GRANT PARISH POLICE JURY

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR PROFESSIONAL DESIGN SERVICES

WIND RETROFIT OF 911 COMMUNICATION CENTER PROJECT DR 4559-011

The Grant Parish Police Jury is seeking the services of a qualified Engineering firm or Engineer, Architectural firm or Architect (Designer) to provide Engineering/Architectural and related technical services pertaining to grant funding through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance (HMA), FEMA's Public Assistance Program (PA), and possibly the U.S. Department of Housing and Urban Development, Louisiana Office of Community Development (OCD). Procurement efforts will be in accordance with Federal Code of Regulations (2CFR200) and the Parish's Federal Procurement Programs.

The Parish is requesting Qualification Statements for professional services needed to design and implement infrastructure improvements funded through the grant. The implementation of this project will be conducted in a manner that complies with all applicable federal regulations for the Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance (HMA) program under the Robert T. Stafford Disaster Relief and Emergency Assistance Act and Housing and Urban Development (HUD) Community Development Block Grant (CDBG) under Title I of the Housing and Community Development Act of 1974.

The Parish has received approval of an application from FEMA for Wind Retrofit of 911 Communication Center project. This project has been designated as DR 4559-011 by FEMA.

The scope of work includes site topographic surveys, site assessment, preparation of bidding and contract documents, construction administration services, construction observation, and project closeout for the Wind Retrofit of 911 Communication Center Project DR 4559-011.

Grant Parish Police Jury proposes a phased project to retrofit the existing 911 Communication Center by increasing the design wind speed of the 911 PSAP building to 150 mph. This wind speed was selected based on review of the *FEMA P-361 Safe Rooms for Tornadoes and Hurricanes, Fourth Edition, April 2021,* that identifies the design wind speed for Risk Category IV buildings and hurricane safe rooms. The FEMA P-361 document indicates the design wind speed at the project site is 120 mph for Risk Category IV buildings and 160 mph for hurricane safe rooms.

The existing structure is a 2,400 square foot one-story wood framed masonry building with an asphalt shingle roof constructed in 1983. The list of mitigation activities below was evaluated by a professional engineer and determined the following modifications will increase the design wind speed to 150 mph.

- Roof: Remove 3-tab asphalt shingle roof, vinyl soffits and entry porch ceiling. Add additional framing at soffits and porch ceiling. Install new metal roof designed to resist

wind load pressures and uplift resistance. Install metal soffits panels and metal porch ceiling, trim and gutters.

- Siding: Remove existing vinyl siding at gable ends of building and replace with concrete hardi-plank siding. Add additional framing to meet wind load requirements. To meet the 150-mph wind requirement, the hardi-plank installed will be 6 inches wide and 5/16 inch thick.
- Window and Entry storefront: Remove residential single hung windows (12 total), existing main entry storefront and replace with laminated plastic glazing storefront debris resistant units. Install and paint new casework at interior of windows and storefront. Windows will meet high velocity hurricane zone requirements that have been tested for impact from small and large missiles and pressure differentials.
- Carport: Remove existing aluminum carport and install approximately 8-10 inches of additional concrete paving at carport. Remove existing concrete pre-cast steps and replace with concrete. Install new metal carport (approximately 24' x 24').
- Front and Rear Entry Doors: Remove existing metal doors and replace both doors with a 150-mph wind rated Heavy Commercial Steel Door. The new door will meet hurricane resistant test standards and include heavy duty anchoring, steel reinforcing and hardware components that firmly secure the door to hurricane door within the frame.

The Designer will consult with the Parish to review project descriptions, federal requirements and compliance measures, and scheduling. The Designer will provide estimated costs. The Designer will furnish plans and specifications for the Wind Retrofit of 911 Communication Center Project DR 4559-011. The Parish will have final review of the plans to ensure that grant compliance is achieved.

The Designer will assist the Parish in procuring a contractor to construct the project. The Designer is to assist in conducting a pre-construction conference and on-going correspondence and coordination with the contractor during construction. The Designer will review and make recommendations concerning all contractor submittals and pay requests. The Designer will submit all documentation and pay requests to the Parish or the designated project agent for final review and approval.

The Designer will develop and submit regular reports that demonstrate progress on the project. Reports could be requested as frequently as monthly but will be required no less than quarterly. The Designer will assist the Parish and designees in the preparation and submission of all required documents. This will include, but is not limited to, site assessment, survey, design plans, procurement, inspections, equipment testing reports, and photographs. The Designer will conduct final inspections at the site and assist the Parish and designees with grant closeout, as needed. The details of the scope of services and the associated fee will be negotiated with the selected offeror.

It is anticipated that all fees will be negotiated on a lump sum fixed price basis.

The Grant Parish Police Jury shall evaluate each respondent on the basis of the written materials submitted and according to the following selection criteria:

1. Experience of the firm with this particular type of construction project as described above - Maximum of 30 points.
2. Experience of the firm with other types of federally funded construction projects (i.e. FEMA, HUD-CDBG, FAA, EDA, EPA, etc.) - Maximum of 30 points.
3. Current staffing capacity to accomplish the design and construction phase services - Maximum of 30 points.
4. Reference from other clients attesting to firm's quality of work - Maximum of 5 points.

The successful Proposer must have an active Unique Entity ID (UEI) and have a current registration in the System for Award Management (https://www.sam.gov/SAM/). Service provider and its Principals may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM).

Responders shall submit four (4) copies of the Qualification Response packet. The Response packet shall be transmitted in an outer envelope marked:

Qualifications Statement
Grant Parish Police Jury
Wind Retrofit Of 911 Communication Center Project

All responses received will be evaluated in accordance with the selection criteria and corresponding point system. Questions should be addressed to Sissy Pace, Secretary/Treasurer at (318) 627-3157.

Responses to this Request for Qualifications should be hand-delivered and/or mailed to Sissy Pace, Secretary/Treasurer, Grant Parish Police Jury, 200 Main Street, Colfax, LA 71417. Responses to this Request for Qualifications must be received **no later than 2:00 p.m., Tuesday, August 12, 2025.**

The Grant Parish Police Jury is an Equal Opportunity employer. Small and/or minority owned firms, disadvantaged and women - owned business enterprises are encouraged to participate. Grant Parish encourages submissions by DBE, minority, veteran and or women owned businesses.