

Ascension Parish Government



Request for Qualifications For SCADA Support

January 2, 2025

<http://www.ascensionparish.net/>

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1. GENERAL INFORMATION

1.1 Purpose

The Ascension Parish Government (Parish) Data and Analytics Department has begun building a team that is skilled and responsible for the Parish Supervisory Control and Data Acquisition (SCADA) system in support of the Parish Drainage infrastructure with coordinated efforts of the East Ascension Consolidated Gravity Drainage District. Our SCADA team still has resources needed to fill the gaps due to skill level or time constraints necessary to maintain our critical responsiveness. As our team grows and becomes skilled, there is the immediate need to respond to or react to issues arising within our infrastructure. This critical equipment is in place and being built for the life safety and welfare of our residents and protection the properties in which they reside.

1.2 Intent

The services under the contract will commence after the Parish's evaluation process, recommendation, and Council approval.

1.3 Background

Over the past few years, the Parish has contracted with several companies for SCADA projects on a project-by-project basis. Having numerous firms / companies designing and installing SCADA on projects across the Parish has resulted in a dis-organized fashion, creating incompatible infrastructure components. The Parish is in the process of taking control of the implementation of SCADA for our Drainage Department by creating a department and positions necessary to manage this system. As the infrastructure has needs to be addressed and is expanding, the department needs additional resources to support the necessary changes and management of SCADA.

1.4 Scope of Services

PROJECT DESCRIPTION:

Technical field and office support for the Parish SCADA system. The Parish staff needs planned and emergency support for SCADA and instrumentation support services throughout the year. This is a task generated contract and shall be costs as bid and awarded based on the hourly rate schedule adopted as part of the contract. Each task will be created by a scope and request for proposal. Each proposal shall accompany the estimated costs breakdown of the task. A final Notice to Proceed shall be issued for each acceptable proposal for the applicable task, as accepted or modified by the project manager.

PROJECT DETAILS:

This specialized and skilled support services will be based on task completed in the following categories:

Services to provide hourly rate for:

1. Programmable Logic Controller (PLC) software

This task requires assistance in writing, re-writing, troubleshooting, testing, or other software configurations and codes applicable to the device that is being monitored or controlled. It may include Allen Bradley, Siemens, Schnieder Electric, Motorolar, Veeder Root, or other brand / manufacturer.

2. Hardware installation

Install sensors, conduit, cabling, power, mounting structures, or related as needed to install hardware for the SCADA system.

3. Hardware configuration

This involves working in the modules and devices with appropriate electrical tools and software necessary to configure hardware that is installed or being installed

4. Troubleshoot Signals / Data

This task will require dissecting communication problems that may result in hardware or software changes necessary to correct the problem.

5. EMERGENCY Troubleshoot / Repair

This task will require dissecting communication problems that may result in hardware or software changes necessary to correct the problem but require a 1 - 4-hour response time. This is intended to be a higher rate due to a call out for an emergency 24 hours a day 7 days a week availability.

6. Prepare Design with part list and electrical schematics

This requires the measurement, preparation, and drawing of plans, specifications, cut sheets, etc. as requested to accomplish a task or job. In some cases, it may include logic and electronic schematics, or professional sealed by a P.E.

7. VTScada Software

In some instances, we may need assistance with VTScada software itself. It may be an upgrade, or create a dashboard, configure tags, or create reports. This task requires knowledge of VTScada software. In some cases, it may require configuring an API connection to other data sources, creating custom items within VTScada, VTScada Scripting, or other advanced use of the software.

8. Certified Electrical Work

Some tasks may require a certified electrician complete and sign off on work accomplished. This item is for that capability.

9. Professional Electrical Engineering

Any work that requires to review and certification by a professional engineer

MATERIALS:

Materials that are purchased and not provided by the Parish may be billed with the following overhead schedule for convenience:

- Material or Equipment Items equal to or less than \$1,000 ea. 15%
- Material or Equipment Items \$1,000 - \$5,000 ea. 10%
- Material or Equipment Items > \$5,000 ea. 5%

Materials or equipment necessary for the task may be obtained and charged for the item that is of reasonable or expected costs with the stated overhead added. This may include but not limited to electrical wire, components,

modules, conduit, etc.

TRAVEL:

No Additional charges shall be submitted for travel reimbursement. It is expected that the hourly rate includes travel time and will be sufficient to cover travel costs.

CHANGE OF SCOPE:

Absolutely no work shall be conducted without an updated scope approved by the Director of Performance & Accountability and Data Analytics.

Each Task will be of itself a contract and will utilize the funds of the master task order contract.

Each Task will be requested with an estimated proposal provided by the vendor.

The actual invoice amount shall be actual used and NOT EXCEED the proposal without a change.

It should be anticipated to have overestimated values in proposals whereas the actual costs do not exceed that amount where feasible or without validated and approved changes to the task.

The contract does NOT pay for the costs of preparing proposals prepared for each task request.

CRITERIA / QUALIFICATIONS:

All Bidding firms shall meet certain requirements and qualifications to ensure the work requested can be achieved. Proof of these qualifications shall be submitted along with the proposal and schedule of rates. Specifically, each firm must explain each of the following areas of qualifications and provide direct experience examples of each.

- PLC Programming Experience (Allen Bradley, Siemens, Schneider Electric, Veeder-Root)
- VTScada Software certified vendor and evidence of advanced work completed
- Louisiana Registered and Certified Electrical Professional Engineer on staff (P.E.)
- Louisiana Certified Electrician
- Louisiana State Contractor Electrical License with the Louisiana State licensing board in classifications of Electrical and subclassifications of electrical controls and instrumentation and calibration.
- Applicant shall have a Certified UL 508 panel fabricator shop
- Instrumentation – Experience with machine instrumentation, HMIs, panels, etc.
- Network Infrastructure – Experience in communication media and protocols
- Hardware – Experience in installing and configuring SCADA components on similar infrastructure such as drainage pumps, diesel engines, weirs, gate valves, etc. as well as associated panels and wiring (both power and communications).
- Electrical expertise with proof of specialized electrical components to include but not limited to testing, tracing, measuring, and similar actions performed on electrical components.

- Response time – Have the ability to respond to and be on site as needed within 4 hours
- Single contact – Provide for a single point of contact to be responsible for and communication with the Parish SCADA Manager
- Company shall have at least 5 years of existence and experience on the specific fields
- The business and primary and certified employees must have clean record with the State agencies associated with the applicable specialty.
- Applicants that demonstrate experience and/or knowledge of the Parish Of Ascension’s SCADA system specifically that may include direct working on the specific equipment and software utilized or familiarity with the Parish’s unique integration, monitoring protocols, and equipment configuration as well as understanding of the lay of the land of Ascension Parish in regards to drainage will be beneficial and provide additional influence on the applicant’s score.

AVAILABILITY:

This contract requires the vendor to be available both in person and remotely as necessary.

It is expected a single person be assigned to the Parish’s contract in which he/she will be accessible by phone, text, or email at all times.

For emergency items, it is expected that the necessary resources be deployed and on site as soon as possible and not exceed 4 hours from notice. Action and appearance within 4 hours constitute an emergency.

Typical planned work shall be conducted immediately after issuance of a notice to proceed and should not take longer than agreed upon in the proposal and task order issued. It is expected that work will be prioritized in a fair effort with the parish and all reasonable efforts to ensure the project gets completed on time shall be made.

SCHEDULE:

The work shall be completed based on individual task orders and schedule agreed to within each Notice to Proceed. Each task shall have an estimated time frame of which it will be completed and will be incorporated into the contract task order.

Each proposal for each task shall include a schedule that will be strictly adhered to. Liquidated damage may be applied if a change in the agreement of the task is not established BEFORE the expiration of the task.

Emergency call outs are anticipated and response within 4 hours is required to be identified as emergency rate of pay. Response is meant to include contact, travel, and on-site troubleshooting has begun.

DELIVERABLES:

All documents shall be provided in native / editable format in addition to report formats. Native shall mean .docx, shape files, cad files, etc. that allows full rights of released documents for future modifications as deemed necessary. A post task report shall accompany every invoice / payment request along with any of the native files for the task.

Post Task Report

Deliverable: Along with any invoice, a post task report and associated deliverables shall be provided with the request for payment. At a minimum, each post task report shall include the following:

- Costs breakdown of labor types used, hours, dates, location where applied, and the resulting item that it was applied to
- Costs breakdown of any materials or equipment used and costs with markup associated with each line item
- Specifications section listing all components and specifications that may have been installed, configured, or updated
- Configuration and settings of each of the items that were installed/ changed/ updated
- All Serial numbers, part numbers, manufacturer information associated with all components changed, installed, impacted for the task
- Photos of installed/ changed/ updated components – all sides of the part before installation as well as post installation
- All and any Manufacturer documentation for components installed/ changed/ updated
- Summary of the work completed with overall timeframe and costs
- Description of the work done, listing all obstacles, resulting investigations conducted, etc. Details of the solutions accomplished
- Testing results of all tests that may have been accomplished of equipment or software logic either in place or in office testing.
- PDF and native files associated with any documents created such as plans, specifications, etc. Word, AutoCAD, GIS, etc.
- Any certified task must provide the signed and sealed certified copies of the item resulting from the task and rate charge

2. ADMINISTRATIVE 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, and shall be valid for a period of one year, with the option of two (2), one-year renewals after the original one-year period ends, not to exceed a total of three (3) years.

2.2 RFQ and Inquiries

Interested parties are invited to secure a proposal package from:

Ascension Parish Purchasing Department
Email: Purchasing@apgov.us

Written questions regarding RFQ requirements or Scope of Services must be submitted to:

Ascension Parish Purchasing Department
Email: Purchasing@apgov.us

Questions will be forwarded to the RFQ coordinator. 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 Paragraph **2.4 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 the date indicated in the Paragraph **2.4 Schedule of Events**. They will be posted at that time at <http://www.centralauctionhouse.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 (The Gonzales Weekly)	January 2, 2025 January 9, 2025 January 16, 2025
Deadline for receipt of written inquiries	January 14, 2025 @ 3:00 p.m.
Issue responses to written inquiries	January 21, 2025 @ 3:00 p.m.
Deadline for receipt of Qualification Packages	January 30, 2025 @ 3:00 p.m.

Upon receipt of qualification packages, a selection committee will be formed and hold a public meeting.

The selection committee will determine, and recommend to the Parish Council, the winning SOQ. Qualification under this RFQ does not guarantee any respondent's selection to provide services.

3. RESPONSE INFORMATION

3.1 RFQ Addenda

The 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 of services. This general requirement notwithstanding, respondents may enter subcontractor arrangements; however, should acknowledge in their statement's 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 the Parish. Selection or rejection of an offer does not affect this right.

3.7 Proprietary Information

Only information which is 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 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 SOQ's. 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 contract for all or a partial list of services offered in the proposal and/or listed in the RFQ. The RFQ and SOQ of the selected respondent(s) may become part of any contract initiated by the Parish. The selected respondent(s) will be expected to enter a contract. 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(s).

If the contract negotiation period exceeds 30 days or if a 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 one (1) signed original and five (5) 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 Worthey Street, Gonzales, LA 70737** on or before the date and time spelled out in the schedule of events (**Section 2.4**) 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 business hours of the Proposal submission deadline. The Parish is closed on Fridays so hard copies may be received the next business day which is typically Monday unless Monday is a recognized holiday. For instructions on how to utilize the online service, Central Auction House, for free for Parish projects ONLY, contact the Ascension Parish Purchasing Department.

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 in the Schedule of Events (**Section 2.4**). 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**", in bolded letters on the front cover, and should contain the 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 of font of Times New Roman or similar and font size of 12 points. Responses should follow the format and order of presentation described below. Standard Form APG-1001 (**Exhibit C**) must be utilized for submittal to be considered.

5.1 Transmittal Letter

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

1. A brief statement of the Respondent's understanding of the scope of the work to be performed.
2. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Louisiana.
3. A confirmation that the Respondent has not had a record of substandard work within the last five years.

4. A confirmation that the Respondent has not engaged in any unethical practices within the last five years.
5. Confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of all charges resulting from the contract.
6. Any other information that the Respondent feels appropriate.
7. The signature of the individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

5.2 Project Title

The following project title shall be used for this submittal:

Project Title: SCADA Support

5.3 Specialized Knowledge

Preference will be given to firms with a demonstrated track record of successfully completed specific items outlined in the scope of services (**Section 1.4**). The amount of data detailed, 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. In addition to all other requested information, the following must be included in all responses under Section 13 of Standard Form APG-1001 (**Exhibit C**).

6. EVALUATION AND SELECTION

6.1 Selection committee

All submittals will be ranked by a selection committee, with the highest rated firms being awarded a contract. The evaluation of responses will be accomplished by a selection committee, 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. The selection committee will evaluate each potential contractor in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services.
2. Specialized experience and technical competence in the type of work required.
3. Capacity to accomplish the work in the required time.
4. Past performance of contracts with government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.
5. Location in general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.

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 for further consideration.

6.3 Evaluation and Review

Responses will be evaluated based on information provided in the SOQ. The Selection Committee will evaluate and score the responses using the criteria and scoring as listed in the attached Score Card (**Exhibit A**). The highest-ranked competitors will be selected and recommended to the Parish Council, subject to negotiations and final agreement on contract terms and amounts. In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the Parish will determine which firm will be selected to enter contract negotiations.

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 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. Each invoice shall be processed through the finance department and contain all justification necessary to verify the percentage of the task being billed or the task deliverable as applicable to each invoice.

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.

7.4 Audit

If requested, the selected Consultant shall provide to the Parish an independent Certified Public Accountant (CPA)-audited overhead rate developed in accordance with Federal Acquisition Regulations (FAR).

EXHIBIT A: SCORECARD

**Ascension Parish Professional Selection Committee
Scorecard**

Date of Meeting: _____

Firm Name: _____

SCORECARD FACTORS	Weight	Max Total
Firm/Team Qualifications and Experience <ul style="list-style-type: none"> • Firm/Team shall be evaluated based on project specific experience and resources • Primary focus should be on Prime Consultants Experience; however, the other team members must be considered. 	0-25pts	
Key Personnel Qualifications and Experience <ul style="list-style-type: none"> • Specific Personnel Experience with Similar Projects must be considered • While Firm Principals are listed, they traditionally have little involvement in the design; Emphasis should be placed on the Project Managers and Project Engineers/Architects. 	0-25 pts	
Project Experience <ul style="list-style-type: none"> • Consideration must be given to Firms/Teams that can show experience with State/Federal regulations, codes, policies, procedures and standards to successfully facilitate project completion and familiarity with government operations in general at parish/county or municipal levels. Letters or other documentation of successfully implementing projects or programs are acceptable. 	0-10 pts	
Proposal/Understanding <ul style="list-style-type: none"> • Firm/Teams RFQ should identify understanding of project scope, the past work experience for both the firm and personnel should properly reflect project scope and user agency specifications. 	0-5 pts	
Compatibility (firm size versus project size) <ul style="list-style-type: none"> • Consideration for the size of the firm and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firm's current workload. 	0-5pts	
Current Work Load <ul style="list-style-type: none"> • Number and size of projects currently under contract must be considered in relation to available staff. 	0-10 pts	
Past Performance <ul style="list-style-type: none"> • Points will be awarded based on letters or other documentation of successfully implementing projects or programs are acceptable; special capabilities to accomplish this scope of work; ability to meet deadlines and budgets; and quality of work. 	0-5 pts	
Special Conditions/Requirements Specified in RFQ/RFP <ul style="list-style-type: none"> • As specified in Section 5 of the RFQ/RFP 	0-10 pts	
95pts TOTAL		

Committee Member
(Print)

Committee Member
(Signature)

Date

EXHIBIT B: CERTIFICATION STATEMENT

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Qualifications (RFQ) or Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. The Ascension Parish Government (Parish) requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the contact's name and fill in the information below: (Print Clearly)

Date: _____ Official Contact Name: _____

- A. E-mail Address: _____
- B. Phone Number: (_____) _____
- C. US Mail Address: _____

Proposer certifies that the above information is true and grants permission to the Parish or Agencies to contact the above-named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFQ/RFP is accurate.
2. Proposer complies with each of the mandatory requirements listed in the RFQ/RFP and will meet or exceed the functional and technical requirements specified therein.
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFQ/RFP.
4. Proposer's quote is valid for at least 90 days from the date of proposal's signature below.
5. Proposer understands that if selected as the successful Proposer, he/she will have 30 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature of Proposer's Authorized Representative

Date

STANDARD FORM: APG-1001

(10/2008)

Professional Engineering and Related Services

1. Project title	2. Project number
3a. Firm (as registered with the Louisiana Secretary of State) and mailing address of the office to perform work	3b. Name, title, telephone number, and e-mail address of the official with signing authority for this contract
	3c. Name, Title, telephone number, e-mail address and registration number of full-time LA licensed engineer in responsible charge of the project (not required for non-engineering projects)

3d. I certify that the following information is accurate and complete to the best of my knowledge (must be same person as 3b):

Signature:

Date:

4. Full-time personnel on firm's payroll who are located at the primary work location identified in 3a above:

- a. Civil Engineers, with current Louisiana P.E. registration _____
- b. Environmental Engineers, with current Louisiana P.E. registration (not included in 4a) _____
- c. Land Surveyors, with current Louisiana P.L.S. registration _____
- d. Engineers In Training, with current Louisiana E.I. registration _____
- e. Designers/Draftsmen _____
- f. Survey Party Chiefs _____
- g. Real Estate Professionals (Agents and Certified Appraisers) _____
- h. Other personnel not included in above categories _____

Total personnel at primary work location (sum of a – h) _____

5. Full-time personnel on firm's payroll, not located at the primary work locations, to be used on this project:

- a. Civil Engineers _____
- b. Environmental Engineers (not included in 5a) _____
- c. Land Surveyors, with current Louisiana P.L.S. registration _____
- d. Engineers In Training, with current Louisiana E.I. registration _____
- e. Designers/Draftsmen _____
- f. Survey Party Chiefs _____
- g. Real Estate Professionals (Agents and Certified Appraisers) _____
- h. Other personnel not included in above categories _____

Total personnel not located at the primary work location (sum of a – h) _____

6. Do you presently have sufficient staff to perform these services in the designated time frame? (Yes/No)

7. Identify the element of work (as defined in the advertisement), and the % of the element to be performed by the firm. Also, identify % of work for the overall project to be performed by the firm (must be at least 50%).

--

8. Do you intend to use a sub-consultant(s)? yes no
(For use by the Prime Consultant only)
All subconsultants/associates listed for this project must attach a signed Form APG-1001

Name and address		
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	Identify the element of work (as defined in the advertisement), and the % of the element to be performed by the sub-consultant Also, identify the % of work for the overall project to be performed by the sub-consultant.	Worked with prime before? (Yes/No)
1.		
2.		
3.		
4.		
5.		

9. Staffing Plan – A Diagram showing all personnel specifically assigned to each work element of the project, their duties, and immediate supervisors. The Staffing Plan should also include the same information for Sub-consultants (if applicable).

10. Brief résumé of key persons anticipated to work on this project	
a. Name, title & domicile	b. Position or Assignment for this project
c. Name of firm by which employed full time	d. Years experience: With this firm: _____ With other firms: _____
e. Education: Degree(s) / Years / Specialization	f. Active registration: Year registered: _____ Branch: _____ State: _____ License No.: _____
g. Specific experience and qualifications relevant to the proposed project:	

11. Work by firm which best illustrates project experience relevant to this project (List not more than 10 Projects)

a. Project name & location	b. Project description	c. Nature of firm's responsibility & firm members involved	d. Client's name, address, and telephone number	e. Completion date or Percent Complete & cost in thousands

12. All work by firm (all offices) currently being performed for or selected by Ascension Parish Government (as Prime or Sub-consultant)

a. Project name, and location*	b. Nature of your firm's responsibility (also identify if prime or sub-consultant)	c. Percent complete (by phase/type of work)	d. Contract fees (in thousands)** (by phase/type of work)	
			Total	Remaining
* For master contracts, list open task orders individually ** Do not include sub-consultant's fees			Total	

13. Use this space to provide any additional information or description of resources supporting your firm’s qualifications for the proposed project. This section may also be used to submit proposed prices, if required. A maximum of two (2) additional sheets may be utilized to answer this question. All other sheets not specifically requested shall be excluded.

-----**END OF RFQ DOCUMENT**-----