

TANGIPAHOA PARISH GOVERNMENT
Request for Qualification Statements:
Engineering Services for
Tangipahoa Parish Stormwater Drainage Enhancements through
Culvert Modifications in Tickfaw & Maurepas Watersheds Project (065)

The Tangipahoa Parish Government is interested in procuring the services of an engineering firm (or firms) to provide engineering design for the Parish's Louisiana Watershed Initiative (LWI) project that aims to restore and enhance the floodplain in the Lake Maurepas and Tickfaw River watersheds. This project focuses on replacing driveway culverts to mitigate flooding. The firm (or firms) selected will need to determine the proper size and inverts of all driveway culvert and box culvert installations and to assess the beneficial and adverse impacts upstream and downstream as well as any flood risk improvements. The firm will need to provide drainage calculations, plans, and specifications for this project. Especially important in this selection is the firm's experience with designing flood mitigation and drainage projects in a manner approvable by the LWI program, administered by the Louisiana Office of Community Development (OCD).

Project Scope of Services and Management

The Parish is soliciting qualification statements for engineering design services in compliance with LWI program 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 and review for cost reasonableness.

The services to be provided will include, but not be limited to:

1. Provide draft project design plans and specifications to the Parish engineering office and any other agency reviewing the project, for consultation, and afterwards, preparation of final plans, specifications, and cost estimates.
2. Assist any Parish-procured administrative consultant with the construction bid package in conformance with applicable federal requirements, and supervise the bid advertising, tabulation, and award process, including preparation of bid solicitation advertisements, conducting the bid opening, and issuing the notice to proceed.
3. Assist in conducting a preconstruction conference(s).
4. Complete field staking, conduct on-site supervision of construction work, and prepare inspection reports.
5. Review and approve all contractor requests for payment and submit approved requests to the Parish.
6. Provide reproducible deliverables and as-built plans to the Parish upon project completion.
7. Prepare operating and maintenance manuals, if requested by the Parish, as an "additional service."
8. Conduct final inspection(s) and testing.

Request for Qualification Statements and Review:

All RFQ submissions must be received in the Parish office by the deadline and at the location specified herein no later than 3pm on Monday, June 24th, 2024. All responses shall be sealed and the outside of the envelope marked: "ENGINEERING SERVICES FOR LWI PROJECT

065.” The RFQ submission must include three (3) printed copies of the RFQ submittal package and an electronic copy provided by postal mail or hand-delivered to:

Tangipahoa Parish Government
ATTN: Donna Domiano, Purchasing Agent
P.O. Box 215
206 E. Mulberry Street
Amite, LA 70422

An additional information package for this project is available upon request to the person and address above.

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Project Scope of Services and Management

The Parish is soliciting qualification statements for engineering design services in compliance with LWI program 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 and review for cost reasonableness. Reimbursement for services will be contingent on the Tangipahoa Parish Government receiving funding from the State OCD/DRU LWI Program. The maximum amount of engineering fees that can be paid with LWI funds will be determined by the OCD and may require adjustments in the proposed contract amount.

The services to be provided will include, but not be limited to:

1. Provide draft project design plans and specifications to the Parish engineering office and any other agency reviewing the project, for consultation, and afterwards, preparation of final plans, specifications, and cost estimates.
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Request for Qualification Statements and Review:

All RFQ submissions must be received in the Parish office by the deadline and at the location specified herein no later than 3pm on JUNE 24, 2024. All responses shall be sealed and the outside of the envelope marked: “ENGINEERING SERVICES FOR LWI PROJECT 065.” The RFQ submission must include three (3) printed copies of the RFQ submittal package and an electronic copy provided by postal mail or hand-delivered to:

Tangipahoa Parish Government
ATTN: Donna Domiano, Purchasing Agent
P.O. Box 215
206 E. Mulberry Street
Amite, LA 70422

Emailed submissions will not be accepted. The Parish reserves the right to reject any or all responses for late or incomplete submissions.

All submittals will be reviewed and ranked by a selection committee, with the highest-rated firm (or firms) being awarded a contract, pending fee negotiations and the number of separate watershed projects. The respondent’s submittal must include:

- Brief history of the firm. Identify if the firm is DBE-certified.
- Experience with drainage-flood mitigation projects, design services, and H&H studies.
- Resume of each person in the firm who will be assigned to the project.
- Proposed time schedule for tasks.
- Proposed fee schedules typically charged and description of additional costs not included in the typical fees. The Parish will review the fee tables for cost reasonableness, and a lump sum price will be negotiated after a firm (or firms) is selected.
- Information on any subconsultant(s) that may assist with the project, if such services are used. Identify if subconsultant(s) is DBE-certified.

Selection Criteria

All qualification statements will be evaluated according to the following criteria, along with the Parish’s verification of previous job references. Incomplete or misleading/incorrect information may result in disqualification of a submittal. After initial qualification, the highest scoring firm (or firms) will be interviewed for reasonable cost negotiation and project scheduling.

Evaluation Criteria (up to 50 points)

1. Experience of the firm in successfully completing similar drainage and flood mitigation design services for other projects, particularly those using federal funding and those completed in Tangipahoa Parish. Include reference contact information and project start/end dates. *(up to 20 points)*
2. Knowledge and background of assigned staff members or subconsultants that are involved with the project. Include resumes that list relevant information, credentials, familiarity with specific models/software, and similar projects. *(up to 20 points)*

3. Timeliness and methods used to quickly complete each phase of the project, based upon a written time schedule of key tasks, milestones, and deliverable. *(up to 10 points)*
4. Cost reasonableness analysis based upon typical fee tables and negotiated fees. Make sure to describe any additional costs not included in the typical fees. *(no points assigned)*

Note that Tangipahoa Parish is an Equal Opportunity Employer and encourages submission by DBE-certified firms and the use of DBE subconsultants. Please identify such if they are available and will be used in this project.

Questions concerning this RFQ should be addressed to Donna Domiano at (985) 748-3211 and emailed to ddomiano@tangipahoa.org for a written response. Questions and comments should be provided at least 48 hours in advance of the submittal deadline.