

**REQUEST FOR PROPOSAL
FOR
ENVIRONMENTAL SERVICES**



Proposal Opening Date: Monday March 2, 2023

Proposal Opening Time: 2:00 P.M.

City of Covington

Administration

(Issued: February 8, 2023)

A. PURPOSE:

The City of Covington is soliciting competitive proposals from qualified firms and individuals interested in providing the services outlined in this RFP. The City desires to establish a three (3) year contract with an option to extend up to five (5) years with the selected vendor.

B. DEFINITIONS:

1. Shall – The term “shall” denotes mandatory requirements.
2. Must - The term “must” denotes mandatory requirements.
3. May – The term “may” denotes an advisory or permissible action.
4. Should – The term “should” denotes a desirable action.
5. Contractor – Any person having a contract with a governmental body.
6. City – Any department, council, board, office, committee, or other establishment of the executive branch of the City of Covington authorized to participate in any contract resulting from this solicitation.
7. Discussions- For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.
8. RFP – Request for Proposal

C. SCHEDULE OF EVENTS:

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| 1. RFP and posted to website and Central Bidding | 2/8/2023 |
| 2. Advertisements placed in official journal | 2/8/2023, 2/15/2023, 2/22/2023 |
| 3. Deadline to receive written inquiries | 2/24/2023 |
| 4. Deadline to answer written inquiries | 2/28/2023 |
| 5. Proposal Opening Date (deadline for submitting proposals before 2pm) | 3/2/2023 |
| 6. Notice of Intent to Award to be mailed | TBD |
| 7. Contract Initiation | TBD |

NOTE: The City of Covington reserves the right to revise this schedule. Any such Revision will be formalized by the issuance of an addendum to the RFP.

D. PROPOSAL SUBMITTAL PROCESS

1. General Information:

Award of the contract resulting from this RFP will be based upon the most responsive and responsible vendor whose offer will be the most advantageous to the City of Covington as outlined in this RFP.

City of Covington reserves the right to:

1. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor
2. Accept other than the lowest priced offer
3. Award a contract on the basis of initial offers received, without discussions or requests for best or final offers, and
4. Award more than one contract, if necessary
5. Request an in-person presentation or interview as part of the RFP evaluation process. If an interview is requested, the proposed key project staff, as identified in the proposal, must be in attendance.
6. Change the Schedule of Events or issue Addenda to the RFP at any time. The City also reserves the right to cancel or reissue the RFP.

In order to address the needs of the procurement, Vendors may choose to work cooperatively to present a fully integrated solution. The City of Covington will recognize the integrity and validity of Vendor team arrangements provided that:

1. The arrangements are identified, and relationships are fully disclosed, **and**
2. The prime Vendor is designated that will be fully responsible for all contract performance.

The Vendor's proposal in response to this RFP will be incorporated in the final agreement between City of Covington and the selected Vendor.

2. Submittal Process:

This complete and detailed RFP is available for public inspection and downloading in electronic form at the city's website at www.covla.com or at Central Bidding www.centralbidding.com. Electronic Bids may be submitted at Central Bidding www.centralbidding.com. For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814. It is also available in PDF format or in printed form by submitting a written request to the Purchasing Agent of the City of Covington at kolsen@covla.com, by calling for a copy at (985) 898-4733 option 2 or by requesting a copy in person at Covington City Hall, 317 N Jefferson Avenue, Covington, LA 70433. It is the Proposer's responsibility to check the city's website frequently for any possible addenda that may be issued. The City of Covington is not responsible for a proposer's failure to download any addenda documents required to complete a Request for Proposal.

All proposals must be SEALED and shall be received by Purchasing Agent of the City of Covington no later than the date and time shown in the Schedule of Events.

Please attach a label to the outside of envelope, box, or package with the following information:

ATTN: Purchasing Agent: Kathy Olsen
Proposal Name: RFP for Environmental Services
Proposal Opening Date: 3/2/2023

Date Received:	Time Received:	Signature of City Employee
_____	_____	_____

Proposals may only be sent via certified mail, hand-delivery, or courier service to our physical location at:

Kathy Olsen - Purchasing Agent
City of Covington
317 N. Jefferson Avenue
Covington, LA 70433

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The City of Covington is not responsible for any delays caused by the proposer's chosen means of proposal delivery. Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal. No faxed or emailed bids will be accepted or considered. Proposals shall be opened publicly at the physical location identified above.

Each Proposer shall submit one (1) signed original response. Four (4) additional copies of the proposal should be provided, unless submitted electronically through the Central Bidding website www.centralbidding.com. For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814.

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP is also desired. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

3. RFP Inquiries:

The City shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our City customers. The City reasonably expects and requires responsible and interested proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

An inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the proposal documents and to submit any written inquiries relative thereto. All inquiries must be received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events of this RFP. Only those inquiries received by the established deadline shall be considered by the City. Inquiries received after the established deadline shall not be entertained.

Inquiries concerning this solicitation must be submitted by e-mail to:

City of Covington
Attention: Kathy Olsen
Purchasing Agent
E-Mail: kolsen@covla.com

An addendum will be issued and posted at the City of Covington website, to address all inquiries received and any other changes or clarifications to the solicitation. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum. No negotiations, decisions, or actions shall be executed by any proposer as a result of any oral discussions with any City employee or City consultant. It is the Proposer's responsibility to check the City website, www.covla.com and Central Bidding website, www.centralbidding.com frequently for any possible addenda that may be issued. The City of Covington is not responsible for a proposer's failure to download any addenda documents required to complete a Request for Proposal. For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814.

Any person aggrieved in connection with the solicitation, or the specifications contained therein, has the right to protest. Such protest shall be made in writing to the Chief Administrative Officer (CAO) at least two days prior to the deadline for submitting proposals.

4. Proposal Changes:

If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, cross-referenced clearly to the relevant proposal section, prior to the proposal opening, and should be submitted in a sealed envelope. Such shall meet all requirements for the proposal.

E. SCOPE OF SERVICES:

It is expected that the winning proposer will be able to provide the following services to the City:

- Complete all State / EPA certified LPDES analytical testing required by the Department of Environmental Quality Permit
- Prepare and submit, for approval, all State / EPA LPDES report forms
- Manage all Sanitary and Potable Water State / EPA permitting
- Prepare and submit, for approval, all State / EPA annual sludge reports
- Manage all EPA Risk Management Planning issues
- Prepare all SWPP and SPCC Plans required by the Agencies
- Manage all certified monitoring of the required Plans
- Provide consulting for all environmental matters
- Provide State certified Plant water and wastewater certified operators as needed for Agency compliance
- Organize, coordinate, and monitor all non-domestic (EPA) customers or prospective customers
- Will qualify as a "certified" testing laboratory as required by EPA and DEQ
- Manage DEQ site inspections and respond to the inspections
- Prepare and present each Plant Municipal Wastewater Planning Program (MWPP) annual audit for review and approval
- Provide DDH / EPA regulatory assistance for all potable issues and compliance

- Provide compliance monitoring, testing, and reporting for the potable water Nitrification Plan

F. PROPOSAL CONTENT:

Proposers must provide a detailed response to each of the following questions:

1. Company History and Experience

- a. Provide a brief history of your company including size, volume of business, locations, number of years in business and business philosophy.
- b. Describe the visibility and influence of your company in the environmental services field.

2. Qualifications

- a. Provide an overview of qualifications, including highlights outlining capabilities and experience.
- b. Describe your approach to the ongoing training of your staff.

3. Clients

- a. Describe at least two innovative strategic solutions you have implemented for clients similar to the City of Covington that highlights your environmental services expertise.
- b. Describe your internal mechanism for ensuring customer satisfaction with your services.
- c. Provide contact names and phone numbers of 3 references.

4. Services

- a. Provide an overview of your company's capabilities to cover all aspects of the Scope of Services previously listed in this proposal (section E).

5. Describe attributes that make you a valuable strategic partner to the City of Covington

6. Compensation

- a. Describe how you expect to be compensated for the services outlined in this proposal.

G. PROPOSAL EVALUATIONS:

The City of Covington will have an evaluation committee that will review all written proposals and rank them based on proposer's qualifications, compliance with the RFP requirements, demonstration of the proposer's understanding of the scope, customer service approach, and overall proposal quality. The top three (3) proposers will be invited to provide an in-person presentation for final evaluation and selection.

H. CONFIDENTIAL INFORMATION, TRADE SECRETS, AND PROPRIETARY INFORMATION

The cost proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect. Pursuant to this Act, all proceedings, records, contracts, and

other public documents relating to this procurement shall be open to public inspection.

The City reserves the right to make any proposal, including proprietary information contained therein, available to City personnel, the Office of the Mayor, or other City agencies or organizations for the sole purpose of assisting the City in its evaluation of the proposal.

I. CONTRACT NEGOTIATIONS

If for any reason the Proposer whose proposal is most responsive to the City's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected, and the City may negotiate with the next most responsive Proposer. Negotiation may include revision of non-mandatory terms, conditions, and requirements. City must approve the final contract form and issue a purchase order, if applicable, to complete the process.