

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 **Support Services (Architectural / Mechanical / Electrical / and other Facility Services)** to submit Statements of Qualifications. The Authority intends to award one or more indefinite delivery, indefinite quantity (ID-IQ) contract(s) for services associated with various facilities 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 under the Business tab – Procurement – RFQ. Questions regarding this RFQ should be submitted in writing to Mr. Ryan Foster, P.E., SLFPAE at rfoster@floodauthority.org no later than 4:00 pm on **Wednesday, August 11, 2021**. 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, August 16, 2021**.

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 Support Services (Architectural / Mechanical / Electrical / and other Facility Services)**”. Provide six originals as well as an electronic copy CD / Thumbdrive of the submittal documents **prior to 3:00 pm CDT on Friday, August 27, 2021** by hand delivery or mail to:

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

Phone: 504-286-3157

The Advocate to run:

Wednesday, **July 28, 2021**
Wednesday, **August 4, 2021**
Wednesday, **August 11, 2021**

The Daily Journal to run:

Monday, **August 2, 2021**

RFQ For Support Services (Architectural / Mechanical / Electrical / and other Facility 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 firms interested in performing these architectural / engineering services for SLFPA-E. Firms that provide some but not all of the services listed in the scope of services are encouraged to form teams with other qualified firms.

MINIMUM QUALIFICATIONS

All firms or teams of Prime and Subconsultant 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 indicate scope items Consultant is submitting for :

1. Architectural / Interior Design;
2. Electrical Engineering / support services;
3. Mechanical Engineering / support services;
4. Security Assessment and Design;
5. Fire Protection System Design;
6. Attending meetings with federal, state and local government agencies as well as SLFPAE committee and board meetings as needed.

7. Post Storm Inspection and Assessment of Facilities;

The Contract executed between the Authority and the successful firm(s) or team of Prime and Subconsultant firms will be for a term of 1 year with two 1 year option extensions. The Contract will be Task Order driven. Task Orders may 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 thus the individual Task Orders that a minimum of 51% of work be performed by the prime consultant. Subconsultant team members must also meet the minimum qualifications in one or more service disciplines as outlined above and be able to meet the SLFPA-E minimum insurance requirements.

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 Support Services (Architectural / Mechanical / Electrical / and other Facility 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** (Architectural, Mechanical, Electrical, 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. Since Section H of the SF 330 is limited to 10 pages firms are not required to include information regarding scope of work items 6, meeting with state, federal and local. By submitting an SF 330 the respondents acknowledge these items are included in the scope of work and are willing to perform these services when required.

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:

CRITERIA	Maximum Point Score
Professional Qualifications	30
Specialized Experience and Technical Competence	30
Capacity	10
Location	5
Past Performance	25
TOTAL	100

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 SOQ evaluation and 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. Ryan Foster P.E., SLFPA-E at rfoster@floodauthority.org no later than 4:00 pm on **Wednesday, August 11, 2021**. 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, August 16, 2021**.

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 Support Services (Architectural / Mechanical / Electrical / and other Facility Services)**". Provide six originals as well as an electronic copy CD / Thumbdrive of the submittal documents **prior to 3:00pm CDT on Friday, August 27, 2021**, by hand delivery or mail to:

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Southeast Louisiana Flood Protection Authority – East
6920 Franklin Avenue
New Orleans, LA 70122

Phone 504-286-3157

Responses to this RFQ received after 3:00 pm CDT on Friday, **Friday, August 27, 2021**, will be rejected and returned to the Respondent unopened.

SOUTHEAST LOUISIANA FLOOD PROTECTION AUTHORITY-EAST (SLFP AE)
PURCHASING POLICY – Professional Service Contracts (excerpt)

Professional Service Contracts

RFP/RFQ Process

Public Bid Law does not require political subdivisions to advertise, receive bids, or engage in competitive negotiations for contracts for professional services. However, to ensure the FPA's selection process and procedures conform to best practice, for all Professional Services greater than \$30,000, the FPA will use an RFP or RFQ process for professional services contracts unless the services being requested are in a specialized field or of a unique nature as determined by the appointing authority. The following conditions will be factored in the process for selection of consultants:

- A. Magnitude – The magnitude of the work involved in a particular project
- B. Complexity – The work required in a project may be of such a specialized nature, the agency may need to look for outside firms that are experts in the appropriate field to accomplish the work.
- C. Time – The work required may be done in a timely manner so as to prevent the agency from not completing its mission.

Advertising

When a Department Director or Engineer determines that a professional consulting service will be required, he/she shall consult with the CAO to place matter on the agenda for Board approval to advertise. The RFQ/RFP will be prepared by the appropriate Director or Project Manager and advertised in the official journal for a minimum of 1 time for 3 consecutive weeks. An FPA staff member will be assigned to each specific project so that communication with all bidders is consistent.

Selection

A selection Committee may be appointed by the President of the Board or his/her Designee and may consist of at least 1 Commissioner, the CAO or her designee, and others as deemed appropriate. The Selection Committee will be composed of an odd number of people to ensure that there is no tie among candidates. The Selection Committee may select a "short list" of firms to be considered by the Board for the work. However, there is no requirement that a short list be prepared. If deemed necessary, interviews of firms applying for the work shall be conducted by the Selection Committee. If interviews are required, the assigned FPA project manager shall attend all interviews to take notes to keep with the selection files.

The following criteria will be considered by the Selection Committee when evaluating responses submitted.

- A. Experience, both firm and individual personnel, as related to the project under consideration.
- B. Firms under consideration shall have at least 1 of their principals professionally competent in the field or fields of expertise required for the project with at least 5 years of experience in responsible charge of the field or fields
- C. Firms under consideration for projects requiring a licensed professional shall have at least 1 of their principals licensed or registered by the appropriate Louisiana licensing or professional board
- D. Firm size and current workload as it relates to the project magnitude
- E. Project-Specific Criteria – Firms must demonstrate any special knowledge and capabilities required by the RFP/RFQ.

Upon presentation to the Board of the candidates who applied or the short list selected, the Board will select a firm(s) which in its opinion represents the best responsible choice given the criteria listed above. Upon final action, all other responding firms will be notified of the firm(s) selected by the FPA project manager within 5 business days of the Board's selection.

Contracting Procedures

Once the firm(s) have been approved by the full Board, the CAO or his / her designee will negotiate the fee required to complete the needed work or his / her appointed designee.

On the motion of Mr. Morgan,
Seconded by Mr. Hassinger, the following resolution was offered:

**RESOLUTION NO. 06-17-21-06 - APPROVAL TO ADVERTISE AND ISSUE RFQs
FOR ID-IQ CONTRACTS FOR SUPPORT SERVICES (ARCHITECTURAL /
MECHANICAL / ELECTRICAL / AND OTHER FACILITY SERVICES)**

WHEREAS, the Southeast Louisiana Flood Protection Authority-East (FPA) and levee districts under its jurisdiction are in need of Indefinite Delivery-Indefinite Quantity (ID-IQ) contracts for professional Architectural, Mechanical, Electrical and Other Facility Support Services on an as needed basis; and

WHEREAS, the ID-IQ contracts will be utilized on an as needed basis with no guarantee of work to the consultants; and

WHEREAS, the selection process for the ID-IQ contracts will be governed by the FPA's Purchasing Policy adopted on October 15, 2020.

BE IT HEREBY RESOLVED, that the Southeast Louisiana Flood Protection Authority-East authorizes the advertisement and issuance of Requests for Qualifications for professional Support Services (Architectural / Mechanical / Electrical / and Other Facility Services) for the purpose of entering into ID-IQ contracts for services on an as needed basis.

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

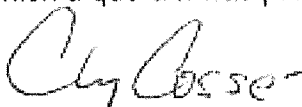
YEAS: Mr. Arrigo, Mr. Cosse, Mr. Hassinger, Mr. Joanen, Mr. Morgan,
Mr. Noel and Mr. Weysham

NAYS: None

ABSENT: Mr. Latiolais

This resolution was declared adopted this 17th day of June, 2021.

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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 June 17, 2021, held in New Orleans, LA, at which a quorum was present.


Clay A. Cosse
Secretary