



October 28, 2026

Requests For Qualifications (RFQ) for Professional Engineering Services from a Louisiana Licensed Professional Engineering Firm to advise and design a circuit extension from Bayou Rapides circuit 2 to Twin Bridges circuit 6.

Project Overview & Background

The City of Alexandria is seeking Statements of Qualifications (SOQ) from qualified, Louisiana licensed engineering and consulting firms with demonstrated expertise in high-voltage/medium-voltage transmission and distribution engineering.

The objective of this project is to design, engineer, and support the construction of a new electric circuit connection extending from Bayou Rapides circuit 2 to Twin Bridges circuit 6. This project aims to enhance system reliability, improve grid redundancy, and accommodate increasing load demands within the service territory.

1. Scope of Services

The selected engineering firm will be responsible for providing comprehensive engineering, design, environmental permitting support, and construction management/support services. The anticipated scope includes, but is not limited to:

1.1 Route Selection & Feasibility Analysis:

- Evaluate alignment options for overhead circuit extensions.
- Conduct field surveys, alignment efficiency, and right-of-way (ROW) analysis.

1.2 Detailed Engineering & Design:

- Design poles and supports, conductor sizing, and cabling specifications.
- Detailed recommendations and design for Quick Incident Detection and other voltage and monitoring needs for SCADA integration.

1.3 Procurement & Bidding Support:

- Prepare technical specifications, bill of materials (BOM), constructability reviews, and bid packages for construction contractors.

1.4 Construction Administration & QA/QC:

- Provide engineering support during construction, responding to RFIs, reviewing submittals, and conducting field quality inspections.
- Assist with pre-commissioning, testing protocols, and final energization support.

2 Introduction

2.1 Intent

The City of Alexandria (CoA) seeks to contract for electrical professional engineering services for the purpose of advising, designing and layout of a circuit extension from Bayou Rapides circuit 2 to Twin Bridges circuit 6.

Respondents and their agents are strictly prohibited from lobbying staff and officials of the City at any time in the application and selection process. Failure to comply with this clause shall be grounds for rejections of their submittal.

2.2 Request for Qualifications Timeline

RFQ Release Date	October 28, 2026
Submittal of Questions Due	November 5, 2026
Question Responses Posted	November 19, 2026
Statement Submission Deadline	November 30, 2026

All firms intending to submit qualifications are encouraged to indicate their intent to respond to the CoA by sending an email with the subject line **“Extend Circuit from Bayou Rapides Substation to Twin Bridges Substation”** to Marcus Connella, marcus.connella@cityofalex.com. The CoA will provide all firms that have indicated their intent to respond in this manner with any addendums or modifications to the RFQ directly.

2.3 Questions and Addendums/Modifications

Answers to questions received in writing at the above email address by the Submittal of Questions Due Date will be compiled and provided via email to all firms that have indicated intent to submit. Additionally, addendums/modifications to the RFQ will be emailed to the firms that have indicated intent to submit qualifications.

3 Rules Governing Competition

3.1 Addenda, Rejection and Cancellation

The CoA reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time prior to the submission deadline. Issuance of this RFQ in no way constitutes a commitment by the CoA to award a contract. The CoA reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in the best interest of the CoA. All materials submitted in this response become the property of the CoA and selection or rejection of a proposal does not affect this right. The CoA also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ. The CoA will email modifications when released to each respondent intending to submit a statement. Respondents and their

agents are strictly prohibited from lobbying staff or officials of the CoA at any time in the application and selection process. Failure to comply with this clause shall be grounds for rejection of their submittal.

3.2 Preparation Costs

The CoA will not be responsible for costs associated with preparing the statement, 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 qualifications. By submitting a proposal each respondent agrees to be bound in this respect and waives all claims to such costs and fees.

3.3 Confidentiality and Disposition

The content of all statements will be kept confidential until the award of the contract. All materials submitted in response to this RFQ shall become the property of the CoA. One copy shall be retained for the official files of the CoA and will become public record after award of the contract.

3.4 News Releases

News releases pertaining to the award resulting from this RFQ shall not be made without prior written approval of the CoA.

3.5 Modification of Statements

A respondent may withdraw a statement 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 statement prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final statement cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the CoA after the date of receipt.

3.6 Oral Change/Interpretation

No oral change or interpretation of any statement contained in this RFQ is valid. Written addenda will be issued when changes, clarification, or amendments to the RFQ are deemed necessary by the CoA.

4 Proposal Instructions

4.1 Proposal Submission

Four (4) hard copies and one (1) electronic copy of the proposal must be received by the CoA by 3:00 p.m. on the Statement Submission Deadline. All copies of the statement must be plainly identified as **“Extend Circuit from Bayou Rapides Substation to Twin Bridges Substation”** and delivered or mailed to:

**City of Alexandria Utility Department
Attn: Mr. Marcus Connella, Director of Utilities
915 Third Street
Alexandria, LA 71301**

The electronic copy may be emailed to the recipient listed above prior to the deadline – marcus.connella@cityofalex.com; however, hard copies must be received by the stated deadline in order to be considered as responsive.

4.2 Signature Requirements

All letters of transmission must be signed by an officer or other agent of a corporate firm, if authorized to sign contracts on their behalf; a member of partnership; the owner of privately owned firm; or other agent if properly authorized by a Power of Attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.3 Letter of Transmission

- Identify the RFQ for which the statement has been prepared.
- Briefly state the firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- Provide the names of the persons authorized to serve as point of contact and to represent the respondent's firm, their titles, addresses, phone numbers, and email addresses.

4.4 Required Attachments

- Resumes for key principals of the firm, the Project Manager and any proposed subcontractors.
- Evidence of Liability Insurance with a minimum limit of \$1,000,000. (The selected consulting firm, design professional, or company will be required to show evidence of Liability Insurance in the amount of \$2,000,000 prior to commencing work.)

4.5 Questions

Questions regarding this request shall be directed to the City of Alexandria (COA) at:

Marcus Connella
Utilities Director
(318) 449-5010
Marcus.Connella@cityofalex.com

4.6 Statements of Qualification:

Five (5) hardcopy statements of qualification and one (1) electronic copy must be received by the CoA by 3:00 p.m. on or before the Statement Submission Deadline noted under: Request for Qualification Timeline. All copies of the statements must be plainly identified as "Professional Engineering Services for Alexandria Utilities System and delivered or mailed to:

City of Alexandria Utility Department
Attn: Mr. Marcus Connella, Director of Utilities
915 Third Street
Alexandria, LA 71301

4.7 Late Submissions:

Proposals received after 3:00 p.m. on the Statement Submission Deadline will not be considered and returned unopened.

5 Submission Requirements

5.1 Firm Experience and Technical Capabilities

- Detail the firm's experience and performance in the same or similar areas of expertise and its adaptability to provide the required services for the project.
- Provide at least three (3) references for which your firm has provided the same or similar services. Include point of contact, current telephone number and description of the services.
- Brief history of the firm, primary office location, and contact information.
- Core competencies related to power electrical engineering and utility transmission design. **(35 Points)**

5.2 Qualifications & Experience of Proposed Personnel

- Provide detailed information on the qualifications and relevant experience of the Project Manager as it relates to the required services.
- Identify other key project staff, along with their availability, to provide services on behalf of the firm.
- If any sub-consultants are to be used, they shall be clearly identified in the statement. The consultant shall notify the CoA in writing of changes in key staff and the CoA shall have the right to terminate or renegotiate the contract if these changes will affect the work product or time schedule.

5.3 Business Profile and Available Resources

- Provide information on the size, resources, personnel resources, current workload and brief history of the firm, indicating access to the services necessary to perform the work in the time available and within the required standard.
- Describe the firm's location where the primary services are to be provided and the ability to meet in person during the performance of this contract.

5.4 Methodology and Approach

- Brief narrative that demonstrates a thoughtful approach unique to this project; is specific to the conditions of this project and conforms to the scope of work for this project. **(10 points)**

6. Evaluation & Selection Criteria

Submissions will be evaluated by a selection committee based on the following criteria:

Evaluation Criteria	Weight
Firm Experience & Technical Capability	35%
Qualifications & Experience of Proposed Personnel	25%
Business Profile and Resources	30%
Project Approach and Methodology	10%

7 Evaluation and Selection Process

7.1 Statement Evaluation Period

Selection is anticipated to be announced within sixty (60) days of the proposal deadline. All offers must be complete and irrevocable for ninety (90) days following the date of submission.

7.2 Proposal Evaluation and Selection

A committee of individuals representing CoA will perform an evaluation of the proposals based on the point system identified in Section 6. The committee will rank the proposals as submitted, and the CoA reserves the right to award the contract solely on the written statements depicted.

7.3 Contract Negotiation Period

The CoA reserves the right to terminate negotiations with any applicant should it be in its best interest. If an agreement cannot be reached with the highest-ranked applicant, the CoA will notify the applicant and terminate negotiations. The second-ranked applicant may be contacted for negotiations. This process may continue until successful negotiations are achieved.

7.4 Contract Time

The consultant shall proceed with the services specified herein after the execution of this contract and upon written Notice-To-Proceed from the CoA. The overall contract time for design and completion of bid documents shall be eight (8) months.

7.5 Minority and/or Disadvantaged Business Enterprise (DBE) Firm Participation

Under the City of Alexandria's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork) Program, participation by minority and/or disadvantage 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 consultants will help effectuate the goals of increasing: the competitive viability of small business, minority and women business ownership 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 CoA of professional services, articles, equipment, supplies, and material from business concerns owned by small business concerns, minority persons and women.

Prime consultants offering subcontracting should take specific action to ensure that a *bona fide* effort is made to achieve maximum results towards meeting 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 subcontractors from minority or female contractors 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 League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.
- D. 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 small, minority, and disadvantaged businesses, please visit

<http://diversityinaction.org>