

Request for Proposals (RFP)
Indefinite Delivery/Indefinite Quantity (IDIQ) Contract for Street Paving Maintenance Services
City of Bastrop, Texas
RFP No.: PW-2025-03
Issue Date: October 22, 2025
Proposal Due Date: Friday November 14, 2025, 2:00 PM CDT

1. Introduction

The City of Bastrop, Texas (hereinafter referred to as "the City"), is soliciting proposals from qualified contractors to provide street paving maintenance services under an Indefinite Delivery/Indefinite Quantity (IDIQ) contract. The purpose of this RFP is to establish a contract with one or more contractors to perform various street paving maintenance tasks, including but not limited to asphalt repairs, resurfacing, milling, overlay, and related services, on an as-needed basis for a period of three (3) years with the option to extend for two (2) additional one-year periods.

The City seeks to ensure high-quality, cost-effective, and timely street maintenance services to maintain safe and functional roadways for residents and visitors. This IDIQ contract will allow the City to issue task orders for specific projects as needs arise, without a guaranteed minimum or maximum quantity of work.

2. Scope of Services

The selected contractor(s) shall provide street paving maintenance services, including but not limited to:

- **Asphalt Paving and Repairs:** Patching, crack sealing, and minor asphalt repairs to address potholes, surface deterioration, and other pavement defects.
- **Milling and Overlay:** Removal of existing pavement and application of new asphalt overlay to restore road surfaces.
- **Resurfacing:** Full-depth or partial-depth resurfacing of streets to improve ride quality and extend pavement life.
- **Base Stabilization:** Repair and stabilization of road bases to address structural deficiencies.
- **Surface Treatments:** Application of seal coats, chip seals, or other surface treatments to protect and extend pavement life.
- **Traffic Control:** Implementation of traffic control plans in compliance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD) to ensure safety during construction activities.

- **Quality Control and Testing:** Conducting material testing and quality assurance to meet City specifications and industry standards (e.g., TxDOT standards or ASTM).
- **Emergency Repairs:** Availability for urgent repairs, such as pothole filling or pavement failures, within [insert response time, e.g., 24 hours of notification].

The City reserves the right to issue task orders for specific projects, which will include detailed scopes of work, performance timelines, and budget constraints. Quantities and locations of work will vary based on the City's needs and budget availability.

3. Contract Term

The contract term shall be three (3) years, commencing upon execution of the contract, with the option to renew for two (2) additional one-year periods at the City's discretion, subject to satisfactory performance and budget availability.

4. Minimum Qualifications

To be considered, proposers must meet the following minimum qualifications:

1. **Experience:** A minimum of five (5) years of experience providing street paving maintenance services for municipal or public sector clients.
 2. **Licensing and Bonding:** Valid Texas contractor's license, if applicable, and ability to provide performance and payment bonds for individual task orders as required by Texas Local Government Code, Chapter 252.
 3. **Insurance:** Ability to provide insurance coverage, including general liability, automobile liability, and workers' compensation, meeting the City's requirements (see Section 8).
 4. **Equipment and Personnel:** Ownership or access to necessary equipment and qualified personnel to perform the scope of services.
 5. **Compliance:** Compliance with all applicable federal, state, and local regulations, including Texas Department of Transportation (TxDOT) specifications for materials and construction, where applicable.
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5. Proposal Submission Requirements

Proposals shall be submitted in a sealed envelope or electronically (as specified below) and include the following components:

1. **Cover Letter:** A letter signed by an authorized representative of the proposer, summarizing the proposal and confirming the proposer's commitment to the terms of the RFP.

2. **Company Profile:** A description of the proposer's organization, including years in business, relevant experience, and references from at least three (3) municipal or public sector clients for similar services.
3. **Key Personnel:** Resumes or qualifications of key personnel who will oversee and perform the work, including project managers and field supervisors.
4. **Technical Approach:** A detailed description of the proposer's approach to performing street paving maintenance services, including quality control measures, traffic control plans, and emergency response procedures.
5. **Unit Price Schedule:** A proposed unit price schedule for common tasks (e.g., per square yard of asphalt overlay, per linear foot of crack sealing, etc.). Prices shall include all labor, materials, equipment, and overhead costs.
6. **Work Plan and Schedule:** A sample work plan and schedule for a hypothetical task order (e.g., resurfacing 1 mile of a two-lane road), demonstrating the proposer's ability to meet deadlines.
7. **Safety Record:** A summary of the proposer's safety record, including OSHA incident rates for the past three (3) years.
8. **Certifications and Licenses:** Copies of relevant licenses, certifications, and proof of bonding capacity.
9. **Insurance Certificates:** Evidence of current insurance coverage or a statement of ability to meet the City's insurance requirements.

Submission Instructions: Proposals must be received no later than Friday, November 14, 2025, 2:00 PM CDT. Submit one (1) original and three (3) copies of the proposal to:

City of Bastrop
Attn: City Secretary
1311 Chestnut Street
Bastrop, Texas 78602

Each bid shall be placed in a separate sealed envelope, marked clearly on the outside with the words "Bid Documents".

No electronic submissions. Must be mailed or dropped off in person. Late proposals will not be accepted.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria (total of 100 points):

- **Experience and Qualifications** (25 points): Demonstrated experience in street paving maintenance and qualifications of key personnel.
- **Technical Approach** (25 points): Quality and feasibility of the proposed approach, including quality control, safety, and emergency response plans.
- **Cost Effectiveness** (30 points): Competitiveness of the unit price schedule and overall value to the City.
- **References** (10 points): Feedback from previous clients on similar projects.
- **Capacity and Schedule** (10 points): Ability to mobilize resources and meet project timelines.

The City reserves the right to conduct interviews or request additional information from shortlisted proposers.

7. Contract Award

The City intends to award the IDIQ contract to one or more proposers whose proposals are deemed most advantageous to the City, considering the evaluation criteria. The City reserves the right to reject any or all proposals, waive minor irregularities, or negotiate with proposers as permitted by Texas Local Government Code, Chapter 252.

8. Insurance Requirements

The selected contractor(s) shall maintain the following minimum insurance coverages during the contract term:

- General Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate.
- Automobile Liability: \$1,000,000 combined single limit.
- Workers' Compensation: Statutory limits as required by Texas law.
- Umbrella/Excess Liability: \$2,000,000 per occurrence (recommended).

The City of Bastrop shall be named as an additional insured on all policies except workers' compensation. Certificates of insurance must be provided prior to contract execution.

9. General Conditions

1. **Compliance with Laws:** The contractor shall comply with all federal, state, and local laws, including Texas Local Government Code, Chapter 252, and applicable TxDOT standards.
2. **Non-Collusion:** By submitting a proposal, the proposer certifies that the proposal is made without collusion or fraud.

3. **Conflict of Interest:** Proposers must disclose any potential conflicts of interest in accordance with Texas Government Code, Chapter 176.
 4. **Task Orders:** Work will be authorized through task orders issued by the City, specifying the scope, schedule, and budget for each project.
 5. **Payment Terms:** Payments will be made within 30 days of receipt of an approved invoice, subject to verification of satisfactory completion of work.
 6. **Termination:** The City may terminate the contract for convenience or for cause with written notice, as outlined in the contract terms.
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10. Questions and Clarifications

All questions regarding this RFP must be submitted in writing to Elisha Perkins eperkins@cityofbastrop.org by October 30, 2025, 5:00 PM CDT. Responses to questions will be posted on the City's website at https://www.cityofbastrop.org/page/city.public_notices by November 3, 2025.

11. Addenda

The City reserves the right to issue addenda to this RFP. All addenda will be posted on the City's website at https://www.cityofbastrop.org/page/city.public_notices. Proposers are responsible for checking for updates.

12. Proposal Validity

Proposals shall remain valid for a minimum of 90 days from the submission deadline.

13. Reservation of Rights

The City reserves the right to:

- Reject any or all proposals.
- Waive minor irregularities in proposals.
- Negotiate with proposers to clarify or modify proposals.
- Award multiple contracts if deemed in the City's best interest.