

June 6, 2023

**Request for Qualifications for Engineering Services to complete
Flood Protection Levee Improvements**

Project Outline

Assumption Parish Police Jury (APPJ) is issuing a Request for Qualifications (RFQs) from individuals and/or firms interested in providing professional services for the engineering and design of various levee systems in Assumption Parish. The projects will consist of evaluating, rehabilitating, and/or raising existing levees and design of new levees. 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 levee 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 levees.

Submittals & Schedule of Events:

SCHEDULE OF EVENTS	
Activity	Date
Public Notice of RFQ	June 6, 2023, June 13, 2023 & June 20, 2023
Deadline for receipt of written inquiries	June 27, 2023
Deadline for receipt of RFQ responses	June 30, 2023 at 2:00 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 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 **“GOMESA LEVEE IMPROVEMENTS”**.

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 reserved the right to reject any and all statements.

TIED BID PROCEDURE as suggested by the Legislative Auditor’s Office and AG Opinion. Said procedure requires that if bids come in for the same amount, for the same product or service, preference shall be given to the bidder whose firm has its principal place of business in Assumption Parish then to the bidder 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 bidder 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, Grants Coordinator
P. O. Box 520
4813 Highway 1
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*	n/a
Total Score	75
Oral presentation (if required)	n/a

* 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 RFP/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 (including identification and role of subcontractors)
- 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 RFP.

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 RFP are reserved for proposers who are certified Veteran or Hudson Initiative Small Entrepreneurships.

Cost Evaluation:

Once the consultant is selected based solely on their qualifications, the Parish and the selected consultant can then discuss and negotiate the price for the services to be rendered. If the two parties cannot agree on a price, then the Parish can move to the second-highest-scoring consultant to negotiate a price.

Oral presentation: 10 points (If required)

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 levee 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) and drainage boards (where applicable) to develop scope of improvement
- Design Report including all engineering calculations
- Provide Project Progress plan sets, calculations, and specifications
- Cost Analysis
- Complete set of signed and sealed final design plans (100%)
- Permits as applicable

Task 1: Identify existing levee alignment and flood protection elevation for the following preliminary list of locations:

Levee Lifts

Pierre Part Settlement Levee Improvement

Gerald Crochet
Derrick St.
Bayou Pierre Part (East Dr.)
Rue De Vert
Guillot St.
Nicky Blanchard
Hue St.
Knotts Subdivision
Oak Ridge Subdivision
Northwest Side LA70
Lower Belle River
Cousins St./Gerald St.

Task 2: Identify revised/proposed levee alignment as required for listed locations

Task 3: Identify proposed elevation recommendation based on existing natural barrier elevations and cost-benefit analysis.

Task 4: Provide Detailed Engineering Plans and Specifications for each project.

Task 5: Prioritization of Project List Based on Available Funding

Expected Completion Date Tasks 1-4..... 24-30 weeks after Execution of Contract

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 30,

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

Publication in Official Journal:

June 6, 2023

June 13, 2023

June 20, 2023