

REQUEST FOR PROPOSALS

FOR

**DISASTER DEBRIS MONITORING,
MANAGEMENT AND CONSULTING
SERVICES**

PROJECT NO. C13-21-01

APRIL 2021

PREPARED BY:



LAKEFRONT MANAGEMENT AUTHORITY
6001 STARS AND STRIPES BLVD.
NEW ORLEANS, LOUISIANA 70126

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**ADVERTISEMENT
PUBLIC NOTICE
LAKEFRONT MANAGEMENT AUTHORITY
REQUEST FOR PROPOSALS**

The Lakefront Management Authority (Authority) invites interested firms to submit proposals for **LMA DISASTER DEBRIS MONITORING, MANAGEMENT & CONSULTING SERVICES**.

The Lakefront Management Authority is an Equal Opportunity Employer. We encourage participation of Small and Minority/Women/ Owned Businesses as prime firms or as sub-contractors on projects under the jurisdiction of the Authority.

Additional information pertaining to this RFP can be found on the Authority's web site at <https://www.nolalakefront.com/category/adverts/rfp/>.

Questions regarding this RFP should be submitted in writing to Mr. Daniel P. Hill, P.E. at dhill@nolalakefront.com no later than 2:00 pm on **Wednesday, April 28, 2021**. All submitted questions along with the Authority's responses will be posted on the Authority's website no later than **2:00 PM on Friday, April 30, 2021**.

The submittal documents must be delivered in a sealed envelope or box that must be clearly identified on the outside as "**LMA DISASTER DEBRIS MONITORING, MANAGEMENT & CONSULTING SERVICES**"

As required in RFP, provide submittal proposal **prior to 3:00 pm CDT on Monday, May 10, 2021** by hand delivery or mail to:

Lakefront Management Authority
ATTN: Executive Director
6001 Stars and Stripes Blvd., Suite 219
New Orleans, LA 70126

REQUEST FOR PROPOSALS

FOR

LMA DISASTER DEBRIS MONITORING, MANAGEMENT & CONSULTING SERVICES

Location: Lakefront Management Authority, 6001 Stars and Stripes Blvd., New Orleans, Louisiana 70126

Project #: C13-21-01

April 2021

I. INTRODUCTION

The Lakefront Management Authority (formerly Non-Flood Protection Asset Management Authority) (LMA) is requesting submittal of proposals (RFP) for disaster debris monitoring, management and consulting services.

The selected firm will perform as-needed emergency services for disaster debris monitoring, management and consulting services for the New Orleans Lakefront Airport, 300+ acres of LMA parks and associated LMA properties.

II. SCOPE OF SERVICES

The objective of the RFP and subsequent activity is to secure the services of an experienced consultant who is capable of efficiently monitoring and managing debris contractors from the Lakefront Management Authority Parks and Lakefront Airport in a timely and cost-effective manner and lawfully according to FEMA, EPA and LADEQ regulations. The selected firm will be expected to provide disaster debris monitoring services to include debris generated from the public rights-of-way, private property, drainage areas/canals, waterways, and other areas designated as eligible by the City. Specific services may include but is not limited to the following:

1. Provide technical support and guidance to the LMA's staff and contractors to facilitate proper debris removal monitoring.
2. Coordinate daily briefings, work progress, staffing, and other key items with the LMA.
3. Provide support with the selection and permitting of debris management site (DMS) locations and other permitting/regulatory issues as requested.
4. Schedule work for team members and consultants on a daily basis.
5. Hire, schedule, and manage field staff.
6. Monitor recovery consultant operations and make/implement recommendations to improve efficiency and speed up recovery work.
7. Assisting the LMA with responding to public concerns and comments.
8. Certify contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
9. The Debris monitoring company shall utilize an Electronic Ticketing System to generate electronic debris load tickets for each load of debris generated. The purpose of the Electronic Ticketing System is to provide the LMA with complete documentation of every load of debris generated for auditing and reimbursement purposes, and, therefore, must meet all FEMA requirements.
10. Develop daily operational reports to keep the LMA informed of work progress.
11. Develop maps, GIS applications, etc. as necessary.

12. Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the LMA for processing.
13. Project Worksheet and other pertinent report preparation required for reimbursement by FEMA, FHWA and any other applicable agency for disaster recovery efforts by LMA staff and designated debris removal contractors.
14. Final report and appeal preparation and assistance.

III. LAKEFRONT AIRPORT SUMMARY

The New Orleans Lakefront Airport was opened in 1934 and consisted of the Airfield and the Terminal Building. Over the years, the airport has undergone expansion and renovation and now consists of nine hangars, the Terminal Building, the Air Traffic Control Tower, the Airport Rescue and Fire Fighting Station, three warehouses, and an Airport Fuel Terminal. Each of these has utility within the Airport's operations and is important to the success of the Airport. Currently, the Airport serves non-commercial interests including corporate jets and general aviation aircraft through two Fixed Base Operators (FBOs). These operators are Signature Flight Support Corporation ("Signature") and Flightline Ground, Inc. ("Flightline First").

The Lakefront Airport property is bounded by the floodwall at Haynes Boulevard to the South, the Inner Harbor Navigation Canal and Lake Pontchartrain to the West and North, and Sikorsky Drive and Lake Pontchartrain to the East. The Lakefront Management Authority is responsible for all the utility infrastructure, roadways, and buildings within this perimeter. The Lakefront Management Authority strives to ensure that the basic facilities (water, sewer, roadways) are properly maintained daily to provide the services properly to its tenants. Additionally, the Lakefront Management Authority is responsible for the grounds, the airfield, and any unleased airport property and must strive to increase the level of maintenance to these facilities on a daily, monthly, and annual basis.

IV. LMA PARKS SUMMARY

The LMA maintains public spaces along the lakefront for the benefit and enjoyment of the local community as well as the Greater New Orleans Area. The public facilities comprise Lakeshore Drive and the associated park spaces which includes shelters, fountains, and picnic areas; the New Basin Canal Park; the residential parks associated with the Lake Area subdivisions; and, the beach, boat launch and fishing pier at Seabrook Recreational Facilities.

Lakeshore Drive encompasses a four-lane parkway extending from West End to Seabrook as well as the associated park features between the seawall and the Levee. There are four public shelters located along Lakeshore Drive that are available for public use.

The New Basin Canal Park consists of a park space with a walking/bike path along the eastern edge. The park is located between Pontchartrain Blvd. and West End Blvd. from Veterans Blvd to Walker Street.

Four subdivisions were created within the boundaries of the reclamation project. The property within the subdivisions of Lakeshore, Lake Vista, Lake Terrace, and Lake Oaks was created, subdivided, and sold by the Orleans Levee District and includes park space dedicated to the enjoyment and use by the respective residents and public. Lakeshore includes parks bordered by Ring St., Canal Blvd, and Robert E. Lee (Tiara and Peridot); parks accessed by Jewel St. (Harlequin and Tourmaline) and the park area along the Orleans Canal and General Haig St. (Orleans). The Lake Vista parks include five large "finger" parks that are maintained by the LMA (Ozone, Floral, Foliage, Breeze and Zephyr). The Lake Terrace parks include several small parks that border the

subdivision as well as Boreas Park located on Killdeer in the center of the subdivision. The Lake Oaks Park is located on the north side of the Lake Oaks subdivision and is bordered to the north by the Levee, to the East by the Orleans Levee District Maintenance Facility and to the West by Religious Row and Elysian Fields Avenue.

The Seabrook Beach and Boat Launch are located adjacent to and under the Ted Hickey drawbridge. The facilities include two large breakwaters protecting a small beach head and several boat launch ramps. The boat launch is a free launch area provided to the public and is heavily utilized by the angler and recreational boating community in the New Orleans area.

PROPOSAL REQUIREMENTS

This RFP incorporates specific requirements to which Respondents must comply. The submittal must include a cover sheet, a signed transmittal letter and proposal (including cost proposal).

- Cover Sheet

The following information shall be included on a cover sheet:

- I. Name of Respondent;
- II. Respondent address;
- III. Respondent telephone number;
- IV. Respondent federal tax identification number; and
- V. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

- Transmittal Letter

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The letter shall include:

- I. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- II. A confirmation that the Respondent meets the qualification requirements as set forth herein. A confirmation that the Respondent meets the appropriate state licensing requirements to perform work in the State of Louisiana.
- III. A confirmation that the Respondent has not had a record of substandard work within the last five years;
- IV. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- V. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- VI. Any other information that the Respondent feels appropriate; and
- VII. The signature of an individual who is authorized to make offers of this nature in the name of the Respondent submitting the proposal.

- Proposal

At a minimum the firm's proposal should include information for the evaluation of the firm's capabilities as follows:

- A. Proposed Project Team and Approach - In body of the proposal, the Respondent's team should be listed. Resumes for key team professionals (1-page maximum length per professional) from the firm should be included. Resumes can be included for team members other than team leads, particularly to display experience, capabilities, and depth of team. The key team professionals are to be presented with respect to their qualifications and roles and responsibilities within the firm / team. Sub-consultants that hold key professional roles in the firm/team are to be also identified herein. The submittal shall include a justification for each sub-consultant being proposed as part of the team as well as a breakdown showing the anticipated percentage of work the sub-consultant will perform. Overlap of responsibilities and redundancy between prime and multiple sub-consultant functions are discouraged. An organizational chart should be provided depicting the firm / team structure and roles of the Prime and each sub-consultant team firm.
- B. Performance on Similar Projects - Relevant project experience is to be provided with particular emphasis on any debris monitoring, management and consultant related projects. Project experience is not limited to, but should include those projects within Louisiana and the Gulf Coast Region and emphasize the primary goal and features listed in this RFP and the team member disciplines and experience. Respondent sub-consultants' project experience can be included as applicable to the above considerations within the Respondent's submittal. Firm/Team shall have at least 5 years of experience related to debris and disaster response. Firms are required to provide a minimum of 3 client references in the form of reference letter, email or other written documentation from past client demonstrating quality of performance of work. Name and contact information for client reference shall also be provided on the reference form included with this RFP.
- C. Firm Capacity to Complete Work - Capability to meet schedules or deadlines. Capacity of firm to provide site visits and meet at LMA facilities for standard project meetings and construction activities. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office.
- D. Cost Proposal - Respondent is required to submit their costs on the Cost Proposal Form included with this RFP.
- E. DBE/Women Owned/Veteran Owned Participation - It is the established policy of the Management Authority to provide reasonable opportunities for Disadvantaged Business Enterprises/Women Owned/Veteran Owned Businesses to compete for or perform on contracts by the Management Authority. Toward this end, the Management Authority encourages, to the extent feasible, the structuring of major projects into categories which may be commensurate with the capabilities of Disadvantaged Business Enterprises/Women Owned/Veteran Owned Businesses and actively encourages major prime consultants to provide opportunities for these businesses to become involved as subconsultants. **LMA's goal for DBE participation is 18%**. The prime consultant is requested to submit a statement to the Owner detailing its efforts to comply with the DBE goal.

V. PROPOSAL SUBMITTAL

One (1) original (stamped "original") and three (3) copies of the proposal response to this advertisement must be submitted to LMA along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (PDF). All proposals must be in accordance with the requirements of this RFP. Unless otherwise stated in this RFP, copies of licenses and certificates are not required to be submitted with the proposal.

Any consultant failing to submit any of the information required may be considered nonresponsive.

The submittal documents must be delivered in a sealed envelope or box that must be clearly identified on the outside as **“REQUEST FOR PROPOSALS – LMA DISASTER DEBRIS MONITORING, MANAGEMENT & CONSULTING SERVICES”**.

Provide response to this RFP **prior to 2:00 pm CDT on Monday, May 10, 2021** by hand delivery or mail to:

Lakefront Management Authority
Attn: Executive Director
6001 Stars and Stripes Blvd, Suite 219
New Orleans, LA 70126
Phone: 504-355-5990

Responses to this RFQ received after **2:00 pm CDT on Monday, May 10, 2021**, will be rejected and returned to the respondent unopened.

VI. SELECTION CRITERIA

Criteria to be utilized for evaluation by the LMA selection committee is as follows:

TECHNICAL CRITERIA	MAXIMUM POINT SCORE
Proposed Project Team and Approach	25
Performance on Similar Projects	25
Firm Capacity to Complete Work	20
DBE/Women Owned/Veteran Owned Participation	10
TECHNICAL SCORE TOTAL	80 POINTS

Technical criteria will be scored by the LMA selection committee members individually. The final technical score will be the average of all LMA selection committee individual scores.

COST CRITERIA	MAXIMUM POINT SCORE
Cost Proposal	20
COST SCORE TOTAL	20 POINTS

Cost Proposal will be ranked from lowest total price (highest rank) to highest total price (lowest rank) and scored as follows:

COST PROPOSAL RANK	COST SCORE
1 st	20
2 nd	15
3 rd	10
4 th or lower	5

FINAL SCORE WILL BE EQUAL THE FIRM’S TECHNICAL SCORE PLUS THE COST SCORE, FOR A HIGHEST POSSIBLE TOTAL OF 100 POINTS.

VII. SELECTION

Following the final evaluation of the qualified applicants, the LMA selection committee will place the applicants in a final ranking based on the proposal received. Upon project authorization, the Sponsor will then enter contract with the top-scoring firm, with the unsuccessful firm(s) being notified accordingly. Should the execution of the contract with the top scoring firm be unsuccessful, the Sponsor shall enter negotiations with the next-highest scoring firm, (or firm's) and so on. The Sponsor reserves the right to reject all applicants and re-advertise for the contract.

After notification of selection, a kickoff meeting will be held with the selected firm and appropriate LMA personnel.

VIII. CONTRACT TIME

Following the successful negotiation with the Sponsor, the successful firm will enter a contract with LMA for a term of 1 year with the option of two 1-year extensions. All work authorizations must be issued by the termination date of the Agreement. Work on work authorizations issued prior to the termination date of the Agreement will continue to completion.

VIII. COMPENSATION

Compensation to the firm for services rendered in connection with each disaster incident will be made on the cost per unit of work, or specific rates of compensation, as specified, subject to the limitation set forth in the Agreement. For all Unit Price Work, the payment amount shall be equal to the sum of the established unit price for each separately identified item of Unit Price Work times the actual quantity of that item performed by the consultant.

The prices for Unit Price Work set forth as of the Effective Date of the Agreement are based on estimated quantities. Estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by LMA. LMA will determine the actual quantities and classifications of Unit Price Work performed by Consultant. LMA will review with Consultant the preliminary determinations on such matters before rendering a written decision thereon (by recommendation of an Application for Payment or otherwise). LMA's written decision thereon will be final and binding (except as modified by LMA to reflect changed factual conditions or more accurate data) upon LMA and Consultant. No unit price adjustments for actual quantities will be made. There will be no adjustment in unit prices for increased or decreased quantities under this contract.

IX. CONTRACT EXECUTION REQUIREMENTS

The selected consultant will be required to execute the contract within fourteen (14) days after receipt of the contract.

X. DISADVANTAGED BUSINESS ENTERPRISE

The Lakefront Management Authority is an Equal Opportunity Employer. We encourage participation of DBE firms as prime consultants or as sub-consultants on projects under the jurisdiction of the Authority. We rely on the Louisiana Department of Transportation and Development's list of DBE firms in determining whether a firm meets DBE requirements. We rely on the Louisiana Department of Economic Development's list of certified Hudson Initiative firms in determining whether a firm meets small business requirements.

The selected consultant shall have a Disadvantaged Business Enterprise (DBE) goal of **18%** of the contract fees.

DBE participation will be limited to the firms certified pursuant to the Louisiana Unified Certification Program. For convenience, DOTD provides a list on its website (<http://www8.dotd.la.gov/UCP/UCPSearch.aspx>) of firms that have been certified as eligible to participate as DBEs on US DOT assisted contracts. This list is not an endorsement of the quality of performance of any firm but is simply an acknowledgment of the listed firms' eligibility as a DBE. LMA makes no representations of the accuracy or completeness of this list on any particular date or time. Prime consultants considering the use of a particular DBE sub-consultant are advised to obtain documentation of certification status from that sub-consultant. Credit will only be given for use of DBEs that are certified by the Louisiana Unified Certification Program.

XI. RULES OF CONTACT UPON ADVERTISEMENT

LMA is the single source of information regarding this RFP and contract selection. Any official correspondence will be in writing, and any official information regarding the contract will be disseminated by LMA's designated representative via the LMA website (www.nolalakefront.com). The following rules of contact will apply during the contract selection process, commencing on the advertisement posting date and ceasing at the time of final contract selection. Contact includes face-to-face communication, the use of a telephone, facsimile, electronic mail (email), or formal or informal written communications with LMA. Any contact determined to be improper, at the sole discretion of LMA, may result in the rejection of the firm's response to this RFP.

Consultants and consultant organizations shall correspond with LMA regarding this advertisement only through the email address designated herein (Daniel Hill, PE, Director of Operations and Engineering, dhill@nolalakefront.com) and during LMA sponsored one-on-one meetings.

No consultant, or any other party on behalf of a consultant, shall contact any LMA employee, other than as specified herein or as it pertains to previously authorized LMA projects. This prohibition includes, but is not limited to, the contacting of department directors, members of the evaluation teams, and any official who may participate in the decision to award the contract resulting from this advertisement.

LMA will not be responsible for any information or exchange that occurs outside the official process specified above.

By submission of a qualifications statement to perform services pursuant to this advertisement, the consultant agrees to the communication protocol herein.

XII. REVISIONS TO THE ADVERTISEMENT

LMA reserves the right to revise any part of the advertisement by issuing addenda to the advertisement at any time. Issuance of this advertisement in no way constitutes a commitment by LMA to award a contract. LMA reserves the right to accept or reject, in whole or part, all responses submitted, and/or cancel this consultant services procurement if it is determined to be in LMA's best interest. All materials submitted in response to this advertisement become the property of LMA, and selection or rejection of a proposal does not affect this right.

LMA also reserves the right, at its sole discretion, to waive administrative informalities contained in the advertisement.

XIII. CLARIFICATIONS

LMA reserves the right to request clarification of ambiguities or apparent inconsistencies found within any proposal, if it is determined to be in LMA's best interest.

XIV. QUESTIONS

Questions regarding this RFP should be submitted in writing to Mr. Daniel P. Hill, P.E. at dhill@nolalakefront.com no later than 2:00 pm on **Wednesday, April 28, 2021**. All submitted questions along with the Authority's responses will be posted on the Authority's website no later than **2:00 PM on Friday, April 30, 2021**.

COST PROPOSAL FORM

DEBRIS MONITORING				
ITEM #:	POSTION	ESTIMATED HOURS*	HOURLY RATE	COST EXTENSION
DM-1	Project Manager	480		
DM-2	Debris Management Site and Field Supervisor	960		
DM-3	Field Monitor	1200		
DM-4	Debris Management Site Monitor	480		
DM-5	GIS/Data Specialist	80		
DM-6	Billing/Invoicing Analyst	80		
DM-7	Administrative Staff/Clerical	80		
DEBRIS MONITORING SUBTOTAL				

MANAGEMENT AND CONSULTING				
ITEM #:	POSTION	ESTIMATED HOURS*	HOURLY RATE	COST EXTENSION
MC-1	Program Manager	480		
MC-2	Grants Management Consultant	240		
MC -3	Cost-Benefit Analyst	80		
MC -4	GIS/HAZUS Specialist	80		
MC -5	Field Technician	120		
MC -6	Administrative Specialist	480		
MC -7	Environmental Specialist	80		
MC -8	FEMA Specialist	240		
MANAGEMENT AND CONSULTING SUBTOTAL				

DEBRIS MONITORING SUBTOTAL: \$ _____

MANAGEMENT AND CONSULTING SUBTOTAL: \$ _____

COST PROPOSAL TOTAL: \$ _____

INSURANCE REQUIREMENTS

1.00 INSURANCE

A. General

1. The Contractor/Vendors shall obtain and maintain the required insurance policies with the required limits of coverage for the life of the contract or service. A Certificate(s) of Insurance shall be submitted to the Lakefront Management Authority (Authority) as proof of insurance in the amounts for purposes stated with the required endorsements. The Certificates of Insurance are subject to the approval of the Authority. The insurance coverage shall be approved by the Authority prior to the commencement of the work or service. The Certificate of Insurance shall be and signed and authorized by the insurance company covering the risk. Insurance renewal Certificates shall be submitted and approved by the Authority at least ten (10) business days prior to expiration date of an insurance coverage. Insurance policies shall be obtained from companies admitted and authorized to do business in the State of Louisiana (La. R.S. 22:1257) and shall be "Best Rated" A VI or better.
2. The Contractor/Vendor shall not cause any required insurance policy to be cancelled or permit any insurance policy on file to lapse or experience a reduction in limit of the required coverage. Insurance policies shall include a clause to the effect that the insurance policy and certificate shall not be subject to cancellation of liability of insurance policy without notice. Evidence of policy coverage shall apply on any and all exposures subject to the work or service performed. The Orleans Levee District, the Southeast Louisiana Flood Protection Authority - East and the Lakefront Management Authority must be named Additional Insured and a Waiver of Subrogation of Right in the Favor of the Orleans Levee District, the Southeast Louisiana Flood Protection Authority – East and the Lakefront Management Authority endorsement shall be included on the insurance Policy and the Certificate of Insurance as defined in this document or the Certificate will not be approved.
3. The Authority reserves the right to require increases in the limits of coverage on any line of coverage, additional lines of coverage and complete certified copies of all required insurance policies at the discretion of the Authority.

B. MINIMUM INSURANCE REQUIREMENTS

1. WORKERS' COMPENSATION AND EMPLOYERS LIABILITY

LIMIT of COVERAGE: STATUTORY

Employers Liability: Should exposures involve U. S. Federal Longshoremen's Act (USL&H) or Employers Maritime Liability (Jones Act), evidence of insurance shall be submitted to the District for approval prior to the commencement of work. This includes any work near or over water and/or the use of any vessels.

A Waiver of Subrogation in Favor of the Orleans Levee District, the Southeast Louisiana Flood Protection Authority - East and the Lakefront Management Authority endorsement is required.

2. COMPREHENSIVE GENERAL LIABILITY (Claims Made Policy Not Accepted)
LIMIT of COVERAGE:
a) \$1M Each Occurrence
b) \$2M Aggregate
c) Premises Operations
d) Products Completed Operation
e) Personal/Adv. Injury
f) Property Damage
g) Liquor Liability (if applicable)
h) Contractual Liability

An Additional Insured and a Waiver of Subrogation in Favor of the Orleans Levee District, the Southeast Louisiana Flood Protection Authority - East and the Lakefront Management Authority endorsements are required.

3. BUSINESS AUTOMOBILE LIABILITY LIMIT of COVERAGE:

a) \$1M PER OCCURRENCE
b) \$1M Aggregate
c) Owned Autos/Non-Owned Autos
d) Hired Auto/All Autos

An Additional Insured and a Waiver of Subrogation in Favor of the Orleans Levee District, the Southeast Louisiana Flood Protection Authority - East and the Lakefront Management Authority endorsements are required.

4. CONTRACTUAL HOLD HARMLESS
The contractor/vendor shall indemnify and Hold Completely Free of Harmless the Lakefront Management Authority, it's Employees, Consultants, the Members of the Lakefront Management Authority Board, the Southeast Louisiana Flood Protection Authority - East and the Orleans Levee District from all loss, liability or expense to which Lakefront Management Authority, it's Employees, Consultants, the Members of the Lakefront Management Authority Board, the Southeast Louisiana Flood Protection Authority - East and the Orleans Levee District may be subject to as a result of operations and/or Errors or Act of Omissions of any sub-contractor/vendor.

STATEMENT:

Under the Minimum Insurance Coverage Requirements to be provided for any and all exposures, the limit of coverage shall apply as required by the Authority. The final insurance coverage requirements are subject to the Contractual Agreement.

The Authority reserves the right to revise insurance requirements as deemed in the best interest of the Authority. The Authority reserves the right to cancel any and all contracts, leases, agreements to purchase, etc. for failure of the contractor or vendor to maintain the required insurance or failure to comply with any and all requirements contained in the insurance section.

REFERENCES FORM

Please provide three (3) current and correct references from clients for similar services.

1. Client Name: _____
Contact Person: _____
City, State: _____
Telephone Number: _____ Email Address: _____
Description of services provided: _____

Contract Amount: _____ Start/End Date of Contract: _____

2. Client Name: _____
Contact Person: _____
City, State: _____
Telephone Number: _____ Email Address: _____
Description of services provided: _____

Contract Amount: _____ Start/End Date of Contract: _____

3. Client Name: _____
Contact Person: _____
City, State: _____
Telephone Number: _____ Email Address: _____
Description of services provided: _____

Contract Amount: _____ Start/End Date of Contract: _____