8:00am
Questions and Clarifications Due (send to: <a href="mailto:kbaker@cityofherculaneum.gov">kbaker@cityofherculaneum.gov</a> )	May 24, 2023	4:00pm
Request for Proposals Due	May 31, 2023	4:00pm
Target Award Date	June 5, 2023	7:00pm

## SECTION 3-INSTRUCTIONS TO BIDDERS

This process is expected to be competitive with numerous vendors participating. The City of Herculaneum endeavors to provide a uniform distribution of information to vendors and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any addenda will not be considered.

Responses to this RFP are required to be sealed and delivered by the Request for Proposals Due Date listed above in section 2B. Submittals may be hand delivered or via US Mail. Submittals shall be delivered to City of Herculaneum, 1 Parkwood Court, Herculaneum Mo 63048. Bid packets shall be sealed with the title “Boat House Proposal”.

All submittals shall include the following in this order:

- A. Name, title, and contact information of the representative submitting proposal.
- B. Legal company name, address, phone, and email.
- C. RFP name as it appears on this document.



# HERCULANEUM FIRE DEPARTMENT

151 RIVERVIEW PLAZA DRIVE  
HERCULANEUM, MISSOURI 63048  
BUSINESS: 636.475.3080 – FAX: 636.475.6191

[WWW.CITYOFHERCULANEUM.GOV](http://WWW.CITYOFHERCULANEUM.GOV) – E-MAIL: [FIRE-RESCUE@CITYOFHERCULANEUM.GOV](mailto:FIRE-RESCUE@CITYOFHERCULANEUM.GOV)

- D. Number of years in business and brief description of your company's experience and qualifications.
- E. Your bid.
- F. Other information or supporting documentation that you think our selection committee would benefit from reviewing.
- G. A minimum of three references with contact information for recent work that is similar in nature.
- H. Insurance certificate.

Bidders should carefully read the information contained herein, and in any addenda, and submit a complete proposal to all requirements and questions as directed.

Questions regarding this RFP should be submitted via email to [kbaker@cityofherculaneum.gov](mailto:kbaker@cityofherculaneum.gov). Herculaneum Fire will attempt to answer all relevant questions submitted to this email address prior to the question deadline in the timeline above. All such addenda issued by Herculaneum Fire prior to the time that proposals are received shall be considered part of the RFP. It shall be the Bidder's responsibility to view all documents posted in the Request for Proposal section at [www.herculaneumfire.com](http://www.herculaneumfire.com)

Along with your RFP submit a certificate of liability insurance per the attached requirements for evidence only. If your proposal is successful and a contract awarded, a compliant certificate of insurance will be required with all endorsements at that time.

The City of Herculaneum makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all proposals, waive any formalities or technical inconsistencies, or delete any item/requirements from this RFP or resulting contract when deemed to be in Cities best interest.

Representations made within the proposal will be binding on Bidder. Failure to comply with the requirements contained in this RFP will result in the rejection of your proposal.

The bidder recognizes and understands that any costs incurred by the Bidder from submitting a response to this RFP are the responsibility of the bidder.

## SECTION 4-Selection Criteria

Proposals will be evaluated to identify the best value for The City of Herculaneum. The selection of the successful bidder will be based on the following criteria in no order of importance:

- A. Compliance with RFP requirements
- B. Overall quality of response and services/products proposed.
- C. Company qualifications, experience, and demonstration of technical and



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- management competence
- D. Pricing
- E. References and reputation
- F. Environmental policy and “Green” initiatives, if applicable
- G. Service capability including evaluation of past performance and number and scope of any conditions included in the proposal.

*Note: Criteria may be modified in subsequent addenda. The City of Herculaneum is not bound to accept the lowest priced proposal if that proposal is not the best value for the city in its sole discretion. Submission of a proposal indicates Bidder’s acceptance of the evaluation technique and recognition that some subjective judgments must be made by The City of Herculaneum during the selection process.*

## **SECTION 5-RFP Terms and Conditions**

### **Submittal Instructions**

All submittals must adhere to the instructions provided above to be considered.

### **Proprietary Information**

It is understood that The City of Herculaneum is a local government of the State of Missouri and, as such, is subject to the Missouri Freedom of Information Act, RSMo 610. Except as otherwise agreed prior to the award or finalization of any vendor transaction, The City of Herculaneum shall provide upon request by any third party all information pertaining to such transaction which must be disclosed pursuant to RSMo 610, and Cities obligations under RSMo 610 supersede its obligations under any agreement, contract, purchase order or negotiated transaction. Please contact the City of Herculaneum if you feel you need to submit confidential information or clearly mark all information which you consider proprietary and/or confidential.

### **Refusal**

The City of Herculaneum reserves the right to refuse any and/or all proposals or any part thereof.

### **Withdrawal Proposal**

You may withdraw your proposal at any time prior to the date and time set for closing.

### **Discussions/Negotiations**

The City of Herculaneum reserves the right to contact any bidder for clarification of information submitted; The City of Herculaneum reserves the right to conduct discussions with bidders, to





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accept or not accept revisions of proposals, and to negotiate any point in the proposal or the subsequent contract at the discretion of the Fire Chief and Board of Aldermen.

## **Award**

Awards shall be made to any or all responsible Bidders whose submittals are determined to be advantageous to the city based on the evaluation factors described above. Price, although a consideration, will not be the sole determining factor. The City of Herculaneum reserves the right to ask for the “Best and Final Offer” from any or all bidders.

## **Pre-Award Presentations**

The City of Herculaneum reserves the right to request presentations from the highest-ranking bidders, in which they may be asked to provide additional information and answer questions.

## **Contract**

The successful Bidder is expected to enter into a contract with City of Herculaneum that includes terms and conditions acceptable to the City. If the City of Herculaneum cannot reach an agreement with the successful Bidder on a contract form acceptable to the City, then we may terminate negotiations with the successful Bidder and either enter negotiations with another qualified Bidder or issue a new RFP, in the City of Herculaneum’s sole discretion. The contract shall be construed in accordance with the laws of the State of Missouri. In the event any dispute arises hereunder, the venue for any legal proceedings shall be in Jefferson County, Missouri, and vendor hereby submits and agrees to the jurisdiction of the courts therein.

## **Indemnification**

Successful Bidder shall indemnify and save The City of Herculaneum harmless from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the Bidder in conjunction with its contractual obligations including, but not limited to, obligations for the preparation of any and all documents required by the city in conjunction therewith, and shall defend all suits, in the name of The City of Herculaneum when applicable, and shall pay all costs and judgments which may issue thereon.

## **Insurance**

Successful Bidder shall have their insurance company send The City of Herculaneum a certificate of liability insurance compliant with the insurance requirements attached hereto as Exhibit A.



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## **SECTION 6-Warranties, Representations, and Acknowledgments of Bidder**

- A. By submitting a proposal, Bidder acknowledges and agrees that (1) this RFP is a solicitation for proposal and is not a contract or an offer to contract and (2) the submission of a proposal by Bidder in response to this RFP will not create a contract between The City of Herculaneum and Bidder.
  
- B. By submitting a proposal, Bidder offers and agrees to furnish to The City of Herculaneum the products and/or services described in its proposal, at the prices quoted in the proposal, and to comply with all terms, conditions, and requirements set forth in the RFP documents and contained herein.
  
- C. By submitting a proposal, Bidder represents and warrants that (1) Bidder is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions, and requirements of the RFP; (2) Bidder has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP; (3) Bidder is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances; (4) Bidder understands the requirements and specifications set forth in this RFP and the terms and conditions set forth; and (5) all statements, information, and representations prepared and submitted in response to this RFP are current, complete, true, and accurate. Bidder acknowledges that the City will rely on such statements, information, and representations in selecting the successful Bidder. If selected by The City of Herculaneum as the successful Bidder, Bidder will notify The City of Herculaneum immediately of any material change in any matters with regard to which Bidder has made a statement or representation or provided information.



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## Exhibit A

### City of Herculaneum

All vendors/companies/groups (herein referred to as “Vendor”) providing services to or doing business with The City of Herculaneum must maintain the following types of insurance with minimum limits of liability as stated below for the duration of the contract. Please send these requirements to your insurance agent or broker and have them provide a compliant Certificate of Liability Insurance (preferably a standard Acord form) to The City of Herculaneum.

Certificates of Liability Insurance evidencing the coverage, limits and endorsements outlined below must be issued by the insurance agent or carrier at least (5) working days prior to contract execution or work commencing.

**Note:** Additional coverage may be required dependent upon the nature and scope of services provided and/or work performed. Requests for exceptions to these requirements must be discussed with and approved by The City of Herculaneum *prior* to contract execution or work commencing.

#### Coverage Minimum Limit

**Commercial General Liability (CGL) \$1,000,000 Occurrence/\$2,000,000 aggregate  
\$2,000,000 Products / Completed Operations aggregate.**

The Vendor shall maintain CGL coverage for itself and all additional insureds for the duration of the services performed for The City of Herculaneum and maintain Completed Operations coverage required herein in full force and effect until the expiration of any applicable statutes of limitations.

**Automobile Liability Combined Single-Limit \$1,000,000**

Vendors shall ensure automobile liability is in force as required by state law for all vehicles used in performing services under this agreement.

**Workers’ Compensation Statutory Limits (\$100,000/\$500,000/\$100,000)**

Vendor shall maintain the coverage required by the state for Workers’ Compensation / Employer’s Liability insurance.

#### Additional Provisions

The City of Herculaneum requires insurance carriers be licensed to conduct business in the State of Missouri. Vendor shall require in all Vendor’s subcontracts, if any, the same limits, and coverage required herein