

REQUEST FOR STATEMENTS OF QUALIFICATION

The City of Alexandria (the "City") is requesting statements of qualifications from interested consulting firms or design professionals to enter into a contract with the City for **Versailles Natural Gas Regulator Station Modifications**. The consulting firm or design professional 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 competence of the firm or professional in the modification or replacement of existing natural gas distribution regulator stations.
- B. Capacity to perform the work within time limitations and deadlines:
- C. Past experience on contracts with the City of Alexandria and/or past experience on projects of a similar scope and size.
- D. Evidence of Liability Insurance with a minimum of \$2,000,000.

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. **Good faith compliance with the City's AFEAT Program will be a consideration during the evaluation of responses.**

Qualification statements will be received until 12:00 P.M., June 27, 2023, Director of Utilities Office, 915 Third Street (Second Floor), Alexandria, LA 71301 or mailed to:

Michael P. Marcotte
Director of Utilities
P.O. Box 71
Alexandria, LA 71309-0071