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Request for Proposal

October 22, 2021

Project: **Demolition of Warehouse 172**

CHALMETTE Terminal, 305 MARLIN DRIVE

CHALMETTE, LA 70032

Project Manager: Ted Roche, Director of Operations Cell Number: 504-628-5027

**Goal of this Project:** This project is for the **Demolition of Warehouse 172**.

**Budget:** $75,000.00

**Scope of Work:**

**This work consists of …**

**S-001: Demolition and removal of warehouse 172 (171’x45’) but leaving the slab in place.**

**S-002: Demolition and removal of warehouse 172A (20’x20’), and leave the slab in place**

**S-003: Demolition and removal of transformer bank**

**NOTE: All demolition has some hazardous materials, see attachment for a list of hazardous materials.**

**GENERAL PROVISIONS**

**Safety**

* 1. All work shall conform to the codes and regulations of the statutory authorities having jurisdiction and shall comply with the Federal Occupational Safety and Health Administration (OSHA) standards and the requirements of the State of Louisiana, whichever is the more stringent.

**Personal Safety Equipment**

**1.2** The contractor must provide approved personal safety equipment as required to comply with pertinent state and federal codes and regulations.

**Insurance**

**1.3** Without in any way limiting Contractor’s liability or responsibility, Contractor, at its expense shall maintain for the duration of the **Demolition of Warehouse 172** contract for all necessary insurance.

**Proposal Guidelines**

**1.4** Proposals will be accepted on Total Project basis.

**Contract Time**

**1.5** The successful Proposal must complete all work within ten (20) calendar days. St. Bernard Port Executive Director must approve any extension of contract time.

**Arbitration**

**1.6** The Parties will work together in good faith to resolve any disputes about their business relationship. If the Parties are unable to resolve the dispute within ten days following the date one Party may submit this matter to binding arbitration in accordance with the rules of the American Arbitration Association. Any arbitration proceeding under this Agreement shall be conducted in St. Bernard Parish, Louisiana, 34th Judicial District If no single arbitrator can be agreed to by the Parties within five days after notice by either Party the matter shall be submitted to arbitration, the Parties shall each select an arbitrator (limited to two arbitrators, one for each side of the dispute) and the said two arbitrators shall pick a third arbitrator and the three shall arbitrate the dispute according to the rules set forth above. The arbitrators shall have no authority to award any punitive or exemplary damages and shall be bound by the controlling law of the State of Louisiana (exclusive of Conflict of Laws Statutes).

**Taxes**

**1.7** As per Section 1. R.S. 47:301(8)(c) the contractor and/or sub-contractors will be designated as the agent of a public entity the contractor and/or sub-contractors when acting pursuant to such designation is **excluded** from the payment of state sales and use tax and the sales and use tax levied by any political subdivision.

**The St. Bernard Port is tax exempt, and the St. Bernard Port will provide you with our tax-exempt form. Therefore, do NOT include taxes.**

**Storm Water Pollution Prevention**

**1.8** You are reminded that the St. Bernard Port, Harbor and Terminal District received a Louisiana Discharge Elimination System (LPDES) Permit on October 1, 2007. In accordance with the requirements of this permit, the St. Bernard Port has implemented a Storm Water Pollution Prevention Plan (SWP3) to prevent the pollution of storm water drainage system are prohibited. IF you have any waste discharge, you are required to collect it and dispose of it off-site in accordance with all applicable federal, state, and local regulations. If there are any accidental spills occur at our facility, you are required to contain and clean-up the spill immediately. Then you are to notify Ted Roche, Director of Operations immediately of any spills at 504-628-5027. Please post a notice of your field office bulletin board so that all your employees are aware of this very important requirement.

**Retainage**

**1.9** Retainage {ten (10) percent} will be required per State Statutes. For any project equal to or over $25,000, retainage will be withheld. Retainage will be held for 45 days (per state statue) and paid when contractor presents a clear lien certificate from the St Bernard Parish clerk of court.

**Stored Materials and Equipment**

**2.0** Materials and equipment which are to be used directly in the work shall be brought and stored on the project site by contractor. Protection of constructions material and equipment stored at the project site from weather, theft, damage, and all other causes is solely the responsibility of the contractor.

**TWIC CARDS ARE *NOT* REQUIRED**

**2.1 This is a secure facility and TWIC cards are NOT required at all times.**

**Notice to Contractors!**

**Project: Demolition of Warehouse 172**

1. Contractors will furnish all the necessary supervision, labor, materials, and equipment to perform task required to complete project.
2. The St. Bernard Port, Harbor and Terminal District will have a Project Manager on site to verify that all work performed is satisfactory and meets plans and specifications.
3. No work will start until the St. Bernard Port has issued a “Notice to Proceed”. “Notice to Proceed” will be issued once the contract is signed by all parties, and all documents requested in the RFP are presented to the Port Office.
4. Project Schedule must be included at the start, and with each pay app request.
5. Contractor will be paid on a lump sum basis. Payments are issued when …
   1. An invoice is presented to the Port’s Project Manager and accepted for **completed** work.
   2. Once completed work is verified, the Port’s Project Manager will issue a Payment Application which will need to be signed by the Contractor, the Port’s Project Manager/Director of Operations, and the Port’s Executive Director.
   3. Accounting will issue a check, and checks are processed twice a month –once on the 15th of the month and on the last day of the month. Payment Applications must be signed by all parties and may take four days to process.
6. All materials used shall be as specified in the plans and/or approved by the Port’s project manager.
7. If a change order is required, the following must be presented to the Port’ Project Manager before any change order work is started.
   1. Present reason for change order and cost of proposed changes.
   2. Once verified that work needs to be done by the Port’s Project Manager, the Port’s Project Manager will discuss changes with the Port’s Executive Director for his approval.
   3. Once approval, the Port’s Project Manager will compile the Port’s Change Order Document. The CO needs to be signed by the Contractor, the Port’s Project Manager, Engineer (if assigned) and the Port’s Executive Director. For project of $50,000 or more, Change Orders must approve by the Port’s Board of Commissioners.
8. The successful Contractor must complete all work within **Thirty (30)** **consecutive** calendar days. Once work is completed the contractor **must** request a “Substantial Completion” from the Port’s Project Manager. When completed …
   1. Completed work must be verified by the Port’s Project Manager,
   2. Once verified, the Port’s Project Manager will issue a letter of “Substantial Completion”,
   3. Substantial Completion must be signed by the Contractor, the Port’s Project Manager, and the Port’s Executive Director.
   4. The Port’s Board of Commissions must approve Substantial Completions for projects valued at or above $50,000.
9. If the St. Bernard Port, Harbor and Terminal District pursues an action in breach of this Contract or any action in connection therewith, the Contractor shall pay all costs in connection with that action including attorney’s fees and costs.
10. Contractor must keep the work site clean of all debris and work materials. Proper barricades must be used to protect the work area.
11. Contractor is responsible for verifying field measurements.

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**Request for Proposals**

**Demolition of Warehouse 172**

**September 8, 2021**

Pre-Proposal meeting will be held on **Tuesday, October 26, 2021, at 10am.** Pre-Proposal meeting will take place at the St. Bernard Port office on the third floor. The address is 100 Port Blvd, Chalmette, LA 70043. We will visit the site after office meeting.

All Proposals are due in by **Wednesday November 3, 2021, at 2pm** at the St. Bernard Port, Harbor and Terminal District located at 100 Port Blvd., Chalmette LA 70043 on the 1st Floor. Proposal needs to be submitted in a sealed envelope with Louisiana Contractors’ license number and addressed to Mr. Drew Heaphy, Executive Director, St. Bernard Port, Harbor and Terminal District. At such time, all Proposals will be read publicly, and no Proposal will be accepted after **Wednesday November 3, 2021, at 2pm.**

Proposer’s Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor’s License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Proposer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposer’s Company Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please make sure all costs are included like travel time, disposal fees, and whatever other costs are included in your quotes. NO ADDITIONAL COSTS WILL BE PAID IF NOT INCLUDED IN ORGINAL QUOTE.**

**Wednesday 3, 2021, at 2pm**

**Item # Description Totals**

**S-001: Demolition of WH 172 = $\_\_\_\_\_\_\_\_\_\_\_\_\_,**

**S-002: Demolition of 172A = $\_\_\_\_\_\_\_\_\_\_\_\_\_,**

**S-003: Demolition of Transformer Bank = $\_\_\_\_\_\_\_\_\_\_\_\_\_,**

**Grant total S-001 thru S-003 = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**