

Request For Proposals – Testing and Inspection Services Lafayette Parish Sheriff’s Office Fitness Center

1. Introduction:

The Law Enforcement District of the Parish of Lafayette (Owner) hereby solicits the submittal of Proposals from companies interested in providing Testing and Inspection Services for the construction of LPSO Fitness Center (Project). Owner anticipates the construction phase of Project to take approximately ten (10) months beginning in December 2024. A single Testing and Inspection Firm will contract directly with Owner to provide third-party Testing and Inspection Services in accordance with International, Federal, Louisiana, and local code requirements for the full duration of Project. Please refer to Scope of Services which outlines the work to be performed by the selected firm.

2. Project Description:

LPSO Public Safety Complex (PSC) is an existing site located on 28 acres of land along West Willow St. in Lafayette Parish. Within PSC is LPSO’s Professional Development & Training Center. The new Fitness Center will be constructed as an expansion to the existing gym at the rear of the Training Center and will consist of approximately 14,480 ft². The 1st floor will include separate men’s and women’s locker rooms/restrooms/showers, a 5,000 ft² gym floor for strength training equipment, free-weights, benches, and a 60’L x 15’W turf area for strength plus cardio drills. The 2nd floor will have an elevated track and dedicated area for cardio training equipment. The current Probable Cost Estimate of construction for the Project is \$4.7M. All Inspection and Testing Services performed on Project shall be in accordance with the construction documents (specifications, drawings, addenda) which can be obtained by contacting Owner’s Project Manager.

3. Owner’s Project Manager:

Captain Colby Barbier
Phone: (337) 232-2993
Address: 316 W. Main St., Lafayette, LA 70502
Email: colby.barbier@lafayettesheriff.com

4. Scope of Services:

A single Testing and Inspection Firm will be retained by Owner for the full duration of Project. As part of Project and associated construction documents, Testing and Inspection Firm shall be expected to include, but not be limited to, the following:

- 4.1.** Provide appropriately Certified Technician(s) and/or Special Inspector(s) or approved resume(s) to perform the following:
 - 4.1.1.** Concrete field tests and inspections. (Cast-In-Place Concrete: 03-3000, 3.11.A.)
 - 4.1.2.** Perform Concrete Masonry Unit, mortar, and grout testing and inspections. (Unit Masonry: 04-2000, 3.10.A.-H.)
 - 4.1.3.** Perform shop-welded connections tests and inspections. (Structural Steel Framing: 05-1200, 2.8.A.&C.)

- 4.1.4. Inspect field welds and high-strength bolted connections. (Structural Steel Framing: 05-1200, 3.4.A.-C.)
- 4.1.5. Perform field quality control testing and inspecting. (Cold-Formed Metal Framing: 05-4000, 3.5.A.-C.)
- 4.1.6. Perform penetration firestopping tests and inspections. (Firestopping: 07-8400, 3.05.A.)
- 4.1.7. Perform joint sealants field quality control inspection and testing (Joint Sealants: 07-9200, 3.05.A.) followed by preparation and submittal of Field Quality Control Plan and Log. (Joint Sealants: 07-9200, 1.06.F.-H.)
- 4.1.8. Obtain samples of fluid-applied flooring and test for compliance. (Fluid-Applied Flooring: 09-6700, 3.07.C.)
- 4.1.9. Test random samples of tile carpeting materials for compliance. (Tile Carpeting: 09-6813, 1.05.E.)
- 4.1.10. Perform metal building systems source* and field quality control special inspections. (Metal Building Systems: 13-3419, 2.11.A.; 3.07.A.)
 - *Not required if fabrication is performed by an IAS AC472-accredited manufacturer approved by authorities having jurisdiction to perform such Work without special inspection.*
- 4.1.11. Proof-rolling inspection. (Earthwork: 31-0000, Standard Specifications for Roads, Drainage, Bridges, and Other Infrastructure Improvements)
- 4.1.12. Cement or lime stabilization inspection. (Rigid Pavement: 32-0001, Standard Specifications for Roads, Drainage, Bridges, and Other Infrastructure Improvements)
- 4.1.13. Density-compaction testing. (Incidental Construction: 32-3050, Standard Specifications for Roads, Drainage, Bridges, and Other Infrastructure Improvements)
- 4.1.14. Excavation and embankment inspection. (Earthwork: 31-0000, Standard Specifications for Roads, Drainage, Bridges, and Other Infrastructure Improvements)
- 4.1.15. Concrete placement inspection. (Rigid Pavement: 32-0001, Standard Specifications for Roads, Drainage, Bridges, and Other Infrastructure Improvements)
- 4.2. Testing shall be in accordance with LADOTD testing procedures and applicable code requirements for specialty items of work.
- 4.3. Inspection services shall be in accordance with IBC requirements.
- 4.4. Third-party Testing and Inspection Firm shall:
 - 4.4.1. Identify a single point-of-contact representative authorized to act on behalf of Testing and Inspection Firm with respect to Project.

- 4.4.2. Review and become familiar with Project construction documents, schedules, estimates, etc. as necessary to perform the services as described.
- 4.4.3. Provide Nuclear Density Gauge for density-compaction testing.
- 4.4.4. Not assign or subcontract any of its responsibilities without Owner's written consent.
 - 4.4.4.1. Assigning or subcontracting any of its responsibilities without Owner's written consent shall constitute a material breach of contract and regardless of any assignment or subcontract, Testing and Inspection Firm shall remain liable for all of its contractual obligations.
- 4.4.5. Provide resumes of all personnel who will perform professional services on behalf of Testing and Inspection Firm.
- 4.4.6. Be required to provide proof of and maintain insurance, including professional liability insurance, as appropriate to the services and work being performed.
 - 4.4.6.1. Provide Certificate of Insurance naming Owner and Engineer as additionally insured.
- 4.4.7. Coordinate testing and inspections with General Contractor throughout Project.
 - 4.4.7.1. Time is of the essence in the execution of Testing and Inspection Services. Typical response times desired shall be less than twenty-four (24) hours for scheduling all testing and inspections.
- 4.4.8. When possible, optimize site visits to cover multiple tests or inspections throughout Project.
- 4.4.9. In the event Testing and Inspection Firm is under additional service contracts for Owner, Testing and Inspection Firm shall invoice Owner separately for each Project in which the service contract is in effect.
 - 4.4.9.1. Testing and Inspection Firm shall employ strict timekeeping practices in order to ensure no overlap charges are invoiced between Projects.
- 4.4.10. Provide monthly invoices to Owner using an agreed upon Schedule of Values.
- 4.4.11. Utilize the Architect's electronic data management & reporting system ("Centerline") for all reporting and submittals as well as RFI and notifications to Owner, Architect, Engineer(s), General Contractor, and Sub-Contractor(s).
 - 4.4.11.1. Furnish a detailed report or request for clarification whenever any corrective change is necessary in the field construction that would result in a variance from Project construction documents as originally issued.
 - 4.4.11.2. Provide detailed description of their reporting system inclusive of daily, summary and deficiency reporting.

4.4.11.3. Reports shall be in PDF format with digital photographs.

- 4.5. The total scope of inspection services has not been determined. Proposal shall include unit rates for Construction Inspectors, Senior Construction Inspectors, Special Inspectors, etc. Incidentals such as travel, per diem, office charges, trip charges, and reporting fees shall be included as a part of the hourly rate for the inspector(s).
- 4.6. The minimum testing requirements are shown in the specifications for Project and are available upon request. The proposal should include all other associated costs for testing services. The cost of testing services should be based on the actual tests performed in the field.
 - 4.6.1. Some technical specifications shall be, as per the 2023 Edition of the LCG Department of Public Works “Standard Specifications for Roads, Drainage, Bridges, and Other Infrastructure Improvements”, or latest version, and shall be referenced as such within Section 4.1. A copy can be viewed at the office of Ronkartz-Oestrieher, APEC at 1919B Dulles Drive, Lafayette, LA 70506 or can be obtained from Lafayette Consolidated Government Department of Public Works at 1515 E. University Avenue, Lafayette, LA 70502.
- 4.7. Testing and Inspection Firm shall provide hourly labor rates for inspection services and a detailed description of their overtime policy.
- 4.8. Testing and Inspection Firm shall provide unit rates for field and laboratory testing services.

5. **Proposal Organization and Content:**

The following components are required for a complete submittal. Owner intends to evaluate and compare only Proposals substantially conforming to the terms and conditions of RFP. Owner reserves the right to reject any and all Proposals and to waive any informality. Proposal response should be presented and submitted with the Introductory Section and under tabs as set forth below:

- 5.1. INTRODUCTORY SECTION – GENERAL INFORMATION. In the Introductory Section, include the following information:
 - 5.1.1. SIGNED COVER LETTER – signed by a company officer authorized to bind the company contractually and committing the firm to provide services as requested. The cover letter should be limited to one (1) page.
 - 5.1.2. PROPRIETARY INFORMATION – state if any information contained in this Proposal is being declared proprietary as detailed in Section 6.3 of RFP. Also, as per Section 6.3, Proposer should attach a separate version of Proposal with any and all proprietary, confidential and/or trade secret information redacted.
 - 5.1.3. EXECUTIVE SUMMARY – provide a brief summary of Proposal’s content, emphasizing any unique aspects or strengths of Proposal. The executive summary should be limited to three (3) pages.
- 5.2. TAB 1. STATEMENT OF QUALIFICATIONS – provide information concerning your company, years in business, location(s), officers, financial stability, etc. Provide company overview addressing the company’s specific qualifications for serving as Owner’s third-party Testing and

Inspection Firm on Project. Statement of Qualifications shall include a summary of experience providing third-party Testing and Inspection Services for projects of similar type, size, and duration completed for Louisiana local government entities/municipalities.

- 5.2.1.** Provide references for a minimum of three (3) similar projects completed within the past five (5) years. Similar projects shall be defined as local government new construction projects with a total construction cost of over \$3 Million.
- 5.2.2.** Resumes of all proposed personnel who will be involved in Project, including inspector certifications.
- 5.2.3.** Location of the office and laboratory to provide the requested services.
- 5.2.4.** Proposed response times for testing and inspections for the requested services.
- 5.2.5.** Provide proof of AASHTO accreditation, if applicable.
- 5.3.** TAB 2. SCHEDULE OF VALUES – for all anticipated testing and inspections, including:
 - 5.3.1.** Schedule of Values will be used as the basis of the contract as every specific testing requirement of Project is currently unknown.
 - 5.3.2.** Current pricing for all anticipated field inspections and testing to be provided by the third-party Testing and Inspection Firm.
 - 5.3.3.** Hourly rates shall be all-inclusive and shall include labor, insurance, mobilization, demobilization, data base, travel expenses, lodging, meals, office supplies, office equipment, photocopying, overhead and profit, and all other expenses necessary to complete Project according to “normal” industry standards per the construction documents.
 - 5.3.4.** Overhead costs shall include all costs associated with project management, corporate accounting, invoice preparation, office rental and all other expenses indirectly associated with field staff for the third-party Testing and Inspection Firm.
 - 5.3.5.** There shall be no charges for overtime or holiday premium pay.
 - 5.3.6.** Anticipated annual % increase in all fees should the duration of the construction phase extend beyond 12 months.
 - 5.3.7.** Schedule of Values negotiated between Owner and third-party Testing and Inspection Firm shall be all-inclusive.
 - 5.3.7.1.** It shall be the responsibility of Testing and Inspection Firm to identify all aspects of required Testing and Inspection Services identified within Project construction documents and list such within Schedule of Values.

5.3.7.2. No additional costs to Owner will be incurred but any such additional testing and inspection requirements identified post-contract shall remain the responsibility of Testing and Inspection Firm.

5.3.7.3. Testing and Inspection Firm shall be exempt from section 5.3.7.2. in the event additional testing and inspection requirements are due to a Change Order or a Construction Change Directive.

5.3.7.4. Testing and Inspection Firm shall acknowledge, as per the construction documents, Contractor is responsible for the cost of re-testing and/or re-inspection of materials that fail to comply with specified requirements. Testing and Inspection Firm shall not invoice Owner for any charges related to re-testing and/or re-inspection due to materials that failed original testing and/or inspection.

5.4. APPENDIX A – include copies of all forms to be utilized in the execution of testing and inspections on Project.

5.5. APPENDIX B – include any other pertinent information deemed important by Proposer for consideration by Owner.

6. Proposal Submittal Instructions:

6.1. Firms interested in submitting a Proposal relative to RFP must follow the guidelines as detailed in Section 5.0. Submit three (3) original signed Proposals and one (1) electronic copy of Proposal on separate USB drive. The exterior of the envelope labeled and addressed as follows:

Proposal For Testing and Inspection Services on the LPSO Fitness Center Project

[Company Name]

[Company Address]

[Company Phone Number]

[Authorized Representative Name]

[Authorized Representative Email Address]

[Authorized Representative Phone Number]

All information requested should be submitted; failure to submit all requested information may result in an unfavorable evaluation or rejection of Proposal. Documentation submitted with Proposal should be part of a single volume. Elaborate attachments and other representations beyond those sufficient to present a complete and effective Proposal are not required.

6.2. To be considered, Proposals must arrive at the Front Desk Lobby located at LPSO Main Office, 316 W. Main Street, Lafayette, LA 70502 no later than **1:00 PM CST on Friday, December 13, 2024.**

6.2.1. Firms mailing responses should allow normal mail delivery time in order to ensure timely receipt of their Proposal.

6.2.2. Facsimile and/or email submissions shall not be accepted.

- 6.3. Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a Proposal identified as proprietary must be clearly marked in Proposal and will be handled in accordance with the Louisiana Public Record Act R.S. 44:1-44 and applicable rules and regulations. With Proposal, Proposer must submit an additional fully redacted version of Proposal which removes any and all proprietary information. Proposer should be aware the redacted version of Proposal may be produced in response to a Public Records Request. Owner shall not be held liable for the release of any proprietary information contained in the redacted version of Proposal in response to a Public Records Request. In submitting a Proposal, Proposer expressly agrees to indemnify and hold harmless Owner in all actions or court proceedings (including attorney fees) which seek to order Owner to disclose this proprietary, confidential, and/or trade secret information. Any Proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.
- 6.4. Costs associated with developing Proposal, preparing for interviews/presentations, and any other expenses incurred by Proposer in responding to RFP are entirely the responsibility of Proposer. Owner shall not be held liable for reimbursement of any of these costs.
- 6.5. Owner will not be liable for any errors and/or omissions in Proposals. Owner reserves the right to make corrections or amendments due to errors identified in Proposal(s) by Owner or Proposer. Owner, at its option, has the right to request clarification or additional information from Proposers.
- 6.6. Questions regarding this RFP shall be directed to Owner's Project Manager via email and should have "RFI – Testing and Inspection Services on the LPSO Fitness Center Project" as the subject line.
- 6.6.1. Questions received less than five (5) business days before Proposal due date may not be answered.
- 6.6.2. Only RFI submitted electronically shall be accepted and addressed.
- 6.6.3. All RFI shall be compiled in list format on a single master document in the order they are received.
- 6.6.4. Responses to RFI shall be distributed to all users that register via email to Owner's Project Manager with "Register - Testing and Inspection Services on the LPSO Fitness Center Project" as the subject line.
- 6.6.4.1. For proper registration, users should submit their contact information (full name, firm, phone number, and email) for their designee.
- 6.6.5. Responses to RFI shall be distributed as promptly as possible.

7. **Interpretation and Addenda:**

If necessary, interpretations or clarifications in response to questions will be issued by Addenda. Oral and other interpretations will be without legal effect.

7.1. Addenda shall be distributed to all users that register via email to Owner’s Project Manager with “Register - Testing and Inspection Services on the LPSO Fitness Center Project” as the subject line.

7.1.1. For proper registration, users should submit their contact information (full name, firm, phone number, and email) for their designee.

8. Proposal Evaluation:

Owner will establish a Selection Committee with members assigned at its discretion. Owner is the official entity making decisions as to the selection of Testing and Inspection Services.

8.1. Selection Committee shall have the final determination as to whether a Proposal has or has not met the requirements of RFP. Proposals not meeting the requirements of RFP shall be rejected.

8.2. By submitting a Proposal, the firm agrees Selection Committee may research and/or verify information provided and contact any applicable entities associated with such information.

8.3. Selection Committee shall not be obligated to recommend the lowest priced Proposal, but shall recommend Proposer in the best interests of Owner.

8.4. Owner reserves the right to select Testing and Inspection Firm which it deems to offer the best overall Proposal taking into consideration all factors contained within both the Proposers (a) Statement of Qualifications; and (b) Schedule of Values.

8.5. Selection Committee shall evaluate all Proposals and recommend the submittal deemed to be the highest scoring Proposer. Scoring used to evaluate Proposals shall be based on the following:

Statement of Qualifications	30 points
Schedule of Values	<u>70 points</u>
Total Points	100 points

9. Acceptance, Rejection, or Cancellation of Award:

9.1. RFP does not constitute an offer to contract and does not commit Owner to the award of a contract to anyone.

9.2. All costs of the proposal process, interviews, contract negotiations, and related expenses are the responsibility of Proposer.

9.3. Owner reserves the right to waive any informality or irregularity in any Proposal or Proposals.

9.4. Owner reserves the right to delay, suspend, modify and/or cancel all or part of RFP at any time before execution of Contract for any reason determined to be in Owner’s best interest.

9.5. All submittals become the property of Owner.

9.6. Content of Proposal may be used in a legal contract or agreement. Respondents should be aware methods and procedures in their Proposal could become contractual obligations and are part of public record.

10. **Labor and Material:**

10.1. Testing and Inspection Firm shall provide and pay for all labor, materials, equipment, tools, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of all contractual obligations, all at no cost to Owner other than the compensation as provided in Section 5.3.

11. **Taxes:**

11.1. Pursuant to La. R.S. 47:301(8)(c) and Act 1029 of 1991, Owner is exempt from state and local taxes and will provide necessary documentation to selected Contractor upon notice of award.