

REQUEST FOR QUALIFICATION STATEMENTS (RFQ) FOR ENGINEERING SERVICES

The Village of Palmetto has been awarded a grant under the Community Development Block Grant Municipalities Infrastructure Program. On June 28, 2010, the Village held a public hearing to discuss the application process and at which time the Village agreed to submit an Infrastructure Application for Palmetto Generator Project. The Village is seeking assistance for engineering services for Disaster Recovery CDBG funds and subsequent implementation of CDBG DRU Palmetto Generator Project.

Activity: This project is for installation of a generator for the Village of Palmetto.

Objective: To provide emergency power to the Palmetto Police Station.

Location: The infrastructure project is located at 224 E. Railroad Avenue, Palmetto, Louisiana.

PART ONE: SCOPE OF SERVICES

The Village of Palmetto is soliciting qualification statements for engineering services to assist the Village of Palmetto with preliminary engineering, design engineering, and inspections of this project in compliance with Disaster Recovery CDBG Program requirements. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected offeror. Reimbursement for services will be contingent on the Village of Palmetto receiving funding from the OCD/DRU. The maximum amount of engineering fees that can be paid with Disaster Recovery CDBG funds will be determined by the OCD/DRU and may require adjustments in the proposed contract amount.

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

1. Assist in the preparation/completion of the application package.
2. Designing the generator project. The preliminary plans and specifications must be completed and transmitted to the State within six months of the Village's notification of the application approval.
3. Assist the Grants Consultant in environmental assessment activities by providing necessary technical documents to satisfy state/federal agencies and assist in all permitting phases including U. S. Corps of Engineers Section 404 Permits and Compensatory Mitigation Contracts, La. Department of Natural Resources permits, La. Department of Environmental Quality, U. S. Fish and Wildlife Services, State Historic Preservation Officer, USDA, NRCS and any other federal/state agency having jurisdiction over these projects. Design firm to provide services of expert consultants as additional services;
4. Preparation of right of way plans and any survey instrument and legal descriptions as may be required to secure permanent and temporary construction easements. Includes assisting the right of way negotiators with any technical aspect of the proposed improvements;
5. 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.

6. Conducting the pre-construction work conference.
7. Field staking, on-site inspection of construction work, and preparing inspection reports.
8. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body.
9. Providing reproducible plan drawings to the community upon project completion.
10. Conducting final inspection and testing.
11. Submitting certified "as built" drawings to the appropriate State agency.

Respondents will be evaluated on the basis of written materials submitted in the qualification statements and according to the following criteria: TOTAL MAXIMUM POINTS 100

PART TWO: PROPOSALS

The following information should be included under the title "Request for Qualification Statements for Engineering Services for the Disaster CDBG Program":

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

Contents of Proposal

Respondents should letter and number responses exactly as the questions are presented herein. Interested respondents are invited to submit proposals that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

1. Introduction (transmittal letter)

By signing the letter and/or offer, the Respondent certifies that the signatory is authorized to bind the Respondent. The proposal should include:

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