

City of Shreveport



REQUEST FOR PROPOSALS

RFP 19-819

Exchange of Immovable Property: Fire Station 8, 3406 Velva Ave, Shreveport Louisiana

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NOTE: All items listed in Part V must be submitted with your proposal

Index of reference items **not** included herein that is incorporated by reference with the same force and effect as if set forth in full text. Should any of these be in conflict with those listed herein, the more stringent will apply.

The General Contract Clauses (**Section 20**), the Standard Instructions/Conditions for Request for Proposals (**Section 30**) but will be incorporated by reference as shown in the City of Shreveport's (hereinafter the City) book of Standard Solicitation Instructions / Provisions and General Contract Clauses; which are available at www.shreveportla.gov (click on Business, then on Bids & RFPs). If you do not have a computer, you can use one of the public use computers that are available at the Shreve Memorial Library or at most library branches.

EXHIBITS

OFFEROR'S PROPOSAL & CERTIFICATIONS	A-8
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***Required for all RFPs**

APPENDIX

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#2- FELONY CONVICTION STATEMENT (should be furnished with your proposal)	11

The Felony Conviction Statement (Appendix 3) should be submitted with your proposal. Revised 12-05-17

ATTACHMENTS

#1- Appraisal Report, dated March 20, 2019	93 PAGES
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CITY OF SHREVEPORT-PURCHASING DIVISION

P.O. BOX 31109 SHREVEPORT, LOUISIANA 71130-1109 ● Suite 610, 505 TRAVIS SHREVEPORT, LA 71101-3042
Phone 318/673-5450 web site: www.shreveportla.gov Fax 318/673-5408

July 03, 2019

RFP 19-819

MUST BE RECEIVED NOT LATER THAN 3:00 P.M. (CST) ON: August 06, 2019

PROPOSAL TITLE: Exchange of Immovable Property: Fire Station 8, 3406 Velva Ave, Shreveport Louisiana

You are invited to submit proposals in accordance with the requirements of this solicitation which are contained herein.

In order for your proposal to be considered, it must be received in the Purchasing office not later than the date and time as listed above. Solicitation documents are posted on BidSync.com. To view the general RFP information and receive notices by email, register with BidSync. Registration is free. If you wish to view or download entire RFP packages, you may do so for an annual fee. It takes about two weeks to get a digital signature. *Allow additional time to set up the digital signature in BidSync.* **Go to BidSync.com for more information on this.** Solicitation documents are also available at www.shreveportla.gov/Solicitations. BidSync shall be the official source of solicitation documents.

It shall be the responder's responsibility to make inquiry as to the addenda issued. All inquiries pertaining to this RFP shall reference RFP number as shown above. Paper proposals received by the Purchasing Office after the time specified will be documented and then returned to the Offeror unopened. Due to the possibility of negotiation with all Offerors, the identity of any Offeror or the contents of any proposal will not be public information until after the contract award is made. Paper proposals and modifications received in response to this Request for Proposals shall be time stamped upon receipt and secured in the Purchasing Division until the established due date. Attendance by the submitter on the established due date is unnecessary, because submittals will be opened at a later time in the presence of a procurement employee or selection committee member.

The proposals must be signed in ink by an official authorized to bind the Offeror, and it shall contain a statement to the effect that the proposal is firm for a period of at least 120 days from the closing date for submission of proposals. **Paper proposals must be submitted using the envelope format as provided in this solicitation document in a sealed opaque envelope/container showing the above proposal title, number, opening date, time of opening and appropriate license number(s) on the outside of the envelope or if a sealed container is used, then all this information shall be shown on the top of the container. The City does not accept faxed or emailed responses for formal solicitations.**

All submittals (see Part V, Submission Requirements) received in response to this Request for Proposals will be rated by the City's Selection Committee, based upon the Evaluation Criteria as listed in Part IV. If the best Offeror is clearly identified from the point summary, there will not be a need for oral presentations. If not, then an oral presentation from a minimum of two (the highest rated) firms shall be required. This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to waive informalities, to negotiate with all qualified Offerors, or to cancel in part or in its entirety this proposal, if it is in the best interest of the City to do so.

City of Shreveport

Wendy Wagnon, CPPO
Purchasing Agent

Important- If you consider the specifications as restrictive or have a problem with this document please contact the Purchasing Agent at least five days before the proposal opening at (318) 673-5457

All Offerors are strongly encouraged to inspect Fire Station 8, 3406 Velva Ave, Shreveport, LA. To schedule a walk-thru, contact Stephen Terese at (318) 673-7754.

PART I

GENERAL INFORMATION

- 1.0 Proposals will be considered as specified herein or attached hereto under the terms and conditions of this proposal.
- 2.0 Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
- 3.0 ***Each Proposer shall submit one (1) signed original response. Four (4) additional copies of the proposal should be provided and a searchable electronic copy on two (2) separate USB flash drives.***
- 3.1 Proposals should be sent to:
 - 3.1.1 City of Shreveport
 - 3.1.2 Office of The Purchasing Agent
 - 3.1.3 Government Plaza-Suite 610
 - 3.1.4 505 Travis Street
 - 3.1.5 Shreveport, LA 71101-3042

4.0 QUESTIONS

- 4.1 Offerors requiring additional information may email or fax their questions so that they will be received at least five (5) working days prior to proposal opening to:
- 4.2 Email Jeanette.watson@shreveportla.gov or fax Jeanette Watson at 318-673-5408.
- 4.3 Answers to questions received that should change and/or clarify this solicitation will be provided in writing to all Offerors via an amendment.

5.0 PROPERTY VALUE

- 5.1 Property valued at: \$133,000

Part II

1.0 INTENT

1.1 In accordance with LA RS 33:4712, it is the intent of the City of Shreveport to solicit proposals for the exchange of the building and land located at 3406 Velva Ave, Shreveport Louisiana (hereinafter Fire Station 8).

1.2 Time frame for transaction to be completed is within 90 days.

2.0 AWARDS

2.1 An award resulting from this request shall be awarded to the responsive and responsible Offeror whose proposal is determined to be most advantageous to the City, taking into consideration cost and the other evaluation factors set forth in the RFP; however, the right is reserved to reject any and all proposals received, to waive any informalities, and in all cases the City will be the sole judge as to whether an Offerors proposal has or has not satisfactorily met the requirements of this RFP.

3.0 PUBLIC ACCESS TO PROCUREMENT INFORMATION

3.1 Proposals will be available for public inspection at the time and date approved by the Purchasing Agent.

4.0 PAYMENTS DUE THE CITY

4.1 Section 26-211 of the City's Code of Ordinances requires the following:

4.1.1 On every contract to which the City is a party and for which written specifications are prepared, the specification shall include the requirement that before the contract is awarded the contractor shall pay all taxes, licenses, fees, and other charges which are outstanding and due to the City.

4.1.2 No contract to which the city is a party shall be awarded to any person who:

4.1.3 Has not paid all taxes, licenses, fees and other charges which are outstanding and due the city, or

4.1.4 Owns any property which is adjudicated to the city or which has demolition liens, grass cutting liens, or any other property standards liens on it, or

4.1.5 Owns more than 25% of a legal entity that owns any property which is adjudicated to the city or which has demolition liens, grass cutting liens, or any other property standards liens on it.

4.1.6 For purposes of this section, Own shall mean to be the last record owner of property prior to a tax sale or adjudication.

4.1.7 Proposals will not be accepted from or contract awarded to any person, firm, or corporations which have at any time failed to execute a contract that has been awarded to them by the City, or which is in arrears to the City upon debt or contract, or which is a defaulter as surety or otherwise upon any obligation to the City.

5.0 ASSIGNMENT

5.1 This contract shall not be assigned without the prior written consent of the city through its Mayor.

6.0 COMPLIANCE WITH CIVIL RIGHTS LAWS

6.1 By submitting and signing this proposal, the proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, Federal Rehabilitation Act of 1973, as amended, the Veterans Readjustment Assistance Act of 1974, Title IX of The Education Amendments of 1972, the Age Act of 1975, and the proposer agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Proposer agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by proposer, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

PART III

SCOPE OF WORK

The City of Shreveport is interested in the exchange of properties to relocate Fire Station 8. The City will entertain all proposals that meet the following criteria:

- Must be 2.5 acres or more
- Must be in this area bounded by:
 - North: Hearne Avenue at Milam
 - South: Hearne Avenue at Randolph Street
 - East: Texas Avenue at Linwood
 - West Greenwood Road at Smith Street
- Must have a minimum of 230 feet of road frontage on Greenwood Road
- Must be free of structures
- Must be suitable for building a structure
- Must be free of all environmental issues
- Must appraise at a value equal to or more than the site of the current Fire Station 8

PART IV- EVALUATION CRITERIA

RFP#: 19-819

Title of RFP: **Exchange of Immovable Property: Fire Station 8, 3406 Velva Ave, Shreveport Louisiana**

Evaluator: _____

Phone #: _____

Date: _____

Company Name: _____

	POINT RANGE	POINTS ASSIGNED
Suitability of property for intended use	100	

PART V

PROVIDE SUBMISSION REQUIREMENTS IN THE FOLLOWING FORMAT
Proposals submitted in the prescribed format and with properly completed exhibit forms, as provided herein, will be evaluated for contract award.

1.0 SUBMISSION REQUIREMENTS & CHECKLIST

1.1 To achieve a uniform review process and allow for adequate comparability, the proposals must be organized in the manner specified below:

1.1.1 A Table of Contents - clearly identify the material, by section and page number.

1.1.2 A Letter of Transmittal - **limit to four printed pages.**

1.1.3 ___ Provide a detailed description of the proposed property to be considered. Include:

1.1.4 ___ location of property to be considered (physical address and geo-coordinates),

1.1.5 ___ size of property,

1.1.6 ___ identify any buildings on the land,

1.1.7 ___ name(s), address, phone number, and email address of property owner(s)

1.1.8 ___ Identify your proposals principal strengths and weaknesses.

1.1.9 ___ Indicate the number and dates of amendments that you have received. **(end of transmittal letter)**

1.2 Provide **OFFERORS PROPOSAL & CERTIFICATIONS**, page 8.

1.3 **Submit Appendix #3 - FELONY CONVICTION STATEMENT.**

1.4 List any exceptions to this RFP (and/or the enclosed City's Standard Agreement).

1.5 Other information and materials which the Offeror wishes to submit in support of this proposal.

CITY OF SHREVEPORT

RFP 19-819 Exchange of Immovable Property: Fire Station 8, 3406 Velva Ave, Shreveport, Louisiana

OFFERORS PROPOSAL & CERTIFICATIONS

Price is not to be submitted or considered. The property will be acquired only via an exchange for other property.

Description	<p>Property Location: 3406 Velva Avenue, Shreveport, Louisiana</p> <p>Lots 75, 76, 77 & 78, Bellaire Subdivision, in Caddo Parish, Louisiana. Geographic Number: 171410-047-0075-00</p> <p>The site contains approximately 28,090 square feet, described without benefit of a survey, and its shape is irregular. It fronts about 178 feet on the west side of Velva Avenue, with a depth of 208/135 feet. It also fronts on the north side of Kings Highway, and the south side of Edgar, aka Pershing Boulevard. The valuer is not aware of any factors that imply adverse easements, encroachments, or significant site instability. The site is level and at grade. It has service by public utilities. It is zoned R-2 Multi- Family Residential Zoning District, and the current use is compliant.</p>
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I have inspected the property being offered for exchange by the City of Shreveport, more fully described above, and hereby offer the property as follows:

Property located at: _____

Geo-coordinates: _____

An appraised value of: \$ _____, which is of equal or greater value than Fire Station 8 (no less than \$133,000).

In compliance with this Request for Proposal, and subject to all conditions thereof, I, the undersigned Offeror, declare and certify the following:

- 1.0 I have specific legal authorization to obligate myself and/or my captioned firm, corporation or business to the terms of this proposal; and
- 2.0 I have examined the Request for Proposals (RFP) in its entirety and hereby promise and agree that, if this proposal is accepted, I will faithfully fulfill the terms of this proposal; and
- 3.0 I certify that this proposal is without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same items, and is in all respects fair and without collusion or fraud; and
- 4.0 This proposal, as stated, is open for acceptance for a period of 120 calendar days from date of opening; and
- 5.0 I, the undersigned Offeror, understand and agree that if my proposal is accepted, I will have 45 days to purchase the property; and
- 6.0 I agree to abide by all conditions of this proposal.
- 7.0 By signing this document, the Offeror understands and agrees that the identity of any Offeror or the contents of any proposal will not be public information until after the contract award is made.

Offeror's Name	
Authorized Signature	Authorized Signature Typed or Printed
Title	Date
Email Address	Phone Number
Address	Fax Number

FROM: _____

*License # _____
*State Contractors License Number or Insert EXEMPTION, IF NOT REQUIRED.

PLEASE RUSH TO:

CITY OF SHREVEPORT
OFFICE OF THE PURCHASING AGENT
505 Travis Street, Suite 610
SHREVEPORT, LOUISIANA 71101-3042

SEALED PROPOSAL FOR:

RFP Number: 19-819 _____

Project Name: Exchange of Immovable Property: Fire Station 8, 3406 Velva Ave, Shreveport LA

Opening Date/Time: _____

**Attention: Use this format on the outside of your container when responding with a paper proposal.
We do not accept faxed responses for formal solicitations! Revised 12-15-11**

EXHIBIT A

APPENDIX 1



AFFIDAVIT

ATTESTING THAT ENTITY OR PERSON DOES NOT OWN ADJUDICATED OR LIEN PROPERTY AND DOES NOT OWE OUTSTANDING DEBT TO CITY

** This affidavit is submitted to document compliance with Shreveport City Code 26-211. **

BEFORE ME, the undersigned Notary Public duly qualified and commissioned, came and appeared

_____ authorized representative of:

_____ with a Federal Tax Identification Number (EIN) of:

_____ and with a current email address of:

_____ who does hereby state as follows, to-wit:

- 1 Business Entity or Person does not own any property which is adjudicated to the City of Shreveport, Louisiana or which has demolition liens, grass cutting liens, or any other Property Standards liens on it. For purposes of this subsection, the term "own" shall mean to be the last record owner of the property prior to a tax sale or adjudication.
2 Business Entity or Person does not own more than twenty-five percent (25%) of a legal entity that owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other Property Standards liens on it.
3 Business Entity or Person has paid all taxes, licenses, fees, fines and other charges which are outstanding and due to the City. E.g. false alarm fees, property standard fines, over-due water bills.
4 Business Entity or Person will provide written notification to the City's Purchasing Agent no later than the next work day after any of the above statements becomes invalid.
5 Upon request of the Purchasing Agent the City reserves the right to require a newly dated/issued Affidavit.

BY: _____
Printed Name: _____
Title: _____

SWORN TO AND SUBSCRIBED BEFORE ME, this ___ day of _____, 20__.

Notary Public

Notary Identification Number or LA Bar Roll Number

Mail original affidavit via U.S. mail to: Purchasing Division P.O. Box 31109 | Shreveport, LA 71130
or Deliver via other carrier or hand-delivery to: Purchasing Division 505 Travis St., Suite 610 | Shreveport, LA 71101
Affidavit must be on file in the Purchasing Office before a contract, purchase order or check is issued.

APPENDIX 2

City of Shreveport
FELONY CONVICTION STATEMENT

This document should be furnished with your proposal. Failure to submit at the specified time may result in the proposal being declared as non-responsive.

RFP Number: 19-819

By signing this document in accordance with La. R.S. 38:2227, the appearer, as a proposer on the above project, does hereby attest that:

- 1.0 No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:
 - 1.1 Public bribery (R.S. 14:118)
 - 1.2 Extortion (R.S. 14:66)
 - 1.3 Corrupt influencing (R.S. 14:120)
 - 1.4 Money laundering (R.S. 14:23)
- 2.0 Within the past five years from the project proposal date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the proposing entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or proposal awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:
 - 2.1 Theft (R.S. 14:67)
 - 2.2 Identity Theft (R.S. 14:67.16)
 - 2.3 Theft of a business record (R.S.14:67.20)
 - 2.4 False accounting (R.S. 14:70)
 - 2.5 Issuing worthless checks (R.S. 14:71)
 - 2.6 Bank fraud (R.S. 14:71.1)
 - 2.7 Forgery (R.S. 14:72)
 - 2.8 Contractors; misapplication of payments (R.S. 14:202)
 - 2.9 Malfeasance in office (R.S. 14:134)

If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the cost of rebidding, additional costs due to increased cost of proposal and any and all delay costs due to the readvertisement or cancellation of the contract.

And, executes this document as:

Company Name: _____

Address: _____

Phone Number: _____ FAX Number: _____

By: _____
Signature of Authorized Owner or Representative Title Date

Print Name: _____ Email Address: _____

Fax to: 318-673-5408 OR Email to: Jeanette.watson@shreveportla.gov (12-05-17)