

REQUEST FOR QUALIFICATION STATEMENTS FOR ENGINEERING SERVICES

PURPOSE

The Grant Parish Police Jury is seeking assistance for engineering services needed to implement to Parish's Louisiana Community Development Block Grant (LCDBG) Program project. The Parish proposes to submit an application for funding totaling \$800,000, which includes all engineering fees and construction costs.

OBJECTIVE

The Grant Parish Police Jury is soliciting qualification statements for engineering services to assist the Parish with project scoping, preliminary engineering, design engineering, and construction related services of this project in compliance with LCDBG Program requirements.

SCHEDULE OF EVENTS

- RFQ Solicitation: February 16, 2022
- RFQ Submittal Deadline: February 23, 2022

Definition: "Similar projects" shall mean projects that consisted of street or roadway improvements.

PROJECT DESCRIPTION

The type of project involved is street improvements on Lonnie's Landing Road. The selected firm will work with the Parish to determine the length of the proposed improvements, general description of current condition, materials the road is made of, and proposed improvements, i.e., widening, lengthening, etc.

SCOPE OF SERVICES

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

- a. Assisting in the preparation of the application package (pre-agreement costs), including preparing maps, cost estimates, and descriptions for all program activities. **If the Parish cannot select a firm by the above date based on in-sufficient competition, this service may not be required.**
- b. Basic Design services including design of improvements and construction engineering. The plans and specifications must be completed within five months of the Grant Parish Police Jury receipt of the "Authorization to Incur Costs" letter from the state's Office of Community Development. Submit plans to the Office of Community Development within the aforementioned five month period.
- c. Assisting the administrative consultant with the preparation of the bidding package in conformance with applicable federal requirements. Supervise the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
- d. Assisting the Grant Parish Police Jury in conducting the preconstruction conference.
- e. On-site supervision of construction and preparing inspection reports to LCDBG program standards.

- f. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
- g. Reviewing and approving all contractor request for change order, including justification necessary for state approval.
- h. Providing reproducible plan drawings to the Grant Parish Police Jury upon project completion.
- i. Conducting final inspection and testing.

CONTRACT AND PAYMENTS

The intent of the Grant Parish Police Jury is to award a cost reimbursement contract with payment terms to be negotiated with the selected offerer. If the application is not funded by the LCDBG Program, then no services beyond the application stage will be required and the Parish will pay for all costs incurred. The maximum amount of program engineering fees that can be paid for implementation with LCDBG funds will be determined by the state and may require adjustments in the proposed contract amount.

ENGINEERING SERVICES SELECTION CRITERIA

The Grant Parish Police Jury will select a firm based on Threshold Requirements and Scoring Criteria. The selected firm must meet the minimum Threshold Requirements detailed below. Respondents that do not meet the Threshold Requirements will be excluded from competition for this service.

Threshold Requirements

Respondents must meet the following requirements to be considered for this service. Each item listed below should be presented in the response in such a manner that the Grant Parish Police Jury can easily determine the firm's eligibility:

1. Respondent must have a minimum experience of five (5) LCDBG funded projects in the previous five (5) funding years (LCDBG FY 2016-2020). Respondent must identify each project funded including the grantee, type of project, and funding year for each.
2. Respondent must be registered with SAMS.gov and have an active DUNS number.
3. Respondent must state how long the firm has been in business. The Respondent must have a minimum of eight (8) years of conducting business in Louisiana.

Scoring Criteria

After the initial threshold review is complete, the Grant Parish Police Jury will determine all eligible firms and score each submittal based on the factors detailed below. Respondents will be evaluated based on the written materials submitted. All respondents should address in detail the items listed below:

1. Approach and Methodology

Respondents must provide a work plan to assist the Parish with determining the existing condition of the road and a plan for proposed improvements within available funds. This item must address project feasibility within funds available to the Parish:

- Construction cost and schedule
- Project Alternatives

Total Possible Points = 50

2. Previous Experience with Similar Projects

This item will be based on similar Projects completed regardless of the funding source. The assigned score will be based on the Grant Parish Police Jury's judgement of the previous experience stated in the submittal. Respondents should provide a list and/or description of similar projects, including client name, brief project scope, and total dollar amount of the project.

Total Possible Points = 30

3. Capacity to Perform the Work

The assigned score will be based on written material provided from each respondent. Respondent must identify the staff by job title and sub-contractors, if any, that will be assigned for Grant Parish Police Jury's LCDBG program. If sub-contractors are proposed for this service, respondent must identify the roles and responsibilities of the prime and sub-contractor(s). **Total Possible Points = 20**

The Parish will determine which firm will be selected that is most advantageous to the Parish. Unsuccessful firms will be notified as soon as possible. The Grant Parish Police Jury reserves the right to cancel or alter this solicitation.

SUBMITTAL REQUIREMENTS

Respondent will submit to the Grant Parish Police Jury the following:

1. A description of the firm to establish its qualification to ensure compliance with the "Threshold Requirements" state above. Each item should be addressed in the proposal.
2. A detailed work plan as described in "1. Approval and Methodology" above.
3. A list and/or description of previous experience as described in "2. Previous Experience with Similar Projects" above.
4. A staffing plan as described in "3. Capacity to Perform the Work" above that reflects the respondents plan to perform the "Scope of Services" also described above.

Questions should be addressed to:

Honorable Don Arnold, President
Grant Parish Police Jury
200 Main Street
Colfax, LA 71417
Telephone: 318-627-3157

Qualification statements must be received by **February 23, 2022, at 2:00 PM** using one of the methods described below. Responses received after the deadline will not be considered.

Responses should be hand-delivered or mailed to:

Honorable Don Arnold, President
Grant Parish Police Jury
200 Main Street
Colfax, LA 71417
Telephone: 318-627-3157

To be considered, responses must be received by the Parish prior to **2:00 PM on February 23, 2022.**

Respondents must state "LCDBG QUALIFICATIONS STATEMENT – ENGINEERING SERVICES" on the cover. One (1) copies of the submittal should be provided. The Grant Parish Police Jury reserves the right to reject any or all proposals. The Grant Parish Police Jury is an Equal Opportunity Employer. We encourage all small and minority-owned firms and women's business enterprises to apply.

RFQ for Engineering Services - Grant Parish Police Jury

sissypace gppj.org <sissy@gppj.org>

Wed 2/16/2022 10:58 AM

To: Bob Myers <bmyers@rileyco.org>; Chris Richard <ChrisR@dsaengineering.com>; 'hshuler@shulercc.com' <hshuler@shulercc.com>; d.hidalgo@aucoinandassoc.com <d.hidalgo@aucoinandassoc.com>; Rene Borrel <rborrel@borrelengineering.com>; Keith Capdepon <kcapdepon@bha-engineers.com>; smoak@cgsengineering.com <smoak@cgsengineering.com>; mowlin@deltaces.com <rnolin@deltaces.com>; Staci <staci.hudson@volkert.com>; jthornhill@lazenbyengr.com <jthornhill@lazenbyengr.com>; Michelle Smith <Michelle@paealex.com>; Jennifer Riser <jennifer.riser@mmlh.com>; Robyn <robyn.jaffe@mmlh.com>; Jessica@paealex.com <Jessica@paealex.com>

 1 attachments (147 KB)

Grant Parish Engineering RFQ Package.pdf;

All:

Please find attached the referenced request for the Grant Parish Police Jury.

If you are not interested in this solicitation, please respond to this email.

Thank you,

Sissy Pace

Parish Manager

Secretary/Treasurer

Grant Parish Police Jury

200 Main Street

Colfax, LA 71417

(318) 627-3157 Office

(318) 627-3527 Fax