



Parish of Ascension

www.ascensionparish.net

KENNY MATASSA
ASCENSION PARISH PRESIDENT

***REQUEST FOR QUALIFICATIONS
ENGINEERING REVIEW AGENCY SERVICES
Parish Project Number: ENG-16-084***

The Parish of Ascension hereby issues a Request for Qualifications (RFQ) for a Consultant to act as the Engineering Review Agency (ERA), to operate under the directions of parish staff and the Planning Commission and be subject to the control and follow the regulations established by the Ascension Parish Planning Commission. Qualifications will be received by the Ascension Parish Government Purchasing Department, 615 East Worthey Street, Gonzales, Louisiana 70737 (mailing P.O. Box 2392, Gonzales, LA 70707), until 11:30 am local time on May 20, 2016. RFQ's received after 11:30 a.m. will not be accepted.

Scope of Services

- 1) Review Commercial and Multi-family site plans.
- 2) Attend Subdivision pre-application meeting.
- 3) Review and approve Drainage Impact and Traffic impact studies for preliminary subdivision plat and site plan submittals and provide written comments to Planning Commission.
- 4) Review Subdivision Preliminary and Final Plats and any other division of property items on Planning Commission agendas and provide written comments to Planning Commission.
- 5) Attend Planning Commission Meetings in an advisory capacity.
- 6) Review and approve Subdivision Construction Plans.
- 7) Conduct Subdivision Construction Observations and communicate with the Planning Commission and the Department of Public Works regarding any issues pertaining to said subdivision construction. The Department of Public Works shall immediately notify the Engineer Review Agency of any problems it finds.
- 8) Upon request, approve the testing laboratory selected by the developer/contractor of a subdivision, specify the testing that needs to be done, and review the testing laboratory reports.
- 9) Review and approve bond amounts for Subdivision Performance Bonds and Maintenance Bonds.
- 10) Review, make recommendations, and approve Contract Agreements/Developers Agreements.
- 11) Any additional task requested by the Planning Commission/Parish in relation to land development.
- 12) Review all existing development application fees, plan review fees, and permit fees and provide recommendations to the Parish Council.
- 13) Upon request, conduct education and training workshops for Planning Commission members.
- 14) Review all existing parish land development ordinances for conflicts and make recommendations for proposed changes.
- 15) Review traffic impact fee ordinances and rates and provide recommendations for next steps.

- 16) Provide recommendations for sanitary sewer impact fee ordinance.
- 17) Review existing land use and zoning maps and prior recommendations from previous land planning efforts.
Provide recommendations for next steps in moving forward with necessary revisions.
- 18) Upon request, provide General Professional Consulting Services for all technical matters related to Parish-wide traffic, drainage, sanitary sewer, debt issuance, budgeting, and any other matters.

Five (5) copies of proposal shall be submitted. Specifications may be obtained at the Ascension Parish Purchasing Department. This proposal can be viewed and submitted online at <http://www.centralauctionhouse.com>.

The Parish of Ascension reserves the right to disqualify any Bid, response to a Request for Qualifications, or Request for Proposals if it is determined that the submitting business entity is not in good standing with the Louisiana Secretary of State or is not authorized to do business in the State of Louisiana. Ascension Parish Government reserves the right to reject any and all bids/proposals for just cause.

Ascension Parish Government
Kenny Matassa, Parish President

ADVOCATE – Please publish 05/12
CHIEF - Please publish 05/12
WEEKLY – Please publish 05/12