

REQUEST FOR QUALIFICATIONS



FOR **ARCHITECTURAL & ENGINEERING (A&E) PROFESSIONAL SERVICES**

CITY OF SCOTT (COS)

(LWI ROUND II, CDBG-MIT) **MILLS STREET DETENTION POND**

Request for Qualifications Due: October 17, 2025 12:00 PM CST

Issued By:

City of Scott, LA

CITY OF SCOTT
RFQ - A&E PROFESSIONAL SERVICES (LWI ROUND II, CDBG-MIT)
CITY OF SCOTT, MILLS STREET DETENTION POND
Released: September 17, 2025

Submittal shall be emailed to: City of Scott Bonnie Anderson, Comprehensive Planning Coordinator banderson@cityofscott.org	Proposal should be clearly marked: RFQ – A&E Professional Services; City of Scott Mills Street Detention Pond (LWI Round II, CDBG-MIT)
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SUBMITTAL COVER SHEET

The Entity and the Officer with authority to commit for the Entity are:

RESPONDENT:	FEDERAL ID OR SOCIAL SECURITY NO.	
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NO.	TOLL FREE TEL. NO (800)
NAME & TITLE OF PERSON SIGNING:	FAX NUMBER:	E-MAIL:
PROPOSAL IS FROM A/AN: () Corporation organized and existing under the laws of the STATE OF _____ () Partnership () Individual		

NON-COLLUSION

The undersigned certifies that the Entity has not entered into any agreement of any nature whatsoever to fix, maintain, increase, or reduce the prices or competition regarding the items covered by this proposal invitation.

PROPOSAL CERTIFICATION

The Undersigned certifies that to the best of their knowledge:

- () There is no officer or employee of the City of Scott who has, or whose relative has, a substantial interest in any contract award subsequent to this proposal involved with this company.
- () The names of any and all public officers or employees of the COS have, or whose relative has, a substantial interest in any contract award subsequent to this proposal are identified by name as part of this submittal.
- () The undersigned further certifies that the Entity IS NOT currently debarred, suspended, or proposed for debarment by any federal or State agency. The undersigned agrees to notify the COS of any change in this status, should one occur, until such time as an award has been made under this action.

Date: _____

Entity Name: _____

By: _____

Print Name: _____

CITY OF SCOTT
A&E PROFESSIONAL SERVICES (LWI ROUND II, CDBG-MIT)
MILLS STREET DETENTION POND
SIGNATURE PAGE

In compliance with this RFQ, the undersigned agrees to furnish the services in accordance with the attached Proposal or as mutually agreed upon by subsequent negotiation. By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent.

Company Submitting Proposal

Address

City

State

Zip

Phone Number

Fax Number

Email

Web Address

Authorized Person Submitting RFQ (Print)

Title

Signature

Date

CALENDAR OF EVENTS

Listed below are the dates and times by which stated actions must be taken or completed. If COS determines, in its sole discretion, that it is necessary to change any of the dates and times, it will issue an Addendum to this RFQ. All listed times are applicable to local times for Scott, LA.

<u>DATE/TIME</u>	<u>ACTION</u>
September 17, 2025	Advertising of Request for Qualifications
Same Day	Request for Qualifications released to potential respondents
September 23, 2025 5:00 PM CST	Last day and time for Respondents to submit written communications and/or inquiries
September 30, 2025 5:00 PM CST	Addenda, if any, responding to written communications/inquiries
October 17, 2025 12:00 PM CST	<u>Deadline for Submittals</u>
None	Presentations, if invited to participate
<u>October 24, 2025</u>	Recommendation of selected Respondent to COS for approval

SECTION I: Scope of Services

STATEMENT OF NEED

The intent of this Request for Qualification (RFQ) is to solicit from Architectural/Engineering (A/E) firms a submittal of qualifications to perform professional engineering services to assist the City of Scott (sometimes referred to as COS) with preliminary engineering, design engineering, and inspections of the Mills Street Detention Pond in compliance with CDBG-DR or CDBG-MIT Program requirements. COS encourages minority, woman, veteran owned and small businesses to submit on this RFQ.

The project will involve engineering design and construction administration services for the construction of a detention pond and associated drainage pipes and structures. The detention pond is proposed to be located in the northern portion of the City of Scott, west of the intersection of Mills Street, Rice Circle and Wheat Circle. Modeling services will not be included in the scope of work as the modeling will be performed by an LWI consultant working directly for the agency. Engineer will be provided with modeling information and will be able to consult directly with the Agency hired modeler.

The services to be provided will include, but not be limited to:

- Designing system improvements and construction engineering.
- Assisting the administrative consultant with the construction bid package in conformance with applicable federal requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
- Assistance in conducting the preconstruction conference.
- Perform necessary field surveys, topographic survey(s)/mapping, and utility documentation.
- Field staking, on-site supervision of construction work, and preparing inspection reports.
- Providing general construction phase administration services including making visits to the site to observe construction while in progress.
- Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
- Providing reproducible plan drawings to the City of Scott upon project completion.
- Preparing operating and maintenance manuals.
- Conducting final inspection and testing.
- Providing additional services as required by the Owner.
- Providing post-construction phase services including visiting the project site to observe any apparent defects in the work.

SECTION II: Submittal Format and Preparation Guidelines

Send Electronic Submittal to:

City of Scott
Bonnie Anderson, CFM
Comprehensive Planning Coordinator
banderson@cityofscott.org

Clearly Marked and in Subject Line:

Request for Qualifications
A/E PROFESSIONAL SERVICES (LWI Round II, CDBG-MIT)
CITY OF SCOTT, MILLS STREET DETENTION POND

Due Date: **October 17, 2025 12:00 PM CST**

Instructions to Professionals

Respondents are to submit one complete Proposal in electronic form to the email address provided herein.

At due date and time, all submittals received by the due date will be opened for the sole purpose of recording the names of the individuals or firms submitting written responses.

Sufficient time must be allowed to ensure COS's proper receipt of the package by the time specified above. It is the responsibility of the firms to ensure that the properly marked submittal is emailed to the **City of Scott, Bonnie Anderson, Comprehensive Planning Coordinator**, at banderson@cityofscott.org. Submittals received after the due date and time will be not be reviewed or considered.

Any submittal not prepared and received in accordance with provisions stated herein will be considered an informal response and any/or all of the submittal may be rejected.

Withdrawal of submittal will be accepted until the submission due date and time above. No submittal may be withdrawn after the deadline.

Each firm will pay all costs associated with the preparation of the submittal, and, if applicable, subsequent oral presentations if requested by COS.

Submittal Content

The following information should, but not limited to, be included in the submittal packet:

1. **Signed Proposal Cover Sheet.**
2. **Introduction**
 - A brief statement of the Respondent's understanding of the scope of the work to be performed;
 - A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Louisiana;
 - A confirmation that the Respondent has not had a record of substandard work within the last five years;
 - A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
 - A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
 - Any other information that the Respondent feels appropriate;
 - The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ

RFQ-COS LWI ROUND II CDBG-MIT, MILLS ST DETENTION POND - A/E PROFESSIONAL SERVICES

3. **Company profile including but not limited to:**
 - State of Louisiana License
 - Describe the firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
 - Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with Disaster Recovery projects and any other projects relating to CDBG. Respondent should include all examples of work on similar projects as described in Part One.
 - Years in business under current name, and project team members.
 - Describe Respondent's firm's presence in and commitment to Louisiana.
 - Describe the firm's workload and current capacity to accomplish the work in the required time.
 - General Reputation and Performance Capabilities: Describe the general reputation and performance capabilities of the firm and explain how these characteristics translate to optimizing results for COS.
 - Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
 - Provide evidence of adequate financial stability through certified financial statements, including a balance sheet and income statement. The state reserves the right to request any additional information to assure itself of a Respondent's financial status.
4. **Description of the staff members of your firm who will be assigned to this project and detailed resumes (can be an attachment).**
 - Describe, for each such person, the projects relevant to CDBG and/or Disaster Recovery on which they have worked.
 - Estimate the number of persons to be assigned to this project, indicating the number working in Louisiana and the number working elsewhere.
5. **Proposed technique(s) that will be utilized for life cycle costing.**
6. **Description/Listing of the specialties, competencies and/or engineering methods.**
 - Describe knowledge and experience in the particular types of projects described in Section One.
 - Describe their knowledge of HUD's requirements for the Community Development Block Grant Program. Describe their knowledge of the LOCD-DR CDBG-DR or CDBG-MIT program.
7. **RFQ Signature Page.**
8. **Five (5) professional references for similar projects completed within the last five years:**
 - Services and equipment provided, project cost, and benefits to the owner.
 - Client Name
 - Contact Name, Title
9. **Contact Person: Phone/Fax Number/Email Address**

If the Respondent fails to supply all required information, the submission may be deemed non-responsive at the discretion of the COS.

Submittal Format

Submittal shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements and an understanding of COS needs.

Include a Table of Contents page for the entire submittal and give sequential page numbers for each part of the submittal including attachments. Arrange the submittal in the order listed in the SUBMITTAL CONTENT section of this RFQ. Additional optional attachments that are listed in the SUBMITTAL CONTENT section may be included at the end of the submittal packet.

Each complete submittal will contain a maximum of thirty (30) pages, inclusive of a cover letter, the Submittal cover sheet, the relevant requested Submittal information, and the required signature page. Brevity is a plus.

At the discretion of the respondent, a maximum of ten (10) additional qualifications related or marketing informational pages can be included in the submittal.

Detailed staff resumes including list of industry certifications may be included as a second attachment to the submittal packet. These additional pages will not be counted against the thirty (30) pages of the main content or the ten (10) additional pages of information.

Interpretation or Correction

COS is not liable for interpretations/misinterpretations or other errors or omissions made by the Respondent in responding to this Request. Any required addendum to the RFQ and all clarifications, answers to questions, or changes to this RFQ shall be provided through an issued Addendum, which shall be posted to COS's website. Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered "unofficial" and shall not bind the COS to any requirements, terms or conditions not stated herein.

The COS shall make every possible, good faith effort to issue any and all addenda(s) no later than seven (7) days prior to the due date for proposals. Any addendum issued after this date, shall be for material, necessary clarifications to the Request for Qualifications.

Any person, firm or corporation submitting a response is deemed to have read, understood, and agreed to all terms, conditions and requirements set forth in this RFQ. Respondent agrees to conform in general to the terms of this RFQ, details of which will be set forth in a signed agreement mutually acceptable to and executed by COS and the Respondent.

From the date of issuance until COS takes final agency action, the Respondent **must not** discuss their submittal or any part thereof with any employee, agent, or representative of COS except as expressly requested by COS in writing. Violation of this restriction will result in rejection of the Respondent's response.

No negotiations, decisions, or actions shall be initiated or executed by the Respondent as a result of any discussions with any COS employee. All inquiries, requests for clarification, change of condition or requirement, specification omissions, doubt as to meaning, or requests for additional information must be submitted via email to Bonnie Anderson, banderson@cityofscott.org. In the written request, the Respondent must identify him/herself and provide the page number, section, and paragraph of the conditions or requirements in question. The Respondent must also recommend specific written changes to the specified condition(s) or requirement(s).

All written inquiries or requests for changes or information must be received by Bonnie Anderson, City of Scott no later than the scheduled date shown in the Calendar of Events outlined in this document. All Respondent inquiries or requests, the COS responses to these inquiries or requests, and other needs as may apply will be provided to all prospective Respondents by addendum. All addenda issued by COS shall become a part of the RFQ.

Inquiries concerning Request for Qualifications – LWI ROUND II CDBG-MIT, MILLS ST DETENTION POND - A/E PROFESSIONAL SERVICES should be addressed as follows:

City of Scott
c/o Bonnie Anderson, CFM
RE: COS RFQ A/E Services (LWI Round II CDBG-MIT) MILLS STREET DETENTION POND
Via email: banderson@cityofscott.org

Provisions for Recommendation

It is understood that COS reserves the right to the following:

1. Reject any and/or all Proposal submittals.
2. Accept any submittal or portion thereof most advantageous to COS.
3. Revise the RFQ and/or issue addenda to the RFQ, in the event it becomes necessary to revise any or part of the RFQ. Addenda will be provided to all those who received the RFQ.
4. Cancel or re-issue the Request for Qualifications, in whole or in part, prior to execution of a contract.
5. Negotiate with the Respondent.
6. Award contract based on the overall best business decision for the COS including firm location or services offered.
7. Waive any informalities or regularities.
8. Award to single or multiple firms.
9. Request additional information or require a meeting with the Respondent for clarification.
10. Request presentations from Respondents following submission of the Proposals submittal.
11. Modify timelines, as issued in the form of an addendum.

SECTION III: Evaluation Criteria and Selection Process

All proposals shall be initially evaluated based on criteria listed below by members of an advisory evaluation committee. Such advisory committee shall consist of individuals who have expertise regarding, or some experience with, the subject matter of the RFQ or, individuals who could be characterized as recipients, beneficiaries, or users of the RFQ's subject matter. The committee may consist of COS clients. All qualified proposals shall be evaluated by the committee using a point earned matrix. Evaluations and selection of the successful Respondent shall be based on the information submitted in the proposal.

The City of Scott shall evaluate each Proposer 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 on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
5. Location in the 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.

In determining the professional services firms whose Proposals are in the best interests of COS and a Quality Based Selection, the following criteria, among possible others, will be considered:

- | | |
|--|---------|
| 1. Experience of the firm with this particular type of construction project(s) as described in Part One. | 30 pts. |
| 2. Experience of key personnel and firm with CDBG construction projects. | 25 pts. |
| 3. Experience of the firm with other construction projects. | 15 pts. |
| 4. Current capacity to accomplish the work in the required time. | 10 pts. |
| 5. Reference from other clients attesting to firms: | |
| a. Quality of work | 10 pts. |
| b. Compliance with performance schedules | 10 pts. |

Total Technical Points	100 pts.
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In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City of Scott will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

By submitting a response to this RFQ, the Respondent accepts the evaluation process and acknowledges and accepts that determination of the most qualified firm(s).

SECTION IV: General Terms and Conditions

Firms are cautioned to read the information contained in this RFQ carefully and to submit a complete response to all requirements and questions as directed.

COS reserves the right to reject any and all submittals and to waive any irregularities or technical defects in the response and reserves the right to select the best total program. COS is not liable for any expense incurred by the professional services firm in the preparation and presentation of proposals.

Acceptable Submittals

Any submittal not prepared and received in accordance with provisions stated herein, will be considered an informal response and any/or all of the submittal may be rejected.

It is the responsibility of the firm to ensure that the properly marked submittal package arrives at COS by the due date and time.

Governing Law and Venue

This RFQ and resulting contract, if any, and any disputes there under will be governed by the laws of the State of Louisiana and the City of Scott.

Additionally, the selected vendor agrees to comply with all applicable federal, state, and local laws and Codes, and all applicable Office of Management and Budget Circulars. The selected vendor agrees to comply with 2 CFR Part 200 and all laws and regulations associated with OCD Grants, including Community Development Block Grants. For a representative list of applicable laws, see Section V of this RFQ.

Appropriated Funds

The purchase of any service, which arises from this solicitation, is contingent upon the availability of appropriated funds. If funds are withdrawn or do not become available, COS can cancel the service contract by giving the firm written notice of its intention to cancel not less than ninety (90) days prior to the end of the term without penalty. Upon cancellation of the contract, COS shall not be responsible for any payment of any services received that occur after the end of the current contract period.

Sales and Use Tax

COS as a public entity is exempt from state and local sales taxes.

Invoices

Payment terms on services that have been received and accepted by COS will be net forty-five (45) days.

Observance of COS Rules and Regulations

Firm agrees that at all times its employees will observe and comply with all policies and procedures of COS, including but not limited to smoking, parking and security directives. The firm will be required to follow COS policies in dealing with improper conduct and discrimination and shall report all incidents or injuries to the COS.

Non-Exclusive Contract

This is not an exclusive contract and will not restrict in any way COS's rights to contract with other firms for services and/or commodities similar to those specified within this RFQ. Any firm awarded work in accordance with this RFQ will be contracted in the form of an 'Agreement for Professional Services' and the work will be assigned on a task order basis per facility and/or project.

Limitations of Remedies and Indemnification

Any firm awarded work in accordance with this RFQ accepts full responsibility for acts or conduct of its employees or agents, or services rendered, and agrees to indemnify, defend, and hold harmless the COS and its officers, council members, agents and employees from any and all claims, demands, damages, actions and costs or expenses in connection therewith that may relate to any subsequent agreement, or acts of the firm's employees or agents. COS will not be liable for any damage or injury to the firm's employees or its properties. COS does not agree to indemnify the vendor.

The firm will obtain all insurance required under this agreement before commencing work and shall furnish the COS with a certificate of insurance as proof of coverage. Companies writing insurance under this article must be licensed to do business in the State of Louisiana. All costs for insurance will be borne by the firm.

The firm may not assign, transfer, convey or otherwise dispose of this agreement or any right, title, or interest herein without the prior written consent of COS. Any contract resulting from this RFQ may only be amended in writing and signed by the firm and COS using the same degree of formality evidenced in the contract resulting from this RFQ.

The professional service firm shall not name City of Scott (COS) in its external advertising, marketing programs or other promotional efforts, any data, pictures, or other representation of COS except on the specific, written authorization in advance by COS's Parish President or his designee.

The agreement between the firm and COS may be cancelled by mutual written agreement of both parties upon ninety (90) days' notice. COS may cancel the agreement effective thirty (30) days after a written notice from COS is provided to the firm if the firm does not provide satisfactory service or fails to follow a reasonable schedule of agreed upon services or otherwise fails to operate in a professional manner.

The professional services firm is subject to and must comply with provisions of COS's policies and applicable state and federal anti-discrimination laws.

Insurance

Prior to beginning work, successful bidder shall deliver certificates of insurance as evidence of the coverage indicated below; such evidence shall include documentation of thirty (30) day prior written notice to the COS of cancellation, non-renewal or material change in coverage.

The insurance certificates should be delivered to:

City of Scott
c/o Bonnie Anderson, CFM
RE: COS RFQ A/E Services (LWI Round II CDBG-MIT) MILLS STREET DETENTION POND
Via email: banderson@cityofscott.org

Each insurance policy maintained by **Consultant** must be endorsed as follows:

1. "City of Scott is Named an Additional Insured." This excludes Workers' Compensation.
2. "Underwriters waive all rights of subrogation against City of Scott."
3. "The coverage afforded herein shall be primary in relation to any policies carried by City of Scott."
4. Provide thirty (30) days written notice of cancellation or reduction of any coverage to City of Scott

The Consultant shall maintain the following:

1. General Liability Insurance

The Consultant shall maintain general liability coverage during the term of this agreement. The minimum acceptable limits shall be \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$2,000,000 products/completed operations aggregate. Each policy of insurance required by this clause shall contain an RFQ-COS LWI ROUND II CDBG-MIT, MILLS ST DETENTION POND - A/E PROFESSIONAL SERVICES

Additional Insured endorsement in favor of City of Scott, its elected and appointed officials, agents, directors, servants, employees and volunteers, using form CG 20 10 Form B (edition 07 04) or approved equivalent; and a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of City of Scott, its elected and appointed officials, agents, directors, servants, employees, and volunteers.

2. Workers Compensation Insurance

The Consultant shall maintain Workers Compensation coverage during the term of this agreement. The limits of the Workers Compensation coverage shall be the Louisiana statutory requirements; shall provide Other States coverage, if applicable; and include Employer's Liability coverage with minimum acceptable limits of \$1,000,000 Each Accident, \$1,000,000 by Disease – Each Employee, and \$1,000,000 by Disease – Policy limit. The Consultant shall provide a Waiver of Subrogation in favor of City of Scott, its elected and appointed officials, agents, directors, servants, employees, volunteers, and any other entities who may require waivers by specific contract. The Consultant shall provide certification of such insurance and a copy of the policy upon request.

3. Auto Liability Insurance

The Consultant shall maintain automobile liability coverage during the term of this agreement. The limits of this coverage shall be a minimal acceptable limit \$1,000,000 Combined Single Limits for bodily injury and property damage. Liability coverage to be provided for Any Auto or All Owned Autos and Hired and Non-owned Autos. If the Consultant owns no vehicles, then a Hired and Non-owned Auto Liability policy is required. An Additional Insured endorsement in favor of City of Scott, its elected and appointed officials, agents, directors, servants, employees, and volunteers is required; and a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of City of Scott, its elected and appointed officials, agents, directors, servants, employees, and volunteers is also required. The Consultant shall provide certification of such insurance and a copy of the policy upon request.

NO PROPOSAL NOTIFICATION

CITY OF SCOTT
REQUEST FOR QUALIFICATIONS
A/E PROFESSIONAL SERVICES (LWI Round II, CDBG-MIT) CITY OF SCOTT, MILLS STREET DETENTION POND

City of Scott (COS) is interested in receiving competitive pricing on all products and services. COS places significant value on quality vendors and desires to keep interested companies as vendors and suppliers of materials, equipment, and services. It is important for COS to determine the reasons that vendors do not respond to this contract item. The COS will evaluate responses and attempt to determine if future changes are necessary in our specification development or procedures.

_____ **WILL NOT SUBMIT A RESPONSE**
Vendor Name

REASON FOR NO RESPONSE: *(Please place an X by one or more of the reasons listed below.)*

_____ Do not supply the requested product or service.

_____ Quantities offered, or scope of project is TOO SMALL to be supplied by our company.

_____ Quantities offered, or scope of project is TOO LARGE to be supplied by our company.

_____ Cannot bid against MANUFACTURER on this item.

_____ Cannot bid against RESELLER on this item.

_____ Specifications not clear enough to submit a response *(please explain)*.

_____ Time frame for bidding is too short *(please explain)*.

_____ Time frame to produce the product or service is too short.

_____ Other *(Please state the reasons.)* _____

FOR PURPOSES OF FUTURE SUBMITTALS, PLEASE INDICATE:

_____ My Company would like to remain on the vendor list.

_____ My Company **does not** want to remain on the vendor list.

Signature

Date

Address

City

State

Zip

Phone Number

Email Address

END OF RFQ

RFQ-COS LWI ROUND II CDBG-MIT, MILLS ST DETENTION POND - A/E PROFESSIONAL SERVICES