

LKLP COMMUNITY ACTION COUNCIL, INC.

REQUEST FOR QUALIFICATIONS & BIDS FOR BEST VALUE PROCUREMENT

For the Project Titled:

LKLP Knott County Transit Restoration

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1. Announcement

1.1 Procurement Purpose:

The LKLP Community Action Council, Inc., here forward referred to as the “Owner,” has issued this Request for Qualifications (“RFQ”) and Bid Proposals to define its minimum service requirements, solicit responses, detail response requirements, and, outline the Owner’s process for evaluating responses and selecting a contractor using the Best Value Procurement Option.

1.2 Project Scope:

Restore building components back to original plans after flooding.

2. Schedule of Events

EVENT	TIME (Eastern)	DATE
1. RFQ Issued		01-6-2023
2. Mandatory Pre-Bid Meeting	2pm	01-13-2023
3. Written “Questions & Comments” Deadline	2pm	01-20-2023
4. Response and Bid Opening	2pm	02-06-2023
5. Notice of Intent to Award		02-08-2023
6. Anticipated Contract Start		02-21-2023

3. Response Requirements

3.1 The Owner will receive Bid Proposals and Statements of Qualifications from qualified Contractors.

3.2 Contractors will submit a Bid Proposal for the entire scope of the project as well as a Response to the RFQ as outlined by the RFQ Attachment 1 Qualifications & Evaluation Guide:

3.2.1 Section A: Mandatory Requirements details mandatory technical, functional, and experience requirements that shall be demonstrated in the response to this RFQ in order to be considered a qualified bidder. The respondent should utilize the RFQ Attachment 1, Section A as a guide for organizing its response, indicating the page location of their response in the indicated first column of the RFQ Attachment 1, Section A.

3.2.2 Section B: General Qualifications & Experience details general information and qualifications that shall be demonstrated in the response to this RFQ. The respondent should utilize the RFQ Attachment 1, Section B as a guide for organizing its response, indicating the page location of their response in the indicated first column of the RFQ Attachment 1, Section B. The response should be economically prepared, with emphasis on completeness and clarity. The response, as well as any reference material presented, shall be written in English and shall be written on standard 8 ½ " x 11" pages. All response pages shall be numbered. All information shall be incorporated into a response to a specific requirement and clearly referenced. Any information not meeting these criteria will be deemed extraneous and will not contribute to evaluations.

3.2.3 Section C: Technical Qualifications, Experience & Approach details technical qualifications, experience, and approach items that shall be demonstrated in response to this RFQ. The respondent should utilize the RFQ Attachment 1, Section C as a guide for organizing its response, indicating the page location of their response in the indicated first column of the RFQ Attachment 1, Section C. . The response, as well as any reference material presented, shall be written in English and shall be written on standard 8 ½ " x 11" pages. All response pages shall be numbered. All information shall be incorporated into a response to a specific requirement and clearly referenced. Any information not meeting these criteria will be deemed extraneous and will not contribute to evaluations.

3.3 The Owner may determine a response to be non-responsive and reject it if the Respondent fails to organize and properly reference the Proposal as required by the RFQ and RFQ Attachments, or the Respondent's document does not appropriately respond to, address, or meet all of the requirements and proposal items detailed in RFQ Attachment 1.

3.4 Response Delivery: The respondent shall ensure that the Owner receives a Bid Proposal and Response to this RFQ no later than the Response and Bid Opening time and date detailed in the Schedule of Events. All bids and responses shall be delivered to:

Eric S. Sims
LKLP Community Action Council, Inc.
398 Roy Campbell Drive
Hazard, KY 41701

606.435.7960

3.5 Response Format: The respondent shall meet all form and content requirements with this RFQ. The respondent shall submit

3.5.1 Six (6) copies of the Response to the RFQ, labeled "Response to RFQ for Best Value Procurement for the LKLP Knott County Transit Restoration Project."

3.5.1.1 The Response must be placed in a sealed package that is clearly labeled :
"DO NOT OPEN...RFQ RESPONSE FROM [insert Respondent Name]"

3.5.2 Six (6) copies of the Bid Proposal for the project, labeled "Bid Proposal for Best Value Procurement for the LKLP Knott County Transit Restoration Project."

3.5.2.1 The Bid Proposal must be place in a sealed package that is clearly labeled :
"DO NOT OPEN...BID PROPOSAL FOR LKLP KNOTT COUNTY TRANSIT RESTORATION FROM [insert Respondent Name]"

3.6 Form of Agreement : The form of agreement to be used shall be the AIA A101-2017

3.6.1 The selected Contractor shall furnish a Payment and Performance Bond, in an amount equal to 100% of the Contract as surety for the faithful performance of this contract. Bonds shall be kept in force for the duration o the contract, and, executed by a resident agent of the Commonwealth of Kentucky, and be in compliance with Kentucky Revised Statutes.

3.6.2 Existence of insurance required by the Contract Agreement shall be established by the furnishing of a Certificate of Insurance issued by insurers duly licensed within the Commonwealth of Kentucky. Insurance shall be in force on the date of execution of the Contract and continued for a period equal to the duration of the project.

3.6.3 Any contracts resulting from this solicitation shall be governed under the laws of the Commonwealth of Kentucky.

3.7 Late Submission, Modification, or Withdrawal:

3.7.1 Any Bid Proposal and Response to the RFQ submitted after the designated date and time will not be accepted.

3.7.2 A Bid Proposal nor Response to the RFQ may be modified after the Response Deadline time and date, unless such is formerly requested in writing by the Owner.

3.7.3 A Respondent may withdraw a Bid Proposal and/or Response at any time before the Response Deadline time and date, by submitting a written signed request by an authorized representative of the Respondent. After withdrawing a response, a Respondent may submit another Bid Proposal and/or Response at any time before the Response Deadline time and date.

4. Evaluation

4.1.1 Phase 1: RFQ Response Evaluation

The evaluation process is designed to determine those responses having the highest total scores. The RFQ Coordinator will utilize RFQ Attachment 1, Qualifications & Evaluation Guide, to manage the evaluation of each Respondent.

The RFQ Coordinator will review each response to determine compliance with RFQ requirements. If the RFQ Coordinator determines that the response may have failed to meet one or more of the RFQ requirements, the Evaluation Team will review the responses and record its determination of whether: 1) the Response meets mandatory requirements; 2) the Owner will request clarifications or corrections; or 3) the Owner will determine the Response as non-responsive to the RFQ and reject it.

The Owner will consider qualifications, experience and approach, in the evaluation of the response. Each category is weighted and one hundred points is the maximum total number of points which may be awarded for Phase 1.

EVALUATION CATEGORY	MAXIMUM POINTS POSSIBLE
General Business Requirements (Refer to RFQ Attachment 1, Section A)	Pass/Fail
Qualifications & Experience (Refer to RFQ Attachment 1, Section B)	70
Project Approach (Refer to RFQ Attachment 1, Section C)	30

The Average of the scores of all evaluators for the Q&E+PA will be totaled, and then the raw scores will be normalized to give the highest raw score the maximum points. The formula is :

$$\left(\frac{\text{Respondent Average Score Total}}{\text{Highest Average Score Total}} \right) \times \text{Maximum Points} = \text{Total Phase 1 Points}$$

4.1.2 Phase 2: Bid Proposal Evaluation

Bid Proposals from each Respondent who scores a 70 or higher in Phase 1 will be opened. Bid Proposals from Respondents who score below 70 in Phase 1 will not be considered. The Qualified Respondent submitting the lowest bid will be considered the apparent low bidder and will receive 50 additional points. All other bids will be scored based upon comparison to lowest bid. The formula is:

$$\left(\frac{\text{Lowest Bid}}{\text{Respondent Bid}} \right) \times 50 \text{ points} = \text{Total Phase 2 points}$$

4.1.3 Phase 1 and Phase 2 Points will be combined to determine the highest scoring Respondent. The highest scoring Respondent will be awarded the Contract for the project.

QUALIFICATIONS & EVALUATION GUIDE

SECTION A: MANDATORY REQUIREMENTS. The Respondent shall address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent shall also detail the proposal page number for each item in the appropriate space below.

The RFQ Coordinator will review the proposal to determine if the General Business Requirement Items are addressed as required and mark each with Yes (Y) or No (N). For each item that is not addressed as required, the Proposal Evaluation Team shall review the proposal and attach a written determination. In addition to the General Business Requirement Items, the RFQ Coordinator will review each proposal for compliance with all RFQ requirements.

RESPONDENT LEGAL ENTITY NAME:			
Proposal Page # (Respondent completes)	Item Ref.	Section A— Mandatory Requirements	State Use Only
			Responsive Y/N
		The response must be delivered to the Owner no later than the Deadline specified in the RFQ Schedule of Events.	
		The response shall be accompanied by a Formal Bid Proposal for the Project.	
		The response shall not contain any restrictions of the rights of the Owner or other qualification of the response.	
		A Respondent shall not submit alternate responses.	
		A Respondent shall not submit multiple responses in different forms (e.g. as a prime and a subcontractor).	
		Responsive to document layout details. Section and subsections partitioned with tabbed separation sheets. Tabs are labeled accordingly.	
	A.1.	Detail the name, e-mail address, mailing address, telephone number, and facsimile number of the person the Owner should contact regarding the response.	
	A.2.	Describe the Respondents form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, limited liability company) and business location (physical location or domicile)." "Detail the name, e-mail address, mailing address, telephone number, of the person who will be the contact regarding the contract . "	
	A.3.	Statement of Certifications and Assurances: Provide a Statement of Certifications and Assurances by an individual empowered to bind the Respondent to the provisions of this RFQ and any resulting contract.	
	A.4.	Response Package Cover Sheet: Must be on the outside of the package containing the Statement of Qualifications and Bid Proposal.	

RFQ ATTACHMENT 1 — Section A (continued)

RESPONDENT LEGAL ENTITY NAME:			
Proposal Page # (Respondent completes)	Item Ref.	Section A— Mandatory Requirements	State Use Only
			Responsive Y/N
	A.5.	Insurance: Provide a Certificate of Insurance (ACORD) stating the Respondent's capability to provide insurance for this Project in accordance with its Bid Proposal.	
	A.6.	Builder's Risk: Include an ACORD document from insurance agent to confirm coverage for this Project. The policy shall be "All-Risk" Builder's Risk. OR Provide a letter from insurance agent to confirm coverage for this Project which will be provided if contract is awarded to Respondent. An Installation Floater Policy is not acceptable for the Builder's Risk Policy.	
	A.7.	Bonding: Provide a letter from an insurance/surety. The surety for any and all bonds must have a rating of "A" or better with the U.S. Treasury Department Agency. The letter from the surety company must include the Respondent's capability to provide bonding for this Project in accordance with the respondent's Bid Proposal. The letter must include the Respondent's individual project and overall bonding capabilities and specify the Respondent's monetary bonding capacity.	
	A.8.	Please state if you are responding as a Joint Venture. If you are responding as a Joint Venture, include a copy of your filed statement of partnership authority with the Kentucky Secretary of State's office.	
<i>State Use – RFQ Coordinator Signature, Printed Name & Date:</i>			

End of Section A

QUALIFICATIONS & EVALUATION GUIDE

SECTION B: GENERAL QUALIFICATIONS & EXPERIENCE. The Respondent shall address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent shall also detail the proposal page number for each item in the appropriate space below. Proposal Evaluation Team members will evaluate and assign one score for all responses to Section B— General Qualifications & Experience Items.

RESPONDENT LEGAL ENTITY NAME:		
Proposal Page # (Respondent completes)	Item Ref.	Section B— General Qualifications & Experience Items
	B.1.	Provide a statement of whether there have been any mergers, acquisitions, or sales of the Respondent within the last five (5) years. If so, include an explanation providing relevant details.
	B.2.	For the last three (3) years, provide the following ratios for the Respondent, calculated according to the generally accepted accounting principles: 1.) Quick Ratio and 2.) Debt/Worth. NOTE: The Owner may request CPA audited or reviewed financial statements prepared in accordance with generally accepted accounting principles from the apparent best-evaluated Respondent prior to final award of the agreement. If the requested documents do not support the financial stability of the Respondent the Owner reserves the right to reject the proposal.
	B.3.	Provide a statement of whether, in the last ten (10) years, the Respondent has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors. If so, include an explanation providing relevant details.
	B.4.	Provide a statement of whether there is any material, pending litigation against the Respondent that the Respondent should reasonably believe could adversely affect its ability to meet contract requirements pursuant to this RFQ or is likely to have a material adverse effect on the Respondent's financial condition. If such exists, list each separately, explain the relevant details, and attach the opinion of counsel addressing whether and to what extent it would impair the Respondent's performance in a contract pursuant to this RFQ. NOTE: All persons, agencies, firms, or other entities that provide legal opinions regarding the Respondent must be properly licensed to render such opinions. The Owner may require the Respondent to submit proof of such licensure detailing the state of licensure and licensure number for each person or entity that renders such opinions.
	B.5.	Provide a statement and any relevant details addressing whether the Respondent is any of the following: (a) is presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency; (b) has within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) is presently indicted or otherwise criminally or civilly charged by a government entity

RESPONDENT LEGAL ENTITY NAME:		
Proposal Page # (Respondent completes)	Item Ref.	Section B— General Qualifications & Experience Items
		(federal, state, or local) with commission of any of the offenses detailed above; and has within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.
	B.6.	<p>Conflict of Interest: Provide a statement, based upon reasonable inquiry, of whether the Respondent or any individual who shall perform work under the contract has a possible conflict of interest (e.g., employment by the State of Tennessee, or other conflict as set forth in Item 12 of the SBC By-Laws, Policy & Procedures) and, if so, the nature of that conflict.</p> <p>NOTE: Any questions of conflict of interest shall be solely within the discretion of the State, and the State reserves the right to cancel any award.</p>
	B.7.	Provide a statement of whether the Respondent or, to the Respondent's knowledge, any of the Respondent's employees, agents, independent contractors, or subcontractors, proposed to provide work on a contract pursuant to this RFQ, have been convicted of, pled guilty to, or pled <i>nolo contendere</i> to any felony. If so, include an explanation providing relevant details.
	B.8.	Provide a statement on the Respondent's experience at providing services (e.g., prior experience, training, certifications, staffing resources, program and quality management systems, available software, etc.). Statements should be able to demonstrate experience with all of the task types outlined in the RFQ.
	B.9.	Provide a personnel roster listing the names of the proposed project team and key people who the Respondent will assign to meet the requirements of this RFQ along with the estimated number of weekly hours that each individual will devote to that performance. Follow the personnel roster with a resume for each of the people listed detailing the individual's title, education, current position with the Respondent, and employment history. Provide the project organizational structure along with an organizational chart identifying the key personnel.

RESPONDENT LEGAL ENTITY NAME:		
Proposal Page # (Respondent completes)	Item Ref.	Section B— General Qualifications & Experience Items
	B.10.	Provide no more than three detailed case studies for projects of similar scope and complexity to the services sought by the State in this RFQ. The examples should include current (ongoing) or completed projects (within the past 5 years). List projects starting with the most recent.
		SCORE (for <u>all</u> Section B—Qualifications & Experience Items above): <i>(maximum possible score = 70)</i>
<i>State Use – Evaluator Identification:</i>		

End of Section B

QUALIFICATIONS & EVALUATION GUIDE

SECTION C: TECHNICAL QUALIFICATIONS, EXPERIENCE & APPROACH. The Respondent shall address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent shall also detail the proposal page number for each item in the appropriate space below. Proposal Evaluation Team members will evaluate and assign one score for all responses to Section C— General Qualifications & Experience Items.

RESPONDENT LEGAL ENTITY NAME:		
Proposal Page # (Respondent completes)	Item Ref.	Section C— Technical Qualifications, Experience & Approach Items
	C.1.	Provide a brief, descriptive statement detailing evidence of the Respondent’s ability to deliver the services sought under this RFQ, (e.g., prior experience, training, certifications, staffing resources, program and quality management systems, etc.).
	C.2.	Provide a narrative that illustrates how the Respondent will manage the services sought under this RFQ, to ensure completion of the scope of services, and accomplish required objectives within the Owner's schedule.
	C.3.	Describe how the Owner would benefit from your company's services and expertise. Please provide other information that you think the Owner should consider in evaluating this
		SCORE (for <u>all</u> Section C—Qualifications & Experience Items above): (maximum possible score = 30)
State Use – Evaluator Identification:		
State Use – RFQ Coordinator Signature, Printed Name & Date:		

End of Section C