

CITY OF BAKER, LOUISIANA
MUNICIPAL COMPLEX GENERATORS
FEMA Project 4277-F41-S58

REQUEST FOR PROPOSALS

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SECTION 1
NOTICE TO RESPONDING FIRMS

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified contractor for the purchase/installation of a back-up emergency generator and fencing at the City of Baker's Municipal Building which conform to the specifications stated in this proposal, including all work necessary to complete this project. This project will be funded through FEMA's Hazard Mitigation Grant Program (HMPG CFD 97.039).

Any proposal that does not conform to these instructions may be rejected.

A mandatory pre-bid/proposal meeting shall be held on May 11, 2021 at 9AM to further explain this and other similar projects and to answer any questions. This meeting will be held virtually; there will be no "in person" option. Interested parties must register for this meeting at abatts@cityofbakerla.com before May 10th at 5PM. **If you will be proposing on more than one project, you only need to register once.**

The pre-meeting is for information only. Any answers furnished will not be deemed official until verified in writing by City of Baker Procurement. Any answers that result in a substantial change or result in substantial clarity of the RFP will be affirmed in an addendum which shall be published to the website. **It is the responsibility of respondents to check the website for addendums.**

Failure to attend the meeting (which will be confirmed by verifying your presence in a roll call on the virtual meeting) will automatically disqualify respondent. Any proposal received from a prospective respondent that was not represented and did not affirm their presence at the virtual pre-meeting will not be opened or considered.

All questions or inquiries regarding this RFP shall be submitted via email. Emailed questions or inquiries will be accepted by any and all prospective respondents in accordance with the terms and conditions of this RFP. All questions or inquiries regarding this RFP shall be submitted on or before May 14, 2021 at 5:00 PM via email to abatts@cityofbakerla.com and rbond@cityofbakerla.com addressed as follows:

*"Question/Inquiry regarding CITY OF BAKER, LOUISIANA
Municipal Complex Generator FEMA Project 4277-F41-S58"*

Should any prospective respondent be in doubt as to the true meaning of any portion of this Request for Proposal, or should a prospective respondent find any ambiguity, inconsistency or omission therein, the respondent shall make a written request for an official interpretation or correction. Such requests shall be submitted via email to abatts@cityofbakerla.com and rbond@cityofbakerla.com addressed as follows:

*"Request for Interpretation/Clarification regarding CITY OF BAKER, LOUISIANA
Municipal Complex Generator FEMA Project 4277-F41-S58"*

All request for interpretation or clarification are due on or before May 14, 2021 @ 5PM.

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The City of Baker shall accept no changes to the proposal documents made by the prospective contractor.

The City of Baker officially distributes proposal documents through the City of Baker website (<http://cityofbakerla.com/wp/contracting-opportunities/>). Copies of the proposal documents obtained from any other source are not considered official copies. Only prospective firms that obtain proposal documents from The City of Baker website are guaranteed access to addendum information, if any are issued. If you obtained City of Baker proposal documents from other sources, it is recommended that you obtain an official proposal from the City of Baker's website for submission purposes.

**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	May 6, 2021
Register for Pre-bid/proposal meeting	May 10, 2021 @ 5PM
Attendance – Pre-bid/proposal meeting	May 11, 2021 @ 9AM
Receipt of written inquiries/clarifications	May 14, 2021
Response to written inquiries/clarifications	May 18, 2021
Receipt of Proposal	June 1, 2021 by 3PM CST
Virtual Public Hearing	June 3, 2021 @ 9AM
Execution of Contract	June 10, 2021

Note: Due to CDC restrictions, all meetings, including the public hearing, shall be held via Zoom.

<https://zoom.us/join/zoom/register/tJUlc-iurzMiGtJTGzvJCluSGNhCs6wKapSw>

All necessary information to allow public viewing/participation will be posted on the City's website at least 24 hours prior to the meeting day/time.

www.cityofbakerla.com

Administration

Finance

Bids and Proposals

SECTION 3 INSTRUCTIONS TO RESPONDENTS

Preparation

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.

Proposals 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.

Small and minority businesses, women's business enterprises and labor surplus area firms are encouraged to submit proposals. 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).

Terms and Conditions

The City of Baker reserves the right to:

- a. select a Respondent without an interview; and/or
- b. reject any proposal it determines to be unresponsive and deficient in any of the information requested.

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

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.

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The City of Baker assumes no responsibility or liability for costs incurred by the Contractor prior to the execution of a contract. The liability of the City is limited to the terms and conditions outlined in the Agreement.

By submitting a proposal, Respondent agrees to bear all costs incurred or related to the preparation, submission and selection process for the Proposal.

All subcontractors shall be clearly identified in the proposal. All subcontractors permitted to do any portion of the work will be bound by the terms, conditions and specifications of the selected Respondent's contract with the City. The Respondent shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Baker for such acts or omissions. It is the responsibility and duty of the Respondent to see that all conditions are met by the subcontractor(s). All directions given to the subcontractor in the field by the City shall bind the Contractor the same way as if they were given to the Respondent directly.

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, "Generator for Debra Street Well FEMA Project F46-S68".

Responses shall be addressed to:

Ashley Batts, Purchasing Agent
City of Baker, Louisiana
P O Box 707
Baker, LA 70704-0707

They may also be hand-delivered to 3325 Groom Road in Baker, LA on or before the published due date/time. Hand-delivered proposals must be date/time stamped by the City's receptionist and evidenced by her signature, to be considered. Delivery method must ensure that responses be physically received on or before the date and time indicated in the Schedule at Section 2.

Additional time will not be granted to a single respondent; however, additional time may be granted to all respondents when the City determines that circumstances warrant it.

Interviews

The City has the right to request interviews with selected Respondents regarding their qualifications, past experience, proposed work plan and fee proposal. These oral interviews may be recorded either by tape or virtual meeting. Such interviews will be held in accordance with the Schedule in Section 2.

Selection Criteria

A selection committee comprised of members from the City of Baker procurement, finance, public works, and administration will complete the evaluation of all submissions.

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). 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 public hearing 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 connection diagrams or material schedules are provided, they may be on 11” X 17” and will count as 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 SPECIFICATIONS AND SCOPE OF WORK

Description

This project includes increasing the capacity to provide emergency electrical power to the entire complex and elevating the generator to prevent future flood damage by installing a 350kw natural gas generator at the current location of the present generator, thereby replacing it.

Scope of work

Installation of all equipment – complete turnkey install at the following location(s) as per the City of Baker specifications, material listings, services specified, existing service and site conditions:

3325 Groom Road

- Existing service/Site condition:
 - Current Service – N/A
 - Installation must be minimum 3 feet above grade
 - 3' tall elevated structure required
 - Utilize/connect to existing service equipment
- Materials/Services Required
 - 350 kw natural gas generator
 - New concrete pad and/or elevated structure
 - New rack and appropriate enclosure(s) for equipment
 - Service Entrance Rated ATS (Nema 4X)
 - Cellular auto dialer
 - Coordinate addition of cellular auto dialer phone service with City of Baker to existing COB cellular account

Through this Request for Proposal, the City will select the most qualified Respondent who shall be responsible for the following: all steps necessary to fully complete the installation of one (1) 350KW Natural Gas back-up generators including concrete foundation pad, Automatic Transfer Switch (ATS), noise attenuating enclosure and appurtenance electrical component, erosion control, and provide all labor, equipment and materials necessary.

The work includes disconnecting, dismantling and disposal of the preexisting generator and disposal of any waste material in a legally acceptable manner, related site work, and all else required for the installation of materials stated in Scope of Work.

Respondent will be responsible for determining all requirements and permits needed to complete the installation of the generator, transfer switch, any associated electrical and all other components needed to ensure the proper, efficient, and safe operation of the system.

Respondent will also be responsible for obtaining all approvals needed, as mandated by, and required by the municipality where the generator is installed. It is the bidder's responsibility to coordinate all approvals, permits, etc. by the municipality, parish and state.

All work is to be done by skilled tradespeople. Proper Louisiana certification is required. Minimum requirement is 3 years' experience installing systems of similar size and scope in Louisiana. ALL permits and associated requirements are the responsibility of the Respondent.

This project should be completed to ensure the continuity of City Hall operations during incidents such as but not limited to emergencies, disasters, and flooding which result in primary power outages.

Requirements

Install generator on pad or suitable elevated stand conforming with all local, parish, state and federal building and safety requirements at the specified site on a suitable location per the entity's expertise, preference and ability; must be coordinated with the City of Baker Public Works Department. It is the Respondent's responsibility to consult with and obtain approval of the City of Baker Public Works Department when determining location of the unit installation.

It is the Respondent's responsibility to determine what, if any, site work will be needed, in addition to construction of required pads, elevation structures, enclosures, or similar structures needed to ensure overall functionality of the generator in adverse or normal conditions. This includes any additional sitework required for stable placement of generator in normal as well as adverse conditions. This includes any and all associated and required fixtures, enclosures or related items in regards to transfer switches.

The Respondent shall store materials off the ground to provide protection against oxidation caused by ground contact.

The Respondent shall ensure delivery of all materials to site in an undamaged condition.

It is the Respondent's responsibility to conduct testing, which shall be documented and certified by licensed electrician, for determination that the generator is functioning properly and is fully operational

Each generator installation will also include installation of the ATS transfer switch/station and any/all associated and required fixtures, enclosures (NEMA rated), or related items.

All required permits, interconnection agreements with electrical power providers and all other approvals/inspections are the responsibility of the Respondent.

Respondent must ensure that the generator is started, running, and operational. "Operational" includes functioning as intended in the space and location provided at the site.

Respondent and/or their subcontractor(s) are responsible for conforming with all applicable city, parish, and state erosion control measures at the site.

Respondent shall coordinate utility review survey to establish a baseline for project stationing and all geometrics to be referenced.

The Respondent shall establish a reference benchmark circuit for potential construction.

The Respondent shall locate all existing utilities, and all pertinent property, right-of-way, and existing easement lines.

The Respondent shall minimize disturbance to existing natural vegetation in design for accessing the site and restoring when possible.

The Respondent shall provide calculations and quantities for soil excavation associated with this project, if applicable.

The Respondent shall maintain and finalize technical/riser/connection diagrams during and after project. Copies to be supplied to City.

The Respondent shall demonstrate ability to provide turnkey design, project documents, permitting, bidding, project administration services and public outreach, as required, for the project.

Work may include, but shall not be limited to:

1. 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.

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.

Optional 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.

SECTION 5
SELECTION PROCESS

Through this RFP, the City of Baker, LA will select the Respondent who shall be responsible for all steps necessary to fully complete the purchase, installation, start-up and testing of equipment and materials described herein.

Respondents will be judged based upon their submittals reflecting their prior ability to successfully supply all necessary materials and equipment, determine all requirements, obtain permits and execute the associated tasks on schedule and within budget which were necessary to complete the Scope of Work.

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. Project Cost Estimating
 - d. Inspection by City of Baker Inspection Dept.
 - 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 already 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

- g. The project status (permitted, bid, in progress or completed),
- h. Awarded and/or actual Cost of Project
- i. Percentage of variation from initial project estimate.
- j. Percentage of variation from initial to final.
- k. Date of Completion of Project and/or services
- l. Applicable permitting agencies for the project, if applicable.
- m. 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 subcontractors and their roles.

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;
- 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.

Size of Proposal

The proposal 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.

**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.

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