



LKLP
Community
Action

REQUEST FOR PROPOSALS

for

Provision and Installation of Solar Panels

During building renovation at

Knott Transit Facility

Hindman KY 41822

LKLP Community Action Council, Inc.

Date released: October 5, 2020

Date Due: October 23, 2020 @ 2 p.m. EST

Request for Proposals

Provision and Installation of Solar Panels

LKLP Transit Facility Rehabilitation Project

I. INTRODUCTION

Leslie Knott Letcher Perry Community Action Council, Inc., hereinafter referred to as LKLP, invites qualified bidders to submit their proposals for supply and installation of roof mounted solar panels to be installed as part of the building rehabilitation of the Knott County Transit Facility located directly behind the Knott County Justice Center in Hindman, KY. This facility is designed to house LKLP's CSBG Knott Outreach offices, along with other community partners. The 911 address for the new facility is 131 West Main Street, Hindman, Kentucky, 41822. Construction of the facility and the connected parking deck are underway with an expected completion date of December 2020.

The solar panels are part of a larger federally funded grant project that includes rehabilitation of the building and construction of a parking deck. As part of this project the bidder must be willing to accommodate the rehabilitation/construction schedule of the project. A copy of the specifications and drawings are attached to this RFP.

The Request for Proposals does not commit LKLP to award a contract, to pay any cost incurred in the preparation of the submittal, or to procure or contract for services. LKLP reserves the right to negotiate with all qualified respondents, or to cancel in part or in its entirety this Request for Proposals, if it is in the best interest of LKLP to do so.

LKLP is an equal opportunity employer and encourages minorities and small businesses to respond to this Request for Proposals.

II. SCOPE OF WORK

The awarded bidder will be required to provide the all specified parts of the solar equipment and perform the installation and connection of solar services to be specified more fully in a contract agreement to be negotiated after selection. The scope of work and drawings are attached to this RFP.

The selected bidder is required to identify and select any appropriate sub-consultants that may be used in the solar installation; however, LKLP reserves the right to approve proposed sub-consultants that will be associated with the project.

LKLP is utilizing the services of Murphy Group Architects for this project. The architects will approve all proposed plans and work for installation and operation of the panels.

LKLP is utilizing the services of Codell Construction for Construction Manager of this project. The Construction Manager will inspect the installation. The awarded bidder will coordinate and cooperate fully with the Construction Manager, who will set the schedule for all work.

III. **SUBMISSION REQUIREMENTS**

Interested parties must submit their qualifications using the following format:

- A. A brief history of the firm and any sub-consultants indicating the ability of the firm or team to provide the personnel and disciplines required for the project. If a team or sub-consultant is to be used, identify the proposed contractual structure of the team and provide a clear identification of the functional responsibilities of each firm. Provide identification of the contact person who will be assigned to the project.
- B. Provide an outline and description of not more than three (3) equivalent projects completed by the firm. Information on each project should include: the client, location, associated firms used, key participating individuals and the project roles for the individuals who are proposed for the LKLP project, summary of the scope of work, total fee received, implementation status, and contact information of the owner of each project described. Pictures of the completed projects are encouraged.
- C. A fee proposal shall be submitted with the understanding that the lowest bidder may not be the most responsive or well qualified bidder selected for the project. Review the scope of work and materials required attached to this RFP.
- D. Successful bidders must furnish a 100% performance and labor and material payment bond for this project. A notarized statement guaranteeing that this bond will be furnished if the bidder is selected is required to be submitted with the proposal response.
- E. The written submittal shall be clearly labeled “**LKLP RFP Solar for the Knott County Transit Facility Project**”. The proposals will not be returned. No responses will be accepted by oral communication, telephone, electronic mail, or facsimile transmission. Proposals may be sent to LKLP via U.S. mail, delivery service such as UPS or FedEx, or hand delivered. For hand deliveries, the respondent must contact Mrs. Cena Whitaker two days in advance at 606-435-7973, or contact her two weekdays days in advance via email at cena.whitaker@lklp.net to make arrangements

for the hand delivery. Hand deliveries are only accepted on weekdays, Monday through Friday from 8 a.m.-4:30 p.m.

- F. The applicant shall submit four copies, one original and three copies, of their proposal to:

LKLP CAC, Inc.
398 Roy Campbell Drive
Hazard, KY. 41701
Attn: Cena Whitaker

- G. **Submission Deadline**: The Responses from this Request for Proposals must be received by 2:00 p.m. EST on October 23, 2020. Responses received after that date and time **will not** be accepted. Submissions may be withdrawn prior to the above scheduled time set for closing. Anything received after the date and hour specified will be rejected and returned unopened to the submitter. LKLP reserves the right to postpone the date and time for accepting and/or opening the responses through an addendum to this RFP.

H. Additional Instructions and Information:

1. No Gratuities –Bidders will not offer any gratuities, favors, or anything of monetary value to any member of the LKLP management or project team for the purposes of influencing this selection. Any attempt by a bidder to influence the selection process by any means other than through the submitted bid documents, will be grounds for exclusion from the selection process.
2. Project/Bid questions – may be directed to the LKLP Project Manager Tawny Acker by e-mail at t.acker@lklp.net Questions will be received through October 17, 2020 at 4:00 p.m. EST. Answers to all questions will be posted on LKLP's website by October 19, 2020, at 2 p.m. EST.
3. No obligation – LKLP reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; and reject any or all responses, should it be deemed in LKLP's best interest; or cancel the entire process.
4. Professional Liability Insurance – The bidder shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Kentucky and maintain it throughout the duration of the work and approval of the work. Respondents must include a copy of the insurance with the RFP.
5. Payment and Performance bond—The successful bidder must furnish a 100% performance, labor, and material payment bond before signing the project contract.
6. In connection with the performance of work under the contract, the contractor agrees to comply with the Fair Labor Standards Act, Equal Opportunities

Employment Act, and all other Federal, State and local laws, regulations and executive orders to the extent that the same may be applicable.

7. The expense of preparing and submitting a response is the sole responsibility of the bidder.

IV. **SELECTION CRITERIA**

The criteria used to evaluate the RFP responses will include, but not limited to, the following:

1. Qualifications of Firm, specifically as they relate to this project.
2. Firm's experience on similar projects.
3. Available resources to complete the project.
4. Responsiveness to the RFP, specifically the submission of a complete proposal with all elements required by the RFP.
5. Professional References.
6. Ability to complete projects within budget and according to schedule.
7. Ability to comply with all regulatory and insurance requirements.