

## Public Notice

Originally published at [thetowntalk.com](https://www.thetowntalk.com) on 08/18/2023

Request for Qualifications 2023 Chiller Replacement at Incubator City of Alexandria, Louisiana August 2, 2023 SECTION 1. PURPOSE 1.1 Scope The City of Alexandria (COA) hereby issues a Request for Qualification Statements (RFQS) from Consulting Firms (Consultant) to provide architectural, engineering and other related services for the surveying, design and construction monitoring/inspection associated with 2023 Chiller Replacement at Incubator. 1.2 General Submission Information The COA intends to award one Prime-Consultant (Consultant) Contract for surveying, design (including the preparation of and architectural / engineering plans and specifications) and construction monitoring/inspection of the PROJECT. The standard Agreement for Professional Services for the COA will be the official contract document that will be executed between the COA and the selected Consultant. 1.3 Questions Questions regarding this qualification shall be submitted to the City of Alexandria at: Quincy T. Campbell Office of Building Services 2021 Industrial Park Road, Building A Alexandria, Louisiana 71302 (318) 441-6098 [quincy.campbell@cityofalex.com](mailto:quincy.campbell@cityofalex.com) 1.4 Addenda, Rejection and Cancellation The COA reserves the right to revise any part of the RFQS by issuing an addendum to the RFQS at any time prior to the submission deadline. Issuance of this RFQS in no way constitutes a commitment by the COA to award a contract. The COA reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in the COA's best interest. All materials submitted in this response become the property of the COA and selection or rejection of a submittal does not affect this right. The COA also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQS. 1.5 Preparation Costs The COA shall not be responsible for costs associated with preparing the RFQS, or for costs including attorney fees associated with any challenge (administrative, judicial or otherwise) to the determination of the highest-ranked Applicant and/or awarded contract and/or rejection of qualification. By submitting a RFQS each Consultant agrees to be bound in this respect and waives all claims to such costs and fees. SECTION 2. RULES GOVERNING COMPETITION 2.1 Examination of Qualifications Applicants should carefully examine the entire RFQS, any addenda thereto, and all related materials and data referenced in the RFQS. Applicants should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work. 2.2 Qualification Acceptance Period Consultant selection is anticipated to be announced within sixty (60) calendar days of the submittal deadline. All offers must be complete and irrevocable for ninety (90) days following the submission date. 2.3 Confidentiality The content of all qualifications will be kept confidential until the selection of the Contractor is publicly announced. At the time of Contract awarding, all qualifications will become public information. 2.4 Qualification Format Qualifications are to be prepared in such a way as to provide a straightforward, concise delineation of the Applicant's capabilities to satisfy the requirements of this RFQS. Emphasis should be placed on: Conformance to the RFQS instructions Responsiveness to the RFQS requirements Overall completeness and clarity of content 2.5 Signature Requirements All qualifications (RFQS's) must be signed and sealed. An officer or other agent of a corporate firm, if authorized to sign

Contracts on its behalf; a member of a partnership; the owner of a privately-owned firm; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a qualification. The name and title of the individual(s) signing the qualification must be clearly shown immediately below the signature.

**2.6 Qualification Submission** Six (6) copies of the qualification (RFQS) must be received by the COA by 12:00 Noon, September 15, 2023. All copies of the qualification must be plainly identified as 2023 Chiller Replacement at Incubator. and delivered or mailed to: Quincy T. Campbell, Superintendent City of Alexandria Building Services Department, Building A 2021 Industrial Park Road Alexandria, Louisiana 71302

**2.7 News Releases** News releases pertaining to the award resulting from RFQS's shall not be made without prior written approval of the COA.

**2.8 Disposition of Qualifications** All materials submitted in response to this RFQS shall become the property of the COA. One copy shall be retained for the official files of the COA and will become public record after award of the Contract.

**2.9 Modification/Withdrawal of Qualifications** A respondent may withdraw a qualification at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified qualification prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final qualification cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the COA after the date of receipt and following oral presentations.

**2.10 Oral Change/Interpretation** No oral change or interpretation of any qualification contained in this RFQS is valid whether issued at a pre-qualification conference or otherwise. Written addenda will be issued when changes, clarification, or amendments to qualification documents are deemed necessary by the COA.

**2.11 Late Submissions** QUALIFICATIONS RECEIVED AFTER 12:00 NOON, SEPTEMBER 15, 2023, WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

**SECTION 3. ANTICIPATED CONTRACT SCOPE OF WORK** The selected Consultant must have a comprehensive professional design knowledge roofing systems and exterior coating/waterproofing systems, as well as any related architectural systems. The general scope of services will be as defined in the standard COA Agreement for Professional Services contract (copy available upon request). The selected consultant shall provide for the COA professional design services in all phases of the PROJECT. These services shall include serving as the COA's professional design representative for the PROJECT, providing professional engineering consultation and advice and furnishing customary architectural, civil, electrical, mechanical and structural engineering services. In addition, the consultant will be required to plan, conduct and facilitate the necessary stakeholder meetings to solicit and resolve stakeholder input on the proposed project that will be factored into the design process. These services as defined within the contract shall include basic services and additional services. Included within basic services are the following phases: (1) program completion; (2) preliminary design; (3) plan-in-hand; (4) final design; (5) bidding; (6) construction; and (7) construction close out. Generally the additional services shall include but not be limited to: (1) field surveys and topographic drawings for design purposes; (2) services resulting from significant changes in the general scope extent or character of the PROJECT or revising previously accepted studies, reports, design documents; (3) providing renderings or models for OWNER'S use; (4) furnishing services of independent professional associates and consultants for other than Basic Services; (5) services during out-of-town travel; (6) providing any type of property surveys or related engineering services needed for the transfer of interests in real property; (7) preparing to serve or serving as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the PROJECT; (8) additional or extended services during construction; (9)

planning, conducting and facilitating public meetings; and (10) provide a PROJECT representative and any assistants during construction.

#### SECTION 4. QUALIFICATION AND SUBMISSION REQUIREMENTS and INSTRUCTIONS

##### 4.1 Minimum Personnel Requirements

The following requirements must be met by the Consultant at the time of submittal of the RFQS: At least one Principal of the Consultant must be a Professional Engineer or Licensed Architect registered in the State of Louisiana. Any related sub-consultants licensed in the State of Louisiana in their area of expertise

##### 4.2 Qualification Format

To achieve a uniform review process and obtain the maximum degree of comparability, the qualification shall be organized in the manner specified below. Qualifications shall not exceed ten (10) pages in length (excluding resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed (minimum 12 font size) 8 1/2 X 11 sheet of paper.

##### 4.3 Title Page (1 Page)

Show the RFQS title, the name of your firm, address, telephone number(s), name of contact person, and date.

##### 4.4 Letter of Transmittal (Limited to 2 pages)

A. Identify the RFQS project for which qualification has been prepared. B. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified. C. Provide the name(s) of the person(s) authorized to make representations for your firm, their title(s), address, and telephone number(s). D. The letter of each qualification must be signed by a corporate officer or their individual who has the authority to bind the firm. The name and title of the individual(s) signing the qualification must be clearly shown immediately below the signature.

##### 4.5 Table of Contents (1 Page)

Clearly identify the materials by Section and Page Number as outlined in 4.6.

##### 4.6 Qualification Narrative (Limited to 10 Pages)

A. Firm Experience (0-25 Points)

1. Detail the firm's experience in the same or similar areas of expertise, and its adaptability to provide the required services for this project.
2. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.
3. Identify your firm's performance on similar projects, especially noting task of this type. Provide a point of contact for all noted experience. A current telephone number should also be provided if applicable.

B. Project Manager (0-25) Points

Provide detailed information on the qualifications and relevant experience of the Project Manager as it relates to the required services. Include project reference contact name(s) and current telephone number(s).

C. Key Project and Sub-consultants (0-10 Points)

Identify key project staff, along with their availability, to provide services on behalf of the firm. Resumes should be included for each of the individuals, which detail their relevant experience. In any subcontractors will be employed, they shall be clearly identified in the qualification. The Contractor shall notify the City, in writing, of changes in key staff and the COA shall have the right to terminate or renegotiate the contract if these changes will affect the work product of time schedule.

D. Available Resources and Consultant Locations (0-10 Points)

1. Business History: Provide information on size, resources, and business history of the firm.
2. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
3. Describe the firm's location where the primary services are to be provided and the ability to meet in person with owner's personnel when required during the performance of the Contract.

E. Methodology and Approach (0-30 Points)

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to the project as well as any details that may be unique to your firm.

F. Total Possible Points (100 Points)

#### SECTION 5. EVALUATION CRITERIA AND SELECTION PROCESS

Firm will be ranked using the qualitative range of rating factors for each RFQS criterion: 1.0 Outstanding 0.8 Excellent 0.6 Good 0.4 Fair

0.2 Poor 0.0 Unsatisfactory. The rating factor for each criterion category will be multiplied against the point available to determine the total points for that category. A committee of individuals representing COA will perform an evaluation of the qualification. The committee will rank the qualifications as submitted. The COA reserves the right to award the Contract solely on the written qualifications depicted in the RFQS. The COA also reserves the right to request oral interviews with the highest-ranked Consultants (short-list). The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final Administrative recommendation to City Council will be based on the total of all evaluators' scores achieved on the second rating. The same categories and point range will be used during the second evaluation as for the first. The highest-ranked applicant(s), after the second scoring, if performed, may be invited to enter into final negotiations with the COA for the purposes of Contract Award.

**SECTION 6. CONTRACT AWARD INFORMATION**

**6.1 Contract Negotiations** The highest-ranked applicant may be invited to enter into Contract negotiations with the COA. If an agreement cannot be reached with the highest-ranked applicant, the COA will notify the applicant and terminate negotiations. The second highest applicant may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the COA reserves to right to terminate negotiations with any applicant should it be in its best interest. The COA reserves the right to reject any and all qualifications.

**6.2 Insurance Requirements** During the term of this contract the Consultant will carry professional liability insurance in the minimum amount of \$1,000,000.00. The Prime-Consultant may require any Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a claims made basis. Prior to executing the contract the Consultant will provide a Certificate of Insurance to the COA showing evidence of such professional liability insurance.

**6.3 Compensation** Compensation for the basic services will be computed utilizing the COA fee curve (copy of fee curve available upon request) based upon actual construction cost. Compensation for additional services (including the necessary public meetings) will be negotiated between the COA and the Consultant.

**OR** On projects where opinion of probable construction cost is less than \$100,000 fees will be negotiated.

**6.4 Contract Time** The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the COA. The delivery schedule for all project deliverables shall be established by the City's Project Manager or his designated representative.

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