

**GRANT PARISH POLICE JURY
REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR ENGINEERING SERVICES
AUXILIARY POWER GENERATOR AT PARISH RADIO TOWER**

The Grant Parish Police Jury is seeking the services of a qualified engineering firm or engineer to provide engineering 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 generator installation at the Grant Parish Radio Tower located at Parish Road 11 in Dry Prong, LA to ensure uninterrupted operation of facilities during power outages and to maintain critical services for health and safety of citizens in the Parish.

This project has been designated as DR-4590-0002-LA by FEMA.

The scope of work includes site topographic survey, generator sizing assessment, completion of Generator Assessment Report/Site Evaluation & Certification form, preparation of design calculations, preparation of bidding and contract documents, construction administration services, construction observation, and closeout for the installation of the generators and ancillary equipment such as, transfer switches, security fencing, concrete slab, conduit, etc.

The Engineer will consult with the Parish to review project descriptions, federal requirements and compliance measures, and scheduling.

The Engineer will provide a full site assessment to include the completion of an assessment form to be furnished by the Parish. The assessment will include an evaluation of the maximum continuous run time, peak load, and required starting and running watts for the generator.

The Engineer will provide estimated costs associated with the purchase and installation of the generator.

The Engineer will furnish plans and specifications for the installation of the generator which include utility connections, slab, or elevated platform, as needed, and security fencing if applicable.

The Parish will have final review of the plans to ensure that grant compliance is achieved.

The Engineer will assist the Parish in procuring a contractor to construct the project.

The Engineer is to assist in conducting a pre-construction conference and on-going correspondence and coordination with the contractor during construction.

The Engineer will review and make recommendations concerning all contractor submittals and pay requests. The Engineer will submit all documentation and pay requests to the Parish or the designated project agent for final review and approval.

The Engineer 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 Engineer 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 Engineer 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 Parish is anticipating future supplemental funding under the HMA program for additional power generators at public facilities and utility infrastructure throughout the Parish. The Parish reserves the right to negotiate an amendment and modify the scope of services and negotiate fees for engineering services related to the additional generator sites, when and if funding is secured.

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:

Engineering Qualifications Statement
Grant Parish Police Jury
Auxiliary Power Generator at Parish Radio Tower

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, July 8, 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.