

# PARSONS

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**Date:** August 5, 2022  
**Subject:** PARSONS Request for Proposal (RFP) #743672-31678P for Construction/Truck Restraint System Installation at three (3) USPS Facility  
**Reference:** Prime Contract No. 104267-21-B-0028

Included Files & Documents:

- 1) Scope of Work (Drawings & Specifications)
- 2) Offeror Acknowledgment Form
- 3) Schedule of Values
- 4) Submission Form
- 5) W-9 Taxpayer I.D. Form
- 6) Davis Bacon Rates TOC - 31671P
- 7) Parsons Safety and Security Requirements & PSSP
- 8) USPS Representations & Certifications
- 9) Sub and Supplier Qual Evaluation Questionnaire PRO-F-2.3F
- 10) Subcontractor Qualification Scorecard PRO-F2.3G
- 11) Sample Firm Fixed Price Agreement
- 12) 104267-13-B-0003 Prime Contract Flow downs
- 13) SMW Subcontracting Plan
- 14) OCI Certification

In support of the referenced prime contract/prime contract proposal effort, detailed within the attached Statement of Work, a proposal is hereby requested from your company.

## INSTRUCTIONS TO OFFERORS

### A. GENERAL

1. This RFP comprises of **three (3) turnkey** truck restraint systems projects listed below.

Listing	Facility Name	Address	City	State	Zip
1	Boston PDC	25 Dorchester Avenue	Boston	MA	02205-9761
2	Hartford PDC	141 Weston Street	Hartford	CT	06101-9612
3	Stamford PDC	427 West Avenue	Stamford	CT	06910-1002

2. Submit any questions regarding this Request for Proposal (RFP) in writing to Parsons' Subcontract Administrator (SCA), Phuc Abrego ([Patricia.Viccaro@parsons.com](mailto:Patricia.Viccaro@parsons.com)) and the Project Manager (PM), Michael Gumbs ([Michael.Gumbs@parsons.com](mailto:Michael.Gumbs@parsons.com)) without delay. This will allow sufficient time for a written change to this RFP.
3. Submit the Offeror Acknowledgement Form **NLT, August 12, 2022, 5:00 PM EST** [Patricia.Viccaro@parsons.com](mailto:Patricia.Viccaro@parsons.com) and [Michael.Gumbs@parsons.com](mailto:Michael.Gumbs@parsons.com).
4. Pre-proposal meeting & site visit will be conducted on site the week of 7/04/22. Bidder participation is not required, but highly recommended. A Pre-Proposal Meetings Agenda to include the meeting timing will be provided via an RFP addendum, sufficiently prior to the meeting.
5. Subcontracting Diversity Goals for these projects are as follows: Small Business Enterprise (SBE): 39.1%; Minority Business Enterprise (MBE): 4.4%; Women Owned Business Enterprise (WBE): 3.6%.
6. Proposals will be valid for **at least 60 days**.
7. Request for Information (RFIs) must be submitted in writing to Patricia Viccaro/[Patricia.Viccaro@parsons.com](mailto:Patricia.Viccaro@parsons.com), Michael Gumbs/[Michael.Gumbs@parsons.com](mailto:Michael.Gumbs@parsons.com), and Todd

Murphy/[Todd.Murphy@parsons.com](mailto:Todd.Murphy@parsons.com). The deadline for submitting RFIs is **Tuesday, August 23, 2022, 5:00 PM EST**.

8. Clarification and directions may be issued by the SCA and/or the PM. Statements and interpretations by any other persons are invalid.
9. The future subcontract agreement shall be subject to the mutual agreement of Parsons and your company relative to terms and conditions, including price and delivery schedule, except that it shall contain, as a minimum, Parsons' standard terms and conditions, and clauses derived from the Customer's prime contract.
10. The Parties hereto agree to negotiate in good faith to achieve such mutual agreement.

## **B. PRICING & PROPOSAL REQUIREMENTS**

1. Please submit a **Firm Fixed Price (FFP)** proposal (**including all applicable taxes, including all sales tax. These projects are NOT Tax Exempt**) for the tasks described in the Scope of Work and attachments hereto. The proposals **must** include the following:
  - I. Submission Form (Refer to document "*Submission Form*")
  - II. Schedule of values for each site you are bidding (excel & PDF) – Refer to document "*Schedule of Values*". Please round all bids to the nearest whole number.
  - III. Preliminary Level 1 Schedule (PDF). **Schedule must show sequence of loading dock shutdown.**
  - IV. Safety information: OSHA 300 Log and EMR Rating for years **2019, 2020 & 2021** (PDF) – Refer to document "*Subcontractor Qualification Scorecard PRO-F2.3G*".
  - V. Project Specific Safety Plan (PSSP) – Refer to document "*Parsons Safety and Security Requirements & PSSP*". **Offeror shall provide a Safety plan to describe how best to optimize schedule and work sequence to minimize any impact to dock and vehicular operations and keep contractors and USPS personnel safe.**
  - VI. Proof of Insurance (Include the following language in the Certificate of Insurance (COI): "***Parsons and the United States Postal Service are additional Insured, Waiver of Subrogation applies***").
  - VII. Small, Minority and Women-Owned Business Subcontracting Plan (If total value of offer is over \$1,000,000.00 or if 30% or more of the work is to be sublet) – Refer to document "*SMW Subcontracting Plan*".
  - VIII. Letter of bond-ability from surety (if total value of offer is over \$1,000,000.00). **Include bond cost in all proposals regardless of price.**
  - IX. USPS Representations & Certifications Form – Refer to document "*USPS Representations & Certifications*".
  - X. Subcontractor/Supplier Qualification Evaluation Questionnaire for Quality – Refer to document "*Sub and Supplier Qual Evaluation Questionnaire PRO-F-2.3F*". Attach a Quality Plan.
2. Basis of award will be "best value offer" (not necessarily lowest bid) based on the following criteria.
  - a) Cost
  - b) Ability to accomplish the required work per RFP Scope of Work
  - c) Acceptable construction schedule
  - d) Acceptable quality standards & safety records
  - e) Submission of required RFP documents
  - f) Bonding capacity – 100% of offerors price

## **C. RIGHT OF REJECTION**

Parsons reserves the right to reject any proposals. No obligation, either expressed or implied, exists on the part of Parsons or the Client to make any award for the work or for costs incurred in the preparation of the proposal covered by this RFP.

**D. PROPOSAL SUBMISSION**

Your complete proposal/s are due **Friday, August 26, 2022 at 5:00 PM EST**. Proposals must be submitted to [Patricia.Viccaro@parsons.com](mailto:Patricia.Viccaro@parsons.com), [Michael.Gumbs@parsons.com](mailto:Michael.Gumbs@parsons.com), and [Todd.Murphy@parsons.com](mailto:Todd.Murphy@parsons.com) only.

Regards,

*Pat Viccaro*

Patricia Viccaro  
Sr. Subcontract Administrator  
Parsons Government Services

## Parsons Core Value Commitments

Quality Improvement Process: *Parsons is committed to the Quality Improvement Process and our policy is as follows:*

*"We are committed to performing quality work for our clients. We will do this as a company and as individuals by completely understanding the requirements we have to meet and by meeting these requirements the first time."*

*In an effort to meet our commitment to quality, Parsons evaluates our suppliers/subcontractors to determine compliance to our requirements. The following criteria are those considered to be of particular importance to Parsons for purchased items and your company will be evaluated according to compliance with our requirements and performance will be a factor considered on future awards.*

- (1) On time delivery of material/equipment, in accordance with required Purchase Order (PO)/subcontract delivery date(s)
- (2) On time delivery of supplier/subcontractor data submittals, in accordance with Section III of PO/subcontract
- (3) Number of required revisions to supplier/subcontractor data (i.e., correct and resubmit)
- (4) Delivery of correct and resubmit supplier/subcontractor data
- (5) Quality of product and inspector's evaluation
- (6) Buyer close-out record, which will rate compliance to terms and conditions, correct submittal of invoices, etc.

Quality Assurance Program: Parsons prefers to procure services and goods from subcontractors/suppliers who embrace quality assurance as a philosophy and/or core value. In order to evaluate your firm's commitment to quality you must complete the attached Subcontractor/Supplier Qualification Questionnaire for Quality.

Sustainability: Parsons considers sustainability in everything it does, including providing sustainable solutions to its business practices and for its customers/clients. Parsons has a history of providing sustainable solutions across the markets its services – encompassing energy-efficient transportation systems, "green" buildings, sustainable master plans, and alternative energy.

- Specifically, sustainability is defined as follows: "the creation or enhancement of environmental, economic, and social-cultural balance, as realized through client deliverables, business activities, employee actions, and community engagement. Sustainability addresses approaches, methods, and practices that optimize the use of energy, water, and materials while reducing greenhouse gas emissions.
- Therefore, as sustainability is of fundamental importance to Parsons and its customer/client, the supplier is encouraged to maintain and promote sustainability principles during the performance of the work. Accordingly, if applicable, the supplier's sustainability measures and corporate policies pertaining to sustainability will be submitted with its proposal. Parsons will evaluate the supplier's sustainability efforts and (if all other qualification matters such as safety, technical expertise, etc. are equal) reserves the right to contract with the supplier that maintains the best sustainable solution(s).

Standards of Conduct: All Parsons personnel must adhere to personal standards of conduct. Parsons policies and procedures state that Parsons personnel must not only avoid actual conflicts of interests, but must refrain from engaging in conduct that gives the appearance of a conflict of Interest. Parsons personnel will not solicit, accept or agree to accept any gratuity from individuals or companies engaged in, or seeking to engage in business or financial relations with Parsons. The seller is urged to advise its personnel about these obligations of Parsons personnel. All seller personnel working with Parsons personnel should be aware of the policies and objectives thereof. Should any information about actual or apparent conflicts of interest be obtained, such information should be passed to the appropriate Parsons Procurement Manager or Parsons' Manager, Human Resources Department at Parsons World Headquarters in Pasadena, CA.

Bidder acknowledges that all aspects of the RFQ have been reviewed with applicable sales and factory representatives and there is a thorough understanding of the requirements set in the technical and commercial documents and that any exceptions have been specifically identified by reference to Section, Page, and Paragraph of the inquiry documents.

