



Parish of Ascension

KENNY MATASSA
PARISH PRESIDENT

MEMORANDUM

Date: May 31, 2016

To: Honorable Kenny Matassa, Parish President
Honorable Randy Clouatre, Councilman District 6 **
Honorable Oliver Joseph, Councilman District 1
Honorable Bill Dawson, Councilman District 2
Honorable Travis Turner, Councilman District 3
Honorable Daniel Satterlee, Councilman District 4
Honorable Dempsey Lambert, Councilman District 5
Honorable Aaron Lawler, Councilman District 7
Honorable Teri Casso, Councilwoman District 8
Honorable Todd Lambert, Councilman District 9
Honorable John Cagnolatti, Councilman District 10
Honorable Benny Johnson, Councilman District 11

From: Joan Shivers, Purchasing Director

Re: **Engineering Review Agency Services (RFQ)**
Parish project No.: ENG-16-084

Approved Finance Committee

 / /

Approved Parish Council

6 / 2 / 2016

Posted AP HELP Desk

6 / 3 / 2016

On May 20, 2016 the Purchasing Department received four (4) proposals for the Selection of an Engineering Review Agency.

The proposals were received from (sorted by ranking):

	Score	Ranking
CSRS, Inc.	396	1
Forte & Tablada	365	2
Stuart Consulting Group	318	3
Urban Systems	310	4

After review the Non-Engineering Selection Committee recommends, accepting the proposal submitted by CSRS, Inc. and to authorize the Parish President to begin contract negotiations for this service.

Requesting Department

5-31-16

Date

Attachments

Advertised: The Weekly Citizen The Chief The Advocate www.centralauctionhouse.com/rfp.php?cid=69



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

Non Engineering Professional Selection Committee

Engineering Review Agent

May 27, 2016

Project: Discussion of RFQ for Consultant Services for an Engineering Review Agent

Present: Chairman-Ken Dawson (CAO), Gwen LeBlanc (Finance), Lance Brock (Project Manager), Don Hysell (General Manager), Lavern Bourgeois (Building Department), Joan Shivers (Purchasing Department), and Kemlyn Bailey Lomas, recording secretary.

Public Comment Period: No one wish to speak during the public comment period.

General Discussion:

Project Manager, Lance Brock began the meeting with an open discussion regarding each proposal received. The scope of work along with the requirements of the Request for Qualifications (RFQ) was explained to all attendees.

There were three 4 respondents to the RFQ – Urban Systems, CSRS, Inc., Forte & Tablada, and Stuart Consulting Group.

The committee briefly discussed the four 4 proposals.

Consideration of Proposals and Grading of applicants

After discussion, the members verbally gave their graded scores of each applicant's proposal.

Tally of Final Score Card and Announcement of Winner

Kemlyn Bailey Lomas, recording secretary collected the score cards and tallied the scores.

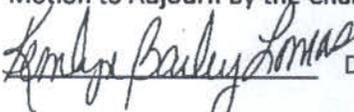
The scores were announced Urban Systems scored 310, CSRS, Inc. scored 396, Forte & Tablada scored 365, and Stuart Consulting scored 318.

A motion was made by the Chairman, and seconded by Don Hysell to accept CSRS, Inc., as the successful bidder for this project.

The Chairman made a motion to have the Purchasing Director place this acceptance on the next appropriate committee agenda. Lance Brock seconded the motion and having no objection the motion passed.

The meeting adjourned at 9:37 A.M.

Motion to Adjourn by the Chairman and seconded by Don Hysell. Having no objection the motion passed

 Date 5/27/2016

Kemlyn Bailey Lomas, Recording Secretary

Ascension Parish Non Professional Selection Committee

Project Name: Engineering Review Agent

Date: 5/27/2016

Selection Committee Score Cards Results

Committee Members: Ken Dawson (Chairman), Lance Brock, Don Hysell, Gwen LeBlanc, Lavern Bourgeois, Joey Tureau

	Ken Dawson Chairman	Lance Brock	Don Hysell	Gwen LeBlanc	Lavern Bourgeois	Joey Tureau			
Urban Systems	70	66	56	71	47				310
CSRS, Inc,	88	79	76	81	72				396
Forte & Tablada	80	72	74	76	63				365
Stuart Consulting Group	66	61	71	73	47				318

Handwritten signature/initials

Score Received and Recorded

Handwritten signature: Kimberly B. Thomas

5/27/2016
Date

Sign In Sheet

Non Engineering Professional Selection Committee Meeting

Friday, May 27, 2016

Name

John Davis

Purchasing Dept.

Shawn Sherman

CSRS

JOEL COCO

FORTE AND TABASHA

LANCE BROCK

PLANNING DEPT. ASSOCIATION DIRECT

Lavern J Bourgeois

Building Dept.

Bruce Kelle

Finance Dept.

Joe Hanson

Buildings Planning

Dea Russell

Admin.

Kimlyn Bailey Lomas

Admin.

Notice

Ascension Parish Non Engineering Professional Selection
Committee Meeting

for

An Engineering Review Agent

Friday

May 27, 2016

at 9:00 AM

Location: Ascension Parish Governmental Complex

Executive Conference Room

615 E. Worthy Street

Gonzales, LA 70737