

Through

**Northwestern Pennsylvania
Emergency Response Group**

**Venango County, Pennsylvania
As the NW PA ERG Fiduciary Agent**

REQUEST FOR PROPOSAL

For The

**Installation of a Perimeter Security Fence at the
Specialized Search & Rescue Training Facility**

Located At
Perry Hi-Way Hose Company
501 Robinson Road East
Erie, PA 16509

Request for Proposal

This is a Request for Proposal for the provision of materials and installation of a Perimeter Security Fence at the Perry Hi-Way Hose Company, 501 Robinson Road East, Erie, PA 16509.

The installed Perimeter Security Fence will provide site security for the Specialized Search and Rescue Training Facility being developed and operated at the above location and for the personnel training at this Specialized Search and Rescue Training Facility.

The Northwest Pennsylvania Emergency Response Group (NW PA ERG) will receive proposals **until 5:00 pm (EDT) on February 7, 2017** to the attention of the NW PA ERG Administrative Point of Contact to establish a contract for a consultant to perform the Installation of the Perimeter Security Fence, to include provision of all materials and labor for the installation. Late proposals will not be considered.

For information regarding this notice, interested respondents shall contact the Administrative Point of Contact:

Diona L. Brick Administrator of Finance and Management Services County of Venango 1174 Elk Street PO Box 831 Franklin, PA 16323 P: 814-432-9503 dbrick@co.venango.pa.us	
Issue RFP:	1-03-2017
Deadline for Questions:	1-17-2017
Answers to Questions Posted:	1-24-2017
Deadline to Submit Proposals:	2-07-2017
Tentative Award Selection and Initiation of Contract Negotiation:	2-14-2017

Section 1.0 Introduction and Purpose

The NW PA ERG is one of nine regional Task Forces in Pennsylvania and represents Emergency Services, Law Enforcement, Civil Officials, Health Care Organizations and others involved in disaster preparedness, response and recovery activities in the following Pennsylvania counties: Crawford, Erie, Forest and Warren, and the City of Erie.

The NW PA ERG is directed by an Executive Board and supported by committees including Communication, Emergency Management, Health and Medical, Law Enforcement, and Specialized Teams. Further, the NW PA ERG supports multiple assets ranging across the disciplines of the committees. An Executive Board Representative will coordinate with the contractor upon approval of the Executive Board and execution of the contract.

The NW PA ERG is requesting proposals from qualified and experienced professionals for procurement of materials and installation services to provide and install a Perimeter Security Fence around the Specialized Search and Rescue Training Facility located at the Perry Hi-Way Hose Company Training Facility, 501 Robinson Road East, Erie, PA 16509.

The successful firm will provide all of the necessary materials for the perimeter fence and will install the fence in accordance with the specifications described in Section 12.0. The contractor will provide liability insurance during the construction of this project. The installation will use the latest best practices in installing a Perimeter Security Fence. The contract will be a firm fixed price contract and will be executed by the NW PA ERG Fiscal Agent, Venango County.

2.0 Dates

Following release of the RFP, **all organizations interested in submitting a proposal in response to this RFP must respond by January 10, 2017.** All questions regarding this RFP must be submitted via email by January 17, 2017 to the appropriate NW PA ERG Point of Contact (*See Section 4.0.*). All questions and responses will be posted on the NW PA ERG website at www.nwpadisasterresponse.org by January 24, 2017.

3.0 Schedule of Events

Event	Date
Issue RFP	1-03-2017
Deadline for Questions	1-17-2017
Answers to Questions Posted	1-24-2017
Deadline to Submit Proposals	2-07-2017
Tentative Award Selection and Initiation of Contract negotiation	2-14-2017

NW PA ERG reserves the right to alter this schedule. Changes to the schedule of events will be posted on the NW PA ERG website www.nwpadisasterresponse.org. Respondents are expected to fully adhere to the Schedule of Events.

4.0 Point of Contact

The NW PA ERG Point of Contact for this Perimeter Security Fence is:

<u>Point of Contact</u>
Timothy L. Dunkle
NW PA Emergency Response Group
% Venango County Dept. of Public Safety 1052 Grandview Road Oil City, PA 16301 Office: (814) 677-0325 Cell: (814) 657-4253
Email: tdunkle@co.venango.pa.us

5.0 Scope of Work

The Scope of Work includes the following requirements:

- Planning for the following per attached drawings and specifications:
 1. The location of all vehicle and personnel gates.
 2. The location of all fence posts.
 3. The timely delivery of all materials needed for this project.
 4. The timely installation of fence and gates.
- Provide monthly updates on the status of the project to the NW PA ERG Executive Board and Point of Contact.
- Prepare, and submit for approval, a fence design drawing with vehicle gates, personnel gates, fence post locations, and final location of the perimeter fence.
- Install Perimeter Security Fence and gates per industry standards, and attached drawings and specifications.
- Provide two (2) sets of as-built prints at the completion of the fence installation to the Northwest PA Emergency Response Group.
- Complete all work within two (2) weeks of mobilizing on site.

6.0 Deliverables

1. Create and provide to the NW PA ERG a drawing of the fence location, vehicle and personnel gates location, and post locations.
2. Install the fence and gates as per NW PA ERG approved drawing and specifications.
3. Produce two (2) sets of as-built drawings to the NW PA ERG when installation is completed.

7.0 Proposal Requirements

All proposals shall contain the following:

7.1 *Introduction:* The respondent should describe, in simple terms, how they propose to provide the materials and installation of the Perimeter Security Fence for the NW PA ERG. Information provided should confirm that the respondent understands the work to be performed. Name and address of firm, as well as a contact person who submitted the proposal, should be included.

7.2 *Organizational & Professional Profile:* Describe your organization in terms of its history, primary business, and former or current customers. Please include:

- Ownership information
- Physical and mailing address
- Other company locations/offices, if any
- Primary contact
- Telephone number, fax number, and email address of the company's primary contact
- Name of principals and each person's duties. Include the background and experience of these employees

7.3 *Relevant Experience & Qualifications:* Responders to this RFP must demonstrate the skills and outline their capabilities for the tasks involved in installing this perimeter security fence.

The on-site supervisor that will be managing this project and the installation of the Perimeter Security Fence must be identified and their background shall be highlighted in detail with specific response to the issues at hand in this project. The following areas must be outlined:

- In-depth technical experience.
- Specific detail on current or past experience performing similar work within the last three years.
- The vendor must provide a detailed schedule for the installation project, and outline the hours that they will be on site.
- The vendor must describe in detail the skills of the personnel that will be performing the installation work for the perimeter security fence.

The NW PA ERG must approve any proposed sub-contractor for this project.

All individuals participating in this project must be covered by liability, errors and omissions, and workers compensation insurance.

7.4 *Knowledge of Perimeter Security Fence Installation:* Qualified respondents are required to be familiar with Perimeter Security Fence Installation per accepted industry standards. Include a discussion which details the respondent's knowledge of the above as it relates to the requested Scope of Work.

7.5 *Work Plan:* Describe your technical approach and work plan to complete the tasks described in the RFP's Scope of Work. Provide a schedule (preferably PERT format) describing how the work would be accomplished. **The start date will coincide with contract execution. Completion date for the project will be on or before May 31, 2017.** The timeframe of completion for each item of the work plan should be identified.

7.6 *Contract Price and Budget:* Respondents shall provide a total contract price and a detailed cost proposal with regards to the Work Plan. The detailed cost proposal should be tied to the Scope of Work. Cost information should include, where appropriate (but not limited to) the following:

- Project Site Plan
- Materials
- Labor
- Miscellaneous costs

7.7 *Submission of Documentation:* Respondents must agree to provide the NW PA ERG with all supporting documentation as required by the Homeland Security Grant Program **within 30 days from the completion of the installation of the Perimeter Security Fence project.** Failure to provide paperwork may result in not being paid for their services by the NW PA ERG. Documents which must be provided (copies are acceptable as well) include:

- Site Plan
- Required construction permits
- Project schedule
- Milestone accomplishment dates
- As-built drawings (2 sets)
- Invoices for all materials used for the project (itemized)
- Timesheets for each person working on the project
- Pay rates for each person working on the project
- Inspection certificate(s)

7.8 *References:* Provide at least three (3) references for projects and services comparable to those solicited that includes a concise project description including scope of work, client name, phone number, and project manager. Limit this to one (1) page per reference.

7.9 *Insurance* - The successful vendor shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with the work performed on behalf of the NW PA ERG by the vendor, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work, and such coverage shall be maintained by the vendor for the duration of the contract period for occurrence policies. Claims made policies shall be in force or that coverage purchased for three (3) years after contract is terminated.

- **General Liability** – Coverage shall be as broad as: Comprehensive General Liability endorsed to

include Broad Form, Commercial General Liability form including Products/Completed Operations.

Minimum Limits – General Liability:

- \$ 3,000,000. General Aggregate Limit
- \$ 3,000,000. Products & Completed Operations
- \$ 3,000,000. Personal and Advertising Injury

Minimum Limits – General Liability continued:

- \$ 3,000,000. Each Occurrence Limit
- \$ 100,000. Fire Damage Limit
- \$ 10,000. Medical Expense Limit

- **Automobile Liability**

Coverage sufficient to cover all vehicles owned, used, or hired by the vendor, his agents, representatives, employees or subcontractors.

Minimum Limits – Automobile Liability

- \$ 1,000,000. Combined Single Limit
- \$ 1,000,000. Each Occurrence Limit
- \$ 5,000. Medical Expense Limit

- **Worker's Compensation**

Limits as required by the Workers' Compensation Act of Pennsylvania

Statutory Limits \$ 1,000,000.

Coverage Provisions – All deductibles or self-insured retention shall appear on the certificate(s).

- NW PA ERG, Venango County, their officers/officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
- The vendor's insurance shall be primary over any applicable insurance or self-insurance maintained by Venango County.
- The vendor shall provide thirty (30) days written notice to Venango County before any cancellation, suspension, or void of coverage in whole or part.
- All coverage's for subcontractors of the vendor shall be subject to all of the requirements stated herein.
- All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by Venango County. At the option of Venango County, either the insurer shall reduce or eliminate such deductible or self-insured retention; or the vendor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

Failure to comply with any reporting provisions of the policy (ies) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers

- The insurer shall agree to waive all rights of subrogation against NW PA ERG, Venango County, their officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
- The vendor shall furnish Venango County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company (ies) to bind coverage on its behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage shall be attached.
- All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A: VII. If A.M. Best rating is less than A: VII, approval shall be received from County's Risk Officer.
- All coverage designated herein shall be as broad as the Insurance Services Office (ISO) forms filed for use with the Commonwealth of Pennsylvania.

7.10 Hold Harmless Clause

The vendor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the NW PA ERG, Venango County, their officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or sub-contractors, from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

At no time shall the vendor permit any mechanics or similar liens to attach to the Perry Hi-Way Hose Company's premises on account of labor or material furnished to the Contractor or claimed to have been furnished to the vendor, in connection with its work hereunder.

7.11 Indemnification

The vendor shall assume the defense of and indemnify and hold harmless NWPAERG, Venango County, their officers, agents and employees from and against all claims, demands, actions, suits and proceeding by others and against all liability, both negligent and non-negligent, arising directly or indirectly out of the actions of the vendor in their performance of this contract.

7.12 Gift Policy:

This policy prohibits any official or employee from receiving a gift of any monetary value from any source doing or seeking to do business with the County or attempting to influence the judgment of an official or employee. Further, no gifts may be made for or on behalf of the County or any of its offices or departments, unless first presented to the Board of Commissioners for decline or acceptance at a public meeting. Bidders or proposers are advised that any violation of this policy may result in employee discipline, including termination. By tendering this submission, the bidder or proposer agrees to abstain from offering or giving anything of monetary value to any Venango County official, employee or member of their immediate families.

7.13 Non-Collusion Affidavit: Bidders must sign and submit with the bid the attached Non-Collusion Affidavit.

7.14 Suspension/Debarment: The potential vendor must certify that it is not currently under suspension or debarment by the Commonwealth, any other state, or the federal government. If the potential vendor cannot so certify, then it must submit along with the proposal a written explanation of why such certification cannot be made.

7.15 Equal Opportunity Employment: Vendor certifies that employment is available to all persons qualified regardless of age, race, sex, income, sexual preference, national origin, religion or disability.

7.16 Steel Products Procurement Act: The vendor shall certify that all purchases of steel products is United States steel products where available; and is in compliance with the Steel Products Procurement Act.

8.0 Evaluation Criteria

Bidders will be recommended to the NW PA ERG Executive Board for acceptance based on two primary criteria; Technical Assessment and Total Cost. The evaluation elements for each criterion are noted below:

Technical Assessment – Only “Qualified Bidders” will be considered for recommendation.

Qualified Bidders minimally must:

- Document a minimum of five (5) years of experience in installing perimeter security fencing systems. This experience should include the documented performance of the vendor in compliance with industry standards, conformance to schedule and budget(s);
- Document a minimum of three (3) separate perimeter security fence systems constructed by the bidder;
- Documentation of the educational and training skill level of management/supervisor staff. To qualify, at least one (1) manager/supervisor assigned to >40% of the project, should possess accepted industry standard training in installing perimeter security fence systems.

Total Cost – Only prices from “Qualified Bidders” (as defined above) will be further reviewed. Prices from bidders found to not be qualified (either because of deficiencies in their Technical Assessment or from Administrative deficiencies [e.g. failure to submit the proposal on time]) will not be considered. No exceptions shall be noted on the bid form. Any questions should be processed to the appropriate contact as directed in this RFP.

The project will be awarded in full to the lowest qualified bidder, no exceptions.

9.0 Filing of Proposals and Deadline for Receipt

All proposals are to be provided by the close of business (5:00 pm Eastern Standard Time) on February 7, 2017 to the Administrative Contact at the address listed on page 2. Proposals should be clearly marked “**NW PA ERG Perimeter Security Fence**”.

One (1) original and one (1) copy of the response to the RFP should be accompanied with an electronic copy of the written proposal in an Adobe Acrobat (*.pdf) format and a WORD format saved on a CD. Proposals by corporations must include a Letter of Transmittal including the name of the corporation, the State of incorporation and the personal signature signed by an officer with the authority to bind the Respondent’s proposal. Proposals may be either mailed or hand-delivered. Faxed or emailed proposals will not be accepted. **Proposals received after the deadline will not be accepted.**

All proposals will be reviewed by technical representatives and a representative from the Administrative Entity after the deadline date.

Any costs associated with the preparation of written and cost proposals in response to this RFP are borne by the respondent.

10.0 Award of Contract

The NW PA ERG will award the contract to the responsible proposer whose proposal is the most advantageous to the NW PA ERG considering the evaluation criteria. The NW PA ERG anticipates selection of the firm to occur by February 14, 2017. Because the County of Venango acts as the Fiscal Agent for the NW PA ERG, the award of contract will be issued by Venango County. It is anticipated that notification of the intention to award will occur around February 21, 2017 with contract negotiation to follow.

The NW PA ERG reserves the right to reject any and all proposals or parts of proposals and may award Phases of the proposal based on the grant program, at its discretion. The NW PA ERG reserves the right to defer the award of any portion of the scope of work or to defer the award of the project in its entirety. If NW PA ERG rejects any or all proposals, it may solicit new proposals if a new solicitation is in NW PA ERG’s best interest.

11.0 Invoicing

Invoices shall be submitted first to the NW PA ERG Point of Contact for review with accompanying documentation of deliverables. If they are approved by the NW PA ERG Executive Board, these invoices will then be forwarded to the NW PA ERG's Fiscal Agent for issuance of payment. Invoicing will be tied to milestones achieved and a schedule will be negotiated.

12.0 Project Specifications

This Perimeter Security Fence construction project will meet the following specifications.

This item shall consist of furnishing and erecting galvanized steel Chain-Link fence in accordance with the specifications and the details below and shown on the proposed drawing.

- FABRIC:
 - Type II -96 in., 9 gauge aluminum coated 2 in. mesh chain link fabric.
- TOP RAIL:
 - 2-1/2 in. O.D., schedule 40 galvanized full weight pipe. Top rail will be joined with 2-1/2 in. sleeve.
- LINE POST:
 - 3 in. O.D. 96 in. high above grade, schedule 40 full weight pipe. Line posts set at 10 ft. on center maximum spacing. Minimum concrete footing 8 in. diameter (line), 36 in. depth. Each post will have a post cap.
- END, CORNER, POST:
 - 3 in. O. D., 96 inch high above grade, schedule 40 full weight pipe. Concrete footing: 12 in. diameter, 36 in. depth. Each post will have a post cap.
- CANTILEVER GATE & SWING GATE POSTS:
 - 4 in. O.D. 96 in. high above grade, schedule 40 full weight pipe. Concrete footing: 12 in. diameter, 36 in. depth. Each post will have a post cap.
- CANTILEVER GATE (1):
 - Framework of 1-5/8 in., 8 ft. high x 24 ft. wide schedule 40 full weight pipe. Same fabric as fence. 4 in. nylon cantilever rollers. 4 in. nesting latch.
- SINGLE SWING GATES (1):
 - One (1) Gate - Framework of 1 5/8 in., 8 ft. high x 10 ft. wide, schedule 40 full weight pipe. Gate braced and trussed as necessary. Same fabric as fence.
 - One (1) Gate - Framework of 1 5/8 in., 8 ft. high x 8 ft. wide, schedule 40 full weight pipe. Gate braced and trussed as necessary. Same fabric as fence.
- TENSION WIRE:
 - 7 gauge coil spring class III tension wire attached to bottom of fence fabric with 9 gauge steel hog ring spaced 24 in. on center.

- **FITTINGS:**
 - Regular brace band & carriage bolt, pressed steel rail-end, pressed steel cap, 3/16 in. x 5/8 in. tension bar, regular tension band and carriage bolt.
- **TIE WIRE:**
 - 8 ¼ in. 9 gauge aluminum tie wire spaced 15 in. on center for line posts and 24 in. on center for rails.
- **POST FOOTINGS:**
 - Concrete shall be of commercial grade with a minimum 28-day compressive strength of 2500 PSI.
- **MATERIAL REQUIREMENTS:**
 - ASTM A 123 Zinc (Hot Galvanized) Coatings on Products Fabricated from Rolled, Pressed, and forged Steel Shapes, Plates, Bars, and Strip
 - ASTM A 153 Zinc coated (Hot Dipped) on Iron and Steel Hardware
 - ASTM A 491 Federal Specification RR-F-191 Type II Aluminum Coated Steel Chain-Link Fence Fabric
- **INSTALLATION REQUIREMENTS:**
 - ASTM F 567 Installation of Chain Link Fence

See attached diagram for approximate location of the perimeter security fence.

