



PARISH OF ASCENSION

REQUEST FOR QUALIFICATIONS

ENGINEERING REVIEW AGENCY SERVICES

Parish Project Number:

ENG-16-084

April 25, 2016

TABLE OF CONTENTS

1. Table of Contents

1.1	Purpose	4
1.2	Scope of Services	4
1.3	Qualifications / Contract Requirements	5
1.4	Proposal / Compensation	5
2	ADMINISTRATION INFORMATION	5
2.1	Term of Contract	5
2.2	RFQ Inquiries	5
2.3	Definitions / Acronyms	6
2.4	Schedule of Events	6
3	RESPONSE INFORMATION	6
3.1	RFQ Addenda	6
3.2	Waiver of Administrative Informalities	6
3.3	Proposal Rejection/RFQ Cancellation	6
3.4	Withdrawal of Qualification Statement	6
3.5	Subcontracting Information	7
3.6	Ownership of Qualification Statement	7
3.7	Proprietary Information	7
3.8	Cost of Preparing Qualification Packages	7
3.9	Errors and Omissions in Qualification Statements	7
3.10	Contract Award and Execution	7
3.11	Code of Ethics	8
4.	RESPONSE INSTRUCTIONS	8
4.1	Response Submission	8
4.2	Certification Statement	8
5.	QUALIFICATION SUBMISSION FORMAT	8
5.1	Project Title and Number	9
5.2	Specialized Knowledge	9

6. EVALUATION AND SELECTION 9

6.1 Evaluation Team.....9

6.2 Administrative and Mandatory Screening.....9

6.3 Evaluation and Review9

6.4 Announcement of Contractor.....9

7. SUCCESSFUL CONTRACTOR REQUIREMENTS 9

7.1 Corporation Requirements.....9

7.2 Monthly Invoices.....9

7.3 Confidentiality.....10

EXHIBITS

- Exhibit A: Score Card**
- Exhibit B: Certification Statement**
- Exhibit C: Draft Contract**
- Exhibit D: Standard Form: APG-1001**

1 GENERAL INFORMATION

1.1 Purpose

The Parish is seeking the services of 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.

1.2 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.

1.3 Qualifications / Contract Requirements

The Consultant shall have extensive experience in reviewing construction site plans and traffic and drainage impact studies. The consultant should also be a licensed engineer in the state of Louisiana.

1.4 Proposal / Compensation

The Firm must provide a unit price schedule for all personnel, vehicle time/mileage, other equipment, and reimbursable as applicable.

PLEASE NOTE: This will NOT be considered a “bid”, and will only be used to assist in the selection process. The Parish is looking for the best value, not necessarily the lowest cost. Firms are not being asked to “bid”, nor will the successful firm’s Statement of Qualifications be considered a “bid”. The contract amount will be determined with the successful firm when negotiating the contract. Proposed time frame, previous experience, and other related factors will be considered during the review process.

2 ADMINISTRATION INFORMATION

2.1 Term of Contract

The period of any contract resulting from this RFQ is tentatively scheduled to begin following conclusion of Parish evaluation, selection & negotiation of a contract. Any contract in effect prior to the expiration date of the contract shall be fulfilled by the consultant.

2.2 RFQ Inquiries

Written questions regarding RFQ requirements or scope of services must be submitted to the RFQ coordinator as listed below:

Lance Brock
Planning and Zoning Director
615 East Worthy Street
Gonzales, LA. 707037
Email Lbrock@apgov.us

The Parish will consider written inquiries and requests for clarification of the content of this RFQ received from potential respondents. Written inquiries must be received by the date and time spelled out in the schedule of events. The Parish reserves the right to modify the RFQ should a change be identified that is in the best interest of the Parish.

Official responses to all questions submitted by potential respondents will be available by (date given in schedule of events). They will be posted at that time at <http://www.centrauctionhouse.com>. Only the RFQ Coordinator has the authority to officially respond to respondent's questions on behalf of the Parish. Any communications from any other individuals will not be binding on the Parish.

2.3 Definitions / Acronyms

None are necessary

2.4 Schedule of Events

<u>EVENT</u>	<u>DATE & TIME (CST)</u>
Advertise RFQ	Chief – 05/12/2016 Advocate – 05/12/2016 Weekly – 05/12-2016
Deadline for receipt of Qualification Packages Selection Committee (Tentative) Council (Tentative)	Friday – 05/20/2016 – 11:30 am Thursday – 05/26/2016 Thursday, 06/02/2016

Upon receipt of qualification packages, a Selection committee will be formed and hold a public meeting. The Committee recommendations will be forwarded to the Parish Council for final approval. The Chief Engineer will negotiate a contract with the selected firm.

3 RESPONSE INFORMATION

3.1 RFQ Addenda

Parish reserves the right to change the schedule of events or revise any part(s) of the RFQ by issuing an addendum to the RFQ at any time.

3.2 Waiver of Administrative Informalities

The Parish reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

3.3 Proposal Rejection/RFQ Cancellation

Issuance of this RFQ in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject, in whole or part, all qualifications for participating firms submitted and/or cancel this announcement if it is determined to be in the best interest of the Parish.

3.4 Withdrawal of Qualification Statement

A respondent may withdraw a qualification statement that has been submitted at any time up to the date and time of the submission deadline. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFQ Coordinator.

3.5 Subcontracting Information

The Parish shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFQ and Scope. This general requirement notwithstanding, respondents may enter into subcontractor arrangements, however, should acknowledge in their statements total responsibility for the entire contract.

If the respondent intends to subcontract for portions of the work, the respondent should identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the respondent under terms of this RFQ is also required for each subcontractor.

Unless provided for in a contract with the Parish, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the Parish.

3.6 Ownership of Qualification Statement

All materials submitted in response to this request shall become the property of Ascension Parish. Selection or rejection of an offer does not affect this right.

3.7 Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a submittal identified as such must be clearly marked in the package and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 applicable rules and regulations. Any statements/packages marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

3.8 Cost of Preparing Qualification Packages

The Parish shall not be liable for any costs incurred by respondents prior to issuance of or entering into a contract and given notice to proceed. Costs associated with developing the package, preparing for oral presentations, and any other expenses incurred by the respondent in responding to this RFQ are entirely the responsibility of the respondent and shall not be reimbursed in any manner by the Parish.

3.9 Errors and Omissions in Qualification Statements

The Parish will not be liable for any errors in qualification statements. The Parish reserves the right to make corrections or amendments due to errors identified by the Parish or the respondent. The Parish, at its option, has the right to request clarification or additional information from the respondent.

3.10 Contract Award and Execution

The Parish reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial qualification package received. The Parish reserves the right to contract for all or a partial list of services offered in the proposal and/or listed in the RFQ.

The RFQ and Qualification Statement of the selected respondent may become part of any contract initiated by the Parish. The selected respondent will be expected to enter into a contract that is

substantially the same as the sample contract included in Exhibit C. In no event may a proposer submit its own standard contract terms and conditions as a response to this RFQ. The proposer should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected proposer.

If the contract negotiation period exceeds 30 days or if the selected respondent fails to sign the final contract within 30 business days of delivery, the Parish may elect to cancel the award or begin negotiations with an alternate selection or cancel the RFQ.

3.11 Code of Ethics

Respondents are responsible for determining that there are no conflicts or violations of the Ethics Code if their company is awarded a contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues. RFQ from companies that are determined to be in violation shall be disqualified and removed from the eligible prospect list.

4. RESPONSE INSTRUCTIONS

4.1 Response Submission

Firms/individuals who are interested in providing services requested under this RFQ must submit six (6) copies of their submittal containing the information specified in this section. The submittal shall be received in hard copy (printed) version by: *Ascension Parish Government, Purchasing Department, 615 East Worthy Street, Gonzales, LA 70737* on or before the date and time spelled out the schedule of events. Central Standard Time on the date specified in the Schedule of Events. Electronic submittals are permitted via <http://www.centralauctionhouse.com>, however six (6) hard copies must still be submitted within 24 hours of the Proposal submission deadline.

Each qualification package must be delivered at the proposer's expense. FAX or e-mail submissions are not acceptable. Respondents mailing their proposals should allow sufficient mail delivery time to ensure receipt of their qualification package by the time specified. It is solely the responsibility of each respondent to ensure that their package is delivered at the specified place and prior to the deadline for submission. Package(s) received after the deadline will not be considered.

At least one set of the qualification statement shall be labeled "**ORIGINAL**", bolded letters on the front cover, and should contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if respondent is a corporation. The copy of the package with original signatures will be retained and used for incorporation in any contract that may result from this RFQ.

4.2 Certification Statement

The proposer must sign and submit the Certification Statement shown in **Exhibit B**.

5. QUALIFICATION SUBMISSION FORMAT

Responses should provide a straightforward and concise description of the firm's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content. Responses should be submitted in letter size (8-1/2"x11") format with a type font of Times New Roman or similar and font size of 12 points or larger. Responses should follow the format and order of presentation described below. Standard Form APG-1001 (downloadable at:

www.ascensionparish.net/downloads/dpw/form1001.doc) must be utilized for submittal to be considered.

5.1 Project Title and Number

The following project title shall be used for this submittal “ENGINEERING REVIEW AGENCY SERVICES”. Project Number assigned is: ENG-16-084

5.2 Specialized Knowledge

Preference will be given to firms with a demonstrated track record of successful completed specific items outlined in the scope. The amount of data detail, the time frame in which the work can be done, and the cost associated will also be considered and factored in while grading the specialized knowledge.

6. EVALUATION AND SELECTION

6.1 Evaluation Team

The evaluation of responses will be accomplished by an evaluation team, to be designated by the Parish, which will determine the response most advantageous to the Parish, taking into consideration all evaluation factors set forth in the RFQ.

6.2 Administrative and Mandatory Screening

All responses will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFQ. Responses that are not in compliance may be rejected from further consideration.

6.3 Evaluation and Review

Responses will be evaluated based on information provided in the Qualification statement. The Evaluation Team will evaluate and score the responses using the criteria and scoring as listed in the attached Score Card. The highest ranked competitors will be selected and recommended to the Parish Council, subject to negotiations and final agreement on contract terms and amounts.

6.4 Announcement of Contractor

The Parish will notify the successful responder(s) and proceed to finalize a contract. Unsuccessful respondents will be notified in writing accordingly. The award of a contract is subject to the approval of the Ascension Parish Council.

7. SUCCESSFUL CONTRACTOR REQUIREMENTS

7.1 Corporation Requirements

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R.S 12:301-302 from the Secretary of State of Louisiana, prior to submittal of qualification package.

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State Louisiana.

7.2 Monthly Invoices

Certified itemized invoices to the Parish for the payment of these services shall be submitted monthly by the Consultant no later than the 10th day of each month. Each invoice shall be processed through the finance department and contain all justification necessary to verify the percent of the task being billed or the task deliverable as applicable to each invoice, indicating the project worked on, hours served on, rate of pay, and list of persons working on said project. Said statement shall be submitted.

7.3 Confidentiality

All financial, statistical, personal, technical and other data and information relating to the Parish's operation which are designated confidential by the Parish and made available to the contractor in order to carry out a contract, or which become available to the contractor in carrying out a contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the Parish. The identification of all such confidential data and information as well as the Parish procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the Parish in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the Parish to be adequate for the protection of the Parish's confidential information, such methods and procedures may be used, with the written consent of the Parish, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the Parish.

-----END OF RFQ-----