

**REQUEST FOR PROPOSALS
FOR
Geotechnical Data Collection and Sediment Sampling
Services**

**FOR
University Lakes Project
Baton Rouge, La**

Issued By:

**University Lakes LLC, a single-member entity created and controlled by
LSU Real Estate and Facilities Foundation (“REFF”)**

A Supporting Organization of LSU Foundation
(A LOUISIANA NON-PROFIT CORPORATION)

October 16, 2020

SECTION I PROJECT DEFINITION

1. INVITATION

University Lakes LLC (UL), a special purpose entity created for the implementation of the University Lakes Project by the LSU Real Estate and Facilities Foundation (REFF), a Louisiana nonprofit corporation supporting LSU and the LSU Foundation, is issuing this Request for Proposals (RFP) for qualified firms to provide geophysical data collection services to support the implementation of the Master Plan for the six lakes surrounding LSU's campus. In February 2020, UL selected B&D/CSRS as Project Advisor. In its capacity as Project Advisor, B&D/CSRS will serve as the primary point of contact and administer this RFP on behalf of UL.

While a more detailed Scope of Work is provided below, the primary services sought by UL through this procurement generally include geotechnical data collection and sediment sampling.

The award of any contract(s) as a result of this procurement is contingent upon UL receiving adequate funding to implement the Scope of Services outlined in this RFP.

2. PROJECT SCOPE

General Background

The Project involves the implementation of the 2016 Master Plan for revitalization of the University Lakes System, which is comprised of six lakes (four owned by LSU and two owned by the City of Baton Rouge). The lakes are a vital part of the Baton Rouge and LSU communities, used by wildlife and people for multiple purposes. The lakes were created from swamp land donated to the city and to LSU almost 100 years ago. They are currently in poor and declining health. They need to be dredged and excavated, and new improvements need to be constructed in and adjacent to the lakes to promote better drainage and flood prevention, make them more desirable to migratory birds and other wildlife, to enhance the lakes as a source of health and recreational activities, and to enhance safety by improving vehicular and pedestrian pathways. The 2016 Master Plan for the lakes is available at: <https://csrsinc.com/lakes/>

REFF has entered into a Memorandum of Understanding with several public and private entities which are expected to provide funding or other resources for the Project (the "Lakes MOU"). Each source of funding will be subject to different laws, rules, and other restrictions governing how and for what purposes those funds must be used. To facilitate the Project, REFF has created UL and a Project Management Committee ("PMC" or "Committee") composed of the entities expected to provide funding and other stakeholders.

In July 2020, the PMC authorized the procurement of contractors to provide due diligence and design for all six lakes. The following procurements will be contracted separately with UL and include:

- Geotechnical Data Collection and Sediment Sampling Services (this RFP) – release date: October 16, 2020

- Bathymetric and Stump Identification Survey – RFP release date: October 16, 2020
- Flood Risk Reduction Design Services – RFP release date: December 2020
- Master Designer Services – RFP release date: October 16, 2020.

The firm or team selected to provide Geotechnical Data Collection and Sediment Sampling Services (hereafter referred to as “Contractor”) will be expected to work closely with the Project Advisor (B&D/CSRS) and other selected contractors.

Scope of Services

Based on recommendations from the Master Plan, UL is seeking to deepen the six lakes found in the University Lakes System, in order to improve water quality and reduce flood risk potential. The purpose of this Request for Proposal (RFP) is to obtain proposals to collect geotechnical and bathymetric survey data and to complete testing of the lake bottom sediment. It is envisioned that three to five feet of sediment will be removed from the lakes. The following scope outlines the data needed for this Project:

Task 1: Geotechnical Data Collection

Assumptions:

1. Contractor will obtain any other local, state, or federal permit required to complete the work.

Requirements:

1. Contractor to collect 20 soil borings total allocated proportionally to the sizes of the six lakes. The soil borings are to capture the low-density fluff suspended above the lake bottom. The borings will penetrate to an elevation at least 5 feet below the consolidated Lake bottom. Contractor to provide soil classifications for each core and a summary of the results.
2. Contractor to collect up to six (6) soil borings within the lakes but approximately 50 feet from the existing banks of the lake to determine future settlement along the Lake edges when the spoil material is placed in this general vicinity. These soil borings will extend to an elevation at least 20 feet below Lake bottom.
3. Contractor to place a stake within five (5) feet of each core location. Each stake shall be numerically catalogued, also noting each stake’s GPS location, and provided to Project Advisor.
4. The following tests are required; however, the Contractor may suggest additional testing in their proposal:
 - Soil classification test
 - Grain size test
 - Strength test (for 6 borings along Lake edge)
 - Consolidation test (for 6 borings along Lake edge)
5. A report describing the methodologies and findings shall be submitted to the Project Advisor.

Task 2: Sediment Sampling

Assumptions:

1. Contractor will obtain any other local, state, or federal permit required to complete the work.

Requirements:

1. Contractor to collect sediment samples from the 20 soil borings noted in Task 1.
2. Contractor to collect and test the 20 samples acquired from the geotechnical core. The samples will be analyzed for pesticides/PCB's (Methods 8081/8082), Herbicides (8151), volatile organics (8260), semi-volatile organics (Method 8270), and Lead (6010). Contractor shall analyze the cores for appropriate COCs (Constituents of Concern), compare the analytical results to RECAP Screening Standards. The following minimum parameters will be analyzed:

Parameter	Unit	Parameter	Unit
Diesel Range Organics (C10-28)	mg/kg	2-Methylnaphthalene	mg/kg
Oil Range Organics (>C28-40)	mg/kg	Acenaphthene	mg/kg
Parameter	Unit	Acenaphthylene	mg/kg
Gasoline Range Organics(C6-10)	mg/kg	Anthracene	mg/kg
Parameter	Unit	Benzo(a)anthracene	mg/kg
Aliphatic (>C10-C12)	mg/kg	Benzo(a)pyrene	mg/kg
Aliphatic (>C12-C16)	mg/kg	Benzo(b)fluoranthene	mg/kg
Aliphatic (>C16-C35)	mg/kg	Benzo(k)fluoranthene	mg/kg
Aromatic (>C10-C12)	mg/kg	Chrysene	mg/kg
Aromatic (>C12-C16)	mg/kg	Dibenz(a,h)anthracene	mg/kg
Aromatic (>C16-C21)	mg/kg	Fluoranthene	mg/kg
Aromatic (>C21-C35)	mg/kg	Fluorene	mg/kg
Parameter	Unit	Indeno(1,2,3-cd)pyrene	mg/kg
Aliphatic (>C06-C08)	mg/kg	Naphthalene	mg/kg
Aliphatic (>C08-C10)	mg/kg	Phenanthrene	mg/kg
Aromatic (>C08-C10)	mg/kg	Pyrene	mg/kg
Parameter	Unit		
Lead	mg/kg		
Parameter	Unit		
Benzene	mg/kg		
Ethylbenzene	mg/kg		
m&p-Xylene	mg/kg		
o-Xylene	mg/kg		
Toluene	mg/kg		

3. A recap report shall be submitted to the Project Advisor.

3. CONDITIONS

- A. UL is an Equal Opportunity Employer and is in full support of LSU's Diverse Supplier Initiative. Proposers are encouraged to utilize local small business participation to the extent possible through the pursuit of Certified Diverse Suppliers (Minority-Owned, Women-Owned, Veteran-Owned, Small, Emerging, or Disadvantaged Business) when selecting subcontractors, consultants, and other team members for the Project.
- B. All contracts involving UL and Proposer and/or third persons shall incorporate by reference and shall be in accordance with all Federal, State and Local laws, ordinances, rules, regulations and orders. Proposer shall be responsible for compliance with all Federal, State and Local laws, ordinances, rules, regulations and orders in the design and construction of the Project.
- C. Proposer shall maintain the following insurance, issued by a company or companies admitted doing business in the State of Louisiana, for the duration of this Agreement. Proposer shall provide UL with certificates of insurance evidencing compliance with this section, including evidence of renewal or replacement of insurance policies within 10 days after expiration or cancellation, and 30 days advance written notice of cancellation or reduction in limits of any policy of insurance required by this Agreement.
- General Liability: \$1,000,000 per occurrence with a general aggregate limit of \$2,000,000, on an occurrence basis and umbrella or excess coverage totaling \$5,000,000 with Developer, UL, and the Board of Supervisors of LSU as additional named insureds
 - Automobile Liability: \$1,000,000 combined single limit, on an occurrence basis
 - Workers' Compensation and Employer's Liability: Workers' Compensation in amounts required by applicable law;
 - Employer's Liability of \$1,000,000 for Bodily Injury by Accident and \$1,000,000 for Bodily Injury by Disease, on an occurrence basis
 - Professional Liability: \$1,000,000 per occurrence with a general aggregate limit of \$2,000,000, on a claim made basis.
- D. All professionals named in the Proposal must be licensed in accordance with Louisiana Law, and shall personally carry out the job or directly supervise those who do. Any necessary substitution of professional personnel shall be one of equal or greater qualifications.
- E. To avoid any conflict of interest or the appearance of any conflict of interest in its connection with this RFP, Proposer must disclose any relationship that the Proposer, its parent or subsidiary, its current or former owners, officers, directors or employees or others affiliated with Proposer including anyone identified in the Proposal to perform any of the work or services, have or in the past have had, or are seeking, with: (1) current or former board members or employees, or their immediate family members, of any Party to the Lakes MOU; (2) any member of the Project Management Committee or their immediate family members; or (3)

any other person who is or was significantly involved in the organization, preparation, or administration of this RFP or otherwise was in a position to significantly affect the RFP either through a decision-making capacity or through a review process.

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if the Proposer (including team members) is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

In addition to the Louisiana Ethics Code, Proposer and all subcontractors must additionally comply with Louisiana Revised Statute 42:1114.3, which prohibits participation (either directly or through a subcontractor relationship) in the contract by any statewide elected officials, legislators, the commissioner of administration, and the chief of staff or executive counsel to the governor, and any of their spouses, and any corporation, partnership, or other legal entity in which any such person owns at least five (5%). Compliance of a subcontractor will be determined based on the value of the prime contract between the State and the successful Proposer.

A proposer which either directly or through a team member is prohibited from contracting pursuant to R.S. 39:1603 may be disqualified.

A proposer and team members should not have a conflict of interest under 24 CFR 570.611. Similarly, a Proposer and team members should not have any conflicts of interest with respect to any litigation or administrative proceedings involving HUD, OCD or other CDBG grantees whether as a party, representative, or other capacity. The Proposer should identify for OCD any current or anticipated conflicts of the Proposer or its team member as of the date of the submission for a determination by OCD in its discretion whether the conflict presents a matter which can be avoided or mitigated or prevents the involved Proposer or team member from providing services.

- F. All or a portion of this project may be funded using CDBG funding. As such, contracts for services shall include all required CDBG contract clauses as provided by the Louisiana Office of Community Development, as well as comply with all applicable Louisiana and HUD CDBG procurement and contract requirements.

**SECTION II
RULES FOR PROCESS**

1. PROPOSER QUESTIONS/CONTACT FOR INFORMATION

Proposers' questions regarding this RFP shall be submitted by email. The deadline to submit questions is no later than the Proposer Questions Due Date shown in Schedule A. Questions shall be directed to:

Attention: Project Advisor
B&D/CSRS
Lakesinfo@csrsinc.com

Unless noted in this RFP, no communications during the bid period by or with Project Advisor, LSU, UL, or any employee, board member, director, or other agent of either of them, other than by written addenda to the RFP, shall have any effect or be binding on UL.

Unless noted in this RFP, oral communications during the bid period with Project Advisor, LSU, UL, any member of the Project Management Committee, or any employee, board member, director, or other agent of any of them regarding the Project are expressly prohibited and may be grounds for disqualification.

2. SCHEDULE FOR REQUEST FOR PROPOSALS

UL expects to adhere to the dates shown on Schedule A for undertaking the selection process. However, this timeline is subject to modification at the sole and absolute discretion of UL. This RFP and any changes will be posted at: <https://csrsinc.com/lakes/>. Prospective respondents may register on the website to receive notifications regarding the Project, including this RFP, via email.

3. ADDENDA

UL may modify the RFP, prior to the date fixed for submission of the proposals, by issuance of an addendum to all parties who have been invited to respond to the RFP or have otherwise formally expressed an interest in responding to this RFP. Any and all addenda issued relative to this RFP will also be posted at: <https://csrsinc.com/lakes/>.

Any supplemental instructions, answers to written questions, or interpretations of the meaning of the RFP will be made in the form of a written addendum to the RFP which, if issued, will be emailed to all prospective Proposers who have been invited to respond to the RFP or have otherwise formally expressed an interest in responding to this RFP within a reasonable period prior to the Response Due Date, excluding Saturdays, Sundays, and any other legal holidays. Any and all supplemental information issued relative to this RFP will also be posted at: <https://csrsinc.com/lakes/>.

4. DELIVERY OF PROPOSALS

Proposals shall be submitted solely by e-mail with the subject line “University Lakes Geotechnical Data Collection and Sediment Sampling” no later than the Proposal Due Date shown in Schedule A:

Lakesinfo@csrsinc.com

Proposers shall submit their Technical Proposal and Cost Proposal as separate email attachments. Emailed proposal attachments should be limited in file size to ten (10) MB. The use of fileshare links is allowed to submit larger files; however, any links emailed to the above address should allow immediate access to the proposal documents and not require registration and/or the creation of a username and password.

The date fixed for submission of responses may be extended if, in the sole judgment of UL, it is in the best interests of UL and the Project.

Preparation of responses shall be at Proposer's expense. Proposals must be complete in all respects as required by the preceding and following sections. To assure consideration, all responses must include a cover sheet (see Figure 1 on following page) signed by an individual who is authorized to bind the Proposer contractually. The name and title of the individual signing the response shall be typed immediately below the signature. **An unsigned response will be rejected.** All exhibits to the response to the RFP must be signed and returned with the response.

**1. PROPOSER COVER SHEET
(INCLUDE AS PART OF RESPONSE UNDER TAB 1)**

Section A. Proposer Information

Legal Name:	
Main Administrative Address:	
City & State:	Zip Code:
Telephone Number:	Fax Number:
E-mail Address:	Web Site:
CEO/Executive Officer:	Office Phone Number:
Chief Financial Officer:	Office Phone Number:
Contact Person's Name:	Phone Number Including Area Code:
Mailing Address, City, State, Zip Code, Email:	
Type of Entity (check all that apply): <input type="checkbox"/> Private-for-Profit Entity <input type="checkbox"/> Nonprofit	

Section B. Certification of Accuracy and Compliance

I do hereby certify that all facts, figures, and representations made in the Proposal Response(s) are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations, and procedures for program compliance and fiscal control, including but not limited to, those contained in the Proposal Package will be implemented to ensure proper accountability of contracts. I have been duly authorized to act as the representative for this Proposal.

Print Authorized Official's Name

Authorized Official's Title

Authorized Official's Signature

Date

Figure 1

5. EVALUATION, PRESENTATIONS AND NEGOTIATIONS

Proposals shall be reviewed by a subcommittee consisting of one representative from UL and one representative from each governmental party to the Lakes MOU, which include: the State of Louisiana, the City of Baton Rouge and Parish of East Baton Rouge, the Recreation and Parks Commission for the Parish of East Baton Rouge (BREC), and LSU. The subcommittee will review the responses and propose an evaluation and scoring to the Project Management Committee (PMC) based on the criteria listed in Schedule A.

Based on the initial scoring, the subcommittee may either: (1) recommend a contract award based solely on the written responses, (2) request additional written information from one or more Proposers, or (3) request in-person presentations from an identified short-list of Proposers. In the case of (2) or (3), the subcommittee will base its final recommendation on the scoring of the entirety of the written responses including any supplemental responses requested and any in-person presentations conducted.

UL may conduct more detailed pricing negotiations with one or more selected Proposers, starting with the highest-scoring proposer.

6. NOTICE OF INTENT TO AWARD

The subcommittee team shall score the responsive proposals and make a recommendation to the PMC on the basis of the responsive and responsible Proposer(s) with the highest score(s).

UL reserves the right to make multiple awards and assign different portions of the scope of work to the Contractors through the terms of their contracts.

UL will notify the successful Proposer(s) and proceed to negotiate terms for final contract(s). Unsuccessful proposers will be notified in writing accordingly.

7. CONTRACTS

UL reserves the right to enter into a contract(s) based on the initial offers received without further discussion of the proposals submitted. UL reserves the right to contract for all or a partial list of services offered in the proposals.

The selected Proposer(s) may not be the exclusive provider of services made the subject of this RFP and has no right to any amount of work assignments. UL reserves the right to contract with one or more Proposers or other service providers for all or a partial list of services proposed in the Proposal whether as a result of this RFP or subsequent procurement. The number of Proposers selected will be determined solely by UL.

UL reserves the right to negotiate reduced payment terms with the awarded Proposer(s). The RFP, including any addenda added, and the selected proposal shall become part of the contract initiated by UL.

If the contract negotiation period exceeds fifteen (15) business days, or if the selected Proposer fails to sign the final contract within fifteen (15) business days of delivery, UL may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

8. PROPOSAL REJECTION

It is the policy of UL not to issue RFPs unless there is a bona fide intention to develop a shortlist of qualified firms. However, UL does reserve the right to reject any and all responses for any reason or no reason whatsoever and to waive informalities.

9. DISPOSITION OF RESPONSES

All materials submitted in response to this RFP: (1) will become the property of UL, (2) may, subsequent to the selection of a Proposer and the execution of a contract, be reviewed by any person, and (3) may be returned only at UL's option and at Proposer's expense. A copy of each response shall be retained for UL files.

10. CONFIDENTIAL INFORMATION, TRADE SECRETS, AND PROPRIETARY DATA

All financial, statistical, personal, technical and other data and information relating to the UL's operation which are designated confidential by UL and made available to the Contractor in order to carry out this contract, or which become available to the Contractor in carrying out this contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to UL. The identification of all such confidential data and information as well as UL's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by UL in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by UL to be adequate for the protection of UL's confidential information, such methods and procedures may be used, with the written consent of UL, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of UL.

Information contained within the response that has been designated by the Proposer as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the proposal. The cost proposal will not be considered confidential under any circumstance. Any offer 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.*) shall 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. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections shall be claimed by the Proposer at the time of submission of their technical proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.

The Proposer shall clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as “confidential” in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of the legend:

“The data contained in pages _____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of its proposal, the State of Louisiana shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit UL’s right to use or disclose data obtained from any source, including the Proposer, without restrictions.”

Further, to protect such data, each page containing such data shall be specifically identified and marked “CONFIDENTIAL”.

Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing Proposer or other person seeks review or copies of another Proposer’s confidential data, UL will notify the owner of the asserted data of the request. If UL determines that the information is not confidential and the owner of the asserted data does not want the information disclosed, within two (2) business days of being notified of UL’s determination and intent to release the information, the Proposer must notify UL that it desires to seek protective relief to prevent the disclosure. Notice of the institution of legal action must be received by 5:00 pm, Louisiana central time the next business day thereafter. Neither UL nor the requesting party shall be liable for damages, attorneys’ fees or costs of the Proposer in seeking the protective order.

With respect to information which UL does agree is confidential, the Proposer must agree to indemnify UL and hold UL harmless against all actions or court proceedings that may ensue (including attorneys’ fees), which seek to order the State to disclose the information. If the owner of the asserted data refuses to indemnify and hold UL harmless, UL may disclose the information.

UL reserves the right to make any proposal, including proprietary information contained therein, available to members of the aforementioned subcommittee for the sole purpose of assisting UL in its evaluation of the proposal. UL shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations. The proposals, including proprietary information, are also subject to disclosure to and

review by the respective federal agencies administering programs for which services are provided under any contract resulting from this RFP.

Additionally, any proposal that fails to follow this section and/or La. R.S. 44:3.2(D) (1) shall have failed to properly assert the designation of trade secrets and/or privileged or confidential proprietary information and the information may be considered public record.

If the proposal contains confidential information, the Proposer shall submit a redacted copy along with a non-redacted proposal. If Proposer does not submit the redacted copy, it will be assumed that any claim to keep information confidential is waived. When submitting the redacted copy, the Proposer should clearly mark the cover as such - "REDACTED COPY" - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed.

End of Request for Proposals

SCHEDULE A TO UL RFP for Geotechnical Data Collection and Sediment Sampling Services

1. RFP SCHEDULE

UL expects to adhere to the dates below for this procurement. However, this schedule is subject to modification at the sole and absolute discretion of UL.

RFP Issued:	October 16, 2020
Non-Mandatory Pre-Proposal Conference Call:	October 28, 2020 at 1:00 P.M. CT
Proposer Questions due:	October 30, 2020 by 5:00 P.M. CT
Answers Published:	November 6, 2020
Proposals Due:	November 20, 2020 by 12:00 P.M. CT
Proposer Interviews (if needed):	December 3, 2020
Contractor(s) Selected:	December 3, 2020
Notice to Proceed Issued to Contractor:	January 11, 2020

2. PROPOSAL CONTENT

Proposals for the requested services shall be evaluated for each criterion separately using the following format for each proposer. Proposal submissions must not exceed 30 pages, not including Proposed Fee and Other Required Documents specified below. For a proposal to be eligible, the format must be strictly adhered to:

1. Proposal Cover Sheet (see RFP Figure 1)
2. Letter of Transmittal
3. Table of Contents
4. Organizational Background and Overview – Describe the proposer’s organizational structure, composition and management structure, with an emphasis on its suitability to undertake the project.
5. Firm and Key Staff Experience – Include at least three similar projects the proposer has completed (projects should demonstrate experience with the tasks for which the respondent is proposing). Each project example should include one client reference with phone and email contact information. Also include resumes of key staff to be assigned to the project, showing relevant project experience. If subcontractors are being proposed for specific components of the Project, similar information should be provided for their firm experience/staff qualifications.
6. Project Understanding and Work Plan – Include a statement of proposer’s understanding of the project requirements (commensurate with the tasks for which they are responding) and a project work plan. The work plan shall include at a minimum the equipment to be used, methods to be employed to perform the work, and schedule. If the contractor would like to

propose an alternative to this plan to improve efficiencies based on their professional experience the contractor may include as a section in the work plan.

7. Current Backlog and Ability to Conform to Schedule – All tasks are required to be completed no more than eight (8) weeks after contractor(s) receive Notice to Proceed. As such, proposers should demonstrate that their current backlog will allow them to conform to the project schedule.
8. Proposed Fee - Complete Schedule B – Cost Proposal Form as directed.
9. The Contractor is encouraged to maximize use of Section 3 low- and very low-income residents and eligible businesses to the greatest extent feasible. As such, Proposers should explain their plans to use small and/or disadvantaged businesses, when possible.
 - a. See:
<https://portalapps.hud.gov/Sec3BusReg/BRegistry/SearchResults.action?metropolitanArea=METRO12940M12940> for a list of Section 3 businesses.
10. The Contractor is encouraged to take all necessary affirmative steps to assure that small and minority businesses women’s business enterprises, and labor surplus area firms, are used when possible.
11. Other Required Documents:
 - a. Certification Statement (Schedule C).

3. NON-MANDATORY PRE PROPOSAL CALL

The non-mandatory pre-proposal conference call will be held on October 28, 2020, at 2:00 P.M. CT. To join the call, prospective Proposers should send an email to the Project Advisor at Lakesinfo@csrsinc.com to request a Zoom link to join the conference call. Emails requesting the link that are received after 12:00 P.M. CT on October 28, 2020, may not receive a response in time for the call.

Prospective Proposers may participate in the conference call to obtain clarification of the requirements in this Request for Proposals and to receive answers to relevant questions. Although impromptu questions will be permitted, and spontaneous answers will be provided during the call, the official answer or position of UL will be stated in writing via addendum.

4. PROPOSAL EVALUATION AND SCORING

Proposals shall be reviewed by a subcommittee consisting of one representative from UL and one representative from each governmental party to the Lakes MOU. The subcommittee will review the responses and propose an evaluation and scoring to the Project Management Committee (PMC) based on the following criteria.

Technical Proposal

Relevant Experience – 30 points

Relevant Experience of Key Staff – 20 points

Proposed Project Work Plan – 20 points

Demonstrated Ability to Conform to a project schedule – 10 points

Cost Proposal

Proposed Cost – 20 points

Cost proposals for all Proposers will be evaluated and an absolute score calculated. Points will be assigned for cost using a calculation-based evaluation process based on the total costs from the pricing submitted by each Proposer on the Cost Proposal Template, Attachment III. See below for explanation.

Each component of the Cost Proposal (“cost component”, i.e. hourly rates, unit costs) will be scored separately using the following methodology:

1. The Lowest cost Proposal will receive 100% of the available points for the cost component
2. Remaining Proposals will receive points based on application of the following formula:
 - Points per Component = (Cost of Lowest Cost Proposal for the cost component / Cost of Proposal Being Evaluated for the cost component) x points for that cost component

(A/B) * C = D where A is the lowest proposed cost element, B is the cost element being graded, C is the maximum cost points assigned to that cost element and D is the number of cost points awarded to that cost element.

Scores for the two (2) tasks will be added together to determine the total Cost Proposal Score.

The subcommittee shall utilize consensus scoring for the Technical Proposal based on the criteria listed in Schedule A. The rankings to be proposed to the PMC will be determined by adding the subcommittee’s consensus score for the Technical Proposal to the formula-based score for the Cost Proposal.

SCHEDULE B to UL RFP for Geotechnical Data Collection and Sediment Sampling Services – COST PROPOSAL TEMPLATE

Project Name: Geotechnical Data Collection and Sediment Sampling Services for University Lakes Project

Proposer shall fill out Exhibit A – Fee Proposal Form for all tasks. Omission of a proposed fee from any task shall result in the proposal being deemed unresponsive and therefore disqualified.

Task 1: Geotechnical Data Collection (10 points maximum)

1. Contractor to provide an order of magnitude unit price to collect 20 soil borings which will be spread over all lakes. The soil borings are to capture the low-density fluff suspended above the lake bottom. The borings will penetrate to an elevation at least five (5) feet below the consolidated Lake bottom. Contractor to provide soil classifications for each core and a summary of the results.
2. Contractor to provide an order of magnitude unit price to collect up to six (6) soil borings to determine settlement along Lake edge. The soil borings will extend to an elevation at least 20 feet below Lake bottom.
3. Unit costs will include all reporting.
4. Order of magnitude unit cost for collecting and testing each soil boring from the lake bottom.
5. Order of magnitude unit cost for collecting and testing each soil boring from the lake edge for expected settlement.

Proposed unit cost per boring from lake bottom = \$ _____/boring

Proposed unit cost per boring from lake edge = \$ _____/boring

Task 2: Sediment Sampling (10 points maximum)

1. Contractor to provide a lump sum fee to collect sediment samples from the 20 soil borings noted in Task 1. Contractor to include the cost to compile the recap report in the proposed fee.

Proposed Task 2 lump sum fee = \$ _____

The fees proposed in response to this RFP shall be guaranteed for the term of the Contract. UL requires the proposed or lower negotiated rates for the entire Contract term and any option period.

**SCHEDULE C to UL RFP for Geotechnical Data Collection and Sediment Sampling Services –
CERTIFICATION STATEMENT**

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. UL requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the contact name and fill in the information below: (Print Clearly)

Date _____ Official Contact Name: _____
A. E-mail Address: _____
B. Facsimile Number with area code: () _____
C. US Mail Address: _____

Proposer certifies that the above information is true and grants permission to UL to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFP is accurate.
2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein.
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote is valid for at least *180 calendar* days from the date of the proposal submission deadline specified in the RFP.
5. Proposer understands that if selected as the successful Proposer, he/she will have *15 business days* from the date of delivery of final Contract in which to complete contract negotiations, if any, and execute the final contract document.
6. Proposer certifies, by signing and submitting a Proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in 2 CFR 200. (A list of parties who have been suspended or debarred can be viewed via the internet at www.sam.gov.)
7. There is no litigation or any suspension or debarment proceedings that could affect the services to be supplied in any contract resulting from this RFP, or a list of such litigation/ proceedings is attached to this Certification.
8. In the last ten (10) years, the Proposer has not 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, or if such proceedings exist, an explanation providing relevant details is attached.
9. There are no pending Securities Exchange Commission investigations involving the Proposer, or, if such are pending or in progress, an explanation providing relevant details and an attached opinion of counsel as to whether the pending investigation(s) will impair the Proposer's performance in a contract under this RFP is attached.

