



## **REQUEST FOR PROPOSAL**

### **PURPOSE AND INTRODUCTION:**

The purpose of this Request for Proposals (RFP) is for the **Black Belt Community Foundation, (BBCF)**, in partnership with **The UAB Minority Health & Health Disparities Research Center, (MHRC)** and the **Orville Building Healthy Communities (BHC) Coalition** to receive proposals from qualified individuals, firms, and organizations capable of improving the walking path located near Keith High School for students and all Orrville area residents to have a safe place to walk, run, and exercise.

The UAB Minority Health & Health Disparities Research Center, (MHRC) and the Black Belt Community Foundation, (BBCF) established partnership through the Orrville Building Healthy Communities (BHC) Coalition. The BHC and its leadership organized to help find ways to help Orrville residents address barriers and support efforts to eliminate them so they might live healthier lives. To this end, improving the walking path was identified as a worthwhile project.

### **PROJECT DESCRIPTION:**

The walking path project will include resurfacing the walking track located near Keith High School located at 1166 County Road 115, Orrville, AL 36767, which is owned by the Dallas County Board of Education.

The scope of the project will include the removal and replacement of the existing walking track surface, to include the following considerations:

- Demo and remove existing asphalt paving
- Regrade and compact existing sub-grade
- Treat sub-grade with pre-emergent to prevent grass from resurfacing
- Install 2 inches of new asphalt paving at 8 feet - 0 inches wide at the circular path as identified on the site
- Guarantee work for 2 years (i.e. material defect or installation defect)
- Provide a schedule for completing the project

### **Optional Site Tour:**

For potential and interested candidates, an optional site tour and Questions and Answer session will be held:

1. Date: Mon. 07/19/21 Optional Site Tour – 1-3 PM
2. Place: Keith High School  
1166 County Road 115, Orrville, AL 36767  
Meet at the gymnasium  
Call Jerry Ware, Maintenance Supervisor, when you arrive

**Contact Person: Jerry Ware, Maintenance Supervisor, 334-407- 5044**

Direct any all technical inquiries concerning this RFP in writing by email to [info@blackbeltfound.org](mailto:info@blackbeltfound.org)

**Calendar of Events:**

1. Mon. 07/12/21 RFP Release Date
2. Mon. 07/19/21 Optional Site Tour – 1-3 PM
3. Wed. 07/21/21 Requests for Clarifications/Proposers Questions Deadline – noon
4. Fri. 07/23/21 BBCF will respond via email to all Proposer
5. Mon. 07/26/21 RFP Submittal Deadline – no later than 4PM
6. 07/27/21 – 07/28/21  
Evaluation Committee Review and Recommendation
7. Thu. 07/29/21 Notice of Intent to Award Contract
8. Mon. 08/02/21 Contract Execution Date
9. Fri. 10/01/21 Completion of the Project Date\*

\* 09/06/21 is an ideal date for the project’s completion to accommodate a community health event.

**SELECTION CRITERIA:**

The following criteria will be used in selecting the contractor:

1. Experience, capabilities, and technical competence
2. Resources committed to perform the work
3. Records/references from previous projects, quality of work, ability to meet schedules, cost control
4. Ownership status and employment practices regarding minority, women, emerging small businesses, historically underutilized businesses
5. Availability and familiarity to the project locale and community served by City of Orrville
6. Answer to the following question: “Why do you, or your firm, or your organization want to assist **Orrville Building Healthy Communities (BHC) Coalition** in this project?”
7. Provide certificate of insurance – liability and worker’s compensation.
  - a. Ability to name BBCF and BHC as additional insured

**SUBMITTAL PROCEDURES:**

Proposers shall submit the proposal by email [info@blackbeltfound.org](mailto:info@blackbeltfound.org), or by fax or in person by hardcopy in a sealed envelope, by the date and time indicated below. Proposals not submitted by the deadline will be returned.

Fax – **334-874-1131**

Email – **info@blackbeltfound.org**

In person – **BBCF office – 609 Lauderdale Street, Selma, AL 36702**

**Deadline for RFP: Mon. 07/26/21 – no later than 4PM**

<u>Category</u>	<u>Rating</u>
1. Specialized Experience	1 - 10
2. Resources Available	1 - 10
3. Past Record and References	1 - 10
4. Ownership Status and Employment Practices	1 - 10
5. Availability and Familiarity with the BHC Coalition	1 - 20
6. Techniques and Fee Schedule	1 - 10
7. Statement of Reasoning	1 – 10
8. Commitment to finish the project by 9/06/21*	1 – 05
9. Confirmation that Contractor visited the site	1 - 05
10. Met ALL Proposal Requirements in RFP	1 - 10
<u>TOTAL SCALE SCORE</u>	<u>10 - 100</u>

\* 09/06/21 is an ideal date for the project’s completion to accommodate a community health event.

BBCF reserves the right to reject any and all submittals, or any part of any submittal, to waive any irregularities or informalities in any submittal, and to accept that submittal which is deemed to be in the best interest of the BHC Coalition. BBCF reserves the right to establish additional contracts that may be similar in nature to any contract resulting for this RFP as best serves the needs of the BHC Coalition. BBCF may cancel the procurement or reject any or all proposals. BBCF reserves the right

Based on the objective measurements during the evaluation stage.

**DESIGNATED CONTACT:**

The awarded firm shall appoint a person to act as a primary contact with BBCF. This person or back-up shall be readily available during normal working hours by phone or in person, and shall be knowledgeable of the terms of the Contract.

**INSURANCE REQUIREMENTS:**

Include Proof of Insurance furnished by the applicant’s carrier to guarantee the applicant is insured. The awarded applicant must provide BBCF, MHRC and Dallas County Board of Education with a certificate of insurance prior to commencement of work evidencing the BBCF, MHRC and Dallas County Board of Education as Additional Insureds with the following minimum coverage:

Liability Insurance: The party submitting an RFP, if selected, shall furnish, pay for, and maintain during the life of any contract entered into with BBCF, OR, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Proposer, his agents, representatives, employees or subcontractors.

Comprehensive General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit, \$2,000,000. Comprehensive general liability will be on an occurrence basis including products and completed operations.

Professional Liability: A combined single limit of not less than \$1,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$2,000,000. This is to cover damages caused by error, omission, or negligent acts related to professional services provided under this Contract. The policy must provide extended reporting period coverage for claims made within two years after The Contract is completed. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

Workers' Compensation: If applicant has multiple employees working in association with the project a Certificate of Insurance in the amount of no less than \$500,000 will be maintained for the life of this contract. All policies and endorsements must be approved by BBCF and its agent of record.

#### **INDEMNIFICATION:**

The Proposer shall defend, indemnify, save and hold the BBCF harmless from any and all claims, suits, judgments and liability for death, personal injury, bodily injury, or property damage arising directly or indirectly from any performance under this RFP, or a subsequent purchase order or contract entered into by Proposer, its employees, subcontractors, or assigns, including legal fees, court costs, or other legal expenses. Proposer acknowledges that it is solely responsible for complying with the terms of this RFP or a purchase order or contract arising out of this RFP. In addition, the Proposer shall, at its expense, secure and provide to the County, prior to beginning performance under a contract, all insurance coverage as required in this RFP.

Subcontractors: Proposer shall require and verify all subcontractors maintain insurance, including workers' compensation insurance, subject to all of the requirements stated herein prior to beginning work.

#### **ASSURANCES:**

The Proposer shall provide a statement of assurance that the firm is not presently in violations of any statutes or regulatory rules that might have an impact on the firm's operations. All applicable laws and regulations of the State of Alabama and ordinances and regulations of Dallas County will apply.