

CITY OF BAKER, LOUISIANA  
SEWER LIFT STATION EMERGENCY GENERATORS  
*FEMA Project 4277-40*

REQUEST FOR PROPOSALS

Published October 30, 2020

CITY OF BAKER, LA  
SEWER LIFT STATION EMERGENCY GENERATORS PROJECT  
FEMA PROJECT 4277-40

**REQUEST FOR PROPOSALS**  
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**SECTION 1**  
**NOTICE TO RESPONDING FIRMS**

The City of Baker, LA is seeking proposals for the purchase and installation of 50kw natural gas generators at multiple sewer lift stations related to FEMA Disaster 4277 and the approved flood mitigation subprojects entitled, "2409 South Magnolia Drive", "1702 College Avenue", "2402 College Avenue", "15005 Plank Road", "13831 Woodward Street", "3206 Highway 19" and "6518 Groom Road".

This includes boring, laying gas lines as needed, concrete pad, enclosure if current fencing is inadequate, switch gears, connections, warranty and an optional service contract. This project should be completed to ensure the continuity of operations during incidents such as emergencies, disasters, flooding and power outages involving less than one acre of ground disturbance.

This project will be funded through FEMA's Hazard Mitigation Grant Program (HMPG CFD 97.039).

Proposals should be prepared simply and economically providing a straightforward and concise description of the Respondent's ability to meet the requirements of the RFP. They become the property of the City of Baker, LA once reviewed whether awarded or rejected. All information contained in the Respondent's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976, *Freedom of Information Act* except where specifically exempted.

Firms and/or individuals responding should have experience with federally-funded programs and be licensed to practice in Louisiana.

The City is exempt from sales taxes. The successful Respondent shall be responsible for all applicable sales and use taxes.

All proposals shall include references. The City reserves the right to contact any of the references included in the proposal submitted as well as the representatives of any of projects submitted under past experience.

All proposals shall include evidence of current general and professional liability insurance.

This RFP is not a bid and, therefore, no formal bid opening will be held. The intent of this RFP is to determine the most qualified and cost-competitive firm(s) or individuals interested in this project. Responses will be evaluated using a point system described in Section 5 by a Selection Committee composed of staff members from various departments of the City.

The City of Baker reserves the right to:

- a. select a Respondent without an interview;
- b. select the top ranked Respondents to present their qualifications and approach at an oral presentation;

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- c. reject any proposal it determines to be unresponsive and deficient in any of the information requested; and/or
- d. negotiate with all persons or firms submitting a Statement of Qualification in accordance with the laws of the State of Louisiana and the United States.

Neither the City nor their representatives shall be liable for any expenses incurred in connection with the preparation of a response to this RFP.

Small and minority businesses, women's business enterprises and labor surplus area firms are encouraged to submit qualifications. Firms using subcontractors must solicit such firms in the subcontracting process. The City of Baker is an Equal Opportunity Employer; all bids must be in compliance with 2 CFR 200 Appendix II(C), 200.327-329, Appendix II(I), 200.336, 200.333, Appendix II(J) See 200.322, 200.325, Appendix II(D), Appendix II(B), Appendix II(E) and Appendix(G).

The City shall not be required to award a contract to any of the Respondents that submit a proposal in response to this RFP. At its sole and absolute discretion, the City shall determine the successful Respondent, if any. Reasons for non-award of this contract may include, but are not limited to, dissatisfaction of the submitted proposals, insufficient interest from Respondents, withdrawal of one or more of the grants or funding sources anticipated being used to fund the project.

**SECTION 2  
SCHEDULE**

The RFP schedule and related deadlines are as follows:

Advertisement in Official Journal	
Notice to SMWBE & LSAF	
Posting on City's website	
Notice to other media sites	Oct 30, 2020
Receipt of written inquiries/clarifications	Nov 5, 2020
Response to written inquiries/clarifications	Nov 10, 2020
Receipt of Proposal	Nov 19, 2020 by 5PM EST
Interviews (if deemed necessary)	Nov 23-24, 2020
Award to Successful Respondent	Nov 26, 2020
Execution of Contract	Dec 10, 2020

**SECTION 3**  
**INSTRUCTIONS TO RESPONDENTS**

*Delivery*

Interested firm(s) should submit three (3) paper copies and one (1) .pdf copy of their Proposal clearly marked on the front cover with, "RFP-FEMA 4277-40 SEWER LIFT STATIONS". Responses should be addressed to

Ashley Batts, Purchasing Agent  
City of Baker, Louisiana  
P O Box 707  
Baker, LA 70704.

They may also be hand-delivered to 3325 Groom Road in Baker, LA. Hand-delivered proposals must be date/time stamped by the City's receptionist, evidenced by her signature, to be considered. Delivery method must ensure that responses be physically received on or before the date indicated in the Schedule.

*Questions/Clarifications and Subsequent Addenda*

A pre-proposal meeting will not be held. Questions or clarifications of RFP requirements shall be submitted via email by the date indicated in the Schedule to [abatts@cityofbakerla.com](mailto:abatts@cityofbakerla.com) with a copy to [rbond@ccityofbakerla.com](mailto:rbond@ccityofbakerla.com). Please include 'RFP FEMA 4277-40 Inquiry' in the subject line. Should you not receive a response within 48 hours, please contact Ashley Batts at 225-778-1751 to ensure that your email was received.

All interpretations, corrections or additional RFP provisions that the City may decide to include will be made as an official addendum posted on its website ([www.cityofbakerla.com](http://www.cityofbakerla.com)) for all parties to download. It is the Respondent's responsibility to determine that it has received any addendums before submitting a response. Failure to receive any official addendum(s) shall not relieve the Respondent of the responsibility for complying with the terms thereof. The City will not be bound by oral responses to inquiries or written responses other than written addenda.

*Interviews*

The City may request interviews with one or more Respondents giving the opportunity to discuss qualifications, past experiences, proposed scope of work and fees in more detail. Such interviews will be held November 23-24, 2020. Selected Respondents should be available on one of those days.

*Debarment and Suspension*

Along with your proposal, you also must include verification that your company (as well as the company's principal and any subcontractors) is not listed (i.e., is not debarred) through the Federal System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Please include a printed copy of the search results that includes the record date.

*Award Protests*

Any protests regarding the award of this RFP must be in writing to the Purchasing Agent within five (5) business days of the award date. It must clearly state the reason(s) for the protest. The

Purchasing Agent will provide the Respondent with the appropriate instructions for filing a protest. It will be reviewed by the City Attorney or his/her designee whose decision shall be final.

*Small and Minority Businesses, Women's Business Enterprises and Labor Surplus Area Firms*

The Respondent shall, in accordance with 2 CFR 200.321 demonstrate the intended roles of SMWBE & LSAF for the project, demonstrate an ability to give priority to and show how qualified SMWBE & LSAF services would be utilized in the project team. The selected Respondent shall be responsible for providing appropriate SMWBE & LSAF documents during negotiations. Specific steps to fulfill this vendor diversity requirement include:

- Placing qualified small and minority businesses and women business enterprises on solicitation lists
- Assuring that small and minority businesses and women business enterprises are solicited whenever they are potential sources
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit participation by small and minority business and women's business enterprises
- Establishing delivery schedules – where the requirement permits – which encourage participation by small and minority businesses and women's enterprises
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency of the U.S. Department of Commerce (DOC); and
- Requiring the Prime Contractor, if subcontracts are to be let, to take the affirmative steps listed in items (1) through (5) of this section.

*Size of Proposal*

The total size of the RFP submitted should be on 8.5" x 11" paper and no more than 30 pages, single-sided, in length. Certificates of liability and professional insurance do NOT count towards the RFP page count. If concept plans and schedules are provided, they may be on 11" x 17" paper and will count for only one (1) page. Supplemental information is limited to 20 pages, must be separate from the base proposal and must clearly be labeled as "Supplemental Material". A digital copy shall be provided in PDF format and all RFP information should be submitted as a single file. Any additional information supplemented to the RFP should be submitted in PDF format in a separate single file.

**SECTION 4**  
**PROJECT DESCRIPTION AND CONCEPTUAL PLAN**

*Project Description*

The City of Baker operates and maintains seven (7) sewer lift stations (located as follows: 2409 S Magnolia Drive, 1702 College Avenue, 2402 College Avenue, 15005 Plank Road, 13831 Woodward Street, 3206 Highway 19 and 6518 Groom Road) that are currently supplied by electric power to operate pumps that lift the sewerage. They currently have no back up power supply to operate during power outages. During hazardous weather, the potential to lose electric power is very likely and has caused sewerage flooding into homes in the area.

Natural gas generators (50kw) installed at the sewer lift stations will supply the needed power to the lift stations during power outages thus allowing the sewer system to function normally during natural disasters or weather-related emergency events.

*Conceptual Plan*

This project will include securing 7 natural gas generators to include sufficient warranties and an optional service contract. It further requires installation to include boring, placement of concrete pad, enclosure if current fencing is inadequate, switch gears and connections.

It includes laying gas lines to provide power for the generators. This portion of the project was completed by the City. There could be, however, a need for additional footage depending on placement.

This project should be completed to ensure the continuity of operations during incidents such as emergencies, disasters, flooding and power outages involving less than one acre of ground disturbance.



## **SECTION 5 QUALIFICATIONS AND SELECTION PROCESS**

Through this RFP, the City of Baker, LA will select the most qualified Respondent who shall be responsible for all steps necessary to fully complete the purchase and installation of seven (7) 50kw natural gas back-up generators including concrete foundation pad, Automatic Transfer Switch (ATS), noise attenuating enclosure and appurtenance electrical component, erosion control, related site work and all else required for the installation. All other necessary work required for its full functionality is the responsibility of the selected Respondent such as...

- suitable location for concrete pad per City's preference and ability;
- additional sitework required for stable placement of generator in normal as well as adverse conditions;
- associated and required fixtures, enclosures or related items in regards to transfer switches;
- required electrical work to be completed by a licensed electrician; and
- testing for determination that the generator is functioning properly and is fully operational.

Respondents will be responsible for determining all requirements and permits needed to complete the installation of the generators, transfer switches, any associated electrical and other components needed to ensure the proper, efficient and safe operation of the system. They will also be responsible for obtaining all engineering approvals needed as mandated and required by the City. All permits, engineering approvals and associated requirements are the responsibility of the selected Respondent.

All work is to be done by skilled tradespeople appropriately licensed and certificated in the State of Louisiana as required. Minimum experience requirement should be no less than three (3) years in the installation of systems of similar size and scope.

The contractor should be familiar with HMGP project application criteria/requirements and recipient compliance requirements.

### *Warranty*

Warranty applies from the date of final acceptance by the City of Baker. The minimum warranty period on parts/labor should be no less than one (1) year. Please indicate any additional terms of warranty in the proposal or as an attachment.

### *Service Contract*

Should the Respondent wish to include a service contract with the proposal, it must include a provision for technicians 24/7 for emergency services. Technicians must be certified for install and service. An annual service maintenance plan is desired but shall be contingent upon continued appropriation of funding by the City of Baker. Please indicate the routine service costs as well as 24/7 emergency service costs and any parts discounts allowable.

Each Respondent who submits its proposal in response to this RFP accepts the evaluation process as outlined below.

**Item 1 General Qualifications and Availability** **15 points**

Provide legal name of firm(s), business form (individual, partnership, corporation, etc.), location of the office that will be conducting the work and description of primary business including background and history, organizational structure, QA/QC program and the number of employees. This section should contain any additional information about the firm that the Respondent feels will assist the City in better understanding the interest and unique qualifications of the firm. Prior experience with like projects funded through federal and/or state grant programs is relevant.

Provide a statement on the availability and commitment of the firm(s), its principal(s) and assigned professionals to undertake the project and reporting responsibilities. Include the method of communicating with the City throughout the project.

**Item 2 Proposed Staff** **20 points**

Identify by name and role the key team members to be assigned or employed to manage the project including a resume for each one. Provide an organizational chart for personnel and any subcontractors, if utilized, that will work on this project indicating those that have previous experience with similar projects. Resumes of key technical/environmental/permitting personnel should be included. The proposal shall identify the primary day-to-day contact and the following two alternate personnel to be assigned to the project. Significant effort should focus on highlighting the relevant qualifications and past experiences of project managers, team members and technical/environmental/permitting personnel comparable to the size and type of this project. The proposal shall also identify all team members employed by Veteran/Minority/Women Owned businesses.

**Item 3 Project Experience** **50 points**

At a minimum, demonstrate how your firm meets the following qualifications:

- a. A minimum of five (5) projects with like terms and requirements with this project. Each project reference should include the project name/locations, a short description of the scope of work, the approach, the budget amount, if any, the actual final project cost with detailed cost savings or cost increases, the timeframe required for completion and any exceptional successes or challenges encountered during the duration of the project. Please provide the client name and contact information for reference purposes.
- b. Knowledge of available funding sources and grants for similar work with specific emphasis on projects funded through FEMA's Hazard Mitigation Grant Program (HMPG CFD 97.039).

**Item 4 Methods/Project Approach** **15 points**

Explain how the firm(s) will assess and design the project including a detailed work plan listing all tasks determined necessary and resources needed for each task (title and hours). It should be sufficiently detailed to identify the progress milestones to be completed. Include methods to be utilized in tracking work progress, budgets and adherence to deadlines.

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The Respondent shall demonstrate ability to provide turnkey design, construction documents, permitting, bidding, construction administration services and public outreach as required for the project. Work may include, but shall not be limited to:

1. The Respondent will prepare and submit plans for review at 30%, 60%, 90% and 100% levels of completeness. Plans should contain, but not be limited to the following:
  - a. Title Sheets including a Location Plan (1" = 500'), Index or List of Drawings and appropriate approval signatures including that of the Respondent's Project Manager.
  - b. Plan and profile sheets for existing features and demolition, proposed site layout plan and proposed grading plan.
2. Perform a topographic, boundary and utility survey of the project site to establish a baseline for project stationing and all geometrics to be referenced. The Respondent shall locate critical elevations and establish a reference benchmark circuit for all design and potential construction. The Respondent shall locate all existing utilities, and all pertinent property, right-of-way, and existing easement lines. The survey shall include an appropriate number of stream channel cross sections for all phases that will provide the necessary data needed to complete restoration design details. All elevations and horizontal coordinates are to be referenced to State Plane (US Feet).
3. Minimize disturbance to existing natural vegetation in design for accessing the site and restoring when possible.
4. Schedule and manage progress meetings with the CITY and/or their appointed representatives. The Respondent shall prepare Status Reports for each meeting as well as produce all meeting minutes. The Status Report shall include at a minimum:
  - a. Current scope of work completion status versus anticipated status,
  - b. Summary of budget status,
  - c. Project information and decision needs including the anticipated source, expected response,
  - d. Time and any issues or problems that could delay the expected response,
  - e. Anticipated tasks and accomplishments for the coming reporting period,
  - f. Questions, comments, problematic issues and suggestions,
  - g. Identification of out of scope task work, and
  - h. Invoicing issues and proposals to address such issues.
5. Provide calculations and quantities for soil excavation associated with this project, if applicable.
6. Prepare and submit all necessary local, parish, state and federal permits and certifications for the project construction (such as, but not limited to):
  - a. United State Army Corp of Engineers (USACE) permitting under the Clean Water Act
  - b. State of Louisiana
  - c. East Baton Rouge Parish

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- d. Amite River Basin Commission
- e. City of Baker Public Works
- f. City of Baker Permit

7. Survey, maintain, and finalize As-Built drawings during and after construction.

**SECTION 6**  
**MINIMUM SUBMISSION REQUIREMENTS**

In responding to this RFP, please submit a Proposal addressing the following items at a minimum:

1. Transmittal Letter with:
  - a. RFP subject
  - b. Name of the Respondent responding, including mailing address, e-mail address, telephone number, and name(s) of contact person(s).
  - c. The name of the person or person authorized to make representations on behalf of the Respondent, binding the Respondent.
  - d. A Statement of Familiarity confirming key personnel have read proposal attachments, visited the site and familiar with terrain and surrounding areas.
2. Description of the Understanding of the Project
3. Description of the Respondent's Project Approach
4. Organization Description
5. Organizational Chart of Proposed Team showing names and roles of all key personnel and sub-Respondents
6. Description of "Services to be Performed" including, but not limited to:
  - a. Project Management
  - b. Permitting
  - c. Construction Cost Estimating
  - d. Construction Engineering and Inspection
  - e. Additional service(s) the Respondent deems critical to complete the project
7. Assumptions and Expectations.
8. Project Resumes of at least five (5) and no more than ten (10) similar projects successfully permitted or completed projects within the last eight (8) years. A minimum of three (3) projects must be constructed and completed. Reference contacts for each project must be provided. Selected project resumes must provide a minimum of four (4) different references. At a minimum, the following information needs to be clearly conveyed:
  - a. Project Name
  - b. Project Location
  - c. Project Organization and/or Municipality
  - d. Identify if project had grant funding. If so, what agency and grant.
  - e. Principal-In-Charge
  - f. Project Key Personnel and sub-Respondents

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g. Project description including applicable permitting agencies, permitting experience, experience with planning and feasibility studies, design approach, and/or implementation during construction.

h. The project status (permitted, bid, under construction or completed),

i. Engineering services fee,

j. Awarded and/or actual Cost of Construction

k. Percentage of variation from initial construction estimate.

l. Percentage of variation from initial Design and Engineering fees.

m. Date of Completion of Construction and/or services

n. Applicable permitting agencies for the project

o. Client reference information with knowledge of the Respondent's work on the specified projects including contact name, current organization, address, phone number and e-mail.

9. Provide Personal Experience and Resumes of Key Personnel and sub-Respondents on the team.

At a minimum, each resume should address:

a. Name

b. Team Role

c. Years of Experience

d. Firm and Location

e. Education

f. Other relevant Professional Qualifications

g. Relevant Project Experience

10. Provide a matrix outlining key personnel and sub-Respondents, proposed team role for each key personnel and sub-Respondents, and identify which the of the referenced projects the key personnel and sub-Respondents served in a similar or same role as proposed on this RFP. The matrix from GSA SF330 Section G Form can be referenced as an acceptable matrix format.

11. Table of availability of key personnel categorized by "Services to be Performed"

12. Demonstrate how Veteran/Minority/Women Business Enterprise (MWBE) will be utilized and included in the project. Indicate what proposed services MWBE participants would provide based on current understanding of the project.

13. Proposal shall include proof of liability and professional insurance. Respondent shall secure and maintain sufficient liability and other insurance as is appropriate for the work to be performed and will provide protection from claims set forth below which may result from Respondent's performance, whether it be performed by the Respondent or any subcontractor, supplier, employee or other firm/individual the Respondent hires/contracts with in the performance of this project: perform any of the Work, or by anyone for whose acts any of them may be liable:

- claims under workers' compensation, disability benefits, and other similar employee benefit acts;
- claims for damages because of bodily injury, occupational sickness or disease, or death of contractor's employees;

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- claims for damages because of bodily injury, sickness or disease, or death of any person other than Contractor's employees;
- claims for damages insured by reasonably available personal injury liability coverage which are sustained by
  - by any person as a result of an offense directly or indirectly related to the employment of such person by Contractor, or
  - by any other person for any other reason;
- claims for damages, other than to the Work itself, because of injury to or destruction of tangible property wherever located, including loss of use resulting therefrom; and
- claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle.

14. A statement detailing why your team should be selected.

**SECTION 7  
GENERAL REQUIREMENTS FOLLOWING AWARD**

The final award of the Project is conditional on the Respondent executing a written Contract acceptable to the City. The City reserves the right to reject any changes that may be proposed by any Respondent submitting a Proposal.

The successful Respondent will be required to furnish within five (5) days after receiving a written notice of award (1) Form W-9; (2) certificate of general liability insurance with a 30-day notice of cancellation and the City of Baker, LA listed as an additional insured; and (3) certificate of professional liability Insurance with a 30-day notice of cancellation.

*Lobbying Certification*

Prior to contract execution, certification by the successful Respondent of the following, to the best of his/her knowledge and belief, will be required:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The successful Respondent shall require that the language of this certification be included in any award documents to any subcontractors and that all shall certify and disclose accordingly.

*SIZE OF PROPOSAL*

The SOQ should be no more than 30 single-sided, 8.5" x 11" pages in length. Insurance certificates do NOT count towards the page count. Concept plans and schedules that may be provided can be sized for 11" x 17" paper and count for only 1 page. Supplemental information is limited to 20 pages, must be separate from the base proposal and clearly labeled as "Supplemental Material". A digital copy shall be provided in PDF format as a single file.

**THANK YOU FOR YOUR INTEREST IN PROVIDING THE REQUESTED SERVICES  
TO THE CITY OF BAKER, LA!!**