



# Request for Proposal

RFP Issue Date:	01/17/2025	Anticipated Award:	TBD
Title:	<b>Compliance assistance and monitoring DBA/DBRA</b>	Period of Performance:	2 years
Project(s):	Phoenix	Type of Agreement:	T&M
Prime Contract(s):	Prime contract flow downs will be shared at the time of the award.	Proposal Validity:	180-Days Minimum
<b>Proposal due by January 30,2025 at 14:00 (CT)</b>			

**Bid Request:** Projeo Corporation invites your organization to submit a written proposal based on the Statement of Work in Attachment 1 and the requirements herein. All proposals must be compliant with this RFP and the documents referenced and attached. Projeo reserves the right to cancel this RFP, to make a partial award, or to make no award if it determines that such action is in the best interest for the project.

**Confidential Information:** This request should be treated as confidential information and only used for the purposes of responding to this request. The proposer should act to prevent the disclosure to any other person or entity and protect the confidentiality of information received in this request.

**Terms and Conditions:** The terms and conditions will be negotiated at the time of the award. Applicable prime contract flow-down provisions will be provided and will be incorporated as part of the agreement, including but not limited to QHSE and drug policies. Unacceptable, unreasonable, or inability to arrive at mutually acceptable terms and conditions may result in rejection of the proposal without further discussion.

**Proposal Costs:** Any effort and costs or expenses incurred by you because of the Request for Proposal shall be your sole responsibility. There is no obligation for Projeo to cover any costs incurred or to make any purchase order award because of this Request for Quotation.

**Evaluation Criteria and Right to Reject:** Projeo Corporation reserves the right to reject any bids. Bids will be evaluated based on safety, cost, experience, technical/management approach, and availability.

**Cost Structuring Requirements:** Your Quotation should include unit pricing for any services, materials, transport, fees, and other things which may be necessary for your company to complete the work scope. Please include pricing schedules for any additional work that may be requested that is outside the Scope of Work or in the event of an early finish along with your proposal. If you are unable to supply all the items/services listed, quote what you can provide and make clear the items not provided in your proposal. As part of your proposal, please provide a description of your technical and management approach for conducting the requirements of the Statement of Work.

**Insurance Requirements:** Projeo requires your organization to carry appropriate insurance for the scope of work described. Copies of insurance certificates, although not requested at this time, will be required prior to issuance of a purchase order for services. The successful contractor may be required to list Projeo Corporations Client as additional insured on their insurance certificate. The following minimum insurance coverage will be required of all contractors and suppliers of onsite services during this project:

Workers Comp. / Employer’s Liability	\$1,000,000 Each	\$2,000,000 Aggregate
General Liability	\$1,000,000	\$2,000,000 Aggregate
Automotive Liability	\$1,000,000 Bodily Injury Per Occurrence	\$1,000,000 Property Damage Per Occurrence
Excess/Umbrella	\$2,000,000	\$2,000,000 Aggregate
Professional	\$1,000,000 Limit	

**Invoicing and Payment Terms:** Timely invoicing will be required. Payment terms will be NET-60.

**Health, Safety, and Environment:** Best industry practices shall be used to assure the health and safety of individuals and the protection of the environment. Your company will be responsible for assuring and enforcing all onsite personnel to follow these practices. Failure to meet any of the above requirements may result in the dismissal of a vendor from the project.

**Conflict of Interest and Gratuities:** By acknowledgement of response to this RFP, you certify that no gratuities were offered by your organization or solicited by Projeo either directly or indirectly.

**Questions and Submissions:** Bids and/or questions must be submitted to Projeo Corporation on or before the due date to [purchasing@projeo.com](mailto:purchasing@projeo.com)

## **Attachment 1 – Statement of Work**

### **SUMMARY OF PROJECT**

Projeo is seeking a contractor to assist in the oversight of a projects that require compliance with the Davis Bacon Act (DBA) and Davis-Bacon Related Acts (DBRA), the activities on this project will involve drilling wells.

Project Phoenix will establish carbon dioxide (CO2) storage hubs in Crane County, Texas. The project will last approximately two (2) years. It is estimated to have approximately 80 people working on the project including contractors. A subrecipient will be charged with execution and compliance of the project. The subrecipient has experience with DBA/DBRA reporting.

### **LIST OF SERVICES REQUIRED**

#### Phase I - Planning

- Reviewing the project documents and determining an action plan to ensure DBA/DBRA compliance and to make sure the required information is included on the documents and contracts. The action plan should include a workflow for the execution phase.

#### Phase II - Execution

- Assessing project DBA/DBRA compliance processes, report findings and make recommendations. This includes evaluating apprentices' plans and fringe benefits.
- Assessing labor classifications for compliance under the Prevailing Wage Requirements and providing recommendations.
- Reviewing certified payroll forms, timelines, reporting requirement updates, and any additional compliance reporting to ensure compliance. Reporting on findings and submitting recommendations.
- Reviewing compliance with the payroll and job-site reviews during construction as required.
- Supporting the project close out phase by conducting a final review of all the documentation and providing guidance during the close out process.

### **GENERAL REQUIREMENTS**

- The contractor shall furnish their services to the project by the required completion date and per the specified schedule.
- The successful bidder will function as a contractor for all work specified and shall be responsible for all supervision, scheduling of work, quality of equipment and workmanship, permits and compliance with all applicable codes and ordinances.
- Use of any subcontractors to provide assigned services shall be subject to the approval of Projeo Corporation.
- The contractor is expected to provide regular project cost updates and provide a regular summary of work to Projeo Corporation representative.

### **SAFETY AND TRAINING REQUIREMENTS**

- The contractor shall always follow all Projeo and industry applicable procedures for safe work practices.
- The work performed shall meet all local, state, and national code requirements and all governing industry and regulatory codes.
- All operations shall be conducted in a manner to protect against harm or damage to life, property, and natural resources.
- Contractor shall ensure that all contractor personnels are aware of the site safety requirements, emergency response plans, and evacuation plans.

### **PROPOSAL REQUIREMENTS**

- Proposals shall be valid for a period of 6 months.
- Contractor should treat each phase individually, providing separate bids for each phase in the proposal. Contractor acknowledges that the award could be partial per Phase.
- Proposal shall include a detailed description of how the vendors plans to manage the service, outlining strategies, processes and team structure to ensure successful completion of the required services.

- The contractor should include a section describing their values and how work is conducted to align with those values as provided in Attachment 1.
- The contractor should provide any subcontractors they plan to use.

#### **SUBMISSION AND RECEIPT OF PROPOSALS**

- To be considered, all proposals must be received by due date.
- No proposal conference call and/or site visit will be held.
- All proposals shall include contact information of personnel which can be consulted for any questions or comments on the submitted proposals.
- Failure to submit a timely proposal may disqualify the offer.

## Attachment 1 – Vendor Questionnaire

1. What are your organization's core values?
  
2. How does your organization value health & safety?
  
3. How does your product/service create an environmental impact?
  
4. How does your organization value stewardship?
  
5. What is your experience working in the gas storage industry?
  
6. What is your experience working with industrial facilities?
  
7. How does your product/service differentiate you from others?
  
8. How do you manage and retain key personnel crucial for a project like this?
  
9. List previous experiences with similar projects.
  
10. Please confirm your availability to start by Q2 2025