

Southeast Louisiana Flood  
Protection Authority - East

Request for Qualifications for  
Facilities Management for the  
SLFPA-E

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# ADVERTISEMENT

## PUBLIC NOTICE

### SOUTHEAST LOUISIANA FLOOD PROTECTION AUTHORITY – EAST REQUEST FOR QUALIFICATIONS

The Southeast Louisiana Flood Protection Authority – East (Authority) invites interested firms qualified to provide **Facilities Management Services** to submit Statements of Qualifications. The Authority intends to award one or more indefinite delivery, indefinite quantity (ID-IQ) contract(s) for these inspection services associated with various facilities management projects.

Southeast Louisiana Flood Protection Authority - East is an Equal Opportunity Employer. We encourage participation of Small and Minority/Women Owned Businesses as prime consultants or as sub-consultants on projects under the jurisdiction of the Authority. We rely on the Louisiana Department of Transportation and Development's list of DBE firms in determining whether a firm meets DBE requirements.

Firms will be evaluated based upon professional qualifications of the firm and individuals within the firm assigned to the project, specialized experience and technical competence in similar projects within the past five years, capacity to complete the work, location of offices and past performance on contracts with government agencies and private industry. A short list of qualified firms may be developed and oral interviews may be requested at the discretion of the Authority.

Additional information pertaining to **minimum qualifications, scope of work, required form of the submittal, and selection criteria** can be found on the Authority's web site at [www.floodauthority.org](http://www.floodauthority.org) under the "RFQ" tab. Questions regarding this RFQ should be submitted in writing to Mr. Felton Suthon, P.E., Engineering Manager, SLFPA-E at [fsuthon@floodauthority.org](mailto:fsuthon@floodauthority.org) no later than 4:00 pm on Wednesday, October 3, 2018. All submitted questions along with the Authority's responses will be posted on the Authority's website no later than 4:00 PM on Monday, October 8, 2018.

The submittal documents must be delivered in a sealed envelope or box that must be clearly identified on the outside as **“Statement of Qualifications for Facilities Management Services”**. Provide six originals of the submittal documents **prior to 3:00 pm CDT on Friday, October 12, 2018**, by hand delivery or mail to:

Felton Suthon, P.E.  
Southeast Louisiana Flood Protection Authority – East  
6920 Franklin Avenue  
New Orleans, LA 70122

Phone: 504-286-3100

The Advocate to run:

Wednesday, September 12, 2018

Wednesday, September 19, 2018

Wednesday, September 26, 2018

The Times-Picayune to run:

Wednesday, September 12, 2018

Wednesday, September 19, 2018

Wednesday, September 26, 2018

The Daily Journal to run:

Monday, September 10, 2018

Monday, September 17, 2018

# **RFQ FOR FACILITIES MANAGEMENT SERVICES FOR THE SLFPA-E**

## **Minimum Qualifications, Scope of Services, Submittal Requirements, and Selection Criteria**

### **INTRODUCTION**

The Southeast Louisiana Flood Protection Authority – East (Authority) is requesting submittal of qualification statements from qualified engineering firms interested in performing these services for SLFPA-E.

### **MINIMUM QUALIFICATIONS**

All engineering firms selected for this project must meet the following Minimum Qualifications:

1. At least one of the principals of the firm(s) must be professionally competent in the field or fields of expertise required for the project.
2. At least one principal or responsible member of the firm(s) shall have had a minimum of five (5) years' experience in responsible charge of the field or fields involved.
3. At least one of the principals of the firm(s) must be licensed or registered by the appropriate Louisiana licensing or professional board.

### **SCOPE OF SERVICES**

The services to be provided may include but are not limited to (please mark scope items Consultant is submitting for):

No.	Description	YES	NO
1.	Providing support services for the Franklin Warehouse, Franklin Administration Building and the Permanent Canal Closure and Pump Facilities at 17 <sup>th</sup> Street Canal, Orleans Avenue Canal and the London Avenue Canal		
2.	Providing environmental services, including but not limited to SWPPP, MS4, Debris Mitigation Services such as Wash Racks for levee maintenance equipment, Phase I/II Environmental Assessments, Remediation, NEPA Studies and Permitting		
3.	Providing design services and preparing plans and specifications for drainage repairs		
4.	Providing maintenance services for HVAC Equipment such as chillers		

5.	Providing maintenance services for water service including coordinating with the Sewerage and Water Board of New Orleans		
6.	Providing electrical support services for SLFPAE Facilities		
7.	Specialty Testing (Roofing/Building Envelope, GPR scanning, permitting		
8.	Attending meetings with federal, state and local government agencies		
9.	Attending Southeast Louisiana Flood Protection Authority – East committee and board meetings		

The Contract executed between the Authority and the successful engineering firm(s) will be Task Order driven. Each Task Order will be written on a reimbursement “not to exceed” basis. The services provided under the contract shall be billed based on negotiated rates for each anticipated staff classification times the number of hours worked on the Task per classification. Billings may not exceed the agreed upon “not to exceed” price specified in the Task Order.

Task Orders may also be written based off of a fixed lump sum price determined by a construction cost determined fee curve amount.

Sub-Contracting: It is the intent of the IDIQ Contracts and the Individual Task Orders that a minimum of 51% of the work be performed by the prime consultant.

### **SUBMITTAL**

The submittal must include a cover sheet, a signed transmittal letter and **single** fully completed Standard Form 330.

#### 1. Cover Sheet

The following information should be included on a cover sheet under the title **“Statement of Qualifications for Facilities Management Services”**:

- i. Name of Respondent;
- ii. Respondent address;
- iii. Respondent telephone number;
- iv. Respondent federal tax identification number; and
- v. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

#### 2. Transmittal Letter

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

- i. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- ii. A confirmation that the Respondent meets the minimum requirements specified in the **MINIMUM QUALIFICATIONS** section above;
- iii. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Louisiana;
- iv. A confirmation that the Respondent has not had a record of substandard work within the last five years;
- v. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- vi. 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;
- vii. Any other information that the Respondent feels appropriate; and
- viii. The signature of an individual who is authorized to make offers of this nature in the name of the Respondent submitting the proposal.

### 3. Standard Form 330

Respondents must include a fully completed and signed SF 330. A link to electronic versions of SF 330 is provided below:

<http://www.gsa.gov/portal/forms/download/116486>

The SF 330 must include pertinent information for the prime contractor and all key subcontractors that make up the proposed team. An Organizational Chart of the proposed team must be included as an attachment after Section C. It shall show the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

The brief description provided for key personnel in Section E shall include information describing the individual's **specific roles and responsibilities** on the projects listed. If roles and responsibilities are not **clearly and accurately** presented then the individual will not be given credit for experience on the referenced project.

Example / Relevant Projects listed in Section F shall also include information on Firm's **specific role** (also specify Prime or Subcontractor) **and design responsibility** (Civil, Structural, Mechanical, etc.) on each project listed. If role and responsibility are not **clearly and accurately** presented then the project will not be considered or evaluated as part of relevant experience.

Use Section H of the SF330 (limit of 10 pages) to provide information demonstrating past performance on contracts with Government agencies and private industry, and any other pertinent information you wish to include with the submittal.

## **SELECTION CRITERIA**

The Authority will evaluate each respondent in terms of their:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in similar work within the past five years;
3. Capacity to accomplish the work in the required time;
4. Location of principal office where work will be performed; and
5. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.

The maximum point score associated with each criteria is indicated in the table below:

<b>CRITERIA</b>	<b>Maximum Point Score</b>
Professional Qualifications	30
Specialized Experience and Technical Competence	30
Capacity	10
Location	10
Past Performance	20
<b>TOTAL</b>	<b>100</b>

The Authority, at its discretion, may select the highest scoring firm(s) to enter into contract negotiations, or may conduct oral interviews with several of the highest scoring firms. Then, as a result of the interviews, the Authority will determine which firm(s) will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as practical. Please see Appendix A for further information regarding evaluation and selection processes.



Questions regarding this RFQ should be submitted in writing to Mr. Felton Suthon, P.E., Engineering Manager, SLFPA-E at [fsuthon@floodauthority.org](mailto:fsuthon@floodauthority.org) no later than 4:00 pm on Wednesday, October 3, 2018. All submitted questions along with the Authority's responses will be posted on the Authority's website no later than 4:00 PM on Monday, October 8, 2018.

The submittal documents must be delivered in a sealed envelope or box that must be clearly identified on the outside as **“Statement of Qualifications for Facilities Management Services”**. Provide six originals of the submittal documents **prior to 3:00pm CDT on Friday, October 12, 2018**, by hand delivery or mail to:

Felton Suthon, P.E.  
Southeast Louisiana Flood Protection Authority – East  
6920 Franklin Avenue  
New Orleans, LA 70122

Phone 504-286-3100

Responses to this RFQ received after 3:00 pm CDT on Friday, October 12, 2018, will be rejected and returned to the Respondent unopened.

SOUTHEAST LOUISIANA FLOOD PROTECTION AUTHORITY-EAST (SLFP AE)  
PROFESSIONAL SERVICES CONTRACTING POLICIES & PROCEDURES

1. PURPOSE

To prescribe the policy of the Southeast Louisiana Flood Protection Authority-East ("the Authority") applicable to the retaining of consultants for professional services required for Board or levee district operation and administration. When projects for which State or Federal funds are desired or anticipated, this policy is to be compatible with appropriate policies of the applicable agencies of the State of Louisiana and the United States of America, as required.

2. BACKGROUND

It is the responsibility of the Authority to select the professional consulting firm(s) best qualified to meet the needs for the operation and administration of the Authority and its levee districts – the Orleans levee District, the East Jefferson levee District and the Lake Borgne Basin Levee District.

The Authority's Board of Commissioners ("the Board") has adopted the procedures contained herein to ensure that the Board's selection procedures conform to best practices and meet the requirements of the State and Federal governments. In addition, the Board has elected to follow similar qualification based selection procedures for all of its professional service consultants, including but not limited to accounting, financial, legal, architectural, engineering design, and related services.

3. POLICY

A. Authorization for Retaining Consultants

There are generally three conditions that make it desirable and/or necessary for the Board to retain the services of consultants:

- 1) Magnitude. The magnitude of the work involved in a particular project may so tax the available agency staff that it would be necessary to defer other essential work if the work were performed by the staff.
- 2) Complexity. The work required in a project may be of such a specialized nature that the Authority must look to outside firms for experts in the appropriate fields to accomplish the work.
- 3) Time. The time frame within which the work must be accomplished must be such that the Authority cannot undertake the work and simultaneously execute its ordinary work.

- B. Contractual Limits for Request for Qualification (RFQ)/Request for Proposals (RFP)
1. Contracts for less than \$50,000, without an RFO/RFP, the following procedures shall apply:
    - a. Contracts for less than \$50,000 shall be approved by the SLFPA-E Regional Director and may be executed by the SLFPA-E Regional Director or the Executive Director for his/her respective levee district. All contracts awarded for less than \$50,000 shall be included in the SLFPAE Regional Director's monthly report to the Board.
  2. . Contracts for \$50,000 or above
    - a. Contracts for \$50,000 or above must comply with the RFO/RFP process as set forth in Section 4 below. However, the Board may waive the requirement of an RFO/RFP for contracts of \$50,000, but less than \$150,000, if the Board determines that the Regional Director or Executive Director of the respective levee district has a valid reason for doing so.
    - b. Contracts for \$150,000 or greater shall be awarded via the RFQ/RFP process as set in Section 4 below.

#### **4. RFQ/RFP PROCESS**

- A. Advertising.
1. When a Regional Director, Executive Director, or Commissioner determines that professional consulting or contracting services will be required, he/she shall cause such matters to be placed on the agenda for Board approval to advertise.
  2. A RFQ/RFP for the required services will be prepared by the appropriate Director.
  3. The RFQ/RFP will be advertised in the Official Journal of the Authority, and any other publication that may be deemed appropriate, and shall run a minimum of three (3) times over four {4} consecutive weeks, but not more than once a week for projects greater than \$50,000. It must also be posted on the Authority website.
  4. The RFO/RFP will be provided to all respondents to the advertisement, and shall outline the selection criteria, as well as the timeline for determining the shortlist and interview dates, if applicable, and the selection date.

B. Receipt of Submittal Documents

1. A SLFPAE staff member will be assigned to each specific project so that communication with all bidders is insured and consistent
2. Within three (3) days of the deadline for receipt of submittal documents, the assigned SLFPAE staff member shall send, via email, notification to all applicants that their documents were received, indicate the date and time of the receipt, and advise the parties of the deadline for determining the short list of firms, the criteria to determine the short list of firms, the anticipated date that interviews may occur, and when a final selection will be made.

C. Selection Committee

1. The President of the Board shall appoint the appropriate Standing or Special Committee to act as the Selection Committee. That Committee shall consist of at least one (1) Commissioner, plus others as deemed appropriate by the President.
2. The Selection Committee may, on the basis of predetermined criteria, select a "short list" of firms to be considered by the Board for this work. However, there is no requirement that a "short list" of firms be prepared.
3. Within two (2) days of determining the short list of firms, the SLFAPE staff member shall notify, via email, the firms who were not chosen for the short list, the SLFPAE or Levee District Staffer will also notify the finalists selected for consideration and advise them of potential interview dates, if the selection committee determines that there is a need for interviews, and the date that the full Board will consider the final applicants.

D. Criteria for Selection Committee's recommendation to Board

The Selection Committee will review the qualifications of prospective consultants as submitted through response to the Board's advertisement, and will carefully consider the information collected for each prospective consultant as it applies to the requirements of the projects under consideration. In the evaluation of a prospective consultant's qualifications, and determination that a consultant has a sufficiently skilled organization to perform the contemplated work in a reasonable period of time, the following criteria shall be applied by the Selection Committee:

- I. Experience, both firm and individual personnel, as related to the project under consideration;

2. Principals and Other Responsible Members;
3. The firms under consideration shall have at least one of their principals professionally competent in the field or fields of expertise required for the project;
4. At least one principal or responsible member shall have had a minimum of five (5) years' experience in responsible charge of the field or fields involved;
5. Firms under consideration for projects requiring a licensed professional, shall have at least one of its principals licensed or registered by the appropriate Louisiana licensing or professional board;
6. Firm size and current workload as related to project magnitude;
7. Location of principal office where work will be performed. Companies with principal office locations in Orleans, Jefferson and St. Bernard Parishes will receive 10 points for contracts to be awarded for those specific levee districts. Companies with principal office locations in adjacent parishes will receive 5 points;
8. Small and Minority/Women-Owned Business Participation - The Board shall encourage application for providing required services by Small and Minority/Women Owned Businesses as prime contractors and participants as sub-consultants on projects under the jurisdiction of the SLFPAE. The Authority will rely upon the Louisiana Department of Transportation's list of DBE firm in determining whether a firm meets DBE requirements;
9. Project-Specific Criteria - Firms must demonstrate any special knowledge and capabilities required by the RFQ/RFP. Failure to adequately describe such capability will disqualify the firm from consideration; and
10. Interviews of Prospective Firms - If deemed necessary by the Selection Committee, interviews of firms applying for the work shall be conducted by the Selection Committee. If interviews are required, the SLFPAE or Levee District staffer assigned to the process, shall provide the checklist to the Selection Committee, attend the interviews to take minutes that will be retained for a minimum of three (3) years, and calculate the final scores for each applicant.

E. Board Contract Selection

1. Upon presentation of the short list, applicable scores, and recommendation of the Selection Committee, the Board will select a firm, which in its opinion, represents the best responsible choice.
2. In making its determination, significant evaluation factors will be those described in Section D of this policy, including qualifications and experience in all of the required disciplines and the proposed time to complete the work.
3. Upon final Board action all other responding firms will be notified of the firm(s) selected. The SLFPAE staff person will notify those firms via email within five (5) days of the Board's selection.

F. Debrief

1. Debriefing is the act of informing suppliers, contractors or service providers that they were not selected during a particular procurement process and the reasons why they were not selected. Debriefing can be done orally or in writing.
2. The purpose of debriefing is to inform unsuccessful applicants of the strengths and weaknesses of their qualifications or proposal and the reasons why they were not selected. Upon receipt of a debriefing request, the SLFPAE staff person shall confirm receipt of same. The debriefing shall occur within ten (10) days of a debrief requests.
3. The Selection Committee will determine who will perform the debriefing.
4. A debriefing should include, at a minimum, the following:
  - a. the selection criteria
  - b. the score of the losing bidder being debriefed
  - c. the reasons for the losing bidder's score
  - d. the score of the selected bidder

5. CONTRACTING PROCEDURES

1. Once the firm has been approved by the full Board, the appropriate District Director or Regional Director will negotiate the fee required to complete the needed work, within the pre-approved budget, and develop a contract, in a timely manner.
2. Board approval of the negotiated fee and authorization by the Board of the President, or other signatory, to execute the contract shall be required.

3. Executive Council must review and approve all contracts prior to the contract being executed.
  4. All selection and contracting provisions are subject to applicable federal and state requirements.
6. PERFORMANCE EVALUATION:

After completion of the project, a performance evaluation shall be performed by the Regional Director or Executive Director of the respective Levee District. It shall include the following:

- a. Agency/Levee District Name
- b. Contract Number:
- c. Contractor Name:
- d. Subcontractor Name(s)
- e. Contract Amount:
- f. Actual Amount Paid:
- e. Contract Cost Basis:
- h. Contract begin and end date:
- l. Actual begin and end date:
- j. Contract Modifications:
  - 1) Number of modification
  - 2) Reason for modification
- k. Description of Services provided
- l. Problems encountered
- m. Overall Performance (check one): ☐ Satisfactory ☐ Unsatisfactory
- n. Weak points:
- o. Strong points:
- p. Would you hire this contractor again?
- q. Name and Phone Number of employee responsible for monitoring project and final acceptance.

This Policy shall be attached to each RFQ/RFP.

On the motion of Mr. Wittie,  
Seconded by Mr. Estopinal, the following resolution was offered:

RESOLUTION NO. 08-27-15-04 - TO APPROVE THE SLFPA-E POLICIES AND  
PROCEDURES FOR PROFESSIONAL SERVICES CONTRACTS

WHEREAS, the Southeast Louisiana Flood Protection Authority-East ("SLFPA-E") is the governing authority of the Orleans Levee District ("OLD"), the East Jefferson Levee District ("EJLD") and the Lake Borgne Basin Levee District ("LBBLD"); and

WHEREAS, the SLFPA-E Board desires to have a transparent and consistent process in regard to the issuance of Requests for Proposals/Requests for Qualifications, the selection process for professional services provided to the SLFPA-E, OLD, EJLD and LBBLD, and the award of professional service contracts; and

WHEREAS, the SLFPA-E Regional Director and Executive Counsel have reviewed the SLFPA-E's original policy and researched best practices, and recommends a revised policy as set forth in the revised Policies and Procedures.

BE IT HEREBY RESOLVED, that the SLFPA-E, OLD, EJLD and LBBLD levee districts are to immediately implement the revised Policies and Procedures for Professional Services Contracts.

The foregoing was submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Angers, Mr. Ben, Mr. Estopinal, Mr. Kemp, Mr. Luettich,  
Mr. Tilly and Mr. Wittie

NAYS: None

ABSENT: Mr. McHugh

This resolution was declared adopted this 27th day of August, 2015.

.....  
I hereby certify that the above and foregoing is a true and correct copy of a resolution duly adopted by the Southeast Louisiana Flood Protection Authority-East at its meeting on August 27, 2015, held in New Orleans, LA, at which a quorum was present.

Secretary