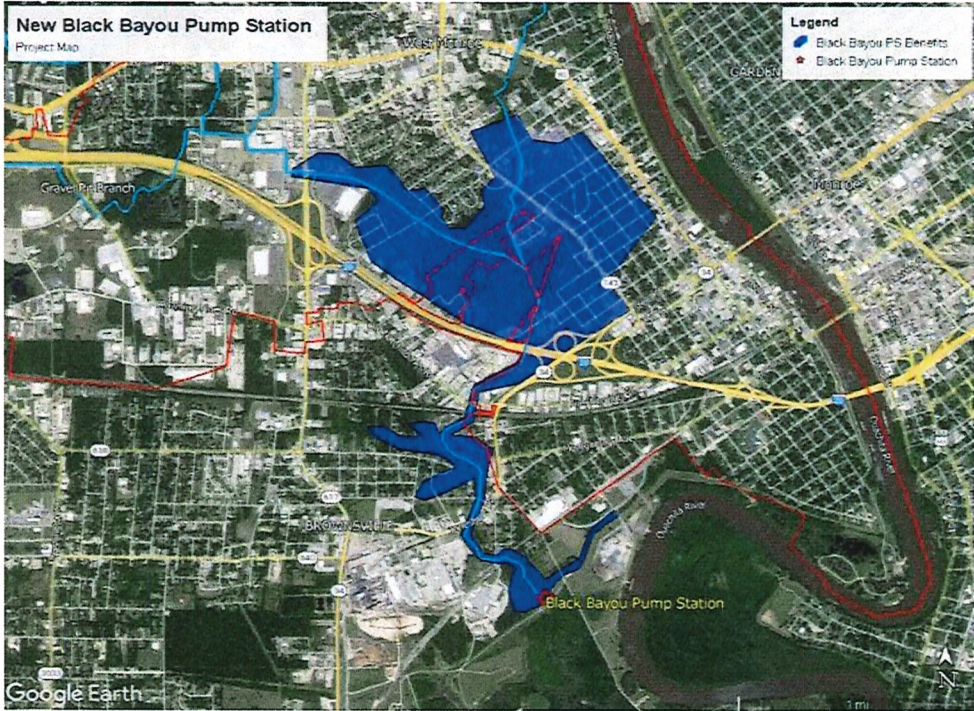


REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES

The City of West Monroe, LA is seeking assistance for engineering services for Disaster Recovery CDBG funds and subsequent implementation of the Louisiana Watershed Initiative’s Projects Grant Program Round 2 - New Black Bayou Stormwater Pumping Station Project.

Construction of a new pump station structure with four (4) stormwater pumps, intake and discharge piping, excavation of the sump, and a reserve power generator.



SCHEDULE OF EVENTS

Publicizing RFQ	August 8, 2024
Initial RFQ Submittal Deadline	August 22, 2024, at 4:00 PM
Estimated Consultant Selection	August 23, 2024

All qualification statements should be sealed and identified on the outside as:

Request for Qualification Statements for Engineering Services for the Louisiana Watershed Initiative’s Projects Grant Program – Round 2 “New Black Bayou Stormwater Pumping Station Project.”

All qualification statements will be scored and ranked, and the highest-rated firm will be awarded a contract. Two copies of the qualification statements and the required supplemental information should be provided.

PART ONE: SCOPE OF SERVICES

The City of West Monroe, LA 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 fixed price basis, with payment terms to be negotiated with the selected offeror. Reimbursement for services will be contingent on the City of West Monroe receiving funding from the OCD/DRU through the Louisiana Watershed Initiative program. 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. Performing Preliminary engineering design; and revise the application to an acceptable level for full project approval.
2. Designing system improvements and construction engineering.
3. 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.
4. Assist in conducting the preconstruction conference.
5. On-site supervision of construction work and preparing inspection reports.
6. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
7. Providing reproducible plan drawings to the City of West Monroe upon project completion.
8. Conducting substantial completion, final inspection, and project close-out.

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title “Request for Qualification Statements for Engineering Services for the LCBG Louisiana Watershed Initiative’s Projects Grant Program- Round 2 ”:

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 LCBG 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.

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 and the Louisiana Watershed Initiative program. Describe their knowledge of OCD/DRU Disaster Recovery program and Louisiana Watershed Initiative's Projects Grant Program – Round 2.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members (as applicable) in the job classifications 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 and any related Louisiana Watershed Initiative’s Grant Program Round 2. 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 and Louisiana Watershed Initiative’s Grant Program Round 2 projects.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in Louisiana and the number working elsewhere.
- d. Provide Professional Liability Insurance coverage.

PART THREE: SELECTION CRITERIA

The City of West Monroe 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. Firm’s qualifications and capacity to accomplish the work;
- 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. Length of time in business.

Suggested 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 (30 Max) pts.
- 2. Experience of the firm with other type of CDBG construction projects. (30 Max) pts.
- 3. Firm’s Qualifications (30 Max) pts.
- 4. Length of Time in Business (10 Max) pts.

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City of West Monroe 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:

Jonathon Kaufman, Project Manager
 City of West Monroe
 2305 N 7th Street
 West Monroe, LA 71291
 Telephone: (318) 396-2600.

Qualification statements must be received by **August 22nd, 2024, at 04:00 P.M.** using one of the methods described below. Responses received after the deadline will not be considered.

Interested firms must submit qualification statements by the deadline stated above and must be sure that their proposals are delivered by one of the following methods only:

By Mail: City of West Monroe
Attn: Cindy Emory, City Clerk
2305 N 7th Street
West Monroe, LA 71291
Telephone: (318) 396-2600

Qualification statements may also be hand delivered to the following address:
City of West Monroe
Attn: Cindy Emory, City Clerk
2305 N 7th Street
West Monroe, LA 71291
Telephone: (318) 396-2600

The City of West Monroe reserves the right to cancel or alter this solicitation. The City reserves the right to reject any or all proposals. The City reserves the right to award multiple contracts to the selected firm as a result of this request.

The City of West Monroe is an Equal Opportunity Employer. We encourage all small and minority-owned firms and women business enterprises to apply.