

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

Request for Statement of Qualifications

Hurricane Gustav FEMA/HMGP – Pollution Control Generator Project

Architectural/Engineering Services Advertisement

Notice is hereby given that the Terrebonne Parish Consolidated Government is requesting submittal of qualification statements from architectural/engineering firms interested in performing architectural/engineering services for the following project.

SCOPE OF PROJECT

The Parish is accepting Statement of Qualifications for architectural/engineering services for the design and oversight of the installation of permanent and/or portable generators for approximately 16 various sewer lift stations throughout Terrebonne Parish in accordance to the FEMA/Hazard Mitigation Grant Program Application. The TPCG through this RFQ will be identifying one firm deemed eligible to perform work on FEMA/HMGP project within Terrebonne Parish. Selected firm will be assigned to the project based on the strengths of the firms' qualifications.

GENERAL

All interested parties must submit one original, four copies and 1 electronic copy of Qualifications by **September 10, 2020 at 2:00 pm**, in order to be considered responsive. Qualifications submitted after this time will not be considered. Qualifications must be submitted in a sealed envelope and clearly marked on the outside of the envelope as "QUALIFICATIONS ENCLOSED FOR FEMA/HMGP – POLLUTION CONTROL GENERATORS".

Qualifications may be delivered by courier or hand delivered to:

Attn: Terrebonne Parish Consolidated Government
Purchasing Department/City of Houma Service Complex
301 Plant Road
Houma, Louisiana 70363

AWARD CRITERIA

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

<u>Criteria</u>	<u>Maximum Score</u>
1. Qualification of Staff	30
2. Knowledge and familiarity with the project area	15
3. Background and experience of firm on similar projects	15
4. Familiarity with the requirements, rules and regulations of FEMA/HMGP	20
5. Timely completion of similar projects	10
6. Available resources to complete the work	<u>10</u>
	100

All questions regarding this project should be directed to Jeanne P. Bray at (985) 873-6720 or at jbray@tpcg.org.

The Terrebonne Parish Consolidated Government is an Equal Opportunity Employer. Women's business enterprises, minority owned business, and small and disadvantaged firms are encouraged to participate in the procurement process. Persons requiring reasonable accommodation to respond to this solicitation are requested to contact the Terrebonne Parish Consolidated Government, Capital Projects Administrator at (985) 873-6720 to discuss their particular needs.

Advertise:

August 10, 2020

August 17, 2020

August 24, 2020

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

Request for Statement of Qualifications

Hurricane Gustav FEMA/HMGP – Pollution Control Generator Project

Architectural/Engineering Services

INTRODUCTION

The Parish is accepting Statement of Qualifications for architectural/engineering services for the design and oversight of the installation of permanent and/or portable generators for approximately 16 various sewer lift stations throughout Terrebonne Parish. The Selected firm will be assigned to this project based on the strengths of the firms' qualifications. The sewer lift stations are listed below:

Facility (Lift Station Name)	Location
Chabert Medical Center	1638 Denley Road, Houma, LA 70363
Woodlawn	398 East Woodlawn Ranch Road, Houma, LA 70363
Lift Stations Receiving Effluent from Hospitals, TGMC	8167 Main Street, Houma, LA 70363
Douglas	520 Douglas Drive, Houma, LA 70364
Highland Drive	715 Highland Drive, Houma, LA 70364
Mire Street	916 Broadmoor Avenue, Houma, LA 70364
Westside	292 Westside Boulevard, Houma, LA 70364
Westview	6613 Jana Street, Houma, LA 70364
S. Treatment Plant Effluent Lift Station	539 Ashland Landfill Road, Houma, LA 70363
S. Wastewater Treatment Plant	539 Ashland Landfill Road, Houma, LA 70363
Valhi I	1223 Museum Drive, Houma, LA 70360
Disposal Plant	222 Plant Road, Houma, LA 70363
Willow	1213 Division Avenue, Houma, LA 70360
Wallis	998 Wallis Street, Houma, LA 70360
Idlewild	498 Idlewild Drive, Houma, LA 70364
Village East	100A Development Street, Houma, LA 70363

PART ONE: ARCHITECTURAL/ENGINEERING SERVICES REQUIRED

The Parish is soliciting qualification statements for architectural, engineering and all other necessary consulting services to assist the Parish with the evaluation, design, and inspections of this project in compliance with FEMA/HMGP 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. Issuance of this RFQ in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in the Parish's best interest. The Parish reserves the right to make a partial award and delete some services from the scope of work.

The maximum amount of program design and implementation architectural/engineering fees which can be paid for implementation with FEMA/HMGP funds will be determined by the State/Feds and may require adjustments in the proposed contract amount.

- a. Prepare plans for site improvements and building construction. **The final plans and specifications must be completed within three (3) months** of the Notice to Proceed issued to the selected firm by the TPCG. Submit plans and specifications to the appropriate State Agency for review (HMGP), if applicable within the aforementioned three (3) month period.
- b. Prepare the construction bid package in conformance with applicable federal requirements and supervising the award process including conducting the bid opening, the bid tabulation, and issuing the notice to proceed.
- c. Conduct the preconstruction conference.
- d. On-site supervision of construction and preparation of inspection reports.
- e. Review and approve all contractor requests for payment and submit approved requests to the OWNER.
- f. Provide Operation and Maintenance Manuals to the OWNER upon project completion.
- g. Conduct final inspection and testing.

PART TWO: SUBMITTALS

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit proposals 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 and/or offer, the Respondent certifies that the signatory is authorized to bind the Respondent. The proposal shall 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 make offers of this nature in the name of the Respondent submitting the proposal

2. Background and Experience

Respondents shall:

- 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 HMGP and any other projects relating to HMGP. Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed HMGP projects, and/or similar HMGP projects. Preference is for the types of projects similar to those described in Part One. (For example; if the RFQ is for Sewer projects it is not necessary or of only of secondary importance to provide information on how many drainage or water HMGP 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 timeframe.
- 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 shall:

- a. Describe their knowledge and experience in the particular types of projects described.
- b. Describe their knowledge of HMGP's requirements for its program.

4. Personnel/Professional Qualifications

Respondents shall:

- a. Identify staff members (as applicable), in the job classifications of (1) Principal in Charge, (2) Project Engineer/Architect, (3) Senior Engineer/Architect, (4) Mid-level Engineer/Architect, (5) Junior Engineer/Architect (6) Surveyor, (7) Engineer/Architect interns (8) Senior CAD technician, (9)CAD technician, and (10) Engineering/Architect technician; who would be assigned to act for Respondent's firm in key management and field positions providing the services described in the SOQ, 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 HMGP 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 HMGP projects.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in Louisiana and the number working elsewhere.

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. It must also include a complete list of all FEMA/HMGP projects which the respondent has provided architectural/engineering

services, including governing body, type of project, amount and program year; this list will be used for reference purposes. All references must indicate excellent program performance.

All qualification statements will be scored and ranked by the Parish RFQ Committee. Award of contracts shall be made to the most responsible and responsive qualification from a Company(ies) whose RFQ (and possible interview) demonstrates the services in the best interest of the TPCG with regard to the criteria detailed and the specifications set forth herein.

The Parish reserves the right to reject any and all statements. Unsuccessful respondents will be notified as soon as possible.

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PART THREE: 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. Sufficient information must be included in the proposals to assure that the correct number of points is assigned. Incomplete or incorrect information may result in a lower score. In the event of a tie, oral interviews will be held with those firms. The interview will consist of pre-written questions to be answered by respondents. As a result of the interviews, the Parish will determine which firm will be selected to enter into contract negotiations.

AWARD CRITERIA

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	100

All the following must be reflected on the attached "Qualification Sheet" with a Statement of Qualifications attached.

**TEREBONNE PARISH
QUALIFICATION SHEET
FEMA/HMGP – HURRICANE GUSTAV POLLUTION CONTROL GENERATOR PROJECT**

1. Attach this sheet to your Statement of Qualifications, which SHALL include the following:
 - a. Your company's past work on large independent or FEMA/HMGP related projects.
 - b. Your staff qualifications to handle this project.
 - c. Any current disaster relief contracts for which you are presently under contract.

The above qualifications are submitted by:

COMPANY NAME: _____

REPRESENTATIVE NAME (PRINT): _____

REPRESENTATIVE SIGNATURE: _____

PHONE NUMBER: _____

DATE: _____

CHECK LIST:

THE FOLLOWING DOCUMENTS ARE REQUIRED AS PART OF THIS RFQ LIST EVERYTHING THAT MUST BE INCLUDED TO FORM A COMPLETE PROPOSAL.

SUBMITTAL REQUIREMENTS LIST

Firms shall submit one (1) original, four (4) copies, and (1) electronic copies of their qualifications and include the following:

	Transmittal Letter, as described in item #1, Introduction
	Qualification Sheet, page 6 in RFQ to be filled out
	Qualification of Staff
	Resumes for All Key Staff Participating in the Project including references
	Knowledge and familiarity with the project area
	Background and experience of firm on similar projects
	Familiarity with the requirements, rules and regulations of FEMA/HMGP
	Complete list of all FEMA/HMGP projects which the respondent has provided engineering services, including governing body, type of project, amount and program year, references
	Timely completion of similar projects
	Available resources to complete the work
	Any current disaster relief contracts for which you are presently under contract
	Background & Experience of Sub-Consultants to the Applicant Firm