

Through

Northwestern Pennsylvania Emergency Response Group

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

REQUEST FOR PROPOSAL

For The

Construction of a Materials Lay-Down Yard at the Specialized Search & Rescue Training Facility

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

Home Security Grant Program
Grant Year 2016
Project #5 Specialized Training Facility
Project # 2016-2

Request for Proposal

This is a Request for Proposal for the provision of materials and construction of a Materials Lay-Down Yard at the Perry Hi-Way Hose Company, 501 Robinson Road East, Erie, PA 16509.

The construction of the Materials Lay-Down Yard will provide an area where materials for the various rescue simulators can be stored for the Specialized Search and Rescue Training Facility being developed and operated at the above location and for 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 August 8, 2017** to the attention of the NW PA ERG Administrative Point of Contact to establish a contract for a contractor to perform the construction of a Materials Lay-Down Yard, to include provision of all materials and labor for the construction. *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:	July 12, 2017
Deadline to Register as a Bidder	July 21, 2017
Deadline for Questions:	July 25, 2017
Answers to Questions Posted:	July 28, 2017
Deadline to Submit Proposals:	August 8, 2017
Tentative Award Selection and Initiation of Contract Negotiation:	August 16, 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 construct a Materials Lay-Down Yard on 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 Materials Lay-Down Yard and will construct the Yard 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 constructing a Materials Lay-Down Yard. 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

*All potential bidders must register by email by **July 21, 2017** with the NW PA ERG Point of Contact (see Section 4.0 Point of Contact). The purpose of the registration is to insure that information relating to this Request For Proposal and any changes that may occur to the same.*

All questions regarding this RFP must be submitted via email by **July 25, 2017** to the appropriate NW PA ERG Point of Contact (See Section 4.0.). All questions and responses will be emailed to registered bidders by July 28, 2017.

3.0 Schedule of Events

Event	Date
Issue RFP	July 12, 2017
Deadline to Register as a Bidder	July 21, 2017
Deadline for Questions	July 25, 2017
Answers to Questions Posted	July 28, 2017
Deadline to Submit Proposals	August 8, 2017
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NW PA ERG reserves the right to alter this schedule. The NW PA ERG will notify all registered bidders of any changes to the schedule of events. Bidders are expected to adhere to the Schedule of Events.

4.0 Point of Contact

The NW PA ERG Point of Contact for this Materials Lay-Down Yard project 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 layout of the area for the Materials Lay-Down Yard per the specifications.
 2. The timely delivery of all materials needed for this project.
 3. The timely construction of the Materials Lay-Down Yard per the specifications.
 4. Removal of soil and disposal of it per the specifications.
 5. Spreading and compaction of 3B crushed limestone to a 100% compaction ratio.
- Provide weekly updates on the status of the project to the NW PA ERG Point of Contact.
- Construct the Materials Lay-Down Yard per industry standards, and attached drawings and specifications.
- Provide two (2) sets of as-built prints at the completion of the Materials Lay-Down Yard construction to the Northwest PA Emergency Response Group.
- Complete all work within four (4) weeks of mobilizing on site.

6.0 Deliverables

1. Construct the Materials Lay-Down Yard as per attached drawing(s) and specifications.
2. Produce two (2) sets of as-built drawings to the NW PA ERG when construction is completed.

7.0 Proposal Requirements

All proposals shall contain the following:

7.1 Introduction: The bidder should describe, in simple terms, how they propose to provide the materials and perform the construction of the Materials Lay-Down Yard for the NW PA ERG. Information provided should confirm that the contractor 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: Bidders to this RFP must demonstrate their skills and outline their capabilities for the tasks involved in constructing this Materials Lay-Down Yard.

The on-site supervisor that will be managing this project and the construction of the Materials Lay-Down Yard 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 bidder must provide a detailed schedule for the construction project, and outline the hours that they will be on site.
- The bidder must describe in detail the skills of the personnel that will be performing the construction work for the Materials Lay-Down Yard.

✱ ***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 Materials Lay-Down Yard Construction: Qualified bidders are required to be familiar with Materials Lay-Down Yard construction 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 describing how the work would be accomplished. **The start date will coincide with contract execution date. Completion date for the project will be on or before September 30, 2017.** The time of completion for each item of the work plan should be identified in the proposal.

7.6 Contract Price and Budget: Bidders shall provide a total contract price and a detailed cost proposal concerning 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

★ **Prevailing wages must be paid to all workers on this project, since a Federal grant is funding this construction project.**

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 construction of the Materials Lay-Down Yard project.** Failure to provide paperwork may result in forfeiture of payment for their services by the NW PA ERG. Documents that must be provided (copies are acceptable as well) include:

- Site Plan
- Required construction permits
- Project schedule
- 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
- Prevailing wage documentation
- Inspection certificate(s)

7.8 References: Provide at least three (3) references for projects and services comparable to those solicited that include 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 bidder 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 contractor, 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 –**
The preference is for liability insurance to be written on an occurrence form; if a claims made policy is provided, the term shall cover the completion of the contract and tail coverage shall be provided for a period of three years after the contract is completed or terminated.

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 contractor’s insurance shall be primary over any applicable insurance or self-insurance maintained by Venango County.
- The contractor 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 contractor 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 that the parties may be held liable because of negligence.
- The Contractor *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 the A.M. Best rating is less than A: VII, approval must 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 contractor 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 contractor agrees that this clause shall include claims involving infringement of patent or copyright.

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

7.11 Indemnification: The contractor shall assume the defense of and indemnify and hold harmless NW PA ERG, 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: The successful bidder must sign and submit a Non-Collusion Affidavit with the signed contract for the work to be performed.

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.

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:

- Must have been registered with the NWPAERG Point of Contact (see Section 4.0 Point of Contact) by **July 21, 2017**.
- Document a minimum of five (5) years of experience in constructing materials lay-down yards or equivalent. This experience should include the documented performance of the contractor in compliance with industry standards, conformance to schedule and budget(s).
- Document a minimum of three (3) separate materials lay-down yards or equivalents constructed by the bidder.
- Documentation of the educational and training skill level of management/supervisor staff. To be a Qualified Bidder, at least one (1) manager/supervisor assigned to 40% or more of the project, should possess accepted industry standard training in installing a materials lay-down yard.

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 NW PA ERG Point of Contact as directed in this RFP (see Section 4.0 Point of Contact).

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 August 8, 2017 to the Administrative Contact at the address listed on page 2. Proposals should be clearly marked “**NW PA ERG Materials Lay-Down Yard Project 2016-2**”.

One (1) original and one (1) copy of the proposal to this RFP should be accompanied with an *electronic copy* of the written proposal in an *Adobe Acrobat (*.pdf)* format and a *copy in MSWORD* format saved on a CD or other portable storage device.

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 bidder 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 August 18, 2017. Because Venango County acts as the Fiscal Agent for the NW PA ERG, Venango County will award and issue the contract. Notification of the intention to award will occur around August 15, 2017 with contract negotiation to follow.

The NW PA ERG reserves the right to reject 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 the NW PA ERG Executive Board approves them, these invoices will then be forwarded to the NW PA ERG's Fiscal Agent for issuance of payment.

12.0 Project Specifications

This Materials Lay-Down Yard construction project will meet the following specifications.

This project shall consist of furnishing materials and constructing the Materials Lay-Down Yard in accordance with the specifications and the details below and shown on the attached drawing(s).

- **SIZE:**
 - 25 feet wide x 100 feet long x 8 inches deep

- **LOCATION:**
 - Southern side of the training facility between the fence and existing facility road.
 - The northern edge of the yard is to be set approximately 1 foot from the road edge.
 - Yard location to be coordinated with the Perry Hi-Way Hose Company representative, Mr. Kip Hayford – 814-460-0425.

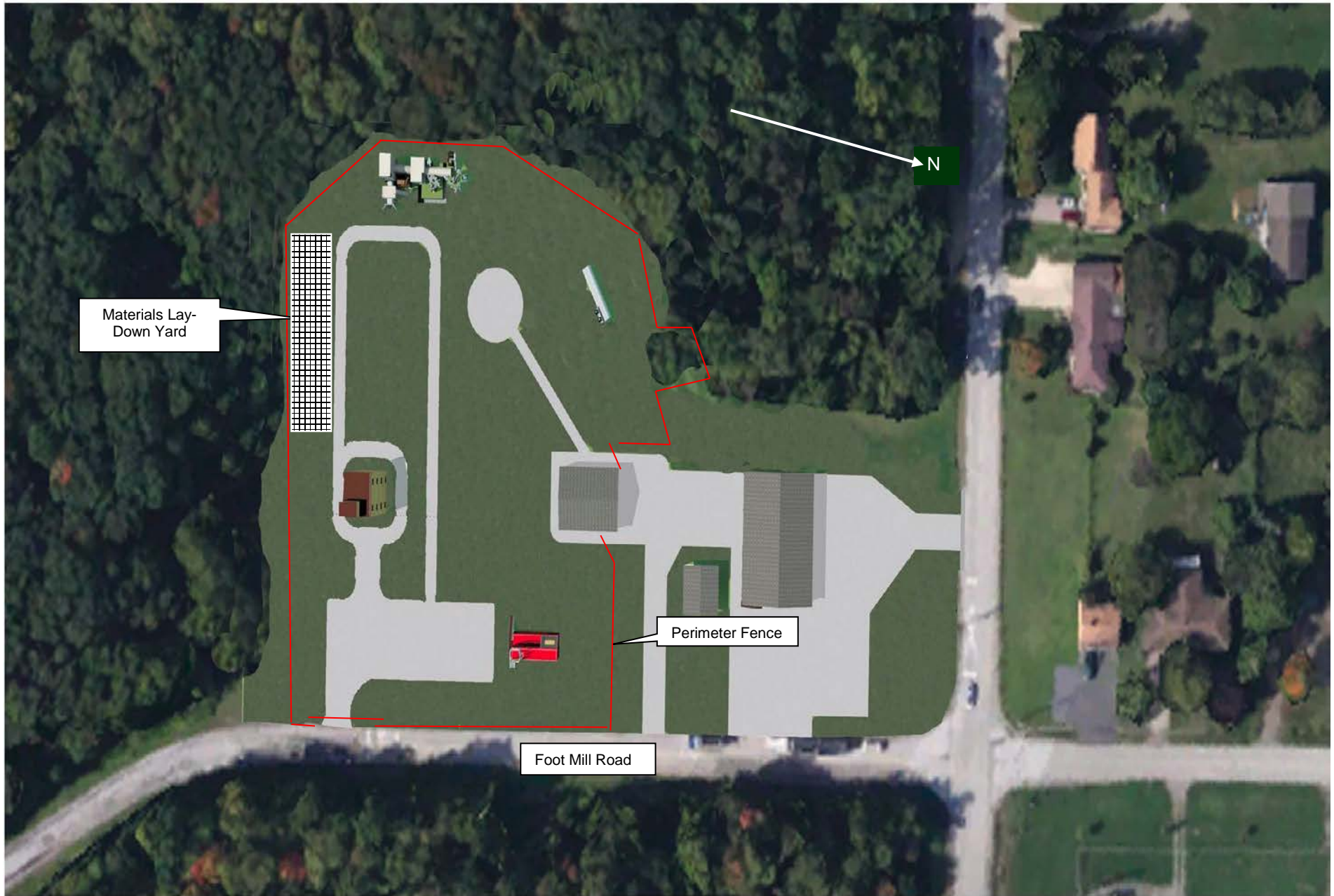
- **MATERIAL REQUIREMENTS:**
 - Aggregate
 - 3B Crushed Limestone with fines

- **INSTALLATION REQUIREMENTS:**
 - Remove a section of soil 25 feet wide x 100 feet long to a depth of 8 inches below existing grade.
 - Dispose of removed soil.
 - Compact soil to 100% density using vibrating equipment.
 - Place and compact #3B crushed limestone with fines as follows
 - Place 4 inches of crushed limestone aggregate.
 - Compact limestone aggregate using vibrating equipment.
 - Place 4 inches of crushed limestone aggregate.
 - Compact limestone aggregate using vibrating equipment.
 - Place equivalent amount of crushed limestone aggregate to complete a total depth of 8 inches of compacted crushed limestone aggregate.
 - Compacted limestone aggregate will be 100% density to accomplish 8 inches total depth of compacted crushed limestone aggregate and level with surrounding yard.
 - Dress, as needed, the soil surrounding the Materials Lay-Down Yard to be even with the top of the compacted crushed limestone aggregate.
 - Compaction of soil and aggregate shall meet ASTM D698
 - Aggregate classification shall meet ASTM D2940 / D2940M - 15

Attachments

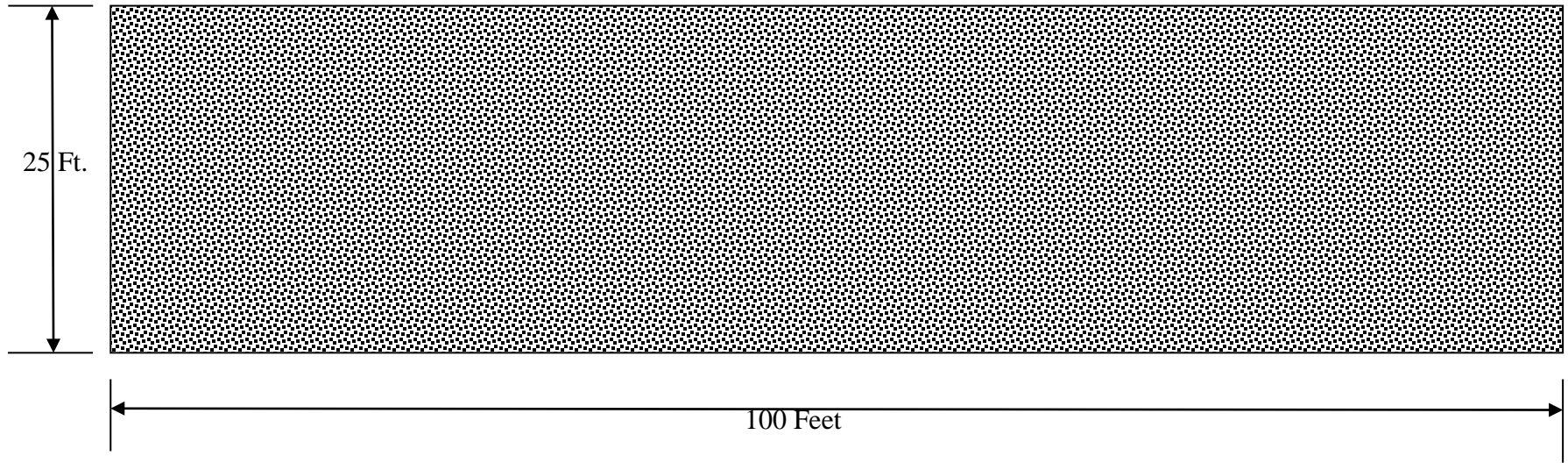
1. Location of the Materials Lay-Down Yard
2. Drawing of Materials Lay-Down Yard Top, Side, & End Views

Attachment 1 - Location of the Materials Lay-Down Yard



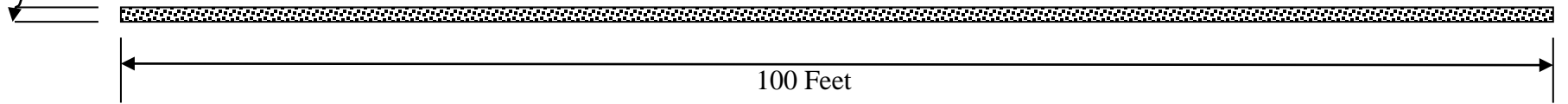
Attachment 3 – Non-Collusion Affidavit

Top View



8 in. (Compacted Finished Depth)

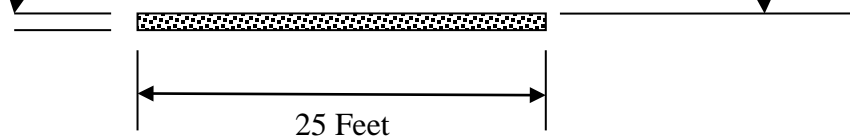
Side View



End View

8 in. (Compacted Finished Depth)

Ground Level ↓



Not to scale
1 inch ≈ 12 feet