

Request for Proposals
ELECTRICAL DESIGN AND CONSTRUCTION MANAGEMENT SERVICES
Morgan City State Street Electrical Service Relocation Project

RECEIPT OF PROPOSALS: Proposals will be received by Morgan City via email for the electrical design and construction management services in connection with the State Street Electrical Service Relocation Project ("Project"). Respondents must submit a pdf of the Proposal to ccrook@morgancityut.org AND dwoods@morgancityut.org. See PROPOSAL CONTENTS section for more information.

The RFP documents are available from Morgan City by submitting a request to Denise Woods by email at dwoods@morgancityut.org.

Submissions will be received no later than **12:00 pm (noon) on Friday, October 25, 2024**. All Proposals that are not received by the deadline will be considered late and will not be accepted. It is the Respondent's responsibility to ensure the emailed Proposal is received. The City reserves the right to cancel and/or withdraw this Request for Proposals ("RFP") at any time and to reject any and all Proposals submitted, for any reason, at its sole discretion. Submitted proposals will be opened and evaluation started at 10:00 am on Monday, October 28, 2024.

BACKGROUND & PURPOSE: The Morgan City electrical service relocation project will relocate existing overhead powerlines and move them underground along a section of State Street between 250 East and 400 East as shown on the attached concept plan. Electrical engineering services are requested for the design of the proposed underground system and construction management for the work.

SCOPE OF WORK:

Design

- Pre-design and project design meetings with Morgan City
- Full electrical system design in accordance with Morgan City Power electrical standards
- Stamped engineered construction drawings, plans and specifications
- UDOT right-of-way Pre-Application submittal, review and approval

Bidding

- Project advertisement and bidding
- Review and checking of proposals
- Project award documents

Construction

- Prepare and conduct a pre-construction meeting
- Construction coordination, underground utility locating (811), field inspections and reports
- Manage resolution of construction issues
- Contractor invoice reviews and approvals prior to city payments
- Project closeout documents

The City has prepared a preliminary site layout (See Attachment B) to aid in the preparation of proposals.

WORK SCHEDULE: The proposed work is expected to proceed with the following schedule:

- October-December 2024: electrical design work

- January: UDOT application and approval for right-of-way encroachments
- February 2025: project advertisement and bidding
- March 2025: project award
- March 2025-June 2025: construction
- June 30 2025: project closeout

PROPOSAL CONTENTS: Proposals shall not exceed fifteen (15) pages (excluding cover sheets) and shall contain the following information:

1. Firm location and brief description of Firm's history.
2. Firm qualifications and capabilities.
3. Provide a minimum of three (3) similar construction projects completed with the past five (5) years including cost, completion date, and references.
4. Description of the Project team and key staff or sub-consultants that will be working on specific elements of the Project.
5. Proposed Total Cost, Not to Exceed.
6. Hourly Rate Schedule.
7. Statement on the liability insurance, bonding, and State licensing of the Firm.

EVALUATION OF PROPOSALS: Proposals will be reviewed and evaluated by the City's Selection Committee. Each Proposal will be ranked on each of the Proposal requirements listed in the PROPOSAL CONTENTS section, as follows:

Qualifications	25%
Project Team	20%
Similar Project Experience	30%
Cost Proposal	<u>25%</u>
	100%

The City or its Agents reserves the right to obtain clarification of any point in a Respondent's Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Respondent to respond to such a request for additional information or clarification could result in rejection of that Company's response or responses.

Depending on the outcome of the ranking, the top Respondents may be requested to complete an in-person or virtual interview with the Selection Committee. Following the evaluation of the Proposals, the City will enter negotiations with the highest-ranking Proposer to finalize the scope of work, fee, and contract. If the City is unsuccessful in negotiating a contract with the selected Proposer, the City may then, at its sole discretion, negotiate with the second highest-level Proposer or may decide to terminate the selection process.

RFP QUESTIONS: Any Respondent requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing to: Power Forman Clark Crook, ccrook@morgancityut.org.

The deadline for submitting such questions is **5:00 pm Monday, October 21, 2024**. If, in the opinion of the Power Forman, additional information or interpretation is necessary, such information will be supplied in the form of an Addendum that will be delivered to all individuals, firms, etc. having received

this Request for Proposals. All Addenda shall have the same binding effect as though contained in the main body of the Request for Proposals. Oral instructions or information concerning the specifications of the project given by Morgan City employees or agents to prospective Respondents shall not bind Morgan City. All Addenda will be issued not less than two (2) calendar days prior to the Proposal deadline.

COSTS OF PREPARING PROPOSALS: All costs associated with preparing Proposals are the sole responsibility of the Proposer.

MODIFICATIONS TO PROPOSALS: Proposals submitted may be modified in writing at any time before the Proposal due date. Any modifications to a Proposal must be signed by the person or officer of the entity authorized to do so.

The City reserves the right to request that the Proposer clarify any part of its Proposal. Responses to such requests must be made in writing and will become part of the Proposal. Unsolicited supplementary information and materials received after the Proposal deadline will not be considered in the evaluation. All Proposals, including electronic media, will become and remain property of the City.

PUBLIC RECORD: In accordance with State Law, Proposals are public record and are subject to public review upon request. However, a Proposer may request that any part of its Proposal be designated a protected record and not be available for public release by complying with Utah Law, 63G-2-309(1). To do this, the Proposer must provide the City with a written claim of business confidentiality (Attachment A) and a concise statement of reasons supporting this claim. This information must be submitted together with the Proposal to be considered.

COLLUSION: A Respondent submitting a Proposal hereby certifies that no officer, agent, or employee of Morgan City has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent; and that the Respondent is competing solely in its own behalf without connection or obligation to any undisclosed person or firm.

ASSIGNMENT: Neither the resultant Contract, nor any of the requirements, rights, or privileges demanded by it, may be sold, assigned, contracted, or transferred by the Engineer without the express written consent of Morgan City.

OTHER: The City may reject any Proposal not in compliance with all prescribed public bidding procedures and requirements, and may, for good cause, reject all Proposals upon finding by the City it is in the public interest to do so. The City reserves the right to accept or reject any or all Proposal documents or portions thereof and to waive any informality or irregularity in any Proposal, at the sole discretion of the City, which is determined to serve the best interest of the City. The City shall be the sole judge of the merits of the respective Proposals received.

Please be advised that failure to comply with any of the requirements of this submittal will be grounds for disqualification.

ATTACHMENT A
CLAIM OF BUSINESS CONFIDENTIALITY

Any person that provides Morgan City a Proposal (or information contained in any record) that he or she believes should be protected under UCA Subsection 63G-2-305(1-4) shall provide with the Proposal a written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality. The guidelines to grant business confidentiality are as follows:

- Trade secrets – if the submitted information includes a formula, pattern, compilation, program, device, method, technique, or process, that has actual or potential value by its non-disclosure to the general public, and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy;
- Commercial information or non-individual financial information – if the submitted information contains commercial information or non-individual financial information the disclosure of which could reasonably be expected to result in unfair competitive injury to the person submitting the information, or would impair the ability of Morgan City to obtain necessary information in the future, and the person submitting the information has greater interest in prohibiting access than the public in obtaining access.

I, _____ do hereby claim that the pages identified
(name & title)

below, which are contained within this submission as required by Morgan City are confidential.

Signature _____ Date: _____

The following pages of this Proposal are Protected under a Claim of Business Confidentiality:

ATTACHMENT B
PRELIMINARY SITE LAYOUT