

REQUEST FOR QUALIFICATION STATEMENTS (RFQ) FOR ENGINEERING SERVICES

The Village of Palmetto has been awarded a grant under the Community Development Block Grant Municipalities Infrastructure Program. On June 28, 2010, the Village held a public hearing to discuss the application process and at which time the Village agreed to submit an Infrastructure Application for Palmetto Generator Project. The Village is seeking assistance for engineering services for Disaster Recovery CDBG funds and subsequent implementation of CDBG DRU Palmetto Generator Project.

Activity: This project is for installation of a generator for the Village of Palmetto.

Objective: To provide emergency power to the Palmetto Police Station.

Location: The infrastructure project is located at 224 E. Railroad Avenue, Palmetto, Louisiana.

PART ONE: SCOPE OF SERVICES

The Village of Palmetto is soliciting qualification statements for engineering services to assist the Village of Palmetto with preliminary engineering, design engineering, and inspections of this project in compliance with Disaster Recovery CDBG Program requirements. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected offeror. Reimbursement for services will be contingent on the Village of Palmetto receiving funding from the OCD/DRU. The maximum amount of engineering fees that can be paid with Disaster Recovery CDBG funds will be determined by the OCD/DRU and may require adjustments in the proposed contract amount.

The services to be provided will include, but not be limited to:

1. Assist in the preparation/completion of the application package.
2. Designing the generator project. The preliminary plans and specifications must be completed and transmitted to the State within six months of the Village's notification of the application approval.
3. Assist the Grants Consultant in environmental assessment activities by providing necessary technical documents to satisfy state/federal agencies and assist in all permitting phases including U. S. Corps of Engineers Section 404 Permits and Compensatory Mitigation Contracts, La. Department of Natural Resources permits, La. Department of Environmental Quality, U. S. Fish and Wildlife Services, State Historic Preservation Officer, USDA, NRCS and any other federal/state agency having jurisdiction over these projects. Design firm to provide services of expert consultants as additional services;
4. Preparation of right of way plans and any survey instrument and legal descriptions as may be required to secure permanent and temporary construction easements. Includes assisting the right of way negotiators with any technical aspect of the proposed improvements;
5. Assisting the administrative consultant with the construction bid package in conformance with applicable federal requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.

6. Conducting the pre-construction work conference.
7. Field staking, on-site inspection of construction work, and preparing inspection reports.
8. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body.
9. Providing reproducible plan drawings to the community upon project completion.
10. Conducting final inspection and testing.
11. Submitting certified "as built" drawings to the appropriate State agency.

Respondents will be evaluated on the basis of written materials submitted in the qualification statements and according to the following criteria: TOTAL MAXIMUM POINTS 100

PART TWO: PROPOSALS

The following information should be included under the title "Request for Qualification Statements for Engineering Services for the Disaster CDBG Program":

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

Contents of Proposal

Respondents should letter and number responses exactly as the questions are presented herein. Interested respondents are invited to submit proposals that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

1. Introduction (transmittal letter)

By signing the letter and/or offer, the Respondent certifies that the signatory is authorized to bind the Respondent. The proposal should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Louisiana;
- c. A confirmation that the Respondent has not had a record of substandard work within the last five years;

- d. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the Respondent acknowledges its responsibility for the scope of services within the contract, including payment of all charges resulting from the scope of services within the contract up to the proposers limits of professional liability;
- f. Any other information that the Respondent feels appropriate;
- g. The signature of an individual who is authorized to make offers of this nature in the name of the Respondent submitting the proposal

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with Disaster Recovery projects and any other projects relating to CDBG. Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed Disaster Recovery or projects, and/or similar CDBG projects. Preference is for the types of projects similar to those described in Part One. (For example; if the RFQ is for drainage projects it is not necessary or of only of secondary importance to provide information on how many sewer or water CDBG projects Respondent has performed.) Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Describe the firms workload and current capacity to develop plans and specifications within 6 months.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Describe Respondent's firm's presence in and commitment to Louisiana.
- f. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described in Part One.
- b. Describe their knowledge of HUD's requirements for the Community Development Block Grant Program. Describe their knowledge of OCD/DRU Disaster Recovery program.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members for each project, in the job classifications of (1) Principal in Charge, (2) Project Engineer, (3) Senior Engineer, (4) Mid-level Engineer, (5) Junior Engineer (6) Surveyor,

- (7) Engineer interns (8) Senior CAD technician, (9)CAD technician, and (10) Engineering technician (11) hydrologist, (12) geotechnical, (13) wetland delineator ; who would be assigned to act for Respondent's firm in key management and field positions providing the services described in the Proposal, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to CDBG and/or Disaster Recovery on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on CDBG and/or Disaster Recovery projects.
 - c. Estimate the number of persons to be assigned to the project, indicating the number working in Louisiana and the number working elsewhere.

PART THREE: SELECTION CRITERIA

The Village of Palmetto shall evaluate each potential contractor in terms of its:

1. Experience of the firm with similar project(s);
2. Experience of the firm with other types of CDBG construction projects within the last 10 years;
3. Current capacity to perform work;
4. Reference from other clients attesting to firm.

Rating Points

Respondents will be evaluated on the basis of the written materials submitted and according to the following factors: (Total Maximum Points: 100 pts.)

1. Experience of the firm with similar project (s).

		Total Possible Points: <u>25</u> pts.
1). 25 or more projects		25 pts.
2). 15-24 projects		20 pts.
3). Less than 15 projects		5 pts.

2. Experience of the firm with other type of CDBG construction projects within the last 10 years.

		Total Possible Points: <u>25</u> pts.
1). 25 or more projects		25 pts.
2). 15 -24 projects		15 pts.
3). Less than 15 projects		5 pts.

3. Current capacity to perform work.

		Total Possible Points: <u>25</u> pts.
1). Adequate staff to perform work		15pts.
2).Application deadline can be met, and plans and specs can be completed within 6 months, if application is funded		10pts.

4. Reference from other clients attesting to firms:

Total Possible Points: 25 pts.

a. Quality of work (15 pts. Maximum)	
6-10 Satisfactory References	15 pts.
2-5 Satisfactory References	10 pts.
Less than 2 Satisfactory References	5 pts.
No References	0 pts.

b. Compliance with performance schedules (10 pts. Maximum)

6-10 Satisfactory References	10 pts.
2-5 Satisfactory References	7 pts.
Less than 2 Satisfactory References	5 pts.
No References	0 pts.

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the Village of Palmetto will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible. The Village reserves the right to reject any and all proposals.

All qualification statements should be sealed and identified on the outside as: **MUNICIPALITIES INFRASTRUCTURE PROGRAM – DISASTER RECOVERY UNIT – STATEMENT OF QUALIFICATIONS FOR ENGINEERING SERVICES.**

All proposals shall be made in hard copy, signed in the original, and received and date stamped by the Village on or before **10:00 a.m., May 9, 2016.** There shall be two (2) additional copies provided.

Questions should be addressed to Krista Mouille at (337) 623-4426 or be faxed in writing to (337) 623-2511. Responses to this RFQ should be hand-delivered to Krista Mouille, Clerk, at the Village of Palmetto, Village Hall at 224 E. Railroad Avenue, Palmetto, LA or mailed to:

Marx Budden, Mayor
Village of Palmetto
P. O. Box 220
Palmetto, LA 71358