

ASSUMPTION PARISH POLICE JURY



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KIM M. TORRES
SECRETARY-TREASURER

May 23, 2023

Request for Qualifications for Engineering Services to complete Sewer Plant and Lift Station Upgrades

Project Outline

Assumption Parish is issuing a Request for Qualifications (RFQs) from individuals and/or firms interested in providing professional services for the engineering and design of a new sewer system, lift station upgrades, plant upgrades, and generator design and specifications in Assumption Parish. Below is a summary of required scope of services that further details the project goals.

Minimum Personnel Requirements:

1. At least one professional civil/structural engineer registered in the State of LA and shall have a minimum of ten years of experience in civil structural design including but not limited to neighborhood sewer design.
2. At least one professional land surveyor registered in the State of LA and shall have a minimum of ten years of experience.

Experience/Specialized Knowledge

In addition to all other requested information, the applicant shall include a list of previous projects they have designed or repaired. This list should be accompanied by a brief description and photos of each project. Expertise shall include engineering design and construction engineering for neighborhood sewer plants.

Submittals & Schedule of Events:

SCHEDULE OF EVENTS	
Activity	Date
Public Notice of RFQ	05/23/2023, 05/30/2023 and 06/06/2023
Deadline for receipt of written inquiries	06/14/2023
Deadline for receipt of RFQ responses	06/20/2023 at 2 p.m.

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 projects which the respondent has provided architectural services, including governing body, type

"Equal opportunity employer/program"
Auxiliary aids and services are available
upon request to individuals with disabilities.

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

Offerors interested in providing information requested by this RFQ must submit responses containing the information specified no later than the deadline for receipt as stated in the Schedule of Events.

The responses must be received via the Assumption Parish website (www.assumptionla.com) or hand delivered to the Assumption Parish Police Jury office located 4813 Highway 1, Napoleonville, LA 70390 on or before the date and time specified in the Schedule of Events. Proposals may also be submitted by certified or registered mail with return receipt requested to P. O. Box 520, Napoleonville, LA 70390 but MUST be received and date stamped as received in the Assumption Parish Police Jury Administrative office no later than the deadline as stated in the Schedule of Events.

Responses received after the deadline and incomplete submissions will not be considered and will not be evaluated. All responses must be sealed and the outside of the envelope marked **“WATER SECTOR SEWER PROJECT”**.

The materials submitted in response to this request shall become the property of the Assumption Parish Police Jury. Selection or rejection of an offeror shall not affect this right. Assumption Parish Police Jury shall not be liable for any costs incurred by offerors associated with developing the response, preparing for discussions (if any) or any other costs incurred by the offeror associated with this RFQ.

All qualification statements will be scored and ranked by the evaluation team with the highest rated respondent being awarded a contract recommended to the Assumption Parish Police Jury. APPJ reserves the right to reject any and all statements. IN THE EVENT OF A TIE, preference shall be given to the offeror whose firm has its principal place of business in Assumption Parish then to the offeror whose product is locally made or obtained. If there is no distinguishing factor, bids will be broken by the flip of a coin with each offeror given the opportunity to be present for said flip. Unsuccessful respondents will be notified as soon as possible.

Written questions regarding the RFQ requirements or Scope of Work/Services must be submitted in writing to the APPJ.

Assumption Parish Police Jury
ATTN: Megan Hedges
4813 Highway 1
PO Box 520
Napoleonville, LA 70390
meganhedges@assumptionla.com

APPJ will consider written inquiries and requests for clarification of the content of the RFQ received from potential offerors. Written inquiries must be received by the date and time specified in the Schedule of Events. APPJ shall reserve the right to modify the RFQ should a change be identified that is in the best interest of APPJ.

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.

Responsive proposals will be evaluated based on the following criteria:

CRITERIA	MAXIMUM SCORE
Technical Evaluation	(Worth 75 points)
1. Corporate background and experience	15
2. Approach and methodology	30
3. Resumes, proposed staff qualifications	20
4. Hudson/Veterans Small Entrepreneurship Program	10
Cost Evaluation*	25
Total Score	100
Oral presentation (if required)	10

* RFQs are evaluated without cost. Costs are determined after selection of contractor based upon qualifications.

1. Corporate background and experience: 15 points

The proposer will be evaluated on past experience with similar projects and pertinent corporate resources. The evaluation team will review the proposer's experience rendering similar services to those stated in the RFQ.

The evaluation team will assess the proposer's corporate resources to determine proposer's ability to support the project. Such resources may include facilities, equipment and available staff with unique qualifications and experience.

2. Approach and methodology: 30 points

Each proposal will be evaluated on the proposer's project approach and methodology. The evaluators will be looking for the following items:

Project Organization

Program Manager

Team Staffing Resources

Support Resources

Project Management Planning and Tracking System

Project Reporting

Monthly Progress/Status Reporting

Quality Assurance

Subcontractor Management

Management Planning and Reporting

Ability to coordinate effectively

Flexibility and capacity to provide a full range of services i.e.: short suspense, around the clock, etc.

3. Resumes, proposed staff qualifications: 20 points

The evaluation team will assess the resumes of the staff supplied by the proposer to determine the qualifications of the staff relevant to the RFQ.

4. Hudson/ Veterans Small Entrepreneurship Program: 10 points

Veteran-Owned and Service-Connected Small Entrepreneurship (Veteran Initiative) Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation

Ten percent (10%) of the total evaluation points on this RFQ are reserved for proposers who are certified Veteran or Hudson Initiative Small Entrepreneurships.

Cost Evaluation: 25 points

The cost evaluation will be based upon the hourly labor rates for the positions submitted by the proposer. The total cost will be determined by the sum of all hourly rates stated. The proposer with the lowest cost will receive a score of 25 points for the cost category. The remaining proposers will receive a score based upon the following formula:

$$CS = (LPC/PC \times 25)$$

CS = Compared cost score for proposers

LPC = Lowest proposed cost for all proposers

PC = Proposer's cost

Oral presentation: 10 points

In the event oral presentations are requested, they will be evaluated on the clarity of the approach and methodology.

PHASE I – Pre-Construction Services

Deliverables/Scope of Services

The services provided will include, but not limited to:

The consultant should have the capabilities of providing professional civil engineering services. The consultant shall have experience in neighborhood sewer design. The consultant will be responsible for the following pre-construction deliverables but not limited to:

- Topographic Survey
- Geotechnical Investigation
- Bi-weekly Design Updates
- Meet with Parish representative(s) to develop scope of project
- Design Report including all engineering calculations
- Provide Project Progress plan sets, calculations, and specifications
- Complete set of signed and sealed final design plans (100%)
- Permits as applicable

Task 1: Design and Specify Collection system for:

- Ewell/Virginia St Neighborhood

Task 2: Design and Specify Replacement Plant for:

- Belle Rose Lane
- Violet Street

- Georgette Street

Task 3: Design and Specify Increased Capacity for:

- Peterville Lane Plant

Task 4: Design and Specify Generator for Emergency Power:

- Bertrandville Community Lift stations

Task 5: Design and Specify Pump and Piping Upgrades for:

- Peterville Community Lift Station
- Back Marias Community Lift Stations
- Georgette St. Community Lift Stations
- Grant Loop Community Lift Stations
- Violet St. Community Lift Stations
- Belle Rose Lane Community Lift Station

Task 6: Provide Detailed Engineering Plans and Specifications for each project.

Expected Completion Date Tasks 1-5

Approximately 10 weeks after Execution of Contract (deadline to submit documents to Water Sector Commission Mid-August 2023)

PHASE II - Bidding & Construction Services

The consultant will be responsible for but not limited to the following deliverables:

- Preparing all required documents for bidding
- Attending all bid meetings
- Responding to questions during bidding
- Assisting Assumption Parish during bidding as needed
- Providing qualified and experienced Construction Resident Inspectors
- Providing bi-weekly construction updates
- Providing construction administration services including response to RFI's, submittals, and Pay Application review.
- Providing a complete set of As-Built record drawings.
- Verification of paid wages and all requirements of the Davis Bacon Act.

APPJ will provide a contract agreement to the selected Consultant(s). Once the contract agreement is signed and returned to the APPJ, an official "Notice to Proceed" will be issued. The Consultant(s) will have ten (10) working days to initiate work after the Notice to Proceed is issued.

QUALIFICATIONS SHALL BE SUBMITTED TO THE ASSUMPTION PARISH POLICE JURY ADMINISTRATIVE OFFICE NO LATER THAN 2:00 PM ON FRIDAY June 20,

**2023. THEY MAY ALSO BE SUBMITTED VIA THE PARISH WEBSITE AT
WWW.ASSUMPTIONLA.COM**

**Assumption Parish Police Jury
4813 Highway 1
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