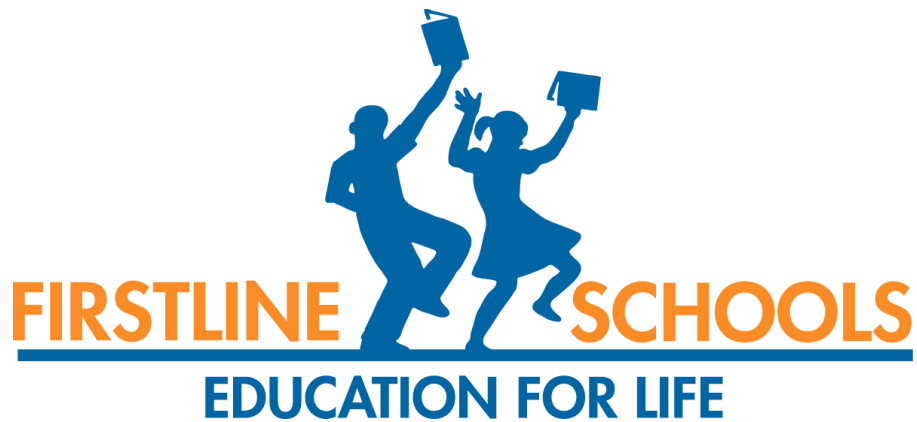


:: REQUEST FOR INFORMATION ::
DEMOLITION SERVICES



4200 Canal Street, Suite B
New Orleans, LA 70119

PROPOSAL SUBMITTAL DEADLINE: Friday, June 15, 2012 @ 2:00pm
NOTE: Proposal to be submitted in one (1) original and two (2) copies.

Administrative and General Information

Contract Period

The contract period will commence immediately upon awarding of the contract, approximately June 2012, and will remain in effect until the work is completed, which is estimated to be a 6 – 12 month period but may be significantly longer or shorter depending upon working conditions.

Background

FirstLine Schools, Inc. (“FLS”) is a non-profit charter management organization that currently operates five charter schools in the city of New Orleans, serving approximately 2,500 students. Prior to Katrina, FirstLine operated New Orleans Charter Middle School, located at 3801 Monroe Street. The facility was damaged in the storm resulting in FirstLine’s receipt of FEMA project worksheets for facility construction and demolition. FirstLine is seeking a project manager to manage demolition of the facility at 3801 Monroe Street in compliance with FEMA guidelines.

Purpose

FLS seeks proposals from qualified respondents interested in providing demolition services as described in this RFI.

The purpose for this proposal is for the single purpose of completing the demolition of the site in compliance with FEMA guidelines.

FLS will require the Proposer to provide comprehensive services, such that FLS is not burdened with facilitating the day-to-day management of this project.

Services to be Provided

- Consultant shall provide program management services, including draft contract development for demolition documentation professional services and draft demolition construction services.
- Consultant shall represent FirstLine as the Project Manager for the Monroe Street Campus Demolition.
- Consultant shall collect documentation of performance of all FEMA eligible demolition related activities, including procurement, contracts, invoices, and pay applications.
- Consultant shall support all FEMA project worksheet (PW) formulation, final scope and cost PW version development.
- Consultant shall package and transmit FirstLine documents necessary for Firstline to submit

Requests for Reimbursement of Funds (RRFs) to GOHSEP so that FirstLine may draw FEMA eligible Public Assistance Funds.

- Consultant shall package and transmit to FirstLine a set of documents required for FEMA grant closeout.
- Consultant shall be responsible for assisting FirstLine in the procurement of, and providing demolition document management of, professional design consultant(s) required to implement the demolition and site restoration services of FirstLine's Monroe Street Campus.
- Consultant shall be responsible for providing project monitoring of the construction phase for the demolition and site restoration services of FirstLine's at Monroe Street Campus. Consultant shall not include making inspections or reviews of safety programs or procedures of construction contractors. Construction safety shall remain the sole responsibility of the construction contractor(s). Consultant shall not assume any responsibility or liability for performance of the construction services, defects or deficiencies in the construction services, for the safety of persons and property during construction, or for compliance with federal, state and local statutes, rules, regulations and codes applicable to the conduct of the construction services. Consultant shall have no influence over the construction means, methods, techniques, sequences or procedures.
- Consultant will be responsible for providing field inspection services as necessary to monitor compliance to schedule, budget, and quality contractual requirements.
- Consultant shall be responsible for coordinating with the appropriate staff person to manage invoices, contracts, change orders, and amendments.

Evaluation Criteria

A variety of criteria will be considered in evaluating the proposals. This evaluation will be made based upon information provided within the Proposal, by the Proposer during RFI specific presentations or negotiations, news articles, press releases, client references, industry references, vendors and related sources, and any other sources. The determination as to the finalist(s) will be made based upon weighted criteria for each of the following four key areas:

1. Pricing (40%): Proposal must include all costs including any labor, material, supplies (consumable and non-consumable), services and any other related costs.
2. Performance History, Reputation, Leadership (30%)
3. Proposer's Demolition Project Management Plan (30%)

Proposal Authorities, Restrictions & Clauses

FLS Authorities and Options

1. FLS reserves the right to reject any and all proposals for any reason

2. FLS reserves the right to correct or waive irregularities in submitted proposals should it be deemed in the best interest of FLS to do so.
3. FLS reserves the right to negotiate any and all proposals for any reason.
4. FLS has 30 days to accept a submitted Proposal; the Proposer cannot withdraw a Proposal within that 30 day period without mutual consent with FLS.

Negative Assurances

1. FLS cannot assure that the services will be awarded to any Proposer at any time.

Prohibitions

1. FLS shall assess, negotiate and decide on this Proposal without influence from the Proposer's employees, the Proposer's representatives or agents, the Proposer's vendors, or any other parties with a business, financial or family relationship to the Proposer.
2. The Proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon FLS, its Board(s), and its agents; violators will be prosecuted to the extent of the laws pertinent to FLS.
3. Proposers must submit a firm bid. A Proposer shall not stipulate in its proposal any conditions not contained in the contract documents. Any qualifying statements or conditions may be declared irregular and as not being responsive to the advertisement for bids.

Responsibilities of the Proposer

1. Inspection of all documents to assure completeness, legibility, etc.
2. It is the Proposer's duty to understand the proposal; any misunderstanding is the responsibility of the Proposer; FLS has no obligation to correct, reject or question any portion of the proposal.
3. Abide by all Proposal requirements; else the Proposal may be rejected by FLS regardless of type or significance of noncompliance.

Proposal Requirements

1. Executive Summary (3 page maximum)
2. Performance History
 - a. Proposer's references (include phone and email for at least 2 clients)
 - b. Experience in the industry (List years of experience) and provide a brief narrative description
3. Proposer's Project Management Plan for FirstLine Schools, Inc. – herein describe how the Proposer will provide service, including procurement of design and demolition and related partners
4. Proposer's Leadership
 - a. Please provide resumes for up to 3 senior executives who will be directly involved in the project
 - b. Please identify the individual who will serve as the account manager for FirstLine School's and provide this person's resume

5. Pricing
 - a. Total project
 - b. Final prices will be negotiated between the Proposer and FLS in accordance with FEMA guidelines. FLS reserves the right to cancel the contract award if Proposer cannot commit to a contract that has prices within 5% of what is quoted.
6. Insurance & Bonds
 - a. FLS reserves the right to require a performance bond; if such is required
 - b. FLS reserves the right to request evidence of insurance or insurability if deemed necessary
7. Checklist of Required Elements
8. Submission

Deliver to:

**Mr. Adrian Morgan
Chief Operating Officer
FirstLine Schools
4200 Canal Street – Suite B
New Orleans, LA 70119**

- a. 1 master, bound (3-ring binder, stapled, etc.) copy sealed in an envelope – marked ORIGINAL
- b. 2 additional bound copies with any attachments
- c. 1 PDF or Word version (electronic copy) of proposal narrative

Questions should be directed to:

- Adrian Morgan, Chief Operating Officer – amorgan@firstlineschools.org or 917.363.7368

RFIs are due at 2pm on Friday, June 15.

PRE – BID CONFERENCE (OPTIONAL)

The Pre-Bid Conference will be held on [Friday, June 8 at 10:30am](#). The conference will be held at

FirstLine Schools
4200 Canal Street – Suite B
New Orleans, LA 70119

Attendance at the conference is optional.

RFP DUE DATE

- RFPs are due at 2pm on Friday, June 15.

CHECKLIST OF REQUIRED ELEMENTS

ITEM	PAGE	INCLUDED (y/n)	INITIALS
Executive Summary			
Company Overview and Preparedness for FirstLine			
Performance History and References			
Service Implementation Plan			
Proposer's Leadership			
Insurance Ability (Copies of certificates OK, but not required)			
Pricing Proposals			
Checklist (This Document) –			
Sealed Original + 2 Hard Copy + Electronic Copy	n/a		

~ End of Document ~