

# **REQUEST FOR QUALIFICATIONS STRUCTURE MAINTENANCE AND OPERATIONS**

**RFQ NO. 2021-001**

**DATE ISSUED: AUGUST 12, 2021**

**CLOSING DATE: SEPTEMBER 10, 2021**



**Southeast Louisiana Flood Protection  
Authority – East**

**6920 Franklin Ave.  
New Orleans, LA 70122**

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## APPENDIX A – INSURANCE REQUIREMENTS

# 1. INTRODUCTION

The Southeast Louisiana Flood Protection Authority – East (“Authority” or “SLFPAE”) covers three consolidated districts: East Jefferson Levee District, Orleans Levee District, and Lake Borgne Basin Levee District.

Our mission is to ensure the physical and operational integrity of the regional flood risk management system, and to work with local, regional, state and federal partners to plan, design and construct projects that will reduce the probability and risk of flooding for the residents within our jurisdiction.

SLFPAE invites interested contractors qualified to provide **Structure Maintenance and Operation Services (RFQ 2021-001)** to submit Qualifications. The Authority intends to pre-qualify contractors for future award of operation and maintenance of flood control structures and facilities owned and operated by SLFPAE on a Cost Estimate and Work Order basis. Operation may be required due to the oncoming threat of a storm, after a storm has passed, or as part of a routine maintenance plan. The contractors may also be required to provide rapid repairs to structures before a storm event if operations are hindered in some way or after a storm event if the structure has been damaged.

**Minimum Qualification Requirements** – The Authority is seeking to procure one or more qualified and experienced firm(s) with extensive expertise in Flood Control Facility Maintenance and Operations as required by the Request for Qualifications (“RFQ”). The firm must possess a minimum of five **(5) years’** experience in operating, maintaining and providing emergency repairs to fixed and movable protective flood control features and must have a proven record of successfully completing projects with a similar size, scope, and complexity.

**A MANDATORY PRE-SUBMITTAL CONFERENCE WILL BE HELD ON WEDNESDAY, August 25, 2021 AT 2:00 PM, AT THE SLFPAE Office.** This information session will present an opportunity for Respondents to clarify any concerns regarding the RFQ requirements. Questions regarding the Services, sites and specifications will be answered, and Respondents will be able to familiarize themselves with conditions that may affect future Work Orders and pricing. All Respondents shall be held responsible to fully investigate the scope of services, and familiarize themselves with the Authority and any special needs or requirements, to be undertaken based on the information provided in this RFQ.

SLFPAE  
6920 Franklin Avenue  
New Orleans, Louisiana 70122

Qualifications must be submitted in a sealed envelope or box that must be clearly identified on the outside as “**Structure Maintenance and Operation Services Request for Qualifications (RFQ 2021-001)**”. Prior to **3:00 pm CDT on Friday, September 10, 2021**, please provide (5) originals and one digital copy of the submittal documents by hand delivery or mail to:

Southeast Louisiana Flood Protection Authority – East  
ATTN: DARREN AUSTIN  
6920 Franklin Ave.  
New Orleans, LA 70122

Responses to this RFQ received after the above stated time will be returned to the Respondent unopened.

Careful attention must be given to all requested items contained in this RFQ. **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A RESPONSE.**

Questions regarding this RFQ should be submitted in writing to Mr. Darren Austin, P.E., SLFPAE at [daustin@floodauthority.org](mailto:daustin@floodauthority.org), **by no later than 4:00 pm on Monday, August 30, 2021. All submitted questions along with the Authority’s responses will be posted on the Authority’s website no later than 4:00 pm, Monday, September 6, 2021.** Questions received after this time will not be answered.

Electronic versions of the bid package are available by e-mailing Darren Austin at [daustin@floodauthority.org](mailto:daustin@floodauthority.org). Please include “RFQ 2021-001” in the subject line. Also, a copy of this RFQ and all pertinent documents can be found at the Authority’s web site ([www.floodauthority.org](http://www.floodauthority.org)) under the “Business” tab. All questions and answers along with additional information pertaining to this RFQ will also be posted in this location.

The Southeast Louisiana Flood Protection Authority is an Affirmative Action/Equal Opportunity Employer. Minority/Women’s Business Enterprises are encouraged to apply.

## **2. SCOPE OF SERVICES/SPECIFICATIONS**

### **2.1 Background**

Before an expected storm event there are numerous actions that must be taken to close floodgates and other control features throughout the SLFPAE system. Large navigation and flood protection structure complexes must be closed and checked in the limited hours preceding a storm. Likewise, repairs and maintenance on levees and floodwalls may be required on short notice prior to or after a storm. Speedy planning and repairs may be necessary if it is determined that a gate cannot properly operate when closure is required or a levee, floodwall repair or maintenance item is needed. Once the storm event has passed, the same features must be reopened for the resumption of regular operations. When reopened, post-event inspection may dictate repairs are required to ensure successful future operation. The gate structures will also need to be closed and opened as part of a routine maintenance schedule; these activities will occur at a time when no storm activity is expected.

The response of the selected Maintenance Operations Respondent(s) to the pre- and post-event process must be immediate, rapid, and efficient with acceptable cost controls, accountability procedures, written reports and submittals in accordance with all SLFPAE, state and federal requirements and guidelines. Response will typically be activated in the event of an emergency and will be through issuance of a Work Order. The Work Order will be awarded through a unit rate and quantity estimate that will be issued to the pre-qualified companies selected through this RFQ. Work Orders will typically include both pre-storm and post-storm activities in one contract document.

The Respondent must have experience with building and repairing levees and floodwalls as well as operating flood gates of various types and sizes (sector gates, rolling floodgates, swinging floodgates, sluice gates, etc.) and have a robust capacity for working over water as well as land. They must be able to provide estimated costs within a few hours of the Authority's notice and must mobilize within a few hours of the Work Order's award. All operation tasks must be completed quickly, efficiently, and safely, even in deteriorating weather conditions.

### **2.2 Purpose**

SLFPAE is seeking qualifications to establish contract(s) with qualified and experienced flood control structure maintenance and operation firm(s), hereinafter referred to as the "Contractor", for Services required under the RFQ. These Services include the opening and closing of all movable protective features owned or controlled by SLFPAE and the possibility of repairs to these features as well as maintenance and repairs to levees and floodwalls. Contractor(s) must have equipment able to work over water and land readily accessible for rapid mobilization. The primary focus of this RFQ is facility operation in the event of a natural disaster such as a hurricane or tropical storm; however, other disasters/emergencies and routine maintenance

operations are also included.

The intent of this RFQ is to create a list of pre-qualified Contractors that will perform operations and maintenance work immediately preceding and following a forecasted storm event. A price proposal is not required at this time. Contractors will be contacted by SLFPAE when maintenance, repair, closure, etc., procedures are deemed necessary. At that time, cost estimates will be solicited and awarded through a Work Order process to the pre-qualified companies selected through this RFQ.

## **2.3 Scope of Work – Basic Services**

The selected Contractor(s) will be expected to provide personnel and equipment capable of supporting the operation and maintenance of structures and facilities under SLFPAE's purview. Contractor(s) will be required to provide equipment and labor to close and open all movable protective features, and repairs and maintenance to fixed levee and floodwall features owned and operated by SLFPAE. Work could include the handling, loading, transportation and installation or removal of stop logs, bulkheads, or other water barrier features and associated lifting devices that could be stored at locations other than the site they are to be used.

The pre- and post-storm event complex structure maintenance operations services identified above include, but are not limited to, the following types of tasks and activities:

### **a. Pre-Storm Closures**

The Contractor(s) must have the ability to assist with the closure all flood control facilities in the hours leading up to a storm event. After award of this RFQ the Authority will provide details to the accepted Respondents regarding timelines, triggers and operation instructions for all gates. It is expected that successful Respondents will familiarize all project managers, site superintendents and other key personnel with these instructions immediately upon receipt of the documents; all key personnel must be prepared for activation at any time after the award of this RFQ.

Closure activities before a storm will greatly depend on the category, size, directionality, and other characteristics of the oncoming storm. For large storms, Category II or above, the intent of the Authority is to complete gate closure and other structure operation activities at least 12 hours prior to a nearby forecast landfall in order to provide workers adequate time to evacuate or find a safe location. The Authority also intends to begin the Work Order issuance process for large storms at least 96 hours before anticipated landfall. Again, these time targets will be highly dependent on storm activity; the Contractor should be prepared for faster closure activity timeframes as required. Smaller storms will be dealt with on a case-by-case basis. In all instances, the Contractor should be prepared to immediately mobilize personnel and equipment once a Work Order has been issued.

Some closure and maintenance activities will require work over water. The

contractor should have available barge-mounted cranes and other waterborne equipment that can be rapidly deployed to the structures that require them.

If during the closure and maintenance process the Contractor finds defects with a gate or cannot properly close a gate they must be prepared to design and implement repairs in order to successfully close and operate the structure. They must have lines of communication with the Authority in place to promptly notify SLFPAE of the problem and discuss solutions. The Authority and Contractor will agree upon a solution and the Contractor must be able to immediately begin work.

See *Section 2.7 Location of Work* for details on the location, number and types of structures that will require closure.

#### **b. Post-Storm Openings**

After a storm event has passed the Authority will contact the Contractor(s) and provide guidance on when to begin reopening processes. Generally, the Contractor should expect reopening operations to begin within 24 hours of the storm's passage. At that time the Contractor should be ready to immediately mobilize personnel and equipment to locations designated by the Authority.

During opening procedures the Contractor should visually inspect the gates and surrounding structures. Any defects or damage should be promptly communicated to the Authority. The Contractor should also report any difficulty in opening processes, as it might be a sign of new damage that could affect future gate closures.

#### **c. Maintenance Openings**

Gates and other structures require maintenance operation at specified times in their lifecycle to ensure proper functioning in emergency situations. Operational exercises may also be desired at the beginning of hurricane season at certain sites in the SLFPAE system. Contractor involvement in these exercises will be controlled by issuance of Work Orders. Additional services such as inspections and repairs may also be included in these Work Orders.

#### **d. Repairs to Gates, Levees, Floodwalls and other Complex Features**

As mentioned in the Pre-Storm Closures section, rapid repairs may be required during preparations for a storm event to ensure closure of a structure. These repairs should be discussed with the Authority prior to execution whenever possible, and the Contractor must have the capacity to mobilize any equipment and labor required immediately after decisions on how to proceed are made. Repairs required after a storm event may be added into an active Work Order in the form of a modification or may be solicited under a separate Work Order.

Non-emergency repair work may also be solicited through Contractors pre-qualified under this RFQ. These types of services could vary in scope and complexity from routine maintenance type tasks, such as seal replacements or paint repairs, to more

extensive or unique structural efforts.

## **2.4 Additional Services**

The Contractor may be requested to perform additional services, which will be issued and authorized by SLFPAE through the issuance of Work Orders.

## **2.5 Operational Requirements and Responsibilities**

Contractors will be contacted by SLFPAE when closure, repairs and/or maintenance procedures are deemed necessary. At that time, cost estimates will be solicited and awarded through a Work Order basis to the pre-qualified companies selected through this RFQ. Contractors must be able to provide cost estimates within a few hours of the Authority's notice to bidders and must mobilize within a few hours of the Work Order's award. All structure operation tasks must be completed quickly, efficiently, and safely, even in deteriorating weather conditions.

Upon notification by the Authority, the Contractor shall within two (2) hours of issuance of the Work Order be prepared to mobilize equipment and labor to structures owned or controlled by SLFPAE. The Contractor must be prepared to provide round-the-clock services as required to close all applicable structures. The Contractor must provide all personnel, equipment, tools, lighting, supplies and training to all personnel that are necessary for the performance of the Services and must be in regular contact with the Authority to provide progress updates.

The Contractor is expected to have representatives available for all SLFPAE meetings related to operations and repair efforts.

The Contractor and all subcontractors must follow the Davis-Bacon and Related Acts. Will require prevailing wages and payroll documentation. Usually required if Federal funding is provided.

## **2.6 Documentation and Inspection**

The Contractor's work and the structures being worked on shall be subject to inspection by the Authority or its representatives. Inspections will be to insure compliance with the contract and applicable local, State and Federal laws. The Contractor(s) will, at all times:

- Provide SLFPAE or its representatives access to all work sites.
- If asked for by SLFPAE, assist in preparation of plans for future emergency operations.
- If asked for by SLFPAE, assist in the development of repair plans in emergency and non-emergency situations
- If asked for by SLFPAE, provide in-depth inspections of closure structures which



include condition assessment reports and repair/maintenance recommendations.

## **2.7 Location of Work**

By submitting a Response to this RFQ, the Respondent certifies that he/she is familiar with the properties under the jurisdiction of the SLFPAE, the adjacent roadways, the roadways accessing these properties and the proposed scope of work, prior to submitting the Response. The Authority reserves the right to remove specific locations as deemed appropriate. The Authority also reserves the right to award the locations to multiple Respondents to attain the best possible service and price.

Properties under the jurisdiction of the SLFPAE include the following.

- East Bank Mississippi River Levee in St. Bernard, Orleans, and Jefferson Parishes (MRL system)
- Orleans Levee District (OLD):
  - PCCP 17<sup>TH</sup> Street Canal
  - PCCP Orleans Avenue Canal
  - PCCP London Avenue Canal
  - Bayou St John Sector Gate
  - Seabrook Complex
  - GIWW East Closure Sector Gate and Bypass (Barge) Gate
  - Bayou Bienvenue Sector Gate
  - Bayou Bienvenue Vertical Lift Gate
  - Bayou Bienvenue Swing Bridge
  - HSDRRS Levees and Floodwalls
  - IHNC East and West Floodwalls
  - Paris Levee
  - Maxent Levee
  - NASA/NOPSI Levee
  - Citrus Back Levee
  - Florida Avenue Floodwall
  - Lower Protection Floodwall
  - North and Southshore GIWW Levee
- East Jefferson Levee District (EJLD):
  - West Return Wall
  - HSDRRS Levees and Floodwalls
- Lake Borgne Basin Levee District (LBBLD):
  - Bayou Dupre Sector Gate

- Caernarvon Sector Gate
- HSDRRS Levees and Floodwalls

## **2.8     *Period of Performance***

SLFPAE may choose to award this Structure Maintenance Operations contract for a one-year or multi-year period. The Contractor(s) will provide cost information when requested by SLFPAE before or after each disaster event.

## **2.9     *Equipment***

All equipment necessary to provide the Services shall be provided by the Contractor(s) and maintained in an efficient and safe operating condition while performing the Services under the contract. Equipment for both land and water based efforts will be required. Equipment shall have all proper safety devices required by law, properly maintained and in use at all times. If equipment does not contain proper safety devices and/or is being operated in an unsafe manner, the Authority may direct the contractor to remove such equipment and/or the operator until the deficiency is corrected to the satisfaction of the Authority. The Contractor(s) shall be solely responsible and liable for injury to persons, and/or property damage caused by operation of the equipment. Liable property damage includes, but is not limited to: rutting, grass cover damage, riprap cover damage, damage to trees or other vegetation not requiring removal, damage to permanent and temporary structures,

## **2.10    *Safety***

The Contractor(s) shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Services. They shall take all necessary precautions for the safety of and will provide the necessary protection to prevent damage, injury or loss to:

- All employees and other persons who may be affected thereby. The Contractor(s) shall ensure that all employees use proper safety equipment such as but not limited to, hard hat, safety glasses, ear plugs, work boots (with safety toe), gloves, and rain gear.
- The Contractor(s) shall designate a responsible member of their organization whose duty shall be the prevention of accidents. This person shall be the Contractor's Supervisor unless otherwise designated in writing by the Contractor.

In emergencies affecting the safety of persons or the work on SLFPAE property, the Contractor(s), without special instruction or authorization from the Authority, is obligated to act, at its discretion, to prevent threatened damage, injury or loss. The Contractor(s) shall give the Authority prompt written notice of any significant changes in the work or problems caused thereby.

The Contractor(s) shall at all times conduct the work in such a manner as to insure the least practicable obstruction to public travel. The convenience of the general public and of the residents along and adjacent to the area of work shall be provided for in a satisfactory manner, consistent with the operation and local conditions. When working on public streets, "Street Closed" signs shall be placed immediately adjacent to the work, in a conspicuous position, at such locations as traffic demands. At any time that streets are required to be closed, the Contractor shall notify law enforcement agencies, and in particular the affected Levee District Police Departments, before the street is closed and again as soon as it is opened. Access to fire hydrants and other fire equipment shall be provided and maintained at all times.

Any and all damage associated with contractor operations shall be restored to pre-existing condition at the Contractors expense.

### **3. SUBMISSION AND PREPARATION OF A RESPONSE**

#### **3.1 Submittal Requirements**

Respondents submitting a response to this RFQ certify that it meets all of the requirements to perform the services required by this RFQ and will enter into a contract in substantially the same form as that included in the RFQ.

Sealed written Responses must be received by the Southeast Louisiana Flood Protection Authority - East no later than the Response Submittal Deadline on the date, time, and at the location indicated in Section 1 of the RFQ in order to be considered responsive. Faxed documents are not acceptable.

Only one (1) Response from an individual, firm, partnership, corporation, business entity, will be considered in response to this RFQ. Joint Ventures will not be considered. Subcontractors may be included in more than one Response submitted by different Respondents. A firm, partnership, or corporation that submits a Response may not be a sub-consultant or subcontractor on another Response submitted under this RFQ.

Responses must contain all of the information described in the following sections. Failure to provide all required information, in the required format, may deem your submission non-responsive.

#### **3.2 RFQ Requirements and Format**

In order for the Authority to adequately compare Responses and evaluate them uniformly and objectively, all Responses must be submitted according to the following format. Each Response should be bound, include a table of contents, be **separated by sections as described below** and tabbed with the section title.

##### **PART 1 – Cover Sheet**

The following information should be included on a cover sheet under the title “Pre- and Post-Event Complex Structure Maintenance Operations Request for Qualifications”:

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

## PART 2 – Transmittal Letter

The transmittal letter will be on Respondent's letterhead and include:

- 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; and
- Signed by an official in Respondent's organization authorized to bind his or her firm to all statements, including services contained in the Response, as well as;
- State the length of time the Response terms remain firm, which must be for a minimum of 120 days from the Response due date.

*\* Please note that an unsigned transmittal letter will result in rejection of the Response.*

## PART 3 – Qualifications of the Respondent

Respondent shall provide the following information as separate sections under this category. Each section is to be identified by the corresponding letter and in the order shown below:

- a. Detailed information and historical background of the firm, focusing on previous flood control and navigation structure operations experience. **(Section 3a limited to 8 pages total)**
  - i. Minimum of five (5) years' experience demonstrating capacity and expertise in flood control and navigation structure operation and maintenance services or related fields.
  - ii. Demonstrate knowledge of the workings of a wide variety of control structures including sector gates, rolling flood gates, swing flood gates, sluice gates, vertical lift gates, floodwalls, levees and other control structures.
  - iii. Demonstrate knowledge and previous experience with repairs to the types of control structures listed above. Previous experience should illustrate both routine maintenance and repairs under emergency situations.
  - iv. Demonstrate ability to quickly respond with personnel and equipment to

emergency situations such as storm and/or flood events.

- v. Where the Services will be managed from an office other than the primary office/headquarters of the Respondent, describe the office that will be responsible for the Services and the specific experience and knowledge of said office as it relates to items 3i-3iv above.
- vi. Documentation of location and resources available at operating office:
  - Complete address of office location
  - Specific information resources regarding the location to include:
    - Number and disciplines of professional and technical personnel
    - Equipment: Include any specialized equipment considered necessary for this service.
- b. Table providing the Organization of the Respondent, reflecting the reporting structure and inclusive of names and titles.
- c. Resume of the principal-in-charge **(Section 3c limited to 2 pages)**.
- d. Resumes of Project Manager and key personnel proposed for the contract **(Section 3d limited to 2 pages per person)**. Resumes should demonstrate experience in operating and maintaining flood and navigation control structures. Resumes should also highlight emergency structure closure experience and any other project histories related to emergency preparedness.
- e. Job descriptions, which clearly identify roles and responsibilities, should be provided for all key positions and other positions included in the Response **(Section 3e limited to 1 page per job)**.
- f. Copies of Federal, State of Louisiana or local small business licenses and certifications, and copies of business licenses, including Occupation, and Louisiana Registration (Submit company, not personal, certifications).
- g. Copy of State Corporate certificate or other proof from the State of Louisiana that the Respondent is authorized to perform work in the State of Louisiana.

#### **PART 4 – Financial Stability of the Respondent**

Respondent must provide documentation required under Financial Capacity and be capable of meeting the Contract Bonding and Insurance requirements to be considered responsive to the RFQ.

- a. Respondent's most recent audited financial statement together with a breakdown indicating the Working Capital Ratio, Profitability, and Return on Asset Ratio or Respondent's Balance Sheet and Statement of Profit and Loss for the preceding two (2) calendar or fiscal years, certified by either an appropriate Corporate Officer or an independent Certified Public Accountant.
- b. Letter(s) from the insurance carrier(s) stating that the Respondent is capable of

meeting the insurance requirements contained in this RFQ and certifying that it will provide the required levels of coverage. See Section 3.3 for additional details.

- c. Letter(s) from the bonding surety declaring the Respondent's allowable limit for Performance Bonding. See Section 3.4 for additional details.

## **PART 5 – Approach, Understanding and Response**

Provide a description of the Respondent's approach/plan to ensure the successful completion of Services required by the RFQ, highlighting recommended strategies. Heavy emphasis should be placed on previous experiences: lessons learned and/or strategies that have proved successful in prior projects. Respondent should demonstrate its ability and willingness to design the best response plan to meet the Authority's needs in the event of a storm event and depending on the level of the disaster.

Respondent shall also demonstrate the following:

- a. Respondent's understanding of the elements affecting emergency closure/opening processes of sector gates, rolling flood gates, swing flood gates, sluice gates, vertical lift gates, and other control structures, and emergency repair or maintenance of levees and floodwalls.
- b. For pre-storm activities, provide a mobilization/operation plan that outlines the Respondent's mobilization/operation procedures prior to a storm event. This outline should include a breakdown of the time required to perform each task including guaranteed times to mobilize the Respondent's forces and equipment. The mobilization/operation plan should include a breakdown of the manpower (position titles and number of support personnel) and equipment that will be assembled during each phase of the Respondent's response.
- c. Subcontractor plan that provides a clear description of the scope and percentage of work the Contractor may subcontract out and limiting use of subcontractors to only those approved by the Authority.
- d. Respondent's organizational structure and "chain of command" of the Respondent's response team. The Respondent's project management methods should be explained, including protocols for team work assignments, data management, project tracking, and any other appropriate management considerations. Respondent should demonstrate its ability to supervise multiple closure/repair crews, to manage multiple tasks simultaneously and expeditiously, and to resolve problems. It should also explain the Respondent's approach to ensuring the quality of the work being performed by its crews and subcontractors.
- e. Description of the proposed line of communication between the Contractor and the Authority during closure processes.
- f. Comprehensive description of the proposed quality control plan. This description should include, at a minimum, the Respondent's quality control

organization, overview of tasks to be inspected, reports, and methods of inspections.

- g. Description of the Respondent's customer service plan to respond to SLFPAE complaints.
- h. Detailed list of any other or additional services the Respondent is able to provide and how these services will be accomplished.

**(PART 5 Limited to 6 pages total)**

## **PART 6 – Resource Availability**

This section shall clearly define the availability of the Respondent's Project Manager and Other Key personnel, subcontractors and equipment. At a minimum, the Respondent shall provide the following: **(Limited to 2 pages total):**

- a. Estimate of Respondent's current workload and future commitments to other emergency response contracts both in man hours per year and as a percentage of total workload for all key project personnel.

### **3.3 Insurance Requirements**

The insurance requirements of SLFPAE can be found in *APPENDIX A – Insurance Requirements*.

### **3.4 Performance Bond**

Within ten (10) days of issuance of a Work Order, the Contractor shall furnish to the Authority an executed Performance Bond in the amount equal to one hundred percent (100%) of the Work Order amount for the period of the Work Order (to be determined at the time of award) as security for the faithful performance of the contract and for the payment of all persons performing labor and/or furnishing materials in connection therewith. The Performance Bond may be in the form of a bond written by a surety company authorized to do business in the State of Louisiana and in a form acceptable to the Authority; an Irrevocable Letter of Credit acceptable to the Authority in the amount of the contract and clearly and expressly stating that it cannot be revoked unless express written approval has been obtained from the Authority; or a cashier's check payable to the Authority and deposited into an escrow account for the term of the contract.

Because the size of future Work Orders is not yet established, the Authority seeks information on the maximum bonding amount the Respondent is allowed for this type of work. The Respondent's Performance Bond provider shall submit documentation in the form of a letter establishing their willingness to provide surety for the Respondent and the maximum amount of surety it will provide.



### **3.5 Contract Terms and Conditions**

The Respondent selected to provide the Service(s) requested herein shall be required to execute a Contract with the Authority in substantially the same form as the Contract included as part of the RFQ.

### **3.6 Price Proposal**

A price proposal is not included in this RFQ and will not be considered as a basis for selection of pre-qualified responders. The Authority seeks to secure contracts with multiple pre-qualified Respondents through this process. Response will typically be activated in the event of an emergency and will be through issuance of a Work Order. The Work Order will be awarded through a Request for Pricing that will be issued in the days leading up to or following a storm to the pre-qualified companies selected through this RFQ.

### **3.7 Unauthorized Work**

The Successful Respondent(s) shall not begin any work until the Authority issues a Notice to Proceed. Such Notice to Proceed shall constitute the Authority's authorization to begin Work. Any unauthorized work performed by the Successful Respondent(s) shall be deemed non-compensable by the Authority and the Respondent will not have any recourse against the Authority for performing unauthorized work.

### **3.8 Execution of Response**

The Response must be manually and duly signed by an authorized corporate officer, principal, or partner (as applicable) in blue ink with a signature in full. Respondent shall complete the appropriate required Certificate of Authority, which is included as part of the RFQ. Corporations must furnish documentation demonstrating the officer's authority to sign on behalf of the corporation.

Anyone signing the Response as agent must file with it legal evidence of signature authority. Respondents who are nonresident corporations shall furnish to the Authority a duly certified copy of their permit to transact business in the State of Louisiana with the Response. Failure to promptly submit this evidence or qualification to do business in the State of Louisiana may be basis for rejection of the Response.

Failure to properly execute the Response may result in the Response being rejected as non-responsive.

Respondent understands that by submitting this RFQ such submittal does not constitute an agreement or contract with the Authority.

### **3.9 Certification of Accuracy of the Response**

The Respondent, by signing and submitting a Response, certifies and attests that all

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included Forms, Affidavits and related support documents are true and accurate.

Any Respondent who submits in its Response any information that is determined by the Authority, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration for award of the contract.

## SELECTION PROCESS AND CRITERIA

### **4.1 Evaluation Process**

The Southeast Louisiana Flood Protection Authority – East will evaluate each Respondent in terms of:

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

### **4.2 Evaluation Criteria**

Responses shall be evaluated according to the following criteria and respective weight:

<b>RFQ Response Criteria</b>	<b>Maximum Point Score</b>
Experience with projects of similar scope and historical background (per PART 3a)	30
Qualifications of Project Team, Project Manager and other key personnel, and Resource Availability (per PART 3b-3e, PART 6)	25
Financial Stability (per PART 4)	10
Approach, Understanding and Response (per PART 5)	25
References from other clients attesting to Quality of Work and Compliance with Performance Schedules	10

## **APPENDIX A – INSURANCE REQUIREMENTS**

**MINIMUM INSURANCE REQUIREMENTS for CONTRACTORS & VENDORS**

**A. General \***

1. The Contractor/Vendors shall obtain and maintain the required insurance policies with the required limits of coverage for the life of the contract or service. A Certificate(s) of Insurance shall be submitted to the Orleans Levee District /Southeast Louisiana Flood Protection Authority-East (Authority) as proof of insurance in the amounts for purposes stated with the required endorsements. The Certificates of Insurance are subject to the approval of the Authority prior to the commencement of the work or service. The Certificate of Insurance shall be and signed and authorized by the insurance company covering the risk. Insurance renewal Certificates shall be submitted and approved by the Authority at least ten (10) business days prior to expiration date of an insurance coverage. Insurance policies shall be obtained from companies admitted and authorized to do business in the State of Louisiana (La. R.S. 22:1257) and shall be "Best Rated" A VI or better.
2. The Contractor/Vendor shall not cause any required insurance policy to be cancelled or permit any insurance policy on file to lapse or experience a reduction in limit of the required coverage. Insurance policies shall include a clause to the effect that the insurance policy and certificate shall not be subject to cancellation of liability of insurance policy without notice. Evidence of policy coverage shall apply on any and all exposures subject to the work or service performed. The Orleans Levee District and the Southeast Louisiana Flood Protection Authority-East shall be named as the Certificate Holder and as an Additional Insured and a Waiver of Subrogation of Right in the Favor of the Orleans Levee District and the SLFPA-East endorsements shall be included on the insurance Policy and the Certificate of Insurance as defined in this document or the Certificate will not be approved.
3. The Authority reserves the right to require increases in the limits of coverage on any line of coverage, additional lines of coverage and complete certified copies of all required insurance policies at the discretion of the District.

**B. MINIMUM INSURANCE REQUIREMENTS**

**1. WORKERS' COMPENSATION AND EMPLOYERS LIABILITY \***

LIMIT of COVERAGE: STATUTORY

Employers Liability: Should exposures involve U. S. Federal Longshoremen's Act (USL&H) or Employers Maritime Liability (Jones Act), evidence of insurance shall be submitted to the District for approval prior to the commencement of work. This includes any work near or over water and/or the use of any vessels).

A Waiver of Subrogation in Favor of the Orleans Levee District and SLFPAE endorsement is required. \*

**2. COMPREHENSIVE GENERAL LIABILITY (Claims Made Policy Not Accepted) \***

LIMIT of COVERAGE:

- a) \$1M Each Occurrence
- b) \$2M Aggregate
- c) Premises Operations
- d) Products Completed Operation
- e) Personal/Adv. Injury
- f) Property Damage
- g) Liquor Liability (if applicable)
- h) Contractual Liability

An Additional Insured and a Waiver of Subrogation in Favor of the Orleans Levee District and SLFPA-East endorsements are required. \*

**3. BUSINESS AUTOMOBILE LIABILITY \***

LIMIT of COVERAGE:

- a) \$1M PER OCCURRENCE
- b) \$1M Aggregate
- c) Owned Autos/Non Owned Autos
- d) Hired Auto/All Autos

An Additional Insured and a Waiver of Subrogation in Favor of the Orleans Levee District, and SLFPA-E endorsements are required. \*

**C. MINIMUM INSURANCE COVERAGE REQUIREMENTS (If Applicable)**

**1. PROFESSIONAL LIABILITY ( Claims Made Policy Accepted)**

LIMIT of COVERAGE

- a) \$1M/\$1M Each Claim/Aggregate

**2. OWNERS PROTECTION LIABILITY (OPL)/OWNERS & CONTRACTORS LIABILITY (OCP) LIABILITY**

LIMIT of COVERAGE

- a) \$1M Each Occurrence  
b) \$2M Aggregate

**3. BUILDERS RISK**

LIMIT of COVERAGE

- (a) Contractual Cost of the Project

The contractor shall procure and maintain Builders Risk for the duration of the project. The insurance policy shall extend coverage for the protection against perils of fire, wind, hail explosion vandalism and malicious mischief and flood (if applicable). The insurance policy shall show joint interest to the Orleans Levee District and the contractor as they appear. The contractor will further assume all risk concerning his work until final acceptance of his work by the Orleans Levee District.

**4. MARITIME LIABILITY/ POLLUTION & INDEMNITY (P&I) LIABILITY (Applicable to all Watercraft)**

LIMIT of COVERAGE

- a) \$5M Each Occurrence

*An Additional Insured & a Waiver of Subrogation in Favor of the Orleans Levee District and the SLFPA-East Endorsements and a 30 Day Cancellation Notice are required.*

**5. AVIATION/AIRCRAFT LIABILITY**

LIMIT of COVERAGE

- a) \$10M Each Occurrence (Umbrella/Excess Coverage may be Applicable)

*An Additional Insured and a Waiver of Subrogation in Favor of the Orleans Levee District and the SLFPA-East Endorsements and a 30 Day Cancellation Notice are required.*

**6. GARAGE LIABILITY**

LIMIT of Coverage-Physical Damage Auto Left for Service/Storage/Repair

- a) \$1M/\$2M Each Occurrence/Aggregate

*An Additional Insured and a Waiver of Subrogation in Favor of the Orleans Levee District and the SLFPA-East Endorsements and a 30 Day Cancellation Notice are required.*

**D. CONTRACTUAL HOLD HARMLESS**

The contractor/vendor shall indemnify, and Hold Completely Free of Harmless the Orleans levee District and the Southeast Louisiana Flood Protection Authority-East, Employees, Consultants and Members of the SLFPA-E Board from all loss, liability or expense to which the Orleans Levee District, the Southeast Louisiana Flood Protection Authority – East, Employees, Consultants and Members of the SLFPA-East Board may be subject to as a result of operations and/or Errors or Act of Omissions of any sub-contractor/vendor.

**STATEMENT:**

Under the Minimum Insurance Coverage Requirements to be provided for any and all exposures, the limit of coverage shall apply as required by the Orleans Levee District and the Southeast Louisiana Flood Protection Authority-East. The final insurance coverage requirements are subject to the Bid Specification and /or Contractual Agreement.

The Orleans Levee District and the Southeast Louisiana Flood Protection Authority-East (Authority) reserve the right to revise insurance requirements as deemed in the best interest of the District and the Authority. The Orleans Levee

District and the Authority reserves the right to cancel any and all contracts, leases, agreements to purchase, etc. for failure of the contractor or vendor to maintain the required insurance or failure to comply with any and/or all requirements contained in the insurance section.