NOTICE OF REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. 2024-RFP-02

Mercy Park Electrical Improvements

RFP Due Date: **10:00 A.M., Monday, December 18, 2023**

Location: City of Joplin
Parks Department
3301 West 1st Street
Joplin, MO 64801

Staff: Greg Bertoncino, Assistant Director
Email: gbertonc@joplinmo.org

Phone: 417-625-4750

Proposals will be received by the Parks Department at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded.

Proposals must be submitted in an envelope with the Request for Proposals number and the Vendor's name and address clearly indicated on the envelope. All proposals must be completed in ink or typewritten and submitted by the time and date above.

Consultants are strongly encouraged to carefully read the entire Request for Proposals.

11/17/2023
Issue Date

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bids until ***10:00 a.m., Monday, December 18, 2023,*** at the *Joplin Athletic Complex* located at *3301 West 1st Street*, Joplin, Missouri 64801 to PURCHASE the following:

Scope of Work

The City of Joplin, Missouri is issuing this Request for Proposals (RFP) to provide and install the following.

Electrical improvement(s) and Additional light poles

Please provide and install all event panels, receptacles and additional lighting per specs specified below.

(1) <u>Event Panels</u>

- Two (2) 60" x 36" x 12" event panels installed on 3" GRC and solid galvanized Unistrut racks. Event Panels to include a means to plug in equipment when door is closed.
- Concrete footings for racks.
- 100A, 208A, 3 phase Load centers in each event panel.
- One (1) 100A pin & sleeve, two (2) 50A twist-lock receptacles, two (2) 30A twist-lock receptacles, and six (6) GFCI receptacles in each event panel.
- Conduit and conductors as per national electrical code to existing power panel in restroom building. Please calculate voltage drop for conductors.

(2) <u>Existing Event Panel Upgrade</u>

- West side of restroom building re-fed with a 100A breaker.

(3) <u>Lighting and Receptacles</u>

- Provide a 100-amp, 240-volt service panel powered by an existing meter pedestal for the Mohaska Trail pedestrian crossing. This panel would be located on the north side of the lake approximately eighty (80) feet south of the existing meter pedestal.
- Provide convenience receptacles on **twenty-two (22)** of the existing light poles surrounding the lake. There would be two (2) receptacles per circuit which would allow for roughly 8 amps of electrical load at each location. Device box & cover to be black.
- Provide a new 200-amp, 240-volt service on the north side of the west walking loop to provide power and control for the light poles and receptacles on the west walking loop.
- Provide **twenty-three (23)** new LED light poles to match existing with convenience receptacles on the west walking loop. There would be three (3) receptacles per circuit which would allow for roughly 5 amps of electrical load at each location.
- Provide **fifteen (15) new** LED light poles to match existing with convenience receptacles on the walking loop nearest the butterfly art feature. There would be

three (3) receptacles per circuit which would allow for roughly 5 amps of electrical load at each location.

- Provide one (1) LED flood lights on each of two (2) light poles that are immediately east and west of the butterfly art feature.

Please list separate from above pricing for all areas within project:

- Trenching, backfill, saw cutting, and concrete sidewalk repair is provided by others.

Please Provide additional pricing to all above if provided by others:

- **Black Dirt over ditch areas**
- **Seed or sod**
- **Liberty Utilities charges for a new meter pedestal**

ADDENDA TO THE RFP AND REQUESTS FOR INFORMATION:

The City may, at its sole discretion, issue Addenda to this Request for Proposals containing responses to questions and requests for information, clarifications or revisions of the RFP, or any other matters that the City deems appropriate. Addenda will be issued to those to whom the City sent the original RFP.

Any question, request for clarification, or request for additional information regarding this RFP should be submitted no later than 5 days prior to close December 11, 2023 via e-mail to gbertonc@joplinmo.org OR pbloombe@joplinmo.org, or in writing, to Paul Bloomberg (Attn: Mercy Park Electrical Improvements RFP), City of Joplin, 3301 West 1st Street, Joplin, MO 64801. No oral response by any employee or agent of the City shall be binding on the City or shall in any way be considered a commitment by the City. If a consultant finds any inconsistency or ambiguity in the RFP, the Consultant is requested to contact the Parks Department, at the above address.

PROPOSAL EVAULATION PROCESS

Proposals, which the City determines in its sole discretion, which are deemed responsive to this RFP, will be reviewed, and evaluated by the City. The City reserves the right to request Consultants to make one or more presentations to the City at the City's offices at the Consultant's sole cost and expense, addressing Consultants' ability to achieve the scope of work of this RFP. Proposals will be evaluated, in part, according to whether the Consultant meets the minimum qualifications and submits a proposal complying with all the requirements of this RFP.

RESPONSIBILITY AND COSTS

The Consultant shall be fully responsible for all costs associated with the development, preparation, transmittal, and submission of any Proposal or material submitted in response to
this RFP. The City assumes no contractual or other obligations as a result of the issuance of this RFP, the preparation or submission of a Proposal by a Consultant, the evaluation of Proposals, or the selection of any Consultant for further negotiations.

CONTRACT TERMS AND CONDITIONS

The City may condition award of the Contract on the Consultant's acceptance of the terms and conditions contained in the form of agreement attached hereto and made a part hereof as Exhibit A. Consultants may submit with its Proposal, written objections to the terms and conditions established in this RFP and/or agreement by identifying the specific section(s) and paragraph(s) objected to, stating the reason(s) for the objection and proposing alternative terms. Should Consultant object to any of the terms and conditions established in this RFP, including the form of agreement, the City reserves the right, in its sole discretion, to permit Consultant to rescind any or all such exceptions at any time prior to award of a contract. The City, in its sole discretion, may evaluate proposals according to whether the Consultant objects to terms

and conditions and if Consultant does object, the number and type of objections. In no event shall the City's selection of a Consultant for further negotiations constitute acceptance of any objection or proposed alternative to the terms and conditions established in this RFP. The City reserves the right, however, to add, delete, revise, or negotiate terms and conditions different than those included in the RFP, if, in the sole judgment of the City, it is in the best interest of the City to do so.

EXHIBITS

The following exhibits are referenced in this RFP, incorporated into, and made a part of this RFP:

A. Bid form
B. City of Joplin Standard Professional Services Agreement

FORMAT AND CONTENT OF PROPOSAL

Proposal Terms and Conditions

The following terms and conditions apply to submitting proposals in response to this Request for Proposal:

Request for Additional Information

The proposer shall furnish such additional information as the City of Joplin may reasonably require. The City reserves the right to make investigations of the qualifications of the proposer as it deems appropriate.

Acceptance/Rejection/Modification to Proposals

The City reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive minor irregularities in the procedures.

Proposals Binding

All proposals submitted shall be binding for one hundred twenty (120) calendar days following the opening.

Proposer's Certification

By submitting a proposal, the proposer certifies that the proposal has been fully read and understood. The proposer has full knowledge of the scope and nature and quality of work to be performed. The proposer further certifies that no employee of the City has any direct or indirect financial interest in any resultant contract, and that no gratuities will be offered or provided to the City of Joplin employees or their family members.

Non-exclusive Contract

The agreement resulting from this RFP shall be a non-exclusive contract, and the City reserves the right to purchase same or like services from other sources the City deems necessary and appropriate.

Late proposals

Proposals received by the City after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery of the proposals to the location designated for receipt of proposals. The City of Joplin is not responsible for the U.S. Mail or private couriers regarding mail being delivered by the specified time so that a proposal can be considered. All proposals will be received at the time and place specified and made available for public inspection when an award decision is made.

Completeness

All information required by the Request for Proposal must be supplied to constitute a legitimate proposal. The City of Joplin reserves the right to use any and all information presented in any response to the Request for Proposal. Acceptance or rejection of the RFP does not affect this right.

Execution of Agreement

It is anticipated the city will make their selection of a firm by 5 days after close Dec 22, 2023. The successful proposer shall enter into a contract with the City for the performance of work awarded to firm and shall simultaneously provide any required bonds, indemnities, and insurance certificates prior to the commencement of work. A copy of the sample agreement is attached. Failure to comply within the established deadline for submittal of required documents may be grounds for cancellation of the award.

SUBMISSION OF PROPOSALS

In order for the City to adequately compare proposals and evaluate them uniformly and objectively, all proposals shall be submitted in accordance with this format. The proposal should be prepared simply and economically, providing straight-forward and concise information as requested.

Amendments

If it becomes necessary to revise or amend any part of this Request for Proposal, the City will furnish the revision by written Amendment to all prospective proposers who received an original Request for Proposal.

Proposal Evaluation Process

The steps and activities in the proposal process will include the following:

1. The City will review and evaluate all proposals submitted in response to this Request for Proposals (RFP). The City shall conduct an evaluation of all proposals based on the information provided and other evaluation criteria as set forth in this Request for Proposals or as reasonably determined by the City.

2. The City reserves the right to reject any and all proposals and to waive minor irregularities. The City further reserves the right to seek new proposals when such a procedure is reasonable and in the best interests of the City to do so.

Mercy Park Electrical Improvements

Specifications and bid forms are available from **Greg Bertoncino or Paul Bloomberg, by calling 417-625-4750** or by writing to the address indicated above. Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The City encourages minority and female owned businesses to submit bids on all City purchases.

Finance Director

Leslie Haase

Publication Date: Friday, Nov 17, 2023

INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri proposes to PURCHASE the following:

Electrical upgrades and additional light poles.

All bids shall have firm-fixed F.O.B. Joplin, Missouri price and shall be honored for a minimum of one hundred twenty (120) days following the bid opening.

All bids shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this bid document to generally describe the item(s) desired in sufficient detail as to secure bids on comparable items. All parts not specifically mentioned which are necessary in order for the item(s) to perform as intended shall be included. The strength, quality of workmanship, and material shall be in accordance with the best trade practices.

Specification variances, manufacturer's literature and additional information should be attached to the bid form. All blanks on the attached bid specifications shall be filled in completely and accurately. Any bid not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within five (5) working days following the bid opening. Any protest filed after this time period has elapsed will not be considered.

The City encourages selection of products manufactured, assembled and/or produced in the United States, as long as the quality and price are comparable with other items bid.

Businesses which are located within the city limits of Joplin may be given preference in the awarding of a bid, providing the bid from the local business does not exceed the lowest bid by more than 3% or $2,500, whichever is less.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the bid does not to exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the bids are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.

Minimum information to be submitted with each bid shall consist of the following:

1. Verification of Bid Specifications (with variances noted)
2. Bid Form

MARK BID ENVELOPES: "Mercy Park Electrical - BID #2024-RFP-02, 10:00 A.M., Monday, December 18, 2023"

Questions concerning the specifications and bidding procedures should be directed to Greg Bertoncino, Asst. Director (417)-625-4750 or Paul Bloomberg, Director 417-625-4750. CITY OF JOPLIN, MISSOURI

SPECIFICATIONS

SPECIFICATION DETAIL VARIANCE

1) Site familiarizations visit and meeting with Parks and Recreation Director.

2. View Park site, provide input on location considerations taking into account current park activity and potential future developments, relation to utilities, access and parking, pedestrian flow, support facilities, etc., and provide project timeline

3. Installation Plan: Design layout, construction budget, timeline and present to Park and Recreation Director.

4. Contractor shall be responsible for the cost of all permits, sales taxes, and insurance.

5. Contractor must be licensed, bonded, and insured with the City of Joplin.

6. Wage rates for this project shall be in accordance with wage rate determination made by the Industrial Commission of Missouri on file in the Public Works Department.

7. Contractor must have 10 years verifiable experience and must submit references.

8. Documents and Specifications: Develop construction documents, shop drawings and specifications for accepted plan, including any above ground structures needed to accommodate park infrastructure.

9. Construction: Provide oversight and technical expertise during installation of base, installation of poles and wiring and that installation is of a workman like manner.

10. Final Review: Inspect final project with Parks Director, develop and complete final checklist, and turnover construction, as built and operations documents. Provide staff training to ensure proper long-term operations.

CITY OF JOPLIN, MISSOURI
BID PROPOSAL RESPONSE FORM

Mercy Park Electrical Improvements

Item	Description	Cost
Event Panels	Two (2) 60" x 36" x 12, Concrete footings, 100A load centers, (1) 100A pin & sleeve, (2) 50A twist lock receptacles, (2) 30A twist lock receptacles, (6) GFCI receptacles in each event panel	
**********	Trenching/backfill, Drawings and seeding/sod	
Lighting and Receptacles	*****	**Cost**
Item 1	Provide a 100 amp, 240 volt service panel powered by an existing meter pedestal for the Mohaska Trail pedestrian crossing. This panel would be located on the north side of the lake approximately eighty (80) feet south of the existing meter pedestal.	
**********	Trenching, backfill, saw cutting and concrete sidewalk repair if provided by others.	
Item 2	Provide convenience receptacles on **twenty-two (22)** of the existing light poles surrounding the lake. There would be two (2) receptacles per circuit which would allow for roughly 8 amps of electrical load at each location.	
**********	Trenching, backfill, saw cutting and concrete sidewalk repair if provided by others	

Item 3	Provide a new 200-amp, 240-volt service on the north side of the west walking loop to provide power and control for the light poles and receptacles on the west walking loop.	
**********	Trenching, backfill, saw cutting and concrete sidewalk repair if provided by others.	

Lighting and Receptacles	**Description**	**Cost**
Item 4	Provide **twenty-three (23)** new LED light poles to match existing with convenience receptacles on the west walking loop. There would be three (3) receptacles per circuit which would allow for roughly 5 amps of electrical load at each location.	
**********	Trenching, backfill, saw cutting and concrete sidewalk repair if provided by others.	
Item 5	Provide **fifteen (15) new** LED light poles to match existing with convenience receptacles on the walking loop nearest the butterfly art feature. There would be three (3) receptacles per circuit which would allow for roughly 5 amps of electrical load at each location.	
**********	Trenching, backfill, saw cutting and concrete sidewalk repair if provided by others.	
Item 6	Provide one (1) LED flood lights on each of two (2) light poles that are immediately east and west of the butterfly art feature.	
**********	**********	**********
Additional Expenses	**Black Dirt over ditch areas** **Seed or sod** **Liberty Utilities charges for a new meter pedestal**	
	Total Project Cost	

MARK BID ENVELOPES: "Mercy Park Electrical - BID #2024-RFP-02, 10:00 A.M., Monday, December 18, 2023"

Park Addresses:
ATHLETIC COMPLEX
3301 W 1ST ST.
JOPLIN MO. 64801

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE
(Missouri Unauthoriz ed Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____

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Affiant