

CITY OF BAKER, LOUISIANA  
SEWER LIFT STATION EMERGENCY GENERATORS  
*FEMA Project 4277-F40-S57*

REQUEST FOR PROPOSALS

CITY OF BAKER, LA  
SEWER LIFT STATION EMERGENCY GENERATORS  
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**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 installation of a back-up emergency generator and fencing, if applicable, at each of the City of Baker's seven (7) sewer lift stations 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 pre-bid/proposal meeting will not be held. All questions or inquiries regarding this RFP shall be submitted via email. Emailed questions or inquiries will be accepted by 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 June 22, 2023 at 5 PM via email to [abatts@cityofbakerla.com](mailto:abatts@cityofbakerla.com) addressed as follows:

*"Question/Inquiry regarding CITY OF BAKER, LOUISIANA  
Sewer Lift Station Emergency Generators FEMA Project 4277-F40-S57"*

All questions and responses will be posted on the City's website for any prospective respondent to view. 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.**

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](mailto:abatts@cityofbakerla.com) addressed as follows:

*"Request for Interpretation/Clarification regarding CITY OF BAKER, LOUISIANA  
Sewer Lift Station Emergency Generators FEMA Project 4277-F40-S57"*

All requests for interpretation or clarification are due on or before June 27, 2023 @ 5PM.

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's 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 website or Finance Department for submission purposes.



### 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.

It is preferable that firms and/or individuals responding have experience with federally funded programs and must 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 follow 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 and a properly signed Notice to Proceed. 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 Sewer Lift Stations FEMA Project 4277-F40-S57".

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. Interested firms ~~com a~~ Central Bidding ~~act i~~ 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 recorded 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 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 each lift station and elevating the generator to prevent future flood damage by installing a 50kw 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 engineer’s specifications, material listings, services specified, existing service and site conditions:

1. 1702 College Drive
2. 2402 College Drive
3. 2409 South Magnolia Street
4. 3206 Highway 19
5. 6518 Groom Road
6. 13831 Woodward
7. 15005 Plank Road

The generators have already been purchased by the City. The design and build-out was completed by Evans & Graves Engineers, Inc. with whom the successful bidder will communicate to obtain drawings, plans, specifications, questions, etc. throughout this project.

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) 50KW natural gas generator, 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 at each of the seven (7) stations listed above.

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 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. The 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.

**Additional Requirements**

It is the Respondent’s responsibility to conduct testing, which shall be documented and certified by a 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.

The 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.

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

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

**Warranty**

The warranty applies from the date of final acceptance by the City of Baker. 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 installation 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 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 three (3) completed and no more than five (5) similar projects successfully permitted or completed projects within the last eight (8) years. 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

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- 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 within 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 because 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; and (2) certificate of general liability and workers' compensation insurance with a 30-day notice of cancellation and the City of Baker, LA listed as an additional insured.

***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.

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