

CITY OF ALEXANDRIA
REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR ENGINEERING SERVICES

The City of Alexandria is seeking the services of a qualified engineering firm or individual to provide engineering and related services pertaining to HVAC improvements to public buildings; including improved for COVID vector elimination. The City is requesting Qualification Statements from qualified engineering firms.

The scope of services includes, but are not limited to, preliminary analysis of the existing HVAC systems, preliminary engineering design, final engineering design, construction observation and project implementation. The agreement will be on a lump sum, fixed price basis, with payment terms to be negotiated with the selected offeror.

Project deadlines:

- A. RFQ Response Deadline – October 24, 2022
- B. RFQ Response Evaluation and Selection – November 14, 2022
- C. Professional Services Contract Negotiation Concluded – November 28, 2022
- D. Professional Services Contract Executed – December 20, 2022
- E. Conceptual Design Submitted to the City – February 3, 2023

At a minimum respondent must include the information below in their response:

- A. Past experience on contracts with the City of Alexandria and/or past experience on projects of a similar scope and size.
- B. Evidence of Liability Insurance with a minimum of \$2,000,000.

The City shall evaluate each respondent on the basis of the written materials submitted and according to the following selection criteria:

1. Experience of the firm with this particular type of HVAC improvements as described above - Max 50 points
2. Current capacity to accomplish the work - Max 20 points
3. The proposed methodology to accomplish the intended purpose and scope of work – Max 15 points
4. Reference from other clients attesting to firm’s quality of work - Max 15 points

All responses received will be evaluated in accordance with the selection criteria and corresponding point system. Questions should be addressed to Mr. Quincey Campbell via email at quincey.campbell@cityofalex.com. Responses to this RFQ should be hand-delivered and/or mailed to Mr. Quincy Campbell, Superintendent of Building Services, City Consolidated Compound, 2021 Industrial Park Drive Building A, Alexandria, LA 71303. Responses to this RFQ must be received no later than 2:00 p.m., October 24, 2022.

The City of Alexandria is an Equal Opportunity Employer. Small and/or minority owned firms, and women’s business enterprises are encouraged to participate. *Under the City’s AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program), participation by minority and/or disadvantaged business enterprise firms is encouraged.* 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.