

## SECTION 1 NOTICE TO RESPONDING FIRMS

The City of Baker, LA is seeking proposals to **clear certain waterways within the City's boundaries related to the movement of water through drainage systems for flood mitigation**. We appreciate your interest in providing these services and look forward to receiving your proposal (RFP).

The City has identified the most significant ditches/canals within its boundaries that play a major role in drainage during water events that mitigate potential flooding of properties and streets. This request covers one of these identified waterways for which a more detailed scope of work is provided in Section 3.

Proposals should be prepared to include a concise description of the Respondent's ability to meet the scope of work in accordance with the instructions (Section 4) and the timeline (Section 2). 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.

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.

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/or deficient in any of the information requested.

At its sole and absolute discretion, the City shall determine the successful Respondent, if any. The City shall not be required to award a contract to any of the Respondents that submit a proposal in response to this RFP. 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.

Small and minority businesses, women's or veteran'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).

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

**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 25, 2021
Receipt of written inquiries/clarifications	Nov 10, 2021
Response to written inquiries/clarifications	Nov 12, 2021
Receipt of Proposal	Nov 18, 2021 by 12PM CST
Bid Opening	Nov 18, 2021 @ 2PM CST
Award Letter Submitted	Nov 19, 2021
Execution of Contract	Nov 24, 2021

*Note: Due to CDC restrictions, the public hearing may be held via Zoom. 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](http://www.cityofbakerla.com)

*Administration*

*Finance*

*Bids and Proposals*

### SECTION 3 PROJECT DESCRIPTION AND SCOPE OF WORK

#### *Project Description*

The City's Master Plan recognizes that one key component in community sustainability is its watershed plan. The ability to adapt to extreme weather and climate change by moving water through the City's drainage system requires that the waterways included in this system be sufficiently maintained. This project involves **clearing and grubbing any debris along the bottom of the ditch that runs from East Buffwood just above Charry Drive to Cypress Bayou (approx. 1,985 linear feet) to allow for the uninhibited flow of water.**

Pictures of various areas along this ditch are included as an Exhibit providing some insight into what may be encountered. Respondents are encouraged to carefully view the exhibits and ask questions to effectively determine equipment/labor needs and costs.

#### *Scope of Work Requirements*

- ☒ Prepare pre-construction video to identify the condition of the waterway and private property adjoining the waterway;
- ☒ Identify access points for which Rights of Entry/Hold Harmless agreements may be required and coordinate with City officials to obtain appropriate signatures from property owners;
- ☒ Clear brush and debris within the waterway and transport off-site as specified;
- ☒ Remove any fallen trees lying within the waterway and transport off-site as specified;
- ☒ Cut down any trees growing in the waterway replacing with a material approved by the City's Public Works Department for purposes of maintaining erosion control;
- ☒ Excavate any material blocking the entrance or exit of all outfalls, pipe crossings, etc. which may be spread on-site along existing borders, if possible;
- ☒ Backfill any eroded areas with rip rap, broken concrete or any other stabilized material approved by the City's Public Works Department; and
- ☒ Repair areas of access or existing properties damaged through this process.

The Respondent is responsible for all safety and traffic control(s) necessary while performing the above work from inception through completion. Necessary permits are also the responsibility of the Respondent and must be acquired prior to commencement. Evidence of these requirements shall be provided to the City's Purchasing Agent before the Notice to Proceed can be issued.

## **SECTION 4**

### **INSTRUCTIONS TO RESPONDENTS**

#### *Delivery*

Interested firm(s) should submit one (1) paper copy and one (1) electronic .pdf copy of their SEALED proposal clearly marked on the front cover with, "Drainage Projects – E Buffwood @ Charry to Cypress Bayou". 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 his/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.

#### *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 [cdavezac@cityofbakerla.com](mailto:cdavezac@cityofbakerla.com). Please include 'Drainage Projects – E Buffwood @ Charry to Cypress Bayou 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 proposed scope of work and fees in more detail.

#### *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. Supplemental information is limited to 20 pages, must be separate from the base proposal and must clearly be labeled as "Supplemental Material".

**SECTION 5**  
**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, 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 the entire RFP, visited the site or viewed the subject area by other means and are familiar with terrain and surrounding areas
2. Statement of the Understanding of and Approach to the Project
3. Company Description/History including special designations, if any
4. Organizational Chart of Proposed Team showing names and roles of all key personnel and sub-Respondents
5. 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
6. Description of "Services to be Performed" including, but not limited to:
  - a. Project Management including communication methods
  - b. Permitting
  - c. Project Cost Estimating
  - d. Timeline from availability for initial meeting to completion
  - d. Inspection by City of Baker's Public Works Department
  - e. Additional service(s) the Respondent deems critical to complete the project
7. Assumptions and Expectations
8. Project Resumes of at least two (2) and no more than five (5) similar projects successfully permitted or completed projects within the last eight (8) years. A minimum of two (2) projects must be already completed. Reference contacts for each project must be provided. Selected project

resumes must provide a minimum of two (2) 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. Demonstrate how Veteran/Minority/Women Business Enterprise (MWBE) will be utilized and included in the project, if applicable. Indicate what proposed services MWBE participants would provide based on current understanding of the project.

10. Demonstrate the financial stability of the Company to effectively complete the Project including any existing funds or available credit lines to fund the Project that agrees with your projected costs

11. 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 within the performance of this Project:

- 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.

**SECTION 6**  
**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 workers' compensation 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!!**



CITY OF BAKER, LA  
DRAINAGE PROJECTS – E BUFFWOOD @ CHARRY TO CYPRESS BAYOU  
REQUEST FOR PROPOSALS





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