

A-31: SAMPLE REQUEST FOR QUALIFICATION STATEMENTS FOR ENGINEERING SERVICES

SAMPLE (This is only a sample. Each city/parish must prepare a request for qualification statements that is specific to its own needs.)

REQUEST FOR QUALIFICATION STATEMENTS FOR ENGINEERING SERVICES

The _____ (City/Parish) _____ is seeking assistance for engineering services needed to prepare the application for FY 20xx/20xx LCDBG funds and subsequent implementation of that program, if funded by the state. The type of project involved is _____

The _____ (City/Parish) _____ is soliciting qualification statements for engineering services to assist the _____ (City/Parish) _____ with preliminary engineering, design engineering, and inspections of this project in compliance with LCDBG Program requirements. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected offerer. Reimbursement for services will be contingent on the _____ (City/Parish) _____ receiving funding from the state. Local funds will be used to pay for costs, if any, for applications that are not funded under the LCDBG Program. If the application is not funded by the state, then no services beyond the application stage will be required. Therefore, neither the state nor the local government will be liable for any other expenditure under the contract. The maximum amount of pre-agreement and program implementation engineering fees that can be paid for implementation with LCDBG funds will be determined by the state and may require adjustments in the proposed contract amount.

The services to be provided will include, but not be limited to:

Assisting in the preparation of the application package (pre-agreement costs).

Designing system improvements and construction engineering. The preliminary plans and specifications must be completed within five months of the _____ (City/Parish) _____ receipt of the "Authorization to Incur Costs" letter from the state's Office of Community Development. Submit plans and specifications to the Louisiana Department of Health and Hospitals, if applicable, and to the Office of Community Development within the aforementioned five month period.

Assisting the administrative consultant with the construction bid package in conformance with applicable federal requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed. The first advertisement for bid must appear within 30 days of receiving authorization to advertise for bids from the state.

Assist in conducting the preconstruction conference.

Field staking, on-site supervision of construction work, and preparing inspection reports.

Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.

Providing reproducible plan drawings to the _____ (City/Parish) _____ upon project completion.

Conducting final inspection and testing.

Respondents will be evaluated on the basis of the written materials submitted and according to the following factors: *

- 1) Experience of the firm with this type of construction project under the LCDBG Program during past five calendar years

No previous experience _____pts.

Under contract with 1-5 grantees during past five calendar years (identify grantee and type of project) _____pts.

Under contract with 6-10 grantees during past five calendar years (identify grantee and type of project) _____pts.

Under contract with more than 10 grantees during past 5 calendar years (identify grantee and type of project) _____pts.

- 2) Proximity of firm to local government**

Less than 60 miles away _____pts.

More than 60 miles away _____pts.

- 3) Length of time the firm or project engineer has been in business:

Less than 5 years _____pts.

5 to 10 years _____pts.

Over 10 years _____pts..

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the _____ (City/Parish) will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to _____ (city clerk/parish administrator) at _____ (phone number). Responses should be hand-delivered to _____ (city clerk/parish administrator), at the _____ (city hall/parish office) at _____ (address) or mailed to _____ (city clerk/ parish administrator) at the _____ (city hall/parish office) at _____ (address) _____.

Responses must be received no later than _____ (date) . Please state "FY 20xx/20xx LCDBG Qualifications Statement-Engineering Services" on the cover.

*The corresponding point system and breakdown of points must be specifically identified.

**Geographic preference may be used as a selection factor for engineering services if adequate competitions (two or more firms that are responsive and responsible) are located within the distances identified.