

ELECTRICAL ENGINEERING SERVICES

REQUEST FOR QUALIFICATIONS

FOR THE FOLLOWING PROJECT:

TANGIPAHOA PARISH

PARISH WIDE GENERATOR PROJECT

[PARISH PROJECT NO. 4611-F51]

PREPARED BY

TANGIPAHOA PARISH GOVERNMENT

March 7, 2025

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SECTION 1
PUBLIC NOTICE

PUBLIC NOTICE

INVITATION FOR CONSULTING ELECTRICAL ENGINEERING SERVICES or LOUISIANA LICENSED ELECTRICIANS

Tangipahoa Parish invites qualified engineering firms or licensed electricians to submit a Statement of Qualifications for the following project:

TANGIPAHOA PARISH - PARISH WIDE GENERATOR PROJECT PARISH PROJECT NO. 4611-F51 ELECTRICAL ENGINEERING FEE: TO BE NEGOTIATED

This project and the procedures for the selection of this firm will be in accordance with all requirements of the Federal Emergency Management Agency's Hazard Mitigation Assistance (HMA), Federal Code of Regulations (2CRF200), the State of Louisiana, and the standard of Tangipahoa Parish. All responses received will be evaluated in accordance with the selection criteria identified in the Request for Qualifications information packet available from the Parish. That information also identifies the scope of services to be performed by the selected firm. The scope of work includes assisting with the evaluation and assessment of various sites, development of design plans, construction bidding and oversight for the installation of emergency back-up generators.

All engineering/electrical responding firms shall also be registered with SAM.GOV and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors or electrical Board, in accordance with LA RS 37:689. A copy of the current Certificate(s) of Registration shall be attached to each Statement of Qualification. Failure to be registered and in good standing with SAM.GOV and the aforementioned board will lead to the rejection of a qualifications statement.

Tangipahoa Parish will award the project to the respondent obtaining the highest recommendation and points based upon a section committee review of the submitted Statement of Qualifications and work references.

Interested firms are invited to secure an informational packet from Tangipahoa Parish, Donna Domiano, Purchasing Agent, purchasing@tangipahoa.org, or download an electronic copy of the official Request for Qualifications packet from Central Bidding website: www.centralbidding.com. Only those firms that have responded in accordance with the official RFQ packet for this project obtained from Tangipahoa Parish or Central Bidding will be considered by Tangipahoa Parish Selection Committee. Additionally, the firm selected for

this project will be required to submit to the Parish a draft Engineering standard contract for Engineering Services as amended for this project. The overall level and scope of services will be determined by Tangipahoa Parish. A fixed sum contract will be negotiated with the selected firm. Responding firms must be prepared to provide an audited overhead rate for the purpose of contract negotiation and determination of cost reasonableness.

Any questions or problems related to the download of the RFQ packet should be directed by email to Donna Domiano, Purchasing Agent, purchasing@tangipahoa.org.

The response to this RFQ must be hand delivered or mailed to the above-named person at Tangipahoa Parish Government, P. O. Box 215, 206 East Mulberry Street, Amite, LA 70422 in such a manner that it is received no later than 3 pm on April 10th, 2025. Statements of Qualifications that have not been received by the deadline date and time will be rejected.

Tangipahoa Parish Government is an Equal Opportunity Employer. Responding firms are encouraged to utilize minority participation in this contract through the use of disadvantaged and women-owned businesses as suppliers or sub-contractors. Tangipahoa Parish Government encourages submission by DBE, minority, veteran, and/or women owned businesses.

**TANGIPAHOA PARISH GOVERNMENT
DONNA DOMIANO
PURCHASING AGENT**

SECTION 2
PROJECT SUMMARY AND SCOPE OF WORK

PROJECT SUMMARY

Tangipahoa Parish Government desires to hire a qualified electrical engineer consultant or experienced licensed electrician to assist with the evaluation and assessment of various sites, development of design plans, construction bidding and oversight for the installation of emergency back-up generators and inspection of the installation work. In particular, the proposed service includes site evaluations to determine maximum continuous run time, peak load, and required starting and running watts for generators at enclosed locations. Evaluation of utility lines, design plans to include utility connections, and generator pad or platform with security fencing, as needed.

Tangipahoa Parish Government has received an allocation of federal funds with the express purpose of addressing power outages caused by high winds and damage from wind-borne debris as a direct result of a natural disaster. The Parish prioritized the installation of emergency generators at critical facilities through the funding application, which will increase the level of protection and reduce risks to the residents. The implementation of this project will be conducted in a manner that complies with all applicable federal regulations for the Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance (HMA) program under the Robert T. Stafford Disaster Relief and Emergency Assistance Act and Housing and Urban Development (HUD) Community Development Block Grant (CDBG) under Title I of the Housing and Community Development Act of 1974.

SCOPE OF WORK

Tangipahoa Parish Government has identified several facilities throughout the parish that are required to be functional during emergencies. This project is to install new permanent and mobile generators and ancillary equipment such as transfer switches, concrete slab, conduit, etc. These measures will help to ensure the continued operations of critical facilities during future storm events.

The consultant shall consult with the Parish to review project descriptions, federal requirements and compliance measures, and scheduling.

The consultant shall provide a full site assessment for each facility to include the completion of an assessment form to be furnished by the Parish. The assessment will include an evaluation on the maximum continuous run time, peak load, and required starting and running watts for generators. A copy of the assessment form is enclosed.

The consultant will provide estimated costs associated with the purchase and installation of generators for each site.

The consultant will furnish plans and specifications for the installation of generators which include utility connections, slab or elevated platform, as needed, and security fencing if applicable. The Parish will have final review of the plans to ensure that all grant compliance is met and may consult with grant management experts.

The consultant shall assist the Parish in the sourcing and purchasing of generators and contractors to build out the specification on design plans. This is to include conducting a pre-construction conference and on-going correspondence and coordination with the contractor.

The consultant shall review and approve all contractor submittals and pay requests. The consultant shall submit all paperwork, documentation, and pay requests to the Parish or the designated project agent for final review and approval.

The consultant shall develop and submit regular reports that demonstrate progress on the project. Reports could be requested as frequently as monthly but will be required no less than quarterly.

The consultant shall assist the Parish and designees in the preparation and submission of all required documents. This will include, but is not limited to, site assessments, surveys, design plans, procurement, inspections, equipment testing reports, and photographs.

The consultant will conduct final inspections with Parish staff at each site and assist the Parish and designees with grant closeout, as needed.

SECTION 3
SITE LIST

Name	Address	Latitude	Longitude	Flood Zone
Amite City Hall	212 E Oak St, Amite, LA 70422	30.726553	-90.505690	X
Florida Parishes Arena (Arena area)	1301 NW Central Ave, Amite, LA 70422	30.744290	-90.514120	X
Amite City North Well	13040 Foulks Ln, Amite, LA 70422	30.751950	-90.507234	X
Town of Amite Barn Well	1116 NE Central Ave, Amite, LA 70422	30.734898	-90.508522	X
TPSD1_Southeast Wastewater Treatment Facility	18123 Wedgewood Drive, Hammond, LA 70401	30.499828	-90.423171	X
TPSD1_Bedico Wastewater Treatment Facility	28425 Dusty Lane, Ponchatoula, LA 70454	30.458606	-90.247262	A
Amite High School (Gym)	403 S Laurel St, Amite, LA 70422	30.721277	-90.504420	X
Hammond Westside Montessori (Gym)	2600 PFC Mathew E, Wildes Street, Hammond, LA 70403	30.484510	-90.489090	X
Kentwood High School Shelter (Gym)	603 9th St, Kentwood, LA 70444	30.938040	-90.514970	X
Nesom Middle School Shelter (Gym)	14417 LA-422 W, Tickfaw, LA 70466	30.578132	-90.486337	X

SECTION 4
GENERATOR ASSESSMENT FORM

GENERATOR ASSESSMENT REPORT INSTRUCTIONS

Purpose

The purpose of the Generator Assessment Report is to provide a detailed assessment for each generator site location included in the FEMA funded project. This report is to be completed and stamped by a licensed engineer and submitted to the Jurisdiction and their representatives as part of project deliverables.

Note

The Generator Assessment Report must be complete and submitted for review by State and Federal officials prior to the procurement and installation of equipment. Funds may not be available to purchase and install equipment prior to the completion and submission of this report.

Step 1

Click on the tab below titled "Cover"

Fill-in information for the Jurisdiction and engineer completing the assessment

Step 2

Click the tab below titled "Site Form - 1"

Fill in all fields for the first generator site location or facility. This includes a detailed description of services, you have up to three lines of text for each description. Two blank spaces are provided at the bottom for any services or equipment not included in the form. Include cost for each service.

TIP

When filing in the service description, you can move to a new line of text by holding "ALT" and "ENTER" on the keyboard.

Step 3

Repeat Step 2 for each site location being evaluated. Site Form tabs can be added by right-clicking a tab, clicking "Move or Copy," select "move to end," click "Create a Copy," and click "OK." You can then rename the tab, by right-clicking again and selecting "Rename."

Step 4

Once a Site Form has been complete for each location, sign and stamp the Cover page, email the executed cover page and site form for every location to jurisdiction and their representatives

TIP

You can save the workbook as a PDF document by clicking "File," select "Save As," in the menu, choose the location where you want to save the documents, in the "Save as type" dropdown menu, select "PDF," and adjust the settings under "options" to ensure that "Entire Workbook" is selected and not just the current worksheet.

DEFINITIONS

Maximum Continuous Run Time

Refers to the longest period a generator can operate without interruption, typically before it needs to be shut down for maintenance, refueling, or to prevent overheating or other mechanical issues. This should be found with the manufacture specifications for the proposed generator.

Peak Load

Refers to the highest level of electrical power demand within a specified period. This is the maximum amount of power required by the building, utility, or facility. This can be determined through historical data review, such as utility bills, load measurement with monitoring devices, manual calculation of connected loads, or other methods.

Starting Watts

Also called surge watts or inrush current, refer to the additional power required by certain electrical devices or equipment when they are first turned on, compared to their normal operating power. To determine the Starting Watts for the building, utility, or facility, identify the equipment and devices that will be connected to the generator power, find the starting watts of each device which is usually found on a nameplate or the device specifications, and sum the starting watts for the supported devices.

An electrical engineer or energy consultant can also conduct a professional load study for large or complex facilities.

Running Watts

Also know as continuous watts, refers to the amount of electrical power that a device or equipment requires to operate under normal, steady conditions once it has started. This is the sustained power level needed for the equipment to run efficiently after any initial surge in power (starting watts) has passed. This can be calculated in the same way as starting watts, by determining the running watts of the equipment's and devices identified and connected to the generators, and locating the information of the device nameplate or specifications.

**GENERATOR ASSESSMENT REPORT
SITE EVALUATION(S) & CERTIFICATION**

PROJECT NO: 4611-F51

JURISDICTION: Tangipahoa Parish Government

ADDRESS: 206 E. Mulberry Street, Amite, LA 70422

ENGINEER

NAME/TITLE: _____

COMPANY: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

CERTIFICATION

I, _____, certify that a load analysis has been performed for each of the _____ location(s) included in this packet to determine the starting watts, running watts, and peak load for each site or facility. The appropriate size equipment has been identified to support the electrical load requirements for each site. Installation will be in accordance with the applicable flood zone and building codes.

NAME/TITLE: _____

DATE: _____

SIGNATURE: _____

STAMP:

GENERATOR SITE EVALUATION

DATE: _____

SITE NUMBER: _____ SITE NAME: _____

SITE ADDRESS: _____

LATITUDE: _____ LONGITUDE: _____ MAX CONTINUOUS RUN TIME: _____

PEAK LOAD: _____ STARTING WATTS: _____ RUNNING WATTS: _____

EQUIPMENT - SERVICE	DESCRIPTION	COST
Generator		
Transfer Switch (ATS or Manual)		
Electrical Service		
Plumbing Service		
Fuel Storage Tank		
Foundation		
Security Fencing		
Testing/Training		
Permits		
Design & Certification		
Inspections & Acceptance		
Historic Requirements		
TOTAL		\$ -

SECTION 5
SUBMISSION REQUIREMENTS AND
ADDITIONAL INFORMATION

SUBMISSION REQUIREMENTS

Responding firms must submit to Tangipahoa Parish one (1) copy of the response packet. Response packets must include:

- Copy of any Tangipahoa Parish requested and included herein, and proof of SAM registration - Request for Qualifications – Response letters and forms for **each** firm or person included in the response proposal and involved with the proposed work.
- Written Statement of Qualifications or proposal to include firm history and capability, staff resumes, and demonstration of similar or comparable work experience. For more details, see section 4. Also include copy of insurance certificate.

Response packets are to be hand delivered or mailed to:

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

Response packet to be submitted in such a manner that it is received no later than 3 pm on April 10, 2025. Statements of Qualifications that have not been received by the deadline date and time will be rejected.

Please mark outer envelope:

ELECTRICAL /GENERATOR QUALIFICATION STATEMENT
TANGIPAHOA PARISH
PARISH WIDE GENERATOR PROJECT

ADDITIONAL INFORMATION

Questions concerning the proposed project scope of work or this request for qualifications should be submitted in writing to Donna Domiano, Purchasing Agent, purchasing@tangipahoa.org. The deadline for submitting questions is two weeks prior to the response deadline.

SECTION 6
SELECTION CRITERIA AND SELECTION PROCESS

SELECTION CRITERIA

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

The following general criteria, in combination with the enclosed Score Card, will be used in evaluating the Qualifications Statements:

1. Capability to perform all or most of the services required for the project.
2. Recent experience with project comparable to the proposed project.
3. Reputation for personal and professional integrity and competence.
4. Professional background and caliber of key personnel.
5. Capability to meet schedules and deadlines.
6. Capability to complete projects without having major construction cost escalations or overruns.
7. Qualifications and experience of outside consultants regularly engaged by the Engineer under consideration.
8. Quality of projects previously undertaken.
9. Familiarity with the project location is necessary to fully understand the physical limitations, constraints etc. associated with the project.
10. Knowledge of FEMA HMA, FHWA, LADOTD, and Parish regulations, policies, and procedures.

SELECTION PROCESS

The contract for this project will be awarded through a qualifications-based selection process. This process shall consist of evaluation of RFQ Standard Response Forms and written Qualification Statements. All Standard Response Forms and qualification statements will be reviewed by the Parish selection committee. After contract negotiations, the selected firm will be presented to the Tangipahoa Parish Council for authorization to enter into a contract for this project.

The selection process shall be as follows:

1. Each selection committee member shall independently evaluate each Standard Response Form and statement of qualification submitted for this project in accordance with the aforementioned general criteria.
2. Based on their evaluation of the RFQ submittals, each selection committee member will rate each firm and record their total scores on their Score Card.
3. Each selection committee member shall sign and turn in both the score card and RFQ Standard Response Form to the selection committee recorder.
4. Committee recorder will combine the score cards and total the scores for each responding firm and make a formal recommendation to Parish Administration to engage the top scoring firm for contracting and cost negotiations. If necessary, ties shall be broken by ballot whereby the selection committee votes on the ranking of the top three firms.
5. The selection committee members reserve the right to discuss the firms being considered prior to any voting or balloting.
6. No later than two (2) weeks after the notification of selection, the top-rated firm will prepare a proposal for the services to be provided, in accordance with the Parish's instruction. Contract fee negotiation will then be held. Grants Management consultants may be involved in fee negotiation depending on project funding source.

SECTION 7
SCORE CARD

SCORE CARD

	Weighted Points	Max Points
<p>Firm/Team Qualifications and Experience</p> <p>Firm shall be evaluated based on project specific experience and resources. Primary focus should be on the prime consultant's experience; however, other team members must be considered.</p>	0 – 25	
<p>Key Personnel Qualifications and Experience</p> <p>Specific personnel experience with similar projects must be considered. While firm Principals are listed, they traditionally have little involvement in the design; emphasis should be placed on the project managers and project engineers.</p>	0 – 25	
<p>Local Project Experience</p> <p>Consideration must be given to the firm/team that can show experience with the Parish, local criteria, codes, policies, procedures, and standards to successfully facilitate project completion.</p>	0 – 10	
<p>Proposal/Project Understanding and Availability Schedule</p> <p>Firm RFQ should identify understanding of project scope, the past work experience for both the firm and the personnel should properly reflect project scope.</p>	0 – 20	

SECTION 8
RFQ STANDARD RESPONSE FORM

TANGIPAHOA PARISH
GOVERNMENT
ENGINEERING & LAND SURVEYING
REQUEST FOR QULAIIFICATIONS

**STANDARD RESPONSE
FORM**

VERSION DATE 8.2024

1a. Official Name of Firm

1b. Indicate if Prime OR Subcontract

1c. Official Address of Office Performing the Work

Select all
that Apply:

- MBE
 WBE
 VOB

1d. Name and Identification of
Project on which Submitting:

2a. Name, Title, Phone, and Email of Principal to Contract
(Must be the same person certifying item 2b)

2b. I certify that the following information is accurate and complete to
the best of my knowledge.

Signature: _____

Date: _____

3a. Firm's registration number with the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. Please attach a copy of
registration to the end of this form with your submission.

3a. Firm's SAM.GOV Unique Entity ID number:

4a. Indicate the percentage of the total work that the firm will perform for this project.

Note: The Prime firm's percentage of work may be less than 50% but must be greater than any other
team member's percentage.

4b. Based on RFQ Project Summary and Scope of work, provide a brief description of firm's role on the project. What portion of the scope will be
handled by the firm.

5. List all projects the firm has performed that are similar or comparable to the project summary and scope of work in the RFQ packet.

Project Name or Description	Reference Point of Contact	Nature of Firm Responsibility	Actual (A) or Estimated (E) Fee indicated which	Current Status or Percent Complete
1.				
2.				
3.				
4.				
5.				
6.				
7.				

6. List all projects your firm has performed within TANGIPAHOA Parish.						
Project Name or Description	Reference Point of Contract	Nature of Firm Responsibility	Actual (A) or Estimated (E) Fee indicated which	Current Status or Percent Complete		
1.						
2.						
3.						
4.						
5.						
6.						
7.						

7. Use this space to best illustrate the qualifications of this firm to perform the project proposed in the RFQ scope of work. Provide any additional information or description of resources supporting your firm's qualifications.

Note: No additional pages should be added, this can be expanded on in the written proposal submitted with this form.

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