



Parish of Ascension

KENNY MATASSA
PARISH PRESIDENT

MEMORANDUM

Date: September 22, 2016

To: Honorable Kenny Matassa, Parish President
Honorable Teri Casso, Councilwoman District 8**
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 Randy Clouatre, Councilman District 6
Honorable Aaron Lawler, Councilman District 7
Honorable Todd Lambert, Councilman District 9
Honorable John Cagnolatti, Councilman District 10
Honorable Benny Johnson, Councilman District 11

From: Joan Shivers, Purchasing Director

Re: Professional Services Retainer Contract – Surveying (request for Qualification)

On June 23, 2016, the Purchasing Department received twelve (12) proposals for a Professional Services Retainer Contract for Surveying.

The proposals were received from: Listed by Selection Committee ranking:

1	BFM Corp.	420	7	Forte & Tablada	372
2	Quality Engineering	412	8	Chustz Surveying	366
3	Earles and Assoc.	401	9	Shread-Kuyrkendall & Assoc.	365
4	Bryant Hammett & Assoc.	399	10	Gotech, Inc.	359
5	T. Baker Smith	379	11	Sigma Consulting Group	350
6	SJB Group	375	12	Providence/GSE	342

After review the Ascension Parish Government Non Engineering Selection Committee, and the East Ascension Drainage Board recommend accepting the proposals submitted by;

BFM Corp.	Quality Engineering	Earles and Assoc.	Bryant Hammett & Assoc.	T. Baker Smith
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and to authorize the Parish President to begin contract negotiations for this service.

Requesting Department

Attachments: Advertiser: The Weekly Citizen The Chief

Date

www.centralauctionhouse.com/rfp.php?cid=69



Parish of Ascension

www.ascensionparish.net

KENNY MATASSA
ASCENSION PARISH PRESIDENT

REQUEST FOR QUALIFICATIONS Professional Services Retainer Contract Surveying

The Parish of Ascension hereby issues a Request for Qualifications (RFQ). The Parish of Ascension has identified the need for outsourcing professional surveying services for parish projects. The Parish shall reserve the right to select multiple firms under this Request for Qualifications. 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 4:00 pm local time on June 23, 2016. RFQ's received after 4:00 p.m. will not be accepted.

Professional Services Retainer Contract Surveying

Ascension Parish is currently implementing and developing multiyear plans to improve drainage and transportation infrastructure parish wide. For these plans to be implemented effectively; accurate, efficient and reliable professional surveying services is paramount. The Parish is requesting qualification statements from interested firms who can provide services to facilitate these projects.

The successful Firm will be expected to provide all labor, materials, vehicles, and equipment necessary to provide the Ascension Parish Department of Public Works, (the Parish) with the surveying documentation and information necessary for these major infrastructure projects to move forward. Firms shall be able to respond to the Parish's request for a scope and cost estimate in a timely manner.

Only Professional Surveying qualifications shall be described. The descriptions of the services should be as specific as possible. The Firm should also provide an estimate of the amount of time and personnel the firm can dedicate to the Parish.

- The Firm must demonstrate that it has not less than 5 years of experience in performing professional surveying services.
- The Firm must show that the principle stakeholder(s) hold and maintain a valid Louisiana Professional Land Surveying License.
- The Firm must provide at least three references from current or former clients.
- The Firm must provide resumes for the key personnel who will actually execute its proposed scope of services.
- Special consideration will be given to firms that have current "Hudson Initiative" status from Louisiana Economic Development (LED).

Six (6) 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.centrauctionhouse.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 05/26, 06/02, 06/09
CHIEF - Please publish 05/26, 06/02, 06/09
WEEKLY- Please publish 05/26, 06/02, 06/09

Non Engineering Professional Selection Committee

Retainer Contract for Professional Surveying Services

August 1, 2016

Project: Discussion of RFQ for Retainer Contract for Professional Surveying Services

Present: Chairman-Ken Dawson (CAO), Dawn Caballero (Finance), Michael Enlow (Project Manager), Bill Roux (Drainage Director), Darrel Primeaux (Drainage Chief Engineering), Joan Shiver (Purchasing Department), and Kemlyn Bailey Lomas, recording secretary.

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

General Discussion:

Bill Roux began the meeting with an open discussion regarding the qualified firms receiving consideration for the Hudson Initiative. The scope of work along with the requirements of the Request for Proposal (RFQ) was explained to all attendees.

There were twelve 12 respondents to the RFQ – BFM Corp, Bryant Hammett & Association, Chustz Surveying, Earles & Associates, Forte & Tablada, Gotech Inc, Providence/GSE, Quality Engineering, SJB Group, Shread-Kuyrkendall & associates, Sigma Consulting Group, & T. Baker Smith.

The committee briefly discussed the twelve (12) proposals.

Consideration of Proposals and Grading of applicants

After discussion, the members verbally gave their graded scores of each applicant's proposal.
(Joan Shivers presented the score sheets for Chairman Ken Dawson as he had to leave the meeting)

Tally of Final Score Card and Announcement of Winner

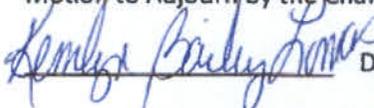
Kemlyn Bailey Lomas, recording secretary collected the score cards and tallied the scores. The scores were announced BFM Corp scored 420, Bryant Hammett & Association scored 399, Chustz Surveying scored 366, Earles & Associates scored 401, Forte & Tablada scored 372, Gotech, Inc scored 359, Providence/GSE scored 342, Quality Engineering scored 412, SJB Group scored 375, Shread-Kuyrkendall & Associates scored 365, Sigma Consulting Group scored 350, & T. Baker Smith scored 379.

A motion was made by Darrel Primeaux, and seconded by Bill Roux to accept BFM Corp, 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. Bill Roux seconded the motion and having no objection the motion passed.

The meeting adjourned at 9:30 a.m.

Motion to Adjourn by the Chairman and seconded by Bill Roux. Having no objection the motion passed

 Date 8/1/2016

Kemlyn Bailey Lomas, Recording Secretary

Project Name Retainer Contract for Professional Surveying Services

Date: 8/1/2016

Selection Committee Score Cards Results

Committee Members	Ken Dawson Chairman	Mike Enlow Project Manager	Dawn Caballero Finance	Bill Roux Drainage Director	Darrel Primesaux Drainage Chief Engineer
BFM Corp	82	86	84	83	85
SJB Group	83	79	75	71	67
Sigma Consulting Group	81	75	68	66	60
Shread-Kuykendall & Associates	80	83	70	72	60
Quality Engineering	83	85	79	82	83
Providence/GSE	80	72	66	69	55
Earles & Associates	79	84	78	82	78
Gotech, Inc.	79	80	71	72	57
Forte & Tablada	81	80	78	75	58
Bryant Hammett & Association	79	83	82	80	75
T. Baker Smith	83	77	74	71	74
Chustz Surveying	79	77	70	71	69

420-1
375-6
350-11
345-9
412-2
342-12
401-3
359-10
372-7
399-4
379-5
366-8

Score Received and Recorded

Kendall Bailey Lomas