



TERREBONNE PARISH CONSOLIDATED GOVERNMENT

LAKE BOUDREAUX LIVING MITIGATION PROJECT

Request for Statements of Qualifications

Professional Engineering Services

REQUEST FOR QUALIFICATIONS PACKET ADDENDA

INTRODUCTION

Terrebonne Parish Consolidated Government has been awarded \$3,600,000 in Louisiana Community Development Block Grant-National Disaster Resilience (CDBG-NDR) funding through the Louisiana's Strategic Adaptions for Future Environments (LA SAFE) program for the purpose of constructing the **Lake Boudreaux Living Mitigation Project**. The Parish is interested in procuring the services of an engineering design firm to (1) complete the engineering design/permitting; and (2) administer and implement the construction engineering/inspection of the project.

The Lake Boudreaux Living Mitigation Project is a Resilient Infrastructure Project. The project site is located just west of Chauvin, Louisiana at the north end of Lake Boudreaux. The project proposes the creation of marsh terraces to the north of Lake Boudreaux within the Morganza to the Gulf levee system (MTTG) to assist in reducing the impact of storm surge. These terraces will be designed to reduce wave fetch, re-establish 300 to 800 acres of marsh and protect upland areas from storm surge. The terraces and related plantings will also be developed to trap suspended sediments generated by wind and wave action.

The successful respondent must demonstrate that the team assembled to respond to this solicitation has experience in the layout and design of vegetative terraces which reduce wave fetch and trap suspended sediment. The successful respondent will coordinate with the Parish or Parish Agents to document the progress during construction for educational purposes.

Prime respondents shall be an engineering design firm appropriately registered with the Louisiana Professional Engineering and Land Surveying Board. It is anticipated that the design team may also include the services of professional land surveyors, bathymetric surveyors, geotechnical engineers, etc. If such professionals are not available in-house, their services shall be provided as subconsultants and identified in the response.

The procedures for the selection of the firm will be in accordance with the procurement requirements of the Terrebonne Parish Consolidated Government LA SAFE Procurement Policy. All responses received will be evaluated in accordance with the Evaluation Criteria and corresponding point system identified herein.

The Terrebonne Parish Consolidated Government will begin contract negotiations with the respondent obtaining the highest total score in the evaluation process. Fees will be on a lump sum, fixed price basis, with payment terms to be negotiated with the selected respondent. For those elements of work for which a defined scope is not able to be reasonably established, fees will be set on a maximum not to exceed hourly basis.

PART I. SCOPE OF SERVICES

Terrebonne Parish Consolidated Government is soliciting qualification statements from engineering design firms to provide design and related services as described below:

1. Provide all necessary engineering, design, topographic surveys, bathymetric surveys, right-of-way or servitude surveys, geotechnical investigations, grassing and planting selections, and related services required for the preparation of construction documents including plans, specifications and cost estimates.
2. Submit plans and specifications to the Office of Community Development-Disaster Recovery Unit and the Parish, and other the appropriate agencies, if applicable, for approval.
3. In the event that acquisition of access servitudes are required to facilitate the project, prepare maps and legal descriptions of the servitudes to be secured.
4. Assist the administrative consultant with the construction bid package in conformance with applicable CDBG-NDR LA SAFE Program requirements; supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, coordination and compilation of contracts and bonds, and issuing the notice to proceed.
5. Assist in conducting the preconstruction conference.
6. Provide construction phase administration services.
7. Provide field staking, on-site observation of construction work, and preparing inspection reports.
8. Reviewing and approving contractor requests for payment and submitting approved requests to the Parish.
9. Preparing and submitting all applications, along with possible amendments for the various permits, to federal and state agencies, on an as-needed basis.

10. Conducting final inspection and reporting of completed work.
11. Submitting certified As-built drawings to the Parish.
12. Initiate and Coordinate project meetings as necessary to complete project successfully.

PART II. EXECUTION OF WORK

Time is of the essence, in that the LA SAFE Program of which the Lake Boudreaux Living Mitigation Project is a part, has Congressional mandated deadlines. The Lake Boudreaux Living Mitigation Project is currently programmed for an eight (8) month timeframe for Final Bidding Documents delivery.

1. Delivery of Construction Documents including final plans, specifications, bid documents and opinion of probable construction cost shall be within the shortest time reasonably possible but in no case later than eight (8) months after a Notice to Proceed is issued for Basic Design services.
2. Failure to meet the timeframe for completion and submittal of final plans and specifications will result in a performance penalty in the amount of \$350.00 per business day that the submittal is late.
3. Delivery schedules and deadlines for Additional Services shall be established during negotiation of terms of the agreement.
4. Upon written request an extension may be granted for delays occasioned by events or circumstances beyond the firm's control or delays caused by tardy approvals of work in progress by various official agencies involved in the Program. It is expected that the successful respondent shall actively pursue the approvals through consistent documented outreach and interaction with any agencies from which an approval is sought.

PART III. SUBMISSION REQUIREMENTS; REQUESTS FOR ADDITIONAL INFORMATION

1. Responses must include the following:
 - A. Identification of all team member firms; a brief history of each firm; and a report of staff numbers and job classification categories of each firm.
 - B. List of representative terraces which reduced wave fetch and trap suspended sediment projects which the respondent or team member has provided engineering services, including the name and address of the owner, owner contact name, telephone number and email address the type of project, and the total amount of funding (past 10 years).
 - C. List of representative site development, terraces which reduce wave fetch and trap suspended sediment, general site improvements of similar nature to that anticipated

for terrace type day to day usage which respondent has provided engineering services, including the name and address of the owner, owner contact name, telephone number and email address the type of project, and the total amount of funding (past 10 years)

- D. List of CDBG or other federally funded projects which the respondent has provided engineering services, including the name and address of the grantee, grantee contact name telephone number, and email address, the type of project, the total amount of funding, and the year of award (past 10 years).
 - E. A narrative to demonstrate capacity and methodology for design approach; assembly of appropriate team members for successful project delivery; timely completion of design and bidding documents, etc.
2. Questions and responses are to be directed to:
- Mr. Chris Pulaski
Terrebonne Parish Consolidated Government
8026 W. Main St, 2nd Floor
Houma, LA 70360
985-873-6565
- 3. **Five (5) copies** of the response to the solicitation, **along with a CD/flash drive containing an electronic copy**, must be submitted. Mailed submissions must be received by the Parish prior to the deadline for submission. Electronic copies sent via email will **not** be accepted.
 - 4. Responses must be received no later than **2:00 p.m., April 11, 2019**.
 - 5. Mark the outside of the envelope:

LA SAFE ENGINEERING QUALIFICATIONS STATEMENT
Lake Boudreaux Living Mitigations Project
(Also include the closing date/time in lower left corner of envelope.)

PART IV. EVALUATION CRITERIA

All responses to this “Request for Qualifications” issued under the Terrebonne Parish Consolidated Government LA SAFE Program will be evaluated according the following evaluation criteria and rated in accordance with the corresponding point system. The responses will be initially evaluated on the basis of written materials.

Terrebonne Parish Consolidated Government reserves the right to implement a second-tier evaluation that may include the selection of finalists for interview. In the event the Parish opts to implement a second-tier evaluation process, the finalists selected for interview will be determined on the basis of the scores attained in the evaluation of the written responses. The award will be made to the most qualified offeror whose qualification statement (and interview, if needed) is deemed most advantageous to the Parish, all factors considered.

In the event of a tie, the firm with the most extensive experience with the type of project to be undertaken will be selected to enter into contract negotiation. Unsuccessful respondents will be notified within 10 working days of selection and award.

Evaluation Criteria (100 Total Possible Points)

1. Specialized Experience/Knowledge of the Firm or Assigned Professionals in designing a terrace which reduce wave fetch and trap suspended sediment type projects (past 10 years). 0 – 30 points

Considerations:

- Does the firm and its team have the experience with projects that address specialized elements of the Project, such as marsh site improvements, construction of terraces, development of planting and grassing plan;
- Depth of Skills; Is the experience of the firm team sufficient to meet the needs of the Project;
- Listing of similar re-development projects; or projects where similar concepts were considered and implemented
- Innovative concepts successfully used on other similar projects.

2. Specialized Experience/Knowledge of the Firm or Assigned Professional in designing of associated site improvements; terraces which reduce wave fetch and trap suspended sediment (past 10 years). 0 – 25 points

Considerations:

- Does the firm and its team have the experience with projects that address specialized elements of the Project, such as site improvements, terraces;
- Does the firm and its team have experience with aquatic environments and knowledge of local or similar environmental conditions;
- Depth of Skills; Is the experience of the firm team sufficient to meet the needs of the Project;
- Listing of similar site development amenities and projects; Innovative concepts successfully used on other similar projects.

3. Experience of the Firm or Assigned Engineer with CDBG or other Federally Funded Construction Programs (past 10 years). 0 – 25 points

(Identify CDBG Projects, or other federally funded projects, including the name and address of the grantee, grantee contact name, telephone number and email address, type of project, total amount of funding, and the year of award (last 10 years).)

Considerations:

- Number & type of CDBG/other federally funded Projects;

4. Capacity for timely completion of work. 0 – 20 points

Considerations:

- Current staffing capacity of the firm;
- Current workload as compared to current staffing (firm and team members);
- Approach and methodology for completion of design within the eight (8) month timeframe described.
- References attesting to timely work performance and completion under budget.

TOTAL POSSIBLE POINTS

100 POINTS

Terrebonne Parish Consolidated Government will provide a standard form agreement to the selected firm to initiate negotiations. Upon execution of the agreement, the official “Notice to Proceed” will be issued. The selected firm will have ten (10) working days to initiate work after the “Notice to Proceed” is issued.