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TERREBONNE PARISH CONSOLIDATED GOVERNMENT

Rescinding Request for Bids

Please be advised that the original Request for Bids has been rescinded. See below for RFQ.

Revised

Request for Qualifications

Engineering Peer Review

Posted: March 9, 2017

SERVICES REQUIRED

Terrebonne Parish Consolidated Government requires a peer review for an engineered plan. The Parish has received plans for constructing an elevated safe room valued at a total project cost of approximately \$990,796.

Due to the population served by this safe room, peer review is required. The peer review should consider all aspects of the project including but not limited to drainage, flood hazards, and soil conditions.

For the peer review to be valid, the minimum qualifications of the reviewer will be a licensed architect or structural engineer with experience in high wind designs. The peer reviewer cannot have been involved in any part of the submitted/selected design.

The Parish will provide the successful firm with an electronic copy of the complete plans and answer any questions regarding the plan or project. The successful firm will review the plans and provide a written stamped report within three weeks of receipt of the plans. If revisions to the plans are required, the reviewer will revisit the plan for sufficiency and provide a written stamped statement.

SUBMITTALS

All Statement of Qualifications will include a brief history of the respondent and a resume of each person in the firm who will be assigned to the project. Each resume should highlight the projects similar to the proposed and be limited to those individual who will be assigned to the project. It must also include a complete list of similar projects for which the respondent has provided engineering services. Include governing body, type of project, amount and program year if applicable. These lists will be used for reference purposes. All references must indicate excellent program performance.

Specific Experience Required:

- Experience with similar high wind projects
- Experience providing Peer Reviews
- Ability to provide review within 30 days of contract award and 15 days after resubmission should changes be required and revisited by reviewer.

All qualification statements will be scored and ranked by the Parish, with the highest rated respondent being awarded a contract. The engineering firm must also verify that the firm is not debarred from participating in the FEMA program. The Parish reserves the right to reject any and all statements. Unsuccessful respondents will be notified as soon as possible.

All interested parties must submit Qualifications by Monday, March 20th at 12:00 pm in order to be considered responsive. Qualifications submitted after this time will not be considered. Two copies of the qualifications must be submitted in a sealed envelope and clearly marked on the outside of the envelope as "QUALIFICATIONS ENCLOSED FOR PEER REVIEW." Deliver by courier or hand delivered to:

Attn: Chris Pulaski
Director of the Department of Planning and Zoning
Terrebonne Parish Consolidated Government
8026 Main Street, Suite 401
Houma, Louisiana 70360

SELECTION CRITERIA

All responses to the Statement of Qualifications will be evaluated according to the following criteria and corresponding point system. Qualification statements will be evaluated on the basis of written materials.

AWARD CRITERIA

Terrebonne Parish Consolidated Government will award based upon the following items:

<u>Criteria</u>	<u>Maximum Score</u>
1. Qualifications of Staff	30
2. Knowledge and familiarity with the project area	10
3. Background and experience of firm on similar projects	25
4. Familiarity with the requirements, rules and regulations of FEMA.	10
5. Timely completion of similar projects	15
6. Available resources to complete the work timely	<u>10</u>

100

The Parish reserves the right to reject any and all submissions and does not guarantee a contract will result from this request.

TERREBONNE PARISH
QUALIFICATION SHEET

Property Assessment and Bank Stabilization Plans

1. Attach this sheet to your Statement of Qualifications, which should include at least the following:
 - a. Your company's past work on similar independent or FEMA-related projects.
 - b. Your staff qualifications to handle this project.
 - c. Capacity to perform the work in the timeframe given.

The above qualifications are submitted by:

COMPANY NAME: _____

REPRESENTATIVE NAME (PRINT): _____

REPRESENTATIVE SIGNATURE: _____

PHONE NUMBER: _____

DATE: _____