

Request for Qualifications

ALEXANDRIA CITY HALL CHILLED WATER PLANT REPLACEMENT City of Alexandria, Louisiana April 28, 2025



Submit questions regarding this qualification to the City of Alexandria

Contact: Jesse Honeycutt
Office of Building Services
2021 Industrial Park Road, Building A
Alexandria, Louisiana 71302
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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 engineering and other related services for measured drawings of existing conditions, design and construction monitoring/inspection associated with the demolition and abandonment of the existing cooling tower, chillers, pumps, and piping; and installing two (2) air cooled replacement chillers; replacing chilled water pumps; extending permanent power and installation of new system controls. The project is entitled **Alexandria City Hall Chilled Water Plant Replacement(PROJECT)**.

1.2 General Submission Information

The COA intends to award one Prime-Consultant (Consultant) Contract for measured drawings, design (including the preparation of 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:

Jesse Honeycutt
Office of Building Services
2021 Industrial Park Road, Building A
Alexandria, Louisiana 71302
(318) 441-6098
jesse.honeycutt@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 Consultant 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, May 12, 2025**. All copies of the qualification must be plainly identified as **Alexandria City Hall Chilled Water Plant Replacement** and delivered or mailed to:

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 in accordance with Louisiana law.

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 City.

2.11 Late Submissions

QUALIFICATIONS RECEIVED AFTER 12:00 NOON, May 12, 2025 WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

SECTION 3. ANTICIPATED CONTRACT SCOPE OF WORK

The Alexandria City Hall chilled water plant consists of two 150-ton centrifugal chillers. Both chillers are currently non-operational, with a rental chiller temporarily providing chilled water to the building.

The existing cooling tower has reached its expected useful life. Replacement is proposed under this program of improvements. The condenser water piping associated with the cooling tower, located on the roof, is also in poor condition and is proposed to be replaced.

The condenser water pumps and building chilled water pumps are outdated and proposed to be replaced.

The scope includes demolishing the abandoned cooling tower, chillers, pumps, and piping; installing two new 180-ton air-cooled chillers; replacing the chilled water pumps; extending permanent power; and implementing a new controls package.

The selected Consultant must have a comprehensive, professional design knowledge of HVAC systems and state codes, as well as any related building 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 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 administration; and (7) construction close out.

Generally the additional services shall include but not be limited to: (1) measured drawings; (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) 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**; (7) additional or extended services during construction; (8) planning, conducting and facilitating public meetings; and (9) 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 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 ½" 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 Total 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 Staff and Sub-consultants (0-10 Points)

Identify key project staff, along with their availability, to provide services on behalf of the firm. Evidence of a good faith effort to comply with the City's AFEAT Program. 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 Location (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. Project 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 the 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.

SECTION 7. ALEXANDRIA FAIRNESS, EQUALITY, ACCESSIBILITY AND TEAMWORK PROGRAM (AFEAT) REQUIREMENTS

7.1 Overview

Under the City of Alexandria's guidelines for the AFEAT Program, participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing the competitive viability of small business, minority and women business enterprise by providing contract, technical, educational and management assistance; business ownership by small business persons, minority persons, and women (including professional opportunities); and the procurement by the City of professional services, articles, equipment, supplies and materials from business concerns, minority persons and women.

7.2 Specific Actions

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

7.2.1 Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.

7.2.2. Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.

7.2.3 Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department and the State of Louisiana Department of Minority Affairs.

7.2.4 Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League and the Entrepreneurial League System.

7.2.5 Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, etc.

7.3 Questions Regarding AFEAT Requirements

Should you have any questions or comments regarding Section 7 (AFEAT), please do not hesitate to contact our Finance Department at 318-449-5091.