

City of Shreveport



REQUEST FOR PROPOSALS

RFP 19-830

**PROFESSIONAL LAND SERVICES FOR SERVITUDE, RIGHT-OF-WAY,
AND PROPERTY ACQUISITION**

INDEX

	Page Numbers
Proposal Invitation	2
General Information - Part I	3-4
Introduction - Part II	5-7
Scope of Work - Part III	8-9
Evaluation Criteria - Part IV	10
Submission Requirements - Part V	11

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**), and the Fair Share Program Requirements/Forms (**Section 40**) will no longer be printed in full text in solicitations issued by the City of Shreveport (hereinafter the City), 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

NARRATIVE ON THE APPROACH TO THE SCOPE OF WORK	A-12
OFFERORS EXPERIENCE	B-13
PERSONNEL STAFFING	C-14
OFFERORS CERTIFICATIONS	D-15
FORMAT FOR THE RETURN ENVELOPE	E-17

***Required for all RFPs**

APPENDIX

#1- ADJUDICATED OR LIEN PROPERTY AFFIDAVIT (do not furnish with your proposal)	18
#2- FELONY CONVICTION STATEMENT (should be furnished with your proposal)	19

The Felony Conviction Statement (Appendix 2) should be submitted with your proposal. Revised 12-05-17

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

November 26, 2019

RFP 19-830

MUST BE RECEIVED NOT LATER THAN 3:00 P.M. (CST) ON: DECEMBER 30, 2019

PROPOSAL TITLE: PROFESSIONAL LAND SERVICES FOR SERVITUDE, RIGHT-OF-WAY, AND PROPERTY ACQUISITION

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 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

A NON-MANDATORY PRE-PROPOSAL Conference will be held on December 5, 2019 at 10:00 AM in the Engineering Conference Room located on the 3rd Floor Government Plaza, 505 Travis St. Shreveport, LA 71101. All Offerors are strongly encouraged to attend.

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 Proposals must be made in the official name of the firm or individual under which business is conducted (showing an official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
- 3.0 Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to be considered.
- 4.0 It is up to you to make sure that all the information requested is returned to us by using the envelope format shown in this package.
- 5.0 ***Each Proposer shall submit one (1) signed original response. Five (5) additional copies of the proposal should be provided, as well as one (1) redacted copy, if applicable (See Section 8.0) and a searchable electronic copy on two (2) separate USB flash drives.***
- 5.1 Proposals should be sent to:
 - 5.1.1 City of Shreveport
 - 5.1.2 Office of The Purchasing Agent
 - 5.1.3 Government Plaza-Suite 610
 - 5.1.4 505 Travis Street
 - 5.1.5 Shreveport, LA 71101-3042

6.0 QUESTIONS

- 6.1 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:
- 6.2 Email shay.meadows@shreveportla.gov or fax Shay Meadows at 318-673-5408.
- 6.3 Answers to questions received that should change and/or clarify this solicitation will be provided in writing to all Offerors via an amendment.

7.0 EXPENDITURE

- 7.1 Estimated Expenditure: \$500,000

8.0 CONFIDENTIAL INFORMATION, TRADE SECRETS, AND PROPRIETARY INFORMATION

- 8.1 The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the proposal. **The financial 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.
- 8.2 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 must be claimed by the Proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.
- 8.3 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:
- 8.4 "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 this proposal, the City of Shreveport shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the City of Shreveport's right to use or disclose data obtained from any source, including the Proposer, without restrictions."

- 8.5 Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL".
- 8.6 If the Proposer's response contains confidential information, the Proposer should also submit a redacted copy of their proposal along with their original proposal. 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. The proposer should also submit one (1) electronic redacted copy of its proposal on a USB flash drive. The redacted copy of the proposal will be the copy produced by the City if a competing proposer or other person seeks review or copies of the Proposer's confidential data.
- 8.7 **If the Proposer does not submit the redacted copy, it will be assumed that any claim to keep information confidential is waived.**
- 8.8 Proposers must be prepared to defend the reasons why the material should be held confidential. By submitting a proposal with data, information, or material designated as containing trade secrets and/or privileged or confidential proprietary information, or otherwise designated as "confidential", the Proposer agrees to indemnify and defend (including attorney's fees) the City and hold the City harmless against all actions or court proceedings that may ensue which seek to order the City to disclose the information.
- 8.9 The City reserves the right to make any proposal, including proprietary information contained therein, available to other agencies or organizations for the sole purpose of assisting the City in its evaluation of the proposal. The City 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.
- 9.0 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 records.

Part II

INTRODUCTION

1.0 INTENT

1.1 This Request for Proposal (RFP) is issued by the City of Shreveport (City) for the purpose of providing professional land services for as-needed servitude and right of way acquisition services in association with projects executed under the City's Federal Consent Decree sewer system remedial measures program. Though contracted directly with the City, it is expected that the Land Management Team will report to, and work in conjunction with, the Program Manager. Additionally, the Land Management Team shall be able to supply all services required under this RFP.

2.0 TERM OF CONTRACT

2.1 Contract Term: For one year from the award date unless terminated or extended in accordance with the provisions listed herein. The City of Shreveport reserves the right to renew any resultant contract(s), if mutually agreeable with the consultant, for four additional years in one year increments with price changes limited to Price Changes paragraph below, unless prices are requested for a longer period in this RFP.

3.0 PRICE CHANGES

3.1 Prices will be firm for the contract term as specified in paragraph 2 above. After the term of the contract, the Consultant may request price increases based on their documented cost increase to be approved by the Department of Engineering & Environmental Services and the Purchasing Agent. Written requests for price increases must be sent to the Purchasing Agent. The City reserves the right to accept or reject the price increase within fifteen days after receipt of the request. Should the City reject the price increase, the City reserves the right to cancel the contract and award to the next best Offeror or to solicit new proposals. No increase will be effective until approved in writing by the Purchasing Agent. Any decrease in the cost of the contract items shall be forwarded to the Purchasing Office with immediate inception into the contract. Any decrease in pricing shall not be less than the appropriate CPI or PPI.

4.0 AWARDS

4.1 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 price and the 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.

5.0 INSURANCE REQUIREMENTS

5.1 The Contractor shall at its own expense provide and maintain certain insurance in full force and effect at all times during the term of this Agreement and any extensions thereto. Such insurance, at a minimum, must include the following coverages and limits of liability:

5.1.1 Commercial General Liability Insurance in an amount not less than a combined single limit of \$1,000,000 per occurrence. **This policy should be endorsed to name the City as an additional insured.** It is the intent of the City that the policy coverage should not be limited by an annual aggregate limitation. If this policy is to be limited by an aggregate annual limitation, the aggregate limitation shall not be less than \$2,000,000 otherwise the contractor must provide a \$1,000,000 per project aggregate applicable for the project specified in this contract. This policy must be endorsed to include coverage for asbestos removal and pollution coverages.

5.1.2 Comprehensive Auto Liability Insurance, including hired, rented or non-owned automobiles, in an amount not less than \$100,000 Per Person and/or \$300,000 per occurrence or a combined single limit of \$300,000 per occurrence. **This policy should be endorsed to name the City as an additional insured.** Workers Compensation Insurance as required by the laws of the State of Louisiana and Employers Liability Insurance in a minimum amount of \$1,000,000. This policy shall contain an Other States Coverage Endorsement. When required by the City, this policy shall also be endorsed to include coverage required by the United States Longshoreman and Harbor Workers Compensation Act and Maritime Coverage. The certificate of insurance required herein, must have the following statement shown in the remark section: This policy for workers compensation protects all members of the insured organization, including an employer, a sole proprietor, a partner or bona fide officer of the insured organization, and all employees.

5.1.3 Builders Risk Insurance, for the mutual benefit of the Contractor and the City, to be provided in a reporting

policy form or other form acceptable to the City. This policy shall be written on an all-risk basis providing coverage for the building structure and construction machinery and equipment. **This policy shall be endorsed to name the City as an additional insured.**

- 5.2 All coverage provided herein shall be effective under insurance policies issued by solvent insurance carriers qualified to do business in the State of Louisiana and having an A.M. Best Company rating of **B+VII** or better. This rating requirement is waived on workers compensation only. The City reserves the right to inspect any and all insurance policies required pursuant to this Agreement, prior to commencement of the services specified in the Agreement and anytime thereafter.
- 5.3 Proof that such insurance coverage exists shall be furnished to the City by means of a Certificate of Insurance form before any part of the service specified by this Agreement are commenced. The certificate must be issued on a standard certificate of insurance form promulgated by the insurer, the Association for Cooperative Operations and Development (ACORD), the American Association of Insurance Services (AAIS) or the Insurance Services Office (ISO). The said Certificate shall name the City as an additional insured as indicated herein and include a provision that in case of cancellation or any material change in the coverage stated above the City shall be notified thirty (30) days prior to any such change or cancellation. Said provision shall include cancellation for non-payment of premium. The Contractor shall be liable for its subcontractors' insurance coverage of the types and in the amounts stated above, and shall furnish the City with copies of such Certificates of Insurance.
- 5.4 The Contractor and all of its insurers shall, in regard to the above stated insurance, waive all right of recovery or subrogation against the City, its officers, agents or employees and its insurance companies.
- 5.5 The Contractor shall be responsible for compliance with all safety rules and regulations of the Federal Occupational Safety and Health Act of 1970 and those of all applicable State Acts, Laws or Regulations during the conduct of the Contractors performance of the Agreement. The Contractor shall indemnify the City for fines, penalties and corrective measures that result from the acts of commission or omission of the Contractor, its subcontractors, if any, agents, employees and assigns and their failure to comply with such safety rules and regulations.
- 5.6 The City will give the Contractor prompt notice in writing if the institution of any suit or proceeding and permit the Contractor to defend same, and will give all needed information, assistance, and authority to enable the Contractor to do so. The Contractor shall similarly give the City immediate notice of any suit or action filed or prompt notice of any claim arising out of the performance of the Contract. The Contractor shall furnish immediately to the City copies of all pertinent papers received by the Contractor.
- 5.7 If any parts of the services specified by this agreement are sublet, similar insurance shall be provided by or on behalf of the subcontractor to cover their operations, and evidence of such insurance, satisfactory to the City, shall be furnished to the City by the Contractor.

BEFORE A CONTRACT WITH THE CITY IS SIGNED BY THE MAYOR OR THE PURCHASING AGENT, YOUR INSURANCE AGENT MUST VERIFY THE CORRECT COVERAGE ON YOUR INSURANCE CERTIFICATE.

Revised 08/29/16 -Contractors requirements

6.0 SAMPLES

6.1 Samples may be required at anytime during the evaluation/approval process, and must be submitted free of expense, unless otherwise specified in accordance with the conditions and instructions in the body of this proposal notice.

7.0 PURCHASE ORDER REQUIREMENT

7.1 The City of Shreveport shall not be responsible for invoices exceeding \$1,000 that do not have a written purchase order covering them.

8.0 PUBLIC ACCESS TO PROCUREMENT INFORMATION

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

9.0 PAYMENTS DUE THE CITY

9.1 Section 26-211 of the Citys Code of Ordinances requires the following:

9.1.1 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.

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

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

9.1.4 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

9.1.5 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.

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

9.1.7 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.

10.0 ASSIGNMENT

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

11.0 UNSATISFACTORY WORK

11.1 The City shall not be obligated to pay for unsatisfactory work.

12.0 COMPLIANCE WITH CIVIL RIGHTS LAWS

12.1 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

This Request for Proposal (RFP) is issued by the City of Shreveport (City) for the purpose of providing professional land services for as-needed servitude and right of way acquisition services in association with projects executed under the City's Federal Consent Decree sewer system remedial measures program. Though contracted directly with the City, it is expected that the Land Management Team will report to, and work in conjunction with, the Program Manager.

Additionally, the Land Management Team shall be able to supply all services required under this RFP.

Land Management Team shall provide services including but not limited to: project management, professional consulting and support, compiling a list of landowners within a designated project area, compiling abstracts, providing real property appraisals, assisting in expropriation proceedings, relocation assistance, contacting land owners to gather and disseminate information, sending out servitude agreements, negotiating final agreements, and obtaining signatures (in the field) from landowners.

Land Management Team shall provide and manage the following services, exclusively or through a joint venture, prime/subconsultant, or teaming or partnership arrangement:

1. Project Management - Project and task tracking, estimated time schedules, budget, and monitoring reports with respect to land acquisition.
2. Professional Consulting and Support – As requested by the City, provide input and guidance on existing and future land policies, processes, and issues.
3. Right-of-Entry Support – Where servitudes or rights-of-way do not exist, the Land Management Team may be requested by the City to engage property owners and negotiate and secure access agreements in support of construction activities.
4. Abstract of Title – Prepare abstracts of title, and title updates, to provide both current ownership and complete title history of real property so a title opinion can be rendered by an attorney if needed. Titles will be used by a Professional Land Surveyor as the basis of the acquisition maps. The Professional Land Surveyor is not part of this contract.
5. Property Appraisals – Prepare and provide real property appraisals and Project Manuals to establish fair market value for purchase of real property and/or real property interest, using National Uniform Standards of Professional Appraisal Practice (USPAP), and in accordance with all applicable State and Federal laws and regulations. *Appraisers must be familiar with both State and Federal methods of appraising. Should a project necessitate the need for expert testimony by the Land Management Team, in the event of expropriation or dispute over fair market value, such testimony may necessitate giving a deposition or testimony in court.
6. Property Appraisal Review – Prepare a written review of the appraisal and send it to the appraiser for his/her consideration. To prevent any real or perceived conflict of interest, no appraiser may review their own appraisal report, nor that of any member of their firm. The services of three (3) appraisers will be required, one of which will be a review appraiser.
7. Property Acquisition – Duties shall include establishing contact with property owners, notifying property owners of any title problems revealed in the abstract, identifying title problems not revealed in the abstract, drafting and delivering offer letters, negotiating and explaining offers to property owners, preparing and delivering sale documents, delivering (by mail or by hand) payment checks and all document preparation associated with the above.
8. Expropriation – Assist and consult in expropriation proceedings, including expert witness services and testimony by deposition or in court, should the need arise, and if so directed by the City (excludes legal counsel).
9. Landowner Contact - Contact landowners within project areas to inform them of the project, to discuss and negotiate the servitude and/or purchase agreements, and to gather personal data to facilitate acquisition.

10. Documents - Obtain properly executed document(s) from landowners, with "authority to sign documentation" if required or directed by the City.
11. Tax and/or Mortgage Certificates or Evidence Thereof - Obtain tax and/or mortgage certificates or provide evidence of them from the parish records for each tract in an assigned project area, if so directed by the City.
12. Curative Work - Perform title curative work, if so directed by the City
13. Certification/Recordation - Assist in final processing and distribution of documents certified by parish Clerk of Court.

The property rights needed may be either permanent or temporary. Acquisition services may also involve services related to assisting the City with obtaining easements or rights of way for existing utilities or streets where the City's rights to maintain its facilities are not clearly documented, or for other similar needed services.

The selected firm will act as an extension of City staff to facilitate and coordinate all aspects of land acquisition for the capital improvement program. The first year of the contract is expected to include professional land services for 750 parcels. Subsequent contract supplements can address future years and will depend upon project scope and land needs.

Required Prerequisite Experience

The Land Management Team must have minimum of five (5) years of experience providing servitude and right-of-way acquisition to municipalities of similar size and complexity with individual consultants meeting the minimum relevant experience listed below to fulfill the requirements of the scope. Large scale linear, private projects can also be considered as relevant experience. Any acquisition agents, appraisers and attorneys included in the proposal shall hold appropriate licenses and/or certifications and be in good standing with the respective entities.

Land Manager (1 ea. minimum): Bachelor's degree and four (4) years of professional experience as a landman/right-of-way agent, OR eight (8) years of professional experience as a landman/right-of-way agent.

Abstractor (1 ea. minimum): Bachelor's degree and three (3) years of full-time professional experience as a title abstractor, OR eight (8) years of professional experience as a title abstractor.

Appraiser (3 ea. minimum): Bachelor's degree and three (3) years of full-time professional experience as a commercial appraiser, OR eight (8) years of professional experience as a commercial appraiser. All appraisers shall be licensed, Louisiana general certified real estate appraisers through the Louisiana Real Estate Appraisers Board with at least one appraiser having MAI designation from the Appraisal Institute and minimum two (2) years' experience of appraisal of rights for eminent domain purposes.

Acquisition Agent (1 ea. minimum): Bachelor's degree and three (3) years of full-time professional experience as a commercial real estate broker, OR eight (8) years of professional experience as a commercial real estate broker. Acquisition staff must have a valid Louisiana Real Estate Broker's License and demonstrate experience in acquisition for eminent domain purposes.

PART IV- EVALUATION CRITERIA

RFP#: 19-830

Evaluator: _____ Title of RFP: Professional Land Services for Servitude, Right-of-Way, and Property Acquisition

Phone #: _____

Date: _____ Company Name: _____

		POINT RANGE	POINTS ASSIGNED
1	Experience and capacity of Offeror, including recent and related experience.	0-25	
2	Qualifications of personnel and Offerors ability to commit a capable staff and support for a project of this size and expected pace of work as listed in the RFP.	0-25	
3	Demonstrated understanding of the problems and needs presented by the Request For Proposal (RFP).	0-20	
4*	Cost effectiveness and reasonableness of Offerors proposed fee.	0-20	
5	Soundness of Offerors approach to the problems, needs, and processes presented by the RFP, including Offerors methodology for achieving specific tasks and objectives.	0-10	

TOTAL POINTS: 100 Points

*The points for cost shall be furnished by the Purchasing Agent, based upon the standard formula as listed below: Fee schedules, including total life cycle costs (when applicable), will be scored by applying the maximum number of points permissible to the responsible firm submitting the lowest responsive fee. All other Offerors are prorated points, by determining the percentage of differential between the low Offerors responsive total and cost and each of the other Offerors total cost, and then applying the percentage of differential accordingly.

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 number of years in business, office location, email address, and financial stability of company.
 - 1.1.4 ___ Briefly state your firms understanding of the work to be done, and make positive commitment to perform the work.
 - 1.1.5 ___ Identify your proposals principal strengths and weaknesses.
 - 1.1.6 ___ Give the names of the persons who will be authorized to make representations for your firm, their titles, addresses, and telephone numbers.
 - 1.1.7 ___ State whether or not your firm has been involved in any litigation and/or has been disqualified by any agency within the past five (5) years, because of your performance. Explain fully if your firm has been involved in any litigation and/or has been disqualified.
 - 1.1.8 ___ Indicate the number and dates of amendments that you have received. **(end of transmittal letter)**

- 1.2 Provide narrative on the approach to the scope of work (proposed project plan) using the format of **Exhibit A.**
- 1.3 Submit Schedule of Events using the format of **Exhibit B.**
- 1.4 Document five of Offerors prior similar projects with name, address, and phone number of a contact with whom City can discuss Offerors past performance using the format of **Exhibit C.**
- 1.5 Submit qualifications of personnel that will work on this project using the format of **Exhibit D.**
- 1.6 Provide cost proposal using the format of **Exhibit E.**
- 1.7 **Submit** completed Fair Share forms (Appendix 1) which includes the amount and percentage of commitment.
- 1.8 **Submit Appendix #3 - FELONY CONVICTION STATEMENT.**
- 1.9 List proposed warranty to include terms, conditions, length, location of repair facility, means of transport and etc.
- 1.10 List any exceptions to this RFP (and/or the enclosed City's Standard Agreement).
- 1.11 Provide list of sub consultants and state years of experience of your firm and each sub consultant for this type of work.
- 1.12 Other information and materials which the Offeror wishes to submit in support of this proposal, qualification, etc.

PART VI
RFP NO. 19-830

EXHIBIT A

PAGE _____ of _____

NARRATIVE ON THE APPROACH TO THE SCOPE OF WORK

(Proposals should respond to the Scope of Work point by point by numeric reference.)

OFFERORS EXPERIENCE (PER REQUIRED PREREQUISITES ON PAGE 9)

- 1.1.0 Contract Title: _____
- 1.1.1 Contract Period: From _____ To _____
- 1.1.2 Geographic Area Served: _____
- 1.1.3 Scope of Work: _____
- 1.1.4 References: _____
- 1.1.5 Contracting Office: _____
- 1.1.5.1 Title: _____
- 1.1.5.2 Address: _____
- 1.1.5.3 City: _____ State _____ Zip _____
- 1.1.5.4 Telephone # (s): _____
- 1.1.5.5 Email: _____

OFFERORS EXPERIENCE (PER REQUIRED PREREQUISITES ON PAGE 9)

- 2.1.0 Contract Title: _____
- 2.1.1 Contract Period: From _____ To _____
- 2.1.2 Geographic Area Served: _____
- 2.1.3 Scope of Work: _____
- 2.1.4 References: _____
- 2.1.5 Contracting Office: _____
- 2.1.5.1 Title: _____
- 2.1.5.2 Address: _____
- 2.1.5.3 City: _____ State _____ Zip _____
- 2.1.5.4 Telephone # (s): _____
- 2.1.5.5 Email: _____

OFFERORS EXPERIENCE (PER REQUIRED PREREQUISITES ON PAGE 9)

- 3.1.0 Contract Title: _____
- 3.1.1 Contract Period: From _____ To _____
- 3.1.2 Geographic Area Served: _____
- 3.1.3 Scope of Work: _____
- 3.1.4 References: _____
- 3.1.5 Contracting Office: _____
- 3.1.5.1 Title: _____
- 3.1.5.2 Address: _____
- 3.1.5.3 City: _____ State _____ Zip _____
- 3.1.5.4 Telephone # (s): _____
- 3.1.5.5 Email: _____

OFFERORS EXPERIENCE (PER REQUIRED PREREQUISITES ON PAGE 9)

- 4.1.0 Contract Title: _____
- 4.1.1 Contract Period: From _____ To _____
- 4.1.2 Geographic Area Served: _____
- 4.1.3 Scope of Work: _____
- 4.1.4 References: _____
- 4.1.5 Contracting Office: _____
- 4.1.5.1 Title: _____
- 4.1.5.2 Address: _____
- 4.1.5.3 City: _____ State _____ Zip _____
- 4.1.5.4 Telephone # (s): _____
- 4.1.5.5 Email: _____

OFFERORS EXPERIENCE (PER REQUIRED PREREQUISITES ON PAGE 9)

- 5.1.0 Contract Title: _____
- 5.1.1 Contract Period: From _____ To _____
- 5.1.2 Geographic Area Served: _____
- 5.1.3 Scope of Work: _____
- 5.1.4 References: _____
- 5.1.5 Contracting Office: _____
- 5.1.5.1 Title: _____
- 5.1.5.2 Address: _____
- 5.1.5.3 City: _____ State _____ Zip _____
- 5.1.5.4 Telephone # (s): _____
- 5.1.5.5 Email: _____

PERSONNEL STAFFING

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
---------------------	--

Name	Registered / Licensed in the Louisiana	Y	/	N
Title	Supervisor Role	Y	/	N
	Resume/Biography Attached	Y	/	N
Number of Years of Experience				

Name	Registered / Licensed in the Louisiana	Y	/	N
Title	Supervisor Role	Y	/	N
	Resume/Biography Attached	Y	/	N
Number of Years of Experience				

Name	Registered / Licensed in the Louisiana	Y	/	N
Title	Supervisor Role	Y	/	N
	Resume/Biography Attached	Y	/	N
Number of Years of Experience				

Name	Registered / Licensed in the Louisiana	Y	/	N
Title	Supervisor Role	Y	/	N
	Resume/Biography Attached	Y	/	N
Number of Years of Experience				

Name	Registered / Licensed in the Louisiana	Y	/	N
Title	Supervisor Role	Y	/	N
	Resume/Biography Attached	Y	/	N
Number of Years of Experience				

Name	Registered / Licensed in the Louisiana	Y	/	N
Title	Supervisor Role	Y	/	N
	Resume/Biography Attached	Y	/	N
Number of Years of Experience				

Description of Responsibilities	Units	Quantity (Weekly Avg)	Weekly Level of Effort Per Unit (est'd. 2020)	Total FTE	Unit Price	Extended Cost
<i>Program Land Manager</i> - Management of appraisers, abstractors, and acquisition agents	LS	1	16	0.4		
<i>Program Land Manager</i> - Coordination with Program Management Team	LS	1	8	0.2		
<i>Program Land Manager</i> - Coordination with City/Outside Stakeholders (City Atty, Property Standards, etc)	LS	1	8	0.2		
<i>Program Land Manager</i> - Develop and manage database of program land activities	LS	1	8	0.2		
<i>Abstractor</i> - Complete Phase I and Phase II Owner of Record Reports	EA	5	4	0.5		
<i>Appraiser</i> - Prepare appraisals for acquisition of servitudes	EA	20	4	2		
<i>Acquisition Agent</i> - Perform property acquisition services	EA	20	4	2		
TOTAL						

RFP NO. 19-830

EXHIBIT D

PAGE of

COST PROPOSAL CONTINUED

OFFERORS CERTIFICATIONS

HAS A FEDERAL AGENCY OR A FEDERALLY CERTIFIED STATE OR LOCAL AGENCY PERFORMED ANY REVIEW OF YOUR ACCOUNTS OR RECORDS IN CONNECTION WITH ANY GRANT OR CONTRACT WITHIN ANY GRANT OR CONTRACT WITHIN THE PAST TWELVE MONTHS?

YES _____ NO _____ (IF YES GIVE NAME, ADDRESS, AND TELEPHONE NUMBER OF REVIEWING OFFICE.)

- 1.0 In compliance with this Request for Proposal, and subject to all conditions thereof, the undersigned agrees:
- 1.1 This proposal, as stated, is open for acceptance for a period of 120 calendar days from date of opening; and
- 1.2 To furnish all services, materials, and equipment necessary and incidental to perform the proposed project;
- 1.3 That this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.
- 1.4 Acting on behalf of the Offeror, this is to attest that the undersigned is a duly authorized representative of the below captioned firm, corporation or business.
- 1.5 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.
- 1.6 If awarded a contract/purchase order, my company understands and agrees to provide the sub consultant information as listed in **GENERAL CONTRACT PROVISIONS** (www.shreveportla.gov/bids/bids.htm), paragraph 16, SUBCONTRACTOR TRACKING. I hereby certify that sub consultant(s) _____ (would/would not) be used.

Signature Offerors Representative
authorized to enter into contract with
the City of Shreveport

Title

Company

Authorized Signature (typed/printed)

State Contractors License Number

Telephone

Fax Number

Emergency Number(s)

Date

Email Address

Offerors Federal Employer I.D. 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: 19-830 _____

Project Name: Professional Land Services for Servitude, Right-of-Way, and Property Acquisition

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 E

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:

or

Deliver via other carrier or hand-delivery to:

Purchasing Division
P.O. Box 31109 | Shreveport, LA 71130

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.

** Form Revised 02-08-2017 **

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: 19-830

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: shay.meadows@shreveportla.gov (12-05-17)