



# 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: *General Engineering Consultant Services for Transportation Master Plan:  
Development and Implementation (Request for Qualifications)***

On September 1, 2016 the Purchasing Department received three (3) proposals for General Engineering Consultant Services for Transportation Master Plan: Development and Implementation.

The proposals were received from: Volkert, Inc. CSRS, Inc. HNTB Corporation

After review the Ascension Parish Government Non Engineering Selection Committee, recommends accepting the proposal submitted by HNTB Corporation and to authorize the Parish President to begin contract negotiations for this service.



Requesting Department



Date

Attachments: Advertised: The Weekly Citizen The Chief The Advocate [www.centrauctionhouse.com/rfp.php?cid=69](http://www.centrauctionhouse.com/rfp.php?cid=69)



# Parish of Ascension

[www.ascensionparish.net](http://www.ascensionparish.net)

**KENNY MATASSA**  
ASCENSION PARISH PRESIDENT

## *REQUEST FOR QUALIFICATIONS*

### **ASCENSION PARISH DEPARTMENT OF PUBLIC WORKS REQUEST QUALIFICATIONS FOR GENERAL ENGINEERING CONSULTING SERVICES FOR – Transportation Master Plan: Development and Implementation**

Request for Qualifications will be received by Ascension Parish Government at the Ascension Parish Government Purchasing Office, 615 E. Worthey Street, Gonzales, Louisiana 70737 (mailing address PO Box 2392, Gonzales, LA 70707-2392) until, September 1, 2016, at 4:00 p.m. local time for the following:

#### **ASCENSION PARISH DEPARTMENT OF PUBLIC WORKS REQUEST QUALIFICATIONS FOR GENERAL ENGINEERING CONSULTING SERVICES FOR – Transportation Master Plan: Development and Implementation**

The Ascension Parish Department of Public Works invites interested firms, qualified to provide general engineering and consulting services pertaining to the **Transportation Master Plan Development and Implementation**, to submit Statements of Qualifications. The Department intends to award a contract for general engineering services.

Firms will be evaluated based upon professional qualifications, specialized experience and technical competence in **similar projects** within the past, capacity, and past performance on contracts with governmental agencies and private industry. Additionally, it is requested that firms limit their qualification packages experience pertinent to Transportation Planning, Development and Implementation only. A short list of qualified firms will be developed, and oral interviews may be requested at the discretion of the Department.

Information pertaining to the scope of work, required form of the submittal (APG – 1001) and selection criteria and corresponding point system can be found on the Ascension Parish's web site at [www.ascensionparish.net](http://www.ascensionparish.net) under "Consultant Contract Services." Questions regarding the RFQ should be directed to Mr. Michael J. Enlow, Assistant DPW Director - Capital Improvement Projects, via email **ONLY** at [menlow@apgov.us](mailto:menlow@apgov.us).

Attention is called particularly to the requirement for conditions of employment to be observed and minimum wage rates to be paid under the Contract, Section 3, Segregated Facilities, Executive Order 11246, and all applicable laws and regulations of the Federal Government and State of Louisiana and bonding and insurance requirements. The Ascension Parish Department of Public Works is an Equal Opportunity Employer. We encourage all small and minority-owned firms, women's business enterprises, and Section 3 businesses to apply. A Section 3 business is defined as a business within the project boundary and/or commits to hiring Section 3 residents from the project area.

The submittal documents must be delivered in a sealed envelope or box that is clearly identified on the outside as "Statement of Qualifications for Transportation Master Plan Development and Implementation".

The parish requests that six (6) hard copies and one (1) electric copy of the proposals be submitted. For the electronic copy, please submit on CD or usb flash drive. 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.

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ASCENSION PARISH GOVERNMENT  
KENNY MATASSA, PARISH PRESIDENT

ADVOCATE - Please publish 08/24  
CHIEF - Please publish 08/24  
WEEKLY- Please publish 08/24

**Non Engineering Professional Selection Committee**

**General Engineering Consultant Services for Transportation Master Plan:  
Development and Implementation  
September 15, 2016  
9:30AM**

**Project:** Discussion of RFQ for General Engineering Consultant Services for Transportation Master Plan: Development and Implementation

**Call to Order:** Called to order by Project Manager, Bill Roux.

**Present:** Chairman-Ken Dawson (CAO), Bill Roux (Project Manager), Jackie Baumann (City of Gonzales), Mike Enlow (DPW), Huey Lawson (Engineer), and Gwen LeBlanc (Finance), Joan Shivers (Purchasing) acting recording secretary.

**Public Comment Period:** Audience introduced themselves and what company they were with.

**General Discussion:**

Ken Dawson (CAO) explained the requirements of the Request for Qualifications (RFQ) to all attendees.

There were three (3) respondents to the RFQ – Volkert, Inc., CSRS, Inc., and HNTB Corporation.

**Consideration of Proposals and Grading of applicants**

The committee briefly discussed the three (3) proposals.

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

**Tally of Final Score Card and Announcement of Winner**

Joan Shivers, recording secretary collected the score cards and tallied the scores.

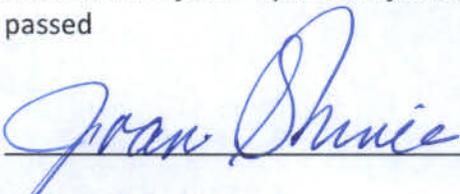
The scores were announced Volkert, Inc. – 364, CSRS, Inc. - 395, and HNTB- 459.

The recording secretary announced HNTB Corporation as the winning bidder, and verbally gave scores of all other bidders. A motion was made by Bill Roux and, and seconded by Mike Enlow to accept HNTB Corporation, as the successful bidder for this project.

Ken Dawson 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 10:40AM

Motion to Adjourn by the Project Manager and seconded by Mike Enlow. Having no objection, the motion passed

  
\_\_\_\_\_  
Joan Shivers, Recording Secretary

Date 9-15-2016

Ascension Parish Engineering Professional Selection Committee  
 General Engineering Consulting  
 Services for Transportation  
 Master Plan: Development and  
 Implementation

Project Name: Implementation

Date: 9/15/2016

Selection Committee Score Cards Results

Committee Members	Ken Dawson Chairman	Bill Roux Project Manager	Huey Lawson SUBR	Mike Entlow Drainage	Jackie Baumann City of Gonzales	
Volkert, Inc.	86	64	84	76	59	364 <sup>(B)</sup>
CSRS, Inc.	90	72	82	82	69	395 <sup>(D)</sup>
<del>XXXXXXXXXX</del>	-	-	-	-	-	-
HNTB Corporation	94	88	94	95	88	459 <sup>(D)</sup>

Score Received and Recorded

*Jan Shive* 9-15-16

Sign In Sheet

Engineering Professional Selection Committee Meeting  
General Engineering Consulting Services for Transportation Master Plan:  
Development and Implementation  
Thursday, September 15, 2016

Name		
Ann Shumie	APG	Buchanan
JACKIE BAUMANN	CITY OF GONZALES	
Huey K. Lawson	Southern University	
MIKE ENLOW	APG - DPW	
New Lawson	APG	
ALAN KROUSE	BUCHANAN	HORN
Juba Dier	Volker	IPC
Fannie M. Bennett	BUCHANAN	HOEN
Glenn Shaheen	ESA	
Wade Potte	Pelican Point	
ATCI SEN	INTR	