



**CITY OF SCOTT
REQUEST FOR QUALIFICATIONS
to provide
PROFESSIONAL ENGINEERING
SERVICES**

Qualification statements shall be received by City of Scott at the Scott City Hall, 125 Lions Club Road, Scott, Louisiana 70583 until, **June 14, 2022, at 10:00 a.m.** local time for the following:

**ADDENDUM #1
(Wednesday, June 8, 2022)**

No questions were posed. Please see the attached request for qualifications with revisions marked in red.



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PROFESSIONAL ENGINEERING SERVICES

City of Scott invites interested firms qualified to provide general engineering and consulting services pertaining to City infrastructure and public works projects funded by state and federal agencies including but not limited to the Federal Emergency Management Agency's (FEMA's) Hazard Mitigation Grant Program (HMGP) to submit a Statement of Qualifications. The City intends to award a contract for professional consulting services to evaluate, design, and inspect improvements to public facilities and infrastructure on an as needed basis per direction from the City of Scott. Interested Firms must agree to all requirements associated with projects using FEMA Funding as set forth in the attached appendices.

Firms will be evaluated based upon professional qualifications, specialized experience, technical competence related to Federal Funding Programs, and knowledge of City of Scott's infrastructure. City of Scott encourages small and minority-owned firms, as well as women's business enterprises, to apply. City of Scott may award more than one contract and said contracts may be for a minimum of 2 years with one 2-year option to extend. City of Scott's selection committee will be comprised of a minimum of three (3) City employees or administrators directly responsible for City facilities.

Interested firms shall submit their qualifications package consisting of a cover letter not to exceed two pages, including the name and email address of the contact person for the Proposer, acknowledging receipt of any Addenda that may be issued by the City of Scott, and a standard SF330 Form. Only one combined Standard SF330 form Part I is required for teams; however, if multiple firms are part of a team, then a Part II is required for each firm and for each office location of a firm applicable to staff submitted in resume section of the Part I. Proposals are limited as follows: Resumes shall be limited to one page per resume. Section H shall be limited to two pages. All questions regarding this RFQ, shall be directed to Bonnie Anderson, Comprehensive Plan Facilitator, via email at banderson@cityofscott.org no later than 3:00 pm, June 2, 2022 with responses given by 3:00 pm, June 7, 2022 via addenda. The City will issue addenda to this RFQ in the form of Questions and Answers. Written addenda to the RFQ may be issued to provide clarification, corrections, or to answer questions. It is the Proposer's responsibility to periodically check for addenda that may be issued to implement changes or clarifications to the RFQ, prior to the due date. Checking the City's website frequently is **HIGHLY** recommended.

The submittal documents must be delivered in a sealed envelope or box that is clearly identified on the outside as "Statement of Qualifications for Professional Engineering Services, Proposal Date: 06-14-2022".

The City requests that three (3) hard copies and one (1) electronic (flash drive) of the proposal be submitted.

City of Scott reserves the right to disqualify any response 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. The firm(s) must be registered and in good standing with the Louisiana Professional Engineering and Land Surveying Board (LAPELS). City of Scott reserves the right to reject any and all proposals for just cause.

The City will not be responsible for submissions forwarded through the U.S. Postal Service or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location. Submittals submitted by facsimile (FAX) or email will not be accepted. Any submittal received after June 14, 2022 at 10:00 a.m. will be deemed unresponsive and will be returned to Submitter unopened.

CITY OF SCOTT
JAN-SCOTT RICHARD, Mayor

Daily Advertiser Publication Dates: May 28, 25 and June 1, 2022

SCHEDULE

RFQ Released	May 18, 25, and June 1, 2022
Deadline to submit questions by email only	June 2, 2022 by 3:00 pm
Response to questions by addendum	June 7, 2022 by 3:00 pm
Response submittal deadline	June 14, 2022 by 10:00 am

CITY OF SCOTT
RFQ for Professional Engineering Services
Scope of Services

Dated May 18, 2022

City of Scott (CITY) is seeking professional services to aid and support as needed for federal and state programs, including primarily, but not limited to, the Federal Emergency Management Agency's (FEMA's) Hazard Mitigation Grant Program (HMGP).

The primary objective of this Request for Qualifications (RFQ) is to assist City of Scott assignments in a manner to meet all federal and state requirements and to be completed on time and within budget, while ensuring the maximum eligibility for reimbursement.

Task: Phase 1, Data Collection (Survey/Boundary Platting)

The scope of this task consists of the collection of field data necessary to support the hydrologic and hydraulic analysis of this project as well as support the need for the development of Engineering Design and Construction Documents. The consultant is to collect survey data necessary for analysis and design. The consultant shall obtain existing property information for the establishment of existing property boundaries and the development of property plats needed should property acquisition be required for this project.

Task: Phase 1, H&H Analysis and Report

The scope of this task consists of the consultant performing a hydrologic and hydraulic (H&H) analysis to determine the effects of water levels resulting from drainage infrastructure improvements. This analysis shall consist of developing a hydraulic numerical model for design and impact analysis. The report is to document the findings of this analysis.

Task: Phase 1, Construction Documents

The scope of this task consists of preparation of all construction documents including, but not limited to: design plans, specifications, and a detailed cost estimate.

Task: Phase 1, Wetland Delineation

The scope of this task consists of performing an on-site wetland delineation to quantify the existence (if any) of jurisdictional wetlands. This task is to include proper permitting with the U.S. Army Corps of Engineers as required.

Task: Phase 1, Environmental Review

The scope of this task consists of performing a "desktop" analysis within the limits of the project improvements to determine the existence (if any) of any environmentally sensitive attributes on site that may include threatened or endangered species, sensitive cultural resources, etc. This task shall document such findings by preparation of a formal report.

Task: Phase 1, Agency Coordination

The scope of this task will involve the selected Firm(s) and/or their representatives working with all applicable jurisdictional authorities at the local, state, and federal level as applicable to coordinate during the application development, request for information (RFI) or during the

implementation phases of the project itself. Specific tasks include but are not limited to electronic or telephone correspondence, in-person meetings as needed or required and/or submission or interpretation of supporting documentation necessary to clarify or provide context during any phase of the specific project.

Task: Phase 1, Utility Relocation and Permitting

The scope of this task consists of the coordination, analysis, design, and other activities associated with, or due to the need for, utility relocation and/or permitting that may be necessary for the project to be constructed. Activities for this task shall be performed on an as needed basis during any phase of the specific project. Permits may include but are not limited to environmental permits and permits with the City of Scott Planning and Zoning Department.

Task: Phase 2, Land Acquisition

The task includes the acquisition of necessary property (or properties) by City of Scott to support the construction activities associated with the project improvements. This task is to include the preparation of property appraisals by the City. This task shall also include all actions necessary by the City to meet with Landowners and legal purchasing of the property by the City.

Task: Phase 2, Bidding and Contracting

The scope of this task consists of the management of the bidding process upon completion of final construction plans. The consultant shall aid the city in preparing the necessary bid documents, conduct a project bid opening, development of the tabulation of bids, and make recommendations to the City to award the Contract.

Task: Phase 2, Construction Administration

The consultant shall aid the City in all administration of construction by providing on-call Engineering consultation services needed by the contractor should problems arise during construction, preparation of monthly payment applications, preparation of construction change orders (should there be a need), managing contract days, and be the liaison between the city and contractor during construction of the project.

Task: Phase 2, Resident Inspection

The scope of this task consists of providing on-site inspection services during construction to ensure the contractor is constructing the project in accordance with the contract documents. The consultant will provide an on-site inspector at a frequency necessary to support adequate quality control of the construction of the project. The inspector will document visual inspection by preparing a daily report of inspection witnessed as well as taking adequate photos documenting construction activities during the inspection.

Task: Phase 2, Construction Stakeout

The scope of this task consists of the field staking of the project improvements and all necessary survey control points to ensure the project is constructed within both horizontal and vertical limits shown in the design plans accordingly. This stakeout will be performed by the selected firm.

SUCCESSFUL PROPOSER SHALL DEMONSTRATE COMPLIANCE WITH THE FOLLOWING TECHNICAL REQUIREMENTS:

- Successful proposer shall include a minimum of one project team member who shall be a Louisiana licensed engineer.
- Successful proposer ~~shall~~ is desired to include a minimum of one project team member who shall be a Louisiana licensed surveyor.
- Successful proposer should include a minimum of one Louisiana licensed engineer with experience with numeric and hydraulic modeling.
- Successful proposer ~~is desired to shall~~ include at least one project team member who shall be a Certified Floodplain Manger (CFM).
- Successful proposer ~~is desired to shall~~ include at least one project team member who shall have grant management experience.
- Successful proposer shall include one or more team members with experience and knowledge of the application of federal laws, regulations and policies that govern the FEMA Public Assistance (PA) and Hazard Mitigation Grant Program (HMGP).
- Successful proposer shall demonstrate experience in successful design and construction administration of wastewater, water, road, and drainage projects within southern Louisiana
- Successful proposer ~~is desired to shall~~ demonstrate knowledge and understanding of City of Scott's design and development ordinances, standards, and requirements.
- Successful proposer shall demonstrate experience in successful planning and design of regional projects.
- Successful proposer shall demonstrate knowledge and experience with Louisiana Department of Transportation and Development, Louisiana Department of Environmental Quality (LDEQ) and Louisiana Department of Health and Hospitals (DHH) regulations and permitting.
- Successful proposer ~~is desired to shall~~ demonstrate experience with the National Environmental Preservation Act (NEPA) compliance requirements. The initial phase of the project (Phase I) is expected to receive a Categorical Exclusion (CATEX) from potential EHP Requirements associated with the funding source.
- Successful proposer shall conform to Federal Regulations 2 CFR Section 200.318 including, but not limited to, maintaining records and written standards of conduct.

CITY OF SCOTT
Selection Committee
Score Card

SCORE CARD EVALUATION CRITERIA

Weight (pts)

<p>Firm/Team Qualifications and Experience</p> <ul style="list-style-type: none"> • Firm/Team shall be evaluated based on project specific experience and resources. • Consideration shall 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. • Familiarity and knowledge of City of Scott's development standards and requirements <u>shall be viewed as a plus.</u> • Past performance within City of Scott shall be <u>viewed as a plus considered.</u> 	<p>0-35</p>
<p>Key Personnel Qualifications and Experience</p> <ul style="list-style-type: none"> • Specific personnel experience with similar projects shall be considered • Number of Certified Floodplain Managers (CFM) on the project team <u>shall be viewed as a plus</u> • The Proposer <u>is desired to must</u> demonstrate that Personnel meets all Technical Requirements listed above • Higher points will be given for those similar projects completed within Louisiana • Experience with regional projects shall be considered 	<p>0-30</p>
<p>Length of Time the Firm has been in Business</p> <ul style="list-style-type: none"> • Less than 5 Years: 10 Pts. • 5 to 10 Years: 15 Pts. • Over 10 Years: 20 Pts. 	<p>0-20</p>
<p>Proximity of Nearest Office to Client Location</p> <ul style="list-style-type: none"> • 5-10 miles: Up to 15 Pts. • 11-25 miles: Up to 10 Pts. • 26-50 miles: Up to 5 Pts. • 51+ miles: No Points Awarded 	<p>0-15</p>

APPENDICES:

CIVIL RIGHTS COMPLIANCE PROVISIONS

1.) EQUAL EMPLOYMENT OPPORTUNITY (Equal Opportunity Clause)

(Applicable to Contracts and Subcontracts above \$10,000)

During the performance of this contract, the Contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration without regard to race, color, religion, sex, or national origin.
- C. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Contract Compliance Officer advising the said labor union or workers' representatives of the Contractor's commitment under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended, and the rules, regulations, and relevant orders of the Secretary of Labor.
- E. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and others.
- F. In the event of the Contractor's noncompliance with the non-discrimination clauses of

- this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- G. The Contractor will include the provisions of the sentence immediately preceding paragraph A and the provisions of paragraphs A through G in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Department, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

2. **CERTIFICATION OF NONSEGREGATED FACILITIES**

(Applicable to Contracts and Subcontracts over \$10,000)

By the submission of this bid, the bidder, offeror, applicant or subcontractor certifies that he/she does not maintain or provide for his/her establishments, and that he/she does not permit employees to perform their services at any location, under his/her control, where segregated facilities are maintained. He/she certifies further that he/she will not maintain or provide for employees any segregated facilities at any of his/her establishments, and he/she will not permit employees to perform their services at any location under his/her control where segregated facilities are maintained. The bidder, offeror, applicant or subcontractor agrees that a breach of this certification is a violation of the equal opportunity clause of this contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason.

He/she further agrees that (except where he/she has obtained for specific time periods) he/she will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that he/she will retain such certifications in his/her files; and that he/she will forward the following notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

ENVIRONMENTAL COMPLIANCE PROVISIONS

Compliance with Clean Air Act

1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The contractor agrees to report each violation to the Parish and understands and agrees that the Parish will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

Federal Water Pollution Control Act

1. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The contractor agrees to report each violation to the Parish and understands and agrees that the Parish will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

BYRD ANTI-LOBBYING CERTIFICATION

Certification for Contracts, Grants, Loans, and Cooperative Agreements-The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official