

TANGIPAHOA PARISH GOVERNMENT
Request for Qualification Statements-Watershed CDBG-MIT Program
For Engineering Services

The Tangipahoa Parish Government is interested in procuring the services of an engineering firm or firms to assist the Parish with preparation of application material and design and engineering inspection services for several proposed Watershed Initiative projects (HUD funding) that involve flood relief projects/drainage or other eligible projects in various locations in Tangipahoa Parish. The Parish will be coordinating with the State of LA/Office of Community Services in the award and use of such funds if the Parish's projects are selected. Especially important is the engineer's experience with flood and drainage type projects and completing H&H studies and related work through use of local and HUD funds.

The procedures for the selection of this firm will be in accordance with the procurement requirements of the CDBG-HUD program requirements, federal 2CFR200 standards and Tangipahoa Parish criteria. All responses received will be evaluated in accordance with the selection criteria identified in the request for qualifications information package available from the Parish. That information also identifies the scope of services to be performed by the selected firm if the project is funded.

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

Interested parties are invited to secure an informational package from Donna Domiano, Purchasing Agent, Tangipahoa Parish Government, P.O. Box 215, 206 E. Mulberry Street, Amite, LA 70422 or by calling (985) 748-3211. The original response and two copies 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, November 20, 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.

The overall project management and level and scope of services will be determined by the Parish and as approved by the State funding agency. A fixed sum contract on a cost reimbursement basis will be negotiated with the selected firm for each project that the respondent is selected for, with the actual fees for services subject to approval by, and funding from, LA OCD and the Watershed Commission. The Parish will review the proposed fee and cost reimbursement tables provided by the selected engineering company(s) for cost reasonableness. Such typical fee and cost tables will be provided by the engineer.

Request for Qualification Statements

All submittals will be ranked by a selection committee, with the highest rated firm being awarded a contract. The Parish may request an in-person or virtual interview prior to selection. The proposal information 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 drainage-flood related projects and with H&H studies. A Time Schedule for preparing the Watershed application preliminary estimates and related information, project design, and construction bid documents must also be included in the

submittal, along with proposed fee schedules typically charged (not a lump sum price at this time), including a description of extra costs not in the typical design fee. Also, please provide information as to any subconsultants that may be used and which surveyor (in-house or sub) will be used for each project, if such services are needed. Typically, an environmental component will also be provided by the engineering company or a sub-consultant for wetlands determinations and permitting if required. Specify if any of the subs are considered approved DBE firms.

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 accepted.

Note that the Parish has a variety of proposed Watershed projects that may include: culvert replacement, roadside drainage and road elevation, new bridges, retention ponds, or other flood mitigation strategies. **A respondent consultant may be selected by the Parish for all, none, all, or some of these projects that are listed herein.** The selected engineering consultant will be working with a project manager on each application for Watershed funds, and throughout the project that is funded by the State. The possible projects that the Engineering firm/respondent may be selected for include any of the following:

- Abandoned Mines-Stormwater Retention
- Village of Tangipahoa Drainage
- Big Creek-Sweetwater Creek Retention
- Chappapeela River Retention
- Chappapeela Rd. Elevation
- Fox Hollow Subdivision-Briarwood Rd. Drainage
- Infrastructure Road Access and Elevation (includes various local roads)

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

1. Preliminary and final project cost estimates, preliminary and final design improvements, choosing materials, construction plans, and construction inspection review, along with topo and land surveying, if needed.
2. Preparation of preliminary project site information, H&H study if required by the State funding agency, 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. This phase usually entails one or two meetings with Parish and State review staff, and the project manager. If additional rights of way are needed, the engineer will provide appropriate information and coordinate such right of way, as an additional service.
3. If the project moves forward with construction and funding from the State, the selected firm will coordinate environmental clearances, pre-construction meetings, and coordination with Parish and public entities, including those owning utilities in the project area.
4. On-site review of construction work, and preparation of written inspection reports.

5. Reviewing and approving all contractor requests for payment and submitting approved requests to the Parish.
- 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 permits, Corp of Engineers permits, or other, on an as-needed basis.
7. Conducting final inspection and recommendation of acceptance of work.
8. If the State or Parish requires such in certain projects, a set of as-built plans may be requested.

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. Incomplete or misleading/incorrect information may result in disqualification of a submittal. After initial qualification, the highest scoring firm may be interviewed for reasonable cost negotiation and pricing considerations in relationship to approved project fees.

EVALUATION CONSIDERATIONS.

1. Experience of the firm in successfully providing engineering services in the implementation of other similar projects, particularly those funded through HUD, CDBG, and FEMA. **(up to 30 points).**
2. Knowledge and background of assigned staff members or sub-consultants that are involved with the project. **(up to 30 points).** Include a listing and background of which staff members will be involved with this particular RFQ, and show their knowledge of similar projects.
3. Timeliness and methods, and staffing available, in being able to quickly complete an H&H, design and project plans, based upon a written schedule to be included by the respondent. **(up to 10 points)**
4. Qualification as a DBE company or use of DBE sub-consultants for significant roles in the project. **(up to 5 points).** Indicate such by type of work. The DBE company does not have to be identified at this point, but the name will be needed should the respondent be selected.
5. Previous successful performance of contracts with the Tangipahoa Parish Government **(5 points)**

Consultant fees will be negotiated with the highest rated firm(s) based upon cost reasonableness and typical engineering fee scales, which must be included in the project submission (typical fees and costs, not specific project lump sum prices).

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