

## Request for Proposal (RFP) to install power and a transfer switch to the City's Emergency Management Building

### Cover Letter

01/25/2023

Re:

Dear Service Providers: Attached is a copy of the City of Hillcrest Request for Proposals ("RFP") for power connection and a transfer switch from a future generator installation to the City's Emergency Management Building

1. Safely update the power to allow for a future generator to be installed
2. Install an updated breaker box that can handle the updated power
3. Install a transfer switch to allow the City of Hillcrest Emergency Management Building to be ran on generator power
4. Inspection done by an electrician firm specializes in Water Plants and Water Municipalities and is a Licensed Electrician to ensure work meets the specifications (provide documentation of the inspection for the City to maintain for records).
5. All debris to be hauled away and disposed of properly

These services are being solicited to assist the City of Hillcrest in the 2021CLFRF Coronavirus Local Fiscal Recovery Fund (CLFRF).

The City of Hillcrest will, in its sole discretion, determine the number of contracts awarded, and may decide not to award any contracts.

The submission requirements for your proposal are included in the attached RFP. Please submit a proposal of services and statement of qualifications to:

City of Hillcrest Attn:  
Tom Wilson, City Mayor  
[cityoffice@hillcrestvillagetx.gov](mailto:cityoffice@hillcrestvillagetx.gov)

The deadline for submission of proposals is **5:00 P.M. on Monday February 13th, 2023**. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting provider. The City of Hillcrest reserves the right to negotiate with any and all service providers submitting timely proposals.

The City of Hillcrest is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, Labor Surplus Area firms and any other applicable disadvantaged businesses including HUBs are encouraged to submit proposals

Sincerely,

Tom Wilson, City of Hillcrest Mayor

## Request for Proposal (RFP) install power and a transfer switch to the City's Emergency Management Building

The City of Hillcrest is seeking a well-qualified company to safely work Centerpoint to install a transfer power switch and upgrade the electrical panel to allow a generator to run the City's Emergency Building during a disaster:

### 1. Project Description

#### 1. Conduct Pre-Construction Meeting with Centerpoint

- i. Work with Centerpoint and City Operator Manager to coordinate timelines to meet at the City's Emergency Building
- ii. Measure all electrical components to ensure panel estimates will be sufficient for the City of Hillcrest's needs when the generator is installed

#### 2. Emergency Building Electrical Power Upgrades and Transfer Switch Install –

- i. Contact City of Hillcrest Operator Manager to coordinate when the job will begin and the power will not be available for the building.
- ii. Prior to starting the job at each water well, please provide the following information to the City of Hillcrest Operator Manager
  1. **Job Hazard Analysis (JSA), safety checklists, muster points identified onsite, unsafe stop work procedures and emergency procedures.**
  2. **Also, any public hazards the neighborhood should be aware of in the event an emergency happens.**
  3. **Show procedures are in place to handle anyone who approaches the job site. Non-essential people should be kept back at a distance until someone from the job can safely stop their job and safely approach the person to review safety procedures.**
  4. **All safety data sheets should be strictly adhered to. This is an OSHA designated hazardous materials**
- iii. Once safety has been discussed and action items complete, the service provider can turn the electricity off
  1. Service Provider - Lock out and tag out any equipment that will not need to be access, and it will ensure no accidents happen while the power is being updated and the transfer switch is installed. (If lock out/tag out is not needed for any equipment, please provide this within the documentation)
- iv. Safely remove the existing electrical equipment
- v. Install new electrical equipment to allow the building to be ran on a generator
- vi. Install a new transfer switch to allow the power to be changed from Centerpoint to the generator
- vii. Test all the equipment for everything to run safely
- viii. Once the test on the panel is complete, please contact City of Hillcrest Operator for their review of the electrical panel job. If they approve of the work, the job can continue.
- ix. Test panel for connection
- x. Review the power upgrades and the transfer switch with the City of Hillcrest Operator
  1. Provide a manual on how to best use the equipment
  2. Include any troubleshooting needed to manage the equipment safely
  3. Include any limitations on running the equipment
  4. Include any max loads and/or stress to avoid adding to the electrical equipment that could cause damage
  5. Include future maintenance plan
- xi. Once safety has been discussed with operating the panels and it has been documented, power can be restored fully to the building

1. Review lock out and tag out any equipment.
- xii. Safely dispose of any equipment removed from the water well area. Job site will be inspected for cleanliness and completion by the City of Hillcrest.

**2. Inspection report provided by an inspector who Water Plants and Water Municipalities and is licensed to ensure work meets the specifications to prevent any damage to the existing facilities. Please provide inspection report for the City's records and future permitting needs.**

**3. Desired Timeline**

1. Estimated start time in February 2023
2. Coordination with the Centerpoint will need to be included in the timeline as well

Please refer to United States Department of the Treasury (USDT) website for the FAQs and Fact Sheet <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

**4. Statement of Qualifications**

The City of Hillcrest is seeking qualified company with experience in recoating potable service water equipment. Please provide the following as it relates to your qualifications:

**Experience of the Company:**

- A brief history of the service provider and any teaming partners/subcontractors, including general background, knowledge of and experience working with Federal agencies and programs
- Related recent experience in securing and managing federally-funded local projects, both infrastructure construction and service projects

**Capacity to Perform:**

- Provide description of your understanding of the project scope
- Describe which specific parts of the work that will be contractor self-performed and what parts will be subcontractor performed
- Describe your current and projected workloads
- Provide description of your proposed approach/strategy to provide and perform the requested services and required curing time. Include a "one line" schedule with adequate float to accommodate achieving completion date.
- Include any performance strategy in order to minimize down time.
- A statement substantiating the resources of the service provider and the ability to carry out the scope of work requested within the proposed timeline.
  - Please list all subcontractors and scopes they will perform.
  - Subcontractor to provide detail safety plan for any electrical work
  - Please list the firm that specializes in Water Plants and Water Municipalities that will be performing the inspection.

**5. Proposed Cost of Services**

Provide your cost proposal to accomplish the Scope of Work by activity or to accomplish the entire Scope of Work. Please provide the following format when submitting the bid:

1. Labor Cost,
2. Total Manhours,

3. Material Cost,
4. Construction supplies
5. Cost, Tools & Equipment,
6. Overhead and Profit
7. Burdened Labor costs (inclusive of payroll taxes (FICA, FUI, SUI) and any allocated benefits costs, etc)

6. **Evaluation Criteria** - The proposal received will be evaluated and ranked according to the following criteria and using the rating sheet enclosed:

<b>Criteria</b>	<b>Maximum Points</b>
Experience of the Company	30
Prior Work Experience	20
Capacity to Perform	30
Proposed Cost	20
<b>Total</b>	<b>100</b>

7. **Submission Requirements**

1. A copy of your current **certificate of insurance**. Need to be state certificate needed for both **Workers Comp and General Liability**. Also, any subcontractors will also need to provide certificate of insurance, workers comp and general liability.
2. **Statement of Conflicts of Interest** (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note that City may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
3. **System for Award Management**. Service Providers should have a current registration in the System for Award Management (<https://www.sam.gov/SAM/>). Service provider and its Principals may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the service provider as well as its principals are not listed (are not debarred) through the System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Enclose a printout of the search results that includes the record date. This clearance information should be included in the service provider’s Proposal. The clearance in the Service Provider’s proposal must be re-verified prior to award. Federal awarding agencies may relax the timing of the requirement for active SAM registration at time of allocation in order to expeditiously issue funding. At the time of award, the requirements of 2 CFR § 200.206, Federal awarding agency review of risk posed by recipients, continue to apply. Current registrants in SAM with active registrations expiring between April 1, 2021 and September 30, 2021 will automatically be afforded a one-time extension of 180 days. (2 CFR § 25.110).
4. **Form CIQ**, (enclosed). Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person’s employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is included in the RFP and must be submitted with the response. Certification Regarding Lobbying (enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response.
5. **Form 1295, (enclosed)**. Effective January 1,2018, all contracts and contract amendments, extensions, or renewals executed by the Commissioners Court will require the completion of Form 1295 “Certificate of Interested Parties” pursuant to Government Code § 2252.908. Form 1295 must be completed by the awarded vendor at time of signed contract submission. Form 1295 is included in this RFP for your information. Form 1295 requires the inclusion of an “unsworn declaration” which includes, among other things, the date of birth and address of the authorized representative signing the form.

6. Required Contract Provisions. Applicable provisions (enclosed) must be included in all contracts executed as a result of this RFP.

8. **Contracting with HUB, small and minority businesses, women's business enterprises, and labor surplus area firms.**

If the awarded vendor (prime) uses subcontractors, it must take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used. The following affirmative steps are required of the prime contractor:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce.
6. The Prime Vendor should utilize the SBA Center that is in the closest proximity to locality. Email your RFP to the appropriate center.

9. **Deadline for Submission** Proposals must be received no later than **5:00 P.M. on Monday February 13th, 2023.**

It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm. Please electronically submit your proposal in .pdf format via [cityoffice@hillcrestvillagetx.gov](mailto:cityoffice@hillcrestvillagetx.gov)

Any questions or requests for clarification must be submitted in writing via EMAIL to the address above at least 3 business days prior to the deadline. The City of Hillcrest may, if appropriate, circulate the question and answer to all service providers submitted proposals.

Required RFP Forms as provided in the RFP must be submitted, or the proposal shall be considered nonresponsive

Respondent: \_\_\_\_\_

Final Score

Date of

Evaluator's Name: \_\_\_\_\_

Evaluation

Respondent will be scored by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from the submitted proposal and/or by contacting past/current clients of the Respondent. Respondents proposing to offer specific services (environmental) will be scored only on those services.

**Experience of the Proposing Firm**

	<u>Factors</u>	<u>Max. Pts.</u>	<u>Score</u>
1	Related Firm Experience / Background with federally funded projects	10	
2	Related Firm Experience/ Background with specific services:		
a	Administrative, construction management	5	
b	Administrative, non-construction management	5	
c	Procurement of other services & construction	5	
d	Financial Duties	5	
	<b>Subtotal, Experience</b>	<b>30</b>	

**Prior Work Performance References**

	<u>Factors</u>	<u>Max. Pts.</u>	<u>Score</u>
1	Related Work Performance	10	
2	References Provided for prior work	10	
	<b>Subtotal, Performance / References</b>	<b>20</b>	

**Capacity to Perform**

	<u>Factors</u>	<u>Max. Pts.</u>	<u>Score</u>
1	Demonstrated understanding of scope of the ARP Act Project(s), as appropriate	5	
2	Qualifications / Experience of Proposed Staff		
a	Resumes appropriate to services required	5	
b	Organizational Chart	5	
3	Approach/Strategy to implement services/projects	5	
4	Current and Projected Workloads	5	
5	Financial Capacity	5	
	<b>Subtotal, Capacity to Perform</b>	<b>30</b>	

**Proposed Cost**

**Method to Evaluate Proposed Cost**

"A" = The lowest priced proposal of all qualified respondents  
 "B" = Respondents Proposed Price

	<u>Factors</u>	<u>Max. Pts.</u>	<u>Score</u>
1	Use values A and B above, in the equation below (A + B) X 20	20	

**Total Score**

	<u>Factors</u>	<u>Max. Pts.</u>	<u>Score</u>
	<b>Experience</b>	<b>30</b>	
	<b>Prior Work Performance / References</b>	<b>20</b>	
	<b>Capacity to Perform</b>	<b>30</b>	
	<b>Proposed Cost</b>	<b>20</b>	
	<b>Total Score</b>	<b>100</b>	

**Insert Certificate of Insurance**

**Insert System for Award Management (SAM) record search for company name and company principal**



<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<b>OFFICE USE ONLY</b>	
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p>	<p>Date Received</p>	
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p><b>3</b> Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p><b>4</b> Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No         </p>		
<p><b>5</b> Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>		
<p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p><b>7</b></p> <p style="text-align: center;">             _____              Signature of vendor doing business with the governmental entity           </p> <p style="text-align: center;">             _____              Date           </p>		

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
  - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
  - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
  - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
  - (B) that the vendor has given one or more gifts described by Subsection (a); or
  - (C) of a family relationship with a local government officer.

Link <https://www.ethics.state.tx.us/data/forms/1295/1295.pdf>

**CERTIFICATE OF INTERESTED PARTIES**

**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY**

**1** Name of business entity filing form, and the city, state and country of the business entity's place of business.

**2** Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

**3** Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5** Check only if there is no interested party.

**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)

**ADD ADDITIONAL PAGES AS NECESSARY**

Must file online at [www.ethics.state.tx.us/File](http://www.ethics.state.tx.us/File)



## Required Contract Provisions: Quick Reference Guide

KEY	
Required/Recommended Provision	<input type="checkbox"/>
Required/Recommended Provision and Required Exact Language	<input type="checkbox"/>
Not Required for PA Awards (Grants)	<input type="checkbox"/>

	Required Provision	Contract Criteria	Sample Language?
1.	Legal/contractual/administrative remedies for breach of contract	> Simplified Acquisition Threshold (\$250k)	No. It is based on applicant's procedures.
2.	Termination for cause or convenience	> \$10k	No. It is based on applicant's procedures.
3.	Equal Employment Opportunity	Construction work	Yes. 41 CFR Part 60-1.4(b)
4.	Davis Bacon Act	Construction work	<b>Not applicable to PA grants</b>
5.	Copeland Anti-Kickback Act	Construction work > \$2k	<b>Not applicable to PA grants</b>
6.	Contract Work Hours and Safety Standards Act	> \$100k + mechanics or laborers	Yes. 29 CFR 5.5(b)
7.	Rights to inventions made under a contract or agreement	Funding agreement	<b>Not applicable to PA grants</b>
8.	Clean Air Act and Federal Water Pollution Control Act	>\$150k	Yes
9.	Debarment and Suspension	All	Yes
10.	Byrd Anti-Lobbying Amendment	All (>\$100k: Certification)	Yes. Clause and certification
11.	Procurement of Recovered Materials	Applicant is a state or political subdivision of a state. Work involves the use of materials.	Yes