

TANGIPAOHA PARISH GOVERNMENT

Request for Qualification Statements-Pedestrian Improvements Construction Engineering Design Services

The Tangipahoa Parish Government in Louisiana is interested in procuring the services of an experienced engineering firm to assist the Parish with sidewalk improvements near the City of Hammond on E. Minnesota Park Road as it relates to safe access to the public transit system. The Parish will be coordinating with the Federal Transit Administration (FTA) in the use of transit grant funds along with local funds for this project.

The procedures for the selection of this firm will be in accordance with the procurement requirements of the Parish and Federal 2CFR200 standards. All responses received will be evaluated in accordance with the selection criteria identified in the Request for Qualifications Statements – Pedestrian Improvements Construction Engineering and Design Services. This information also identifies the scope of services to be performed by the selected firm.

The Parish will award a selection to the respondent obtaining the highest recommendations and points based upon a selection committee review, written RFQs, and work references.

Interested parties are invited to secure an informational package from Donna Domiano, Purchasing Agent, Tangipahoa Parish Government, 206 E. Mulberry Street, Amite, LA 70422 or by calling (985) 748-3211. The response to this request must be hand-delivered or mailed to the above-named person at the above-named address in such a manner that it is **received no later than 3:00 p.m. on Friday, March 27, 2020.** The Parish of Tangipahoa is an Equal Opportunity Employer and encourages the submission by DBE certified firms and the use of DBE sub-contractors.

TANGIPAHOA PARISH GOVERNMENT
Request for Qualification Statements-Pedestrian Improvements
Construction Engineering Design Services

Tangipahoa Parish Government is interested in procuring the services of an experienced engineering firm to assist the Parish with sidewalk-pedestrian improvements for E. Minnesota Park Road as it relates to safe access to the local public transit system. The Parish will be coordinating with the FTA in the use of FTA transit grant funds and local funds for this project.

PART 1--Management

The overall project management and level and scope of services will be determined by the Parish in relation to its approved FTA project application, FTA regulations, and conditions. A fixed sum contract on a cost reimbursement basis will be negotiated with the selected firm for the project, with the actual fees for services subject to approval by, and funding from FTA and the Parish, in accordance with cost principles. The Parish will review any proposed fee tables provided by the selected engineering company(s) for cost reasonableness, so a fee table for services and staff positions should also be included as an appendix to the submittal.

PART 2– Request for Qualification Statements

RFQs will be accepted by the Parish until **3:00 p.m. on March 27th, 2020**. In order to be considered, submittals must be received by the Parish prior to the time and date specified herein at the location specified herein. The Parish reserves the right to reject any or all responses for late or incomplete submission. All responses shall be sealed and the outside of the envelope marked: **“FTA PEDESTRIAN PROJECT –East Minnesota Park Road.”**

All submittals will be ranked by a selection committee, with the highest rated firm being awarded a contract, after appropriate negotiations. The submittal must include a brief history of the firm and a resume of each person in the firm who will be assigned to the project, experience with similar type projects, familiarity with Federal Transit Administration (FTA) standards, examples of past projects completed and information on any sub-contractors. A time schedule for preparing various survey, design and construction bid documents must also be included in the submittal, along with a fee schedule typically charged, including a description of additional costs not included in the typical design and related fees. Also, please provide information as to any subconsultants and their role in the project, which may be used and use of any land surveyor (in-house or sub) to be used for this project if such services are needed. Specify if any firm or the subs are considered certified DBE firms (include proof of certification), which the Parish encourages outreach to. Please also include a list of appropriate references for past jobs that are similar. *Note that registration in the federal*

SAM system is required of all selected consultants, sub-consultants, and contractors prior to contract approval.

Three (3) printed copies of the RFQ package must be provided by mail or hand-carried to the attention of Donna Domiano, Purchasing Agent for Tangipahoa Parish (P.O. Box 215) 206 E. Mulberry Street, Amite, LA 70422. An emailed response is not acceptable.

The services to be provided to the Parish through this RFQ will include, but not necessarily be limited to:

1. Project total and construction cost estimates, preliminary and final design improvements, choosing materials, construction plans, and construction inspection review, along with topo and land surveying and geo-technical, if needed.
2. Preparation of preliminary project site information, geo-technical services, design and the construction bid package in conformance with applicable federal requirements. Supervising the bid advertising, tabulation, and award process, including preparing the pre-bid meeting, preparation of advertisements for bid solicitation, and conducting the bid opening. Note that this project will **include Davis-Bacon wages**. If any portion of the project is located within a State or Railroad ROW, then the engineering consultant will have to provide appropriate plans to those organizations for approval.
3. If the project moves forward with construction and funding from FTA, the selected firm will coordinate a pre-construction meeting and coordination with Parish and interested public entities, permit requirements, and identification of utilities in the ROW that may need to be marked and moved.
4. On-site inspection of construction work, and preparation of written inspection reports.
5. Review and approval of all contractor requests for payment and submitting approved requests to the Parish, with prior review by the engineer.
- 6.. In coordination with subconsultants (if used), preparing and submitting all applications for the various permits to various agencies, including building and drainage permits, DOTD or RR permits, or others, on an as-needed basis. (note if these services are included in basic services)
7. Conducting final inspection and recommendation of acceptance of work.

PART 3--SELECTION CRITERIA

All responses to this solicitation will be evaluated according to the following criteria and will be evaluated on the bases of any written materials submitted, along with a Parish verification of previous job references, and work load. Incomplete or misleading/incorrect information may result in disqualification of a submittal. After initial qualification, the highest scoring firm will be interviewed for reasonable cost negotiation and pricing considerations in relationship to approved project fees.

EVALUATION CONSIDERATIONS.

1. Experience of the firm, in projects and in years, in successfully providing engineering services in the implementation of other similar projects, particularly those funded through FTA or the Federal Highway Administration (please identify those). **(up to 30 points)**.
2. Knowledge and background of assigned staff members and/or sub-consultants that are involved with the project. **(up to 30 points)**. Include a listing and background of which staff members or consultants will be involved with this particular submittal, what their role will be, and their knowledge of similar projects.
3. Timeliness and methods in being able to quickly complete cost estimates, design and project plans, based upon a proposed written task, ability to handle present work load, and time schedule to be included by the respondent. **(up to 10 points)**
4. Certified DBE firm or sub-contracting of tasks to certified DBE firm (show which task or percentage of work to be done by DBE sub). **(up to 5 points)**

Engineering Consultant fees will be negotiated with the highest rated firm(s) based upon cost reasonableness and typical engineering fee scales and rates, which must be included in the project submission (i.e.: typical fee schedules and costs). The Parish of Tangipahoa is an Equal Opportunity Employer and encourages the submission by DBE certified firms and the use of DBE sub-contractors.

Questions concerning this proposal should be addressed to Donna Domiano, Purchasing Agent at (985) 748-3211. Email questions should be sent to ddomiano@tangipahoa.org.