

# **REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES**

The City of Alexandria is soliciting qualification statements from interested firms to assist the City with engineering and project implementation services for project(s) related to the American Rescue Plan Act (ARPA).

The proposed types of project(s) to be included in the City of Alexandria's Infrastructure Program are as defined as eligible projects in the ARPA.

## **PART ONE: SCOPE OF SERVICES**

The scope of services include preliminary analysis of the City's needs, preliminary engineering design, final engineering design, construction observation and project implementation in compliance with ARPA 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 firm.

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

1. Assistance to City with preliminary project scoping.
2. Topographic surveys and geotechnical investigations.
3. Right of Way and servitude surveys.
4. Preliminary and final engineering design
5. Permitting
6. Assisting with the construction bid package in conformance with applicable federal requirements, supervising the bid advertising, bid tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
7. Assist in conducting the preconstruction conference.
8. Construction administration.
9. Field staking.
10. On-site observation of construction and preparing associated observation reports.
11. Reviewing and approving Contractor requests for payment and submitting approved requests to the governing body.
12. Providing reproducible plan drawings to the City of Alexandria upon project completion.

13. Prepare operating and maintenance manuals.
14. Conducting final inspection and testing.
15. Provide review and oversight to ensure compliance with federal regulations.

The respondent shall provide information that allows comparison of staffing requirements to the magnitude of proposed infrastructure improvements with the goal of completing design efforts for drawings and technical specifications within six (6) months of a Notice to Proceed.

## **PART TWO: REQUEST FOR QUALIFICATION STATEMENTS**

The following information should be included under the title “Request for Qualification Statements for Engineering Services for the ARPA Program”:

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Respondent DUNS Number
6. 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 RFQ**

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit RFQs 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, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response 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;
- d. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- e. 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;
- f. Any other information that the Respondent feels appropriate;

- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

## **2. Background and Experience**

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with federally funded projects. Respondent should include examples of work on similar projects as described in Part One, Scope of Services. Respondent should provide a list of completed federally funded projects. Preference is for the types of projects similar to those described in Part One, Scope of Services. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Describe the firm's workload and current capacity to accomplish the work in the noted time for delivery of completed drawings and technical specifications.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Evidence of Professional Liability Insurance with minimum limits of \$1,000,000 with the ability to expand coverage limits to \$2,000,000 or more if so requested by the City.

## **3. Specialized Knowledge**

Respondents should:

- a. Describe their knowledge and experience with the eligible project(s) described in the ARPA.
- b. Describe their knowledge of federal requirements for Grant Programs.

## **4. Personnel/Professional Qualifications**

Respondents should:

- a. Identify staff members (as applicable), in the job classifications of (1) Principal in Charge, (2) Project Engineer, (3) Senior Engineer, (4) Mid-level Engineer, (5) Junior Engineer (6) Surveyor, (7) Engineer interns (8) Senior CAD technician, (9)CAD technician, and (10) Engineering technician; who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the federal funding projects on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on federally funded projects.
- c. Estimate the number of persons to be assigned to this project.

### **PART THREE: SELECTION CRITERIA**

The City of Alexandria shall evaluate each potential respondents. Responses will be evaluated on the basis of the written materials submitted and according to the following factors:

- |                                                                                                         |            |
|---------------------------------------------------------------------------------------------------------|------------|
| 1. Experience of the firm with this particular type of construction project(s) as described in Part One | Max 40 pts |
| 2. Experience of the firm with other types of federally funded construction projects                    | Max 10 pts |
| 3. Current capacity to accomplish the work in the required time                                         | Max 25 pts |
| 4. Reference from other clients attesting to firms:                                                     |            |
| a. Quality of work                                                                                      | Max 15 pts |
| b. Compliance with performance schedules                                                                | Max 10 pts |

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City of Alexandria will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Wilma Kelly, City Purchasing Manager at 318-441-6180. Responses to this RFQ should be hand-delivered to Wilma Kelly, Purchasing Manager at 2021 Industrial Park Road, Alexandria, Louisiana 71303, mailed to: Wilma Kelly, Purchasing Manager, P.O. Box 71 Alexandria, LA 71309-0071, or emailed to [Wilma.kelly@cityofalex.com](mailto:Wilma.kelly@cityofalex.com).

Responses to this RFQ must be received no later than 12:00 p.m., Friday, August 20, 2021. Please state "American Rescue Plan Act (ARPA) Qualifications Statement-Engineering Services" on the cover.

Two (2) copies of the qualification statement should be provided.

The City of Alexandria is an equal opportunity employer. We encourage all small and minority-owned firms and women's business enterprises to apply.