

Public Notice

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Request for Qualification Statements City of Alexandria, Louisiana CITY COMPOUND ROOF AND SOFFIT REPAIR Submit questions regarding this qualification to the City of Alexandria Contact: Quincy T. Campbell, Building Services Superintendent 2021 Industrial Park Road Alexandria, LA. 71303 quincy.campbell@cityofalex.com 318-441-6198 RFQS CITY COMPOUND ROOF AND SOFFITT REPAIR SECTION 1. PURPOSE 1.1 Scope The City of Alexandria herein after referred to as CITY hereby issues a Request for Qualifications Statement (RFQS) from Consulting Firms herein after referred to as DESIGN PROFESSIONAL to provide professional design and related services for surveying, design and construction monitoring/inspection associated with the development and construction of City Compound Roof and Soffit Repair hereinafter referred to as PROJECT. All requirements of Louisiana Design Professional Board associated with your discipline must be met prior to the execution of the contract. 1.2 General Submission Information The City intends to award one Prime-Consultant (DESIGN PROFESSIONAL) Contract for design including the preparation of the architectural and/or engineering plans, specifications, construction, monitoring / inspection and association work of the PROJECT. The standard agreement for Professional Services for the CITY will be the official contract document that will be executed between the CITY and the selected DESIGN PROFESSIONAL. 1.3 Questions Questions regarding this qualification shall be submitted to the City of Alexandria at: Attention: Quincy T. Campbell, Building Services Superintendent 2021 Industrial Park Road, Building A Alexandria, Louisiana 71303 quincy.campbell@cityofalex.com 318-441-6198 1.4 Addenda, Rejection and Cancellation The CITY 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 CITY to award contract. The CITY 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 CITY'S best interest. All materials submitted in this response become the property of the CITY and selection or rejection of submittal does not affect this right. The CITY also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQS. 1.5 Preparation Costs The CITY 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 an RFQS each DESIGN PROFESSIONAL agrees to be bound in this respect and waives all claims to such costs and fees. RFQS CITY COMPOUND ROOF AND SOFFIT REPAIR 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 DESIGN PROFESSIONAL, 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 Contract is publicly announced. At the time 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 the 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 responses 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) paper copies and one electronic version of the qualification must be received by the CITY by 12:00 NOON, on September 15, 2023. All copies of the qualification statements must be plainly identified as City Compound Roof and Soffit Repair and delivered or mailed to: Quincy T. Campbell, Building Services Superintendent 2021 Industrial Park Road, Building A Alexandria, LA. 71303

2.7 News Release News releases pertaining to the award resulting from RFQS and responses shall not be made without prior written approval of the CITY.

2.8 Disposition of Qualifications All materials submitted in response to this RFQS shall become the property of the CITY. One copy shall be retained for the official files of the CITY 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 CITY 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.

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2.11 Late Submissions QUALIFICATIONS RECEIVED AFTER DUE DATE WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF SELECTION.

RFQS CITY COMPOUND SOFFITT REPLACEMENT SECTION 3 ANTICIPATED CONTRACT SCOPE OF WORK The selected DESIGN PROFESSIONAL must have a comprehensive professional architectural and engineering knowledge of building architecture, roofing and waterproofing and an in-depth knowledge of CITY design standards and project management techniques. The general scope of services will be as defined in the standard CITY Agreement for Professional Services contract (copy available upon request). The selected DESIGN PROFESSIONAL shall provide for the CITY professional design services in all phases of the PROJECT. These services shall include serving as the CITY's professional design representative for the PROJECT, providing professional design consultation and advice and furnishing customer civil, architectural, electrical, mechanical, structural engineering services as well as other services that may be needed to complete a turn key project. In addition, the DESIGN PROFESSIONAL will be required to plan, conduct and facilitate the necessary meetings with stake holders to solicit and resolve stake holder's input on the proposed project 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) preliminary design 2nd submittal (SEM and City Construction Development / Planning review); (4)

final design; (5) bidding; 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 CITY'S use; (4) furnishing services of independent professional associates and consultants for other than Basic Services; (5) services during out-of-town travel (excluding travel to site and CITY's office); (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 CITY 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 (none anticipated on this project); and (10) provide a PROJECT representative and any assistants during construction; (11) providing specific verified record drawings in Auto CAD format.

RFQS CITY COMPOUND SOFFITT REPLACEMENT SECTION 4 QUALIFICATION AND SUBMISSION REQUIREMENTS AND INSTRUCTIONS

4.1 Minimum Personnel Requirements The following requirements must be met by the DESIGN PROFESSIONAL at the time of submittal of the RFQS: At least one Principal or other Responsible Member of the DESIGN PROFESSIONAL's Team must be a Professional Architect registered in the State of Louisiana. In addition to the above, the DESIGN PROFESSIONAL must also employ on a full time basis or sub-consultant a minimum of one Professional Engineer or Architect registered in the State of Louisiana, one with at least ten years' experience in facility design similar to this Project and corresponding support staff. Ability to meet locally and perform on-site visits on a weekly basis.

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 or 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 names(s) of the person(s) authorized to make representative 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.

4.6 Qualification Narrative (Limited to 10 Total Pages)

A. **Firm Experience (0-20 Points)**

1. Detail the firm's staff 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 you have provided the same or similar services. Include project's initial budget/scope, final budget/scope, % of change orders, a point of contact with client, current telephone number, and a brief description of the services provided.

3. Identify your firm's performance on similar projects, especially noting tasks 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 (0-20 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 (0-20 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. If 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 CITY shall have the right to terminate or renegotiate the contract if these changes will affect the work product of time schedule.

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D. Available Resources and DESIGN PROFESSIONAL Location (0-20 Points)

1. Business History: Provide information on size, resources and business history.
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 CITY's personnel when required during the performance of the Contract.

E. Project Methodology and Approach (0-20 Points)

1. 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.
2. Describe how the firm will encourage Minority Business Enterprise (MBE), Woman own Business Enterprise (WBE), Woman and Minority Business Enterprise (WMBE) and Small Business Enterprise (SBE) participation as contractor or sub-contractors in compliance with the City of Alexandria's AFEAT program (See Section 7).

F. Total Possible Points (100 Points)

RFQS CITY COMPOUND ROOF AND SOFFITT REPAIR 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 panel of individuals selected by the Public Works Director representing the CITY will perform an evaluation of the qualification. The committee will rank the qualifications as submitted. The CITY reserves the right to award the Contract solely on the written qualifications depicted in the RFQS. The CITY also reserves the right to request oral interviews with the highest-ranked DESIGN PROFESSIONAL(s) (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 administration's disposition will be based on the total of all evaluator's scores achieved on the second rating and other administrative considerations. 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 CITY for the purposes of Contract Award.

RFQS CITY COMPOUND ROOF AND SOFFITT REPAIR SECTION 6 CONTRACT AWARD INFORMATION

6.1 Contract Negotiations

The highest-ranked applicant may be invited to enter into Contract negotiations with the CITY. If an agreement cannot be reached with the highest-ranked applicant, the CITY 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 CITY reserves the right to terminate negotiations with any applicant should it be in its best interest. The CITY reserves the right to reject any and all qualifications.

6.2 Insurance Requirements

During the term of this contract the DESIGN PROFESSIONAL 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 DESIGN PROFESSIONAL will provide a Certificate of Insurance to the CITY showing evidence of such professional liability

insurance. 6.3 Compensation Compensation for the basic services will be computed utilizing the CITY 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 CITY and the DESIGN PROFESSIONAL. 6.4 Contract Time The DESIGN PROFESSIONAL shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the CITY. The overall contract time to complete this project is estimated to be twelve (12) months. The delivery schedule for all project deliverables shall be established by the Superintendent of Building Services or his designated representative.

RFQS CITY COMPOUND ROOF AND SOFFITT REPAIR SECTION 7 ALEXANDRIA FAIRNESS, EQUALITY, ACCESSIBILITY AND TEAMWORK PROGRAM (AFEAT) REQUIREMENTS. 7.1 Overview 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 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 provide 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.

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, the Central Louisiana Business Incubator, 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, the Central Louisiana Business Incubator 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 and other relevant information.

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. Direct all other questions regarding this RFQS to Quincy Campbell at 318-441-6198. RFQS CITY COMPOUND ROOF AND SOFFITT REPAIR