

REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES

The City of Pineville, Louisiana is seeking assistance for engineering services for Disaster Recovery CDBG funds and subsequent implementation of the Louisiana Watershed Initiative Program of improvements for improving drainage within the corporate limits.

The type of project involved is:

Drainage and flood protection improvements under the Louisiana Watershed Initiative. Work will include the removal and replacement of undersized drainage pipes and installation of a system of subsurface drainage pipes and catch basins.

PART ONE: SCOPE OF SERVICES

The City of Pineville, Louisiana is soliciting qualification statements for engineering services to assist the City 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 City receiving funding from the OCD/DRU. The maximum amount of engineering fees that can be 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. Designing system improvements and construction engineering.
2. 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.
3. Assist in conducting the preconstruction conference.
4. Field staking, on-site supervision of construction work, and preparing inspection reports.
5. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
6. Providing reproducible plan drawings to the City upon project completion.
7. Prepare operating and maintenance manuals.
8. Conducting final inspection and testing.

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

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 RFQ

Respondents should letter and number responses exactly as the questions are presented herein.

Interested Respondents are invited to submit RFQs 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, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response 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 complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Respondent feels appropriate;
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ

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 firm's workload and current capacity to accomplish the work in the required time
- 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 (as applicable), 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; who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, 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 this project, indicating the number working in Louisiana and the number working elsewhere.

PART THREE: SELECTION CRITERIA

The City shall evaluate each potential contractor in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required,
3. Capacity to accomplish the work in the required time;
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
5. Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project;

Rating points:

Respondents will be evaluated on the basis of the written materials submitted and according to the following factors:

- 1. Experience of the firm with this particular type of construction project(s) as described in Part One 20 pts.
- 2. Experience of the firm with other type of CDBG construction projects. 20 pts.
- 3. Current capacity to accomplish the work in the required time. 10 pts.
- 4. Reference from other clients attesting to firms:
 - a. Quality of work 10 pts.
 - b. Compliance with performance schedules 10 pts.

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Chris Workman, City Clerk at (318) 449-5660. Responses to this RFQ should be hand-delivered and/or mailed to Honorable Rich Dupree, Mayor, at the City Hall at 910 Main Street, Pineville, Louisiana 71360.

Responses to this RFQ must be received no later than 10:00 a.m. on Tuesday July 9, 2024. Please state "Disaster Recovery CDBG Qualifications Statement-Engineering Services" on the cover.