



ISSUE DATE: May 22, 2020

TO: Engineering and Consulting Firms

FROM: Michael P. Marcotte
Director of Utilities

SUBJECT: Request for Statements of Qualifications
Preparation of Risk Resilience Assessment (RRA) and Emergency
Response Plan (ERP)

The City of Alexandria (City) is requesting a Statement of Qualifications (SOQ) from interested and qualified engineering firms **for professional engineering services to assist the City with preparation of the Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) to comply with Section 2013 of Senate Bill 3021 (S.3021), America's Water Infrastructure Act (AWIA) of 2018.** Enclosed for your consideration is a Request for Statement of Qualifications (RFQ).

To be considered for this project, your firm must meet the qualifications and satisfy the requirements set forth in the RFQ. If you are interested in being considered, please **submit your SOQ by 1:00 p.m., Friday, June 19, 2020** to the person listed below. The submission date for questions, clarifications, or **requests for general information is 2 p.m., Monday, June 8, 2020.** Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to be submitted **in writing via email** to the City's Project Manager.

A committee consisting of City of Alexandria staff will rate the SOQs using the evaluation criteria developed for this project. Said evaluation criteria are attached to this RFQ. The selection committee may interview one or more firms to further evaluate qualifications. The selection committee will present their recommendations to the City Council who will select the consultant for this project.

Any questions and correspondence should be directed to:

Michael P. Marcotte
Director of Utilities
City of Alexandria
P.O. Box 71
Alexandria, LA 71309-0071
(318) 449-5008
michael.marcotte@cityofalex.com

Contact regarding this project with any City of Alexandria personnel or officials other than Mr. Michael Marcotte or his designated representative after the issue date of this RFQ will be grounds for removal of the firm from consideration.

REQUEST FOR STATEMENT OF QUALIFICATIONS

City of Alexandria

Preparation of Risk Resilience Assessment (RRA) and Emergency Response Plan (ERP)

I. INTRODUCTION

A. General

The City of Alexandria is requesting SOQs from qualified engineering firms to assist the City in preparing the following plans:

Risk Resilience Assessment (RRA) and Emergency Response Plan (ERP)

There is no expressed or implied obligation for the City of Alexandria to reimburse responding firms for any expenses incurred in the preparation of a SOQ in response to this request. In no event will the City or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise be obligated to reimburse, the costs incurred in preparation of any SOQ, or any other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation and/or presentation of the SOQ submittals. The SOQ submittals will become the property of the City upon submission.

The City reserves the right to increase or decrease the scope of work related to this project as outlined in the RFQ after a firm is selected to accommodate changes in the needs of the City and serve the best interest of the City. The City further reserves the right to terminate this process and to cancel or modify this solicitation at any time.

B. Submittal Requirements

To be considered, **5 (five) hardcopies and 1 (one) electronic copy (in PDF format)** of the SOQ must be received, as outlined in section IV of this RFQ, by **June 19, 2020**. The City of Alexandria reserves the right to reject any or all SOQ's submitted.

C. Evaluation and Selection

SOQ's submitted will be evaluated by a committee consisting of City of Alexandria staff. During the evaluation process, the City of Alexandria reserves the right, where it may serve the City of Alexandria's best interest, to request additional information or clarifications from responders.

Review of Proposals:

1. The committee will review the SOQ's at its earliest convenience after the submittal deadline date.
2. The SOQ's will be reviewed and rated relative to the evaluation criteria established for this project. Said evaluation criteria are attached to this RFQ.
3. If necessary, the committee will invite one or more responsive firms to make a presentation before the committee.
4. After completing the evaluation process, the committee will recommend the firm deemed the most qualified to City Council for consultant selection.
5. The City reserves the right to reject any or all Statement of Qualifications. The highest ranked Respondent may be invited to enter into Contract negotiations with the City. If an agreement cannot be reached with the highest ranked Respondent, the City shall notify the Respondent and terminate negotiations.

The second highest respondent may be contacted for negotiations. The process may continue until successful negotiations are achieved. The City reserves the right to terminate negotiations with any and all Respondents should it be in the City's best interest.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Alexandria is soliciting the services of qualified consulting engineering firms to accomplish the project outlined in this RFQ. This project is to be performed in accordance with the provisions contained in this Request for Statement of Qualifications.

B. Background

The City of Alexandria, Louisiana is an incorporated municipality with a population of approximately 48,000 residents. The City's municipal water system serves about 21,000 customers with 54 groundwater wells.

The City of Alexandria (City) is requesting a Statement of Qualifications (SOQ) from interested and qualified engineering firms for professional engineering services to assist the City with preparation of the Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) to comply with Section 2013 of S.3021, America's Water Infrastructure Act (AWIA). These services will include, but not limited to updating and/or developing a Risk and Resilience Plan and Emergency Response Plan to comply with S.3021.

AWIA's deadline for the City to complete the Risk and Resilience Assessment is December 31, 2020. The deadline for the Emergency Response Plan is June 30, 2021. The City will require the selected firm to meet all required deadlines proposed by the City and AWIA and purchase published presentations and documents from AWWA that will be of assistance with this project.

C. Scope of Work to be Performed: Technical Expertise

The selected firm will ensure that the City of Alexandria implements any and all assessments, plans, and/or certification required by S.3021. The plans should be considered with a review of existing City documents and other items outlined below.

The City of Alexandria's Engineer Consultant scope of work will generally be expected to provide the following services on the project:

1. Conduct an assessment of existing City documents, policies, and procedures to evaluate current compliance with AWIA.
2. Risk and Resilience Assessment: Conduct a Risk and Resilience Assessment prior to the S.3021 deadline of December 31, 2020 to assess the utility's risks to and resilience of its system; develop and present a report of the findings including a plan for implementation; and assist the City's Certifying Official with the electronic submission of the certifying statement to the EPA via EPACDX on or before Dec. 31, 2020. The assessment should consider and include:
 - Current Risks to the water system including malevolent acts and natural hazards

- Resilience of infrastructure
 - Monitoring practices
 - Storage and Handling of various chemicals
 - Operation and Maintenance of the system
3. Emergency Response Plan: Prepare and/or update the City's Emergency Response Plan complete with the findings from the risk and resilience assessment and an implementation plan. Assist the City's Certifying Official with the electronic submission of the ERP certifying statement to the EPA via EPACDX on or before June 30, 2021.
 4. Ensure timely submission of both certification statements for the RRA and the ERP through the process(es) prescribed by the EPA.
 5. Provide training and implementation tools on the Emergency Response Plan.

D. Estimated Project Cost

Given the project parameters are well defined under Section 2013 of Senate Bill 3021 (S.3021), America's Water Infrastructure Act (AWIA) of 2018, each Proposer shall submit a schedule of estimated project costs.

III. AFEAT

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:

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

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.

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. Evidence of good faith compliance and/or letters of engagement with potential subconsultants shall be submitted with the RFQ response.

IV. SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Interested and qualified firms or teams are invited to submit one (1) original, four (4) copies and one (1) electronic copy of materials that demonstrate their experience in performing a project of this scale and complexity. The SOQ shall be submitted by a lead firm but may contain services from subconsultants. **Documentation should be limited to 15 single sided pages and include the below items. Statement of Interest Letter and Resumes do not count in the 15 page limit.**

1. The City is interested in the experience of the Project Manager, Project Principal and the firm(s) similar project experience to the project described in this solicitation. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Louisiana at the time of submittal. List the location of the offices proposed to work on the project as well as contact information and who is to be the sole agent for contact with the City for this project.
2. Prime firm and sub consultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Provide detail of the firm's qualifications as well as aspects of each firm that will benefit this project if selected. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how sub consultants will work within the management structure. Provide resumes of each firm/team member along with a list of major services offered by each firm/team member.
3. City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. Experience writing Risk and Resilience Assessments and Emergency Response Plans is required. List no more than five projects for meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.
4. Areas of sub consulting which will be evaluated are identified in the project description. The City is interested in the proposed sub consultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per sub consultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.
5. City is interested in team's (including sub consultants) experience within the State of Louisiana as may be evidenced by existence of local offices or work in the area during the past five (5) years. Briefly describe experience in the following areas

and reference projects relating to that experience:

- a. Operation and maintenance of a community water system.
 - b. Monitoring practices of a community water system.
 - c. Design, operation and maintenance of a water treatment plant.
 - d. Public awareness and involvement in project development in the State of Louisiana.
6. City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Describe how the project will be formatted from Design to Completion, any firm specific tools that will be used in the project and describe any significant project issues with the team's approach in addressing those issues.
7. Insurance – The successful Proposer will be required to maintain all statutorily required worker's compensation coverage, General Liability and Automobile Liability in an amount not less than \$2,000,000 per occurrence and Professional Liability Coverage in an amount not less than \$2,000,000. Proposers need not meet these limits in order to submit a SOW; however, the successful Proposer will be required to present proof of insurance in the limits states above at the time a Professional Services Agreement is executed.

Submittals shall EITHER be mailed to:

Mr. Michael P. Marcotte
Director of Utilities
City of Alexandria
P.O. Box 71
Alexandria, LA 71309-0071
michael.marcotte@cityofalex.com

OR submittals shall be delivered to:

Mr. Michael P. Marcotte
Director of Utilities
City of Alexandria
1015 N. 3rd Street
Alexandria, LA 71301
michael.marcotte@cityofalex.com

All submittals must be received no later than 1:00 p.m., Friday, June 19, 2020.

V. ADDITIONAL MATERIALS

Any information or material provided beyond that requested in this RFQ may not be considered by the City.



**PROFESSIONAL SERVICES CONSULTANT SELECTION
EVALUATION CRITERIA**

The following is a description of items to receive consideration in the evaluation of responses for providing professional engineering/architectural services to the City of Alexandria. Following each description are the evaluation points associated with the item. TOTAL POSSIBLE POINTS EQUALS 100 (plus 10 points for interviews, if conducted). Wherever used, "prime firm" denotes a single firm or a joint venture responding as the prime consultant. Wherever used, "page" refers to single-sided, single spaced, 10-point minimum font printed 8-1/2 x 11-inch pages. The prime firm shall perform the largest share of the assignment (on an estimated percentage of total agreement basis). Responses failing to show the prime firm performing the plurality of the services shall be rejected as non-responsive. **Limitations on volume of requested information apply equally to single firms and joint ventures regardless of the number of firms partnering in the joint venture. Responses with excess volume or which do not include information for the evaluation of all consideration items may not be thoroughly reviewed or may be rejected as non-responsive.**

Consideration Item 1: <u>Experience of Project Manager and Project Principal (Past 10 Years)</u> <i>(Project Manager – 20 points; Project Principal – 10 points)</i>
City is interested in the experience of the Project Manager and Project Principal, on projects similar to the project described in this solicitation. Points will be awarded as indicated above. Only one individual per job responsibility should be designated. Project Manager and Project Principal must be employed by the prime firm and may be the same individual. Project Manager must be licensed as a professional engineer in the State of Louisiana at the time of submittal. List no more than five (5) projects meeting these criteria which have been completed in the past ten (10) years for each individual.
30 Points Maximum

Consideration Item 2: <u>Experience and Availability of Proposed Staff</u>
Prime firm and subconsultants must have adequate and experienced current staff (including professionals registered in applicable fields, other professionals, and technicians) to competently and efficiently perform the work. Prime firm and subconsultants must commit that staff proposed in this submittal would be available for the proposed work. City may desire to visit team's business addresses on a regular basis to follow progress of the work.
15 Points

Consideration Item 3: <u>Prime Firm's Comparable Project Experience (past 5 years)</u>
City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. Experience writing Risk and Resilience Assessments and Emergency Response Plans is required. List no more than five projects meeting these criteria which have been completed in the past five years. In addition, City may consider history of firm in complying with project programs, schedules, and budgets on previous City projects.
15 points maximum if subconsultants are used, otherwise, 30 points

Consideration Item 4: <u>Subconsultant Firms' Comparable Project Experience (past 5 years)</u>
Areas of subconsulting which will be evaluated are identified in the project description. The City is interested in the proposed subconsultants' history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation. List no more than three (3) projects per subconsultant meeting these criteria which have been completed in the past five years. In addition, City may consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.

15 points maximum if subconsultants are used, otherwise, 0 points

Consideration Item 5: Team's Structure and Project Approach

City is interested in team's organizational structure, their understanding of the project issues and their approach to the project. Identify project leadership, reporting responsibilities, how prime firm will interface with City's project manager and the sponsoring department, and how subconsultants will work within the management structure. Describe any significant project issues and the team's approach in addressing those issues.

15 Points Maximum

Consideration Item 6: Interview (Optional)

The City may determine that it is necessary to interview short-listed firms prior to making a recommendation to the City Council. Generally, staff may interview the top firms based on the results of the Evaluation Committee.

25 Points Maximum

Consideration Item 7: AFFAT Compliance

Did the Proposer identify and engage disadvantaged or minority subconsultants as part of their proposal preparation and submission?

10 Points Maximum

Consideration Item 8: Estimated Project Cost

Given the project parameters are well defined under Section 2013 of Senate Bill 3021 (S.3021), America's Water Infrastructure Act (AWIA) of 2018, each Proposer shall submit a schedule estimated project costs.

10 Points Maximum