

REQUEST FOR QUOTES

Hazard Mitigation Crew

RFQ Posted:	October 9th, 2017
Site Visit	October 17, 2017 8:30 (RSVP by October 12th, 2017)
Questions Due:	October 20, 2017 2:00 P.M.
Questions & Answers Posted:	October 25, 2017 2:00 P.M.
Quote Due Date:	October 31, 2017 2:00 P.M.

The South Dakota Science and Technology Authority is requesting proposals to provide supplemental staffing in support of major underground Science and Facility improvement projects. Documents included in this Request for Quote include:

- A. Request for Quote
- B. Draft Service Contract 2017-35
- C. Bid Form

1.0 Executive Summary

Significant workload to support major projects for both science and facility improvements has identified a need to increase staffing for the hazard mitigation crew by an anticipated 2-5 persons for approximately 320 hours per month. A service contract is desired to allow for flexibility in the utilization of this supplemental staff.

2.0 Scope of Work

Major tasks likely to be performed under this contract include:

- Installation of other piping, including diameters from ¾" to 20" diameter in steel or plastic.
- Cleaning of underground spaces using a combination of pressure washing, sweeping, vacuuming, etc.
- Cutting and removal of degenderized utility cables.
- Water or ventilation control wall installation, including concrete, wood, and/or steel components.
- Ground support installation, including bolting and installation of welded wire mesh panels and ribbon mats.
- Support of shot-creting operations

Qualifications of contractor staff must include the following:

- All staff must have a minimum of 10 hr. OSHA construction safety certification. MSHA part 46 or 48 (A) underground or (B) surface training are also acceptable. Preference may be given to contractors with part 48(A) underground training due to the nature of the intended work.
- All staff must be capable of operating a jack-leg drill for ground support installation. The SDSTA recognizes that this is an uncommon skill, and does not want to limit participation in this RFQ based on this skill. If staff members are proposed without experience in jack-leg operation, a discounted rate should be proposed for a 40-hour training period, during which the SDSTA will provide this training.

- All staff must be physically capable of handling heavy equipment for 10 hour shifts in hot and humid conditions.
- A “lead person” should be identified for this contract. Safety oversight and supervision will be provided by the SDSTA.

Additional details:

- Shift schedule will generally be from 6:00 AM – 4:00 PM, 4 days per week. The schedule rotates between Monday-Thursday and Tuesday-Friday every other week. Alternate shifts, including nights and weekends, may be requested.
- The SDSTA will provide large tools, equipment, and materials such as jack-leg drills, skids steer loaders.
- Hand tools shall be furnished by the contractor.
- Contractor shall provide their staff PPE including hard hats, steel toed mine boots, safety glasses, rain coats/slickers, and gloves. The SDSTA will provide self-rescuers, cap lamps, and mine belts.
- Contractor-supplied PPE or tools deemed unsafe by the SDSTA must be replaced at the expense of the contractor.
- Damage to any PPE or tools provided by the SDSTA shall be reimbursed by the contractor.
- The contractor may bring a trailer on site, or may opt to share the space used by the current hazard mitigation crew.
- The SDSTA will provide shower and restroom facilities.

3.0 Quote Requirements

Your quote should be provided in digital format as a pdf file with standard letter size format. Quotes must contain the following:

3.1 Contact information, including an email address, for the Contractor’s designated contact person who can receive and distribute RFQ information.

3.2 Contractor description and evidence of qualifications to address the scope described in this document. Provide three examples of projects performed that demonstrate the qualifications and competence for each of the disciplines/requested areas of expertise. Provide contact information for three client references.

3.3 Resumes for all key project staff to include:

- Experience with similar relevant projects.
- Qualifications, including training and certification.

3.4 Provide a description of your safety program and quality control (QC) program (safety and QC manuals will not be included in the 30-page limit). Explain how your safety and QC programs will be implemented for this project.

3.5 Safety records for the past three years (incident/injury records, OSHA 300 logs and EMR data)

3.6 Exceptions to the draft contract or other RFQ materials. Disclose any existing relationships and

previous work with SDSTA/Sanford Lab.

3.9 Provide the enclosed bid form – which includes hourly rate, overtime rate, night shift differential and jack leg drill training rate.

4.0 General Requirements

4.1 The selected Contractor will be required to abide by all applicable federal, state and local laws and ordinances, as amended for time to time. Including, but not limited to, the applicable local laws and ordinances.

4.2 The SDSTA may at its sole and absolute discretion reject any and all, or parts of any and all submissions; re-advertise this solicitation; postpone or cancel at any time this solicitation process; or waive any irregularities in this solicitation or in the submittals received as a result of this solicitation.

4.3 All expenses involved with the preparation and submission of materials to the SDSTA, or any work performed in connection therewith, shall be borne by the Offeror(s). No payment will be made for any responses received, nor any other effort required of or made by the Offeror(s) prior to commencement of work as defined by a contract approved by SDSTA.

7.0 Submission Requirements

All offerors are required to attend a site visit October 17th, from 8:00 a.m.-11:00 p.m. MT at the Sanford Lab, 630 East Summit Street, Lead South Dakota. Pre-registration is required, email mbaumann@sanfordlab.org by close of business October 12th to receive instructions and directions. Only companies represented at the pre-proposal conference will be eligible to submit proposals. Contractors' subcontractors are encouraged, but not required, to attend.

Questions are to be submitted electronically to mbaumann@sanfordlab.org by 2:00 P.M. October 20. All questions along with their answers will be emailed to all prospective offerors and posted to the sanfordlab.org website no later than October 25, 2017.

Offerors shall submit an electronic copy (.pdf format) of the proposal no later than 2:00 p.m. October 31, 2017, to: mbaumann@sanfordlab.org. Late submissions will not be accepted.

The proposal period may be extended at the discretion of SDSTA based on the quantity and/or complexity of questions. Any notices of extension of time to respond will be distributed to all prospective offeror by SDSTA.

All communications regarding this procurement between RFQ release and contract award shall be directed by email to mbaumann@sanfordlab.org. Communications with other SDSTA staff regarding this procurement in advance of the contract award are not allowed.

