

## REQUEST FOR STATEMENTS OF QUALIFICATION

The City of Alexandria is requesting statements of qualifications from interested consulting firms, design professionals, or companies to enter into a contract with the City to provide assistance with compliance issues, regulatory reporting, and Operator Qualification. The consulting firm, design professional, or company will be selected for such work to be approved and the appropriate fee shall be negotiated.

Pertinent qualification information desired will at a minimum consist of:

- A. Specialized experience and technical competence demonstrating compliance with DOT 49CFR Part 192 Subpart N-Qualification of Pipeline Personnel.
- B. Operations & Maintenance Plan to include Damage Prevention and Emergency Planning Sections.
- C. Operator Qualification Plan Development and Maintenance
- D. Distribution Integrity Management Plan (DIMP) Development
- E. Public Awareness Plan Development, Management, and Evaluation as required
- F. Drug and Alcohol Plan Management (if requested)
- G. Audit Assistance and Representation
- H. Compliance Meetings

*Under the City's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program), participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the office of the Chief Diversity Officer. 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 service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.*

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:

- A. Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.
- B. 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.
- C. Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.
- D. Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.
- E. 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, and other relevant information.

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit [www.diversityinaction.org](http://www.diversityinaction.org). **Good faith compliance with the City's AFEAT Program will be a consideration during the evaluation of responses. Evidence of good faith compliance and/or letters of engagement with potential subcontractors shall be submitted with the RFQ response.**

Qualification statements will be received until 12:00 P.M., June 7, 2022, Director of Utilities Office, 915 North Third Street, Alexandria,

LA 71301, emailed to [richard.williamson@cityofalex.com](mailto:richard.williamson@cityofalex.com) or mailed to:

Richard Williamson  
Director of Utilities  
P.O. Box 71  
Alexandria, LA 71309-0071

*Please note: Do to the ongoing public health emergency, electronic submission is the City's preferred method of receiving responses.*