

## TOWN OF MARINGOUIN

### REQUEST FOR STATEMENT OF QUALIFICATIONS FOR ENGINEERING SERVICES

#### INTRODUCTION

The Town of Maringouin is accepting Statements of Qualifications for engineering services needed to prepare the application for FY2020 - FY2021 LCDBG funds and subsequent implementation of that program, if funded by the State. The type of project involved will be improvements at the Town's wastewater treatment facility.

Project severity applications are due to the State by June 7, 2019 in order to qualify for application selection.

#### PART ONE: ENGINEERING SERVICES REQUIRED

The level and scope of services, if any, will be determined by the Town. 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. Local funds, if obligated, will be used to pay for costs, if any, incurred prior to grant award and receipt of an "Authorization to Incur Costs" letter. LCDBG funds will only be used to reimburse for those services which are performed after the Town has received a grant award and an "Authorization to Incur Costs" letter from the State. If the application is not funded by the State, no services beyond the application stage will be required. Neither the State nor the local governing body will be liable for any other expenditures 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:

1. Assisting in the preparation of the application package (cost estimates, project descriptions and maps, etc).
2. Designing system improvements and construction engineering. The preliminary plans and specifications must be completed within five months of the Town's 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.
3. 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 thirty days of receiving authorization to advertise for bids from the State.
4. Conduct the preconstruction conference.
5. Field staking, on-site supervision of construction work, and preparing inspection reports.
6. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.

7. Prepare and submit all applications for various permits to federal, state, and parish agencies, on an as-needed basis.
8. Providing reproducible, certified, "as-built" drawings to the Town upon project completion.
9. Conducting final inspection and testing.

## **PART TWO: SUBMITTALS**

Statements of Qualifications must be received by the Town prior to **2:00 p.m. on Thursday, May 2, 2019.** The Town reserves the right to reject any or all submittals. All statements should be sealed and marked on the outside as follows:

**FY2020 – FY2021 LCDBG APPLICATION  
ENGINEERING QUALIFICATIONS STATEMENT FOR WASTEWATER TREATMENT  
SYSTEM IMPROVEMENTS**

Questions and responses should be sent to the address listed below. Three (3) submittals should be hand-delivered or mailed to:

**Mayor Maurice Harris  
P O Box 10 or 77510 Landry Street  
Maringouin, LA 70757  
(225) 625-2630**

In the event of a tie, the firm which has the most knowledge of the specific problem associated with the proposed project will be chosen. The award will be made to the most qualified offerer whose qualification statement is deemed most advantageous to the Town of Maringouin. Unsuccessful offerors will be notified as soon as possible.

The Town of Maringouin is an Equal Opportunity Employer.

### **PART THREE: SELECTION CRITERIA**

Respondents will be evaluated according to the following selection criteria and corresponding point system. The submittal will be evaluated on the basis of the written materials submitted. Sufficient information must be included in the submittal to ensure that the correct number of points are assigned. Incomplete or incorrect information may result in a lower score.

The award will be made to the most qualified offeror whose qualification is deemed most advantageous to the Town, all factors considered. Unsuccessful offerors will be notified as soon as possible.

**1. Experience of the firm performing engineering services for previous LCDBG programs for the past ten (10) calendar years (identify grantee and type of project)**

No previous LCDBG experience	<u>0</u> pts.
Provided engineering services for 1-15 projects (identify grantee and type of project)	<u>20</u> pts.
Provided engineering services for more than 15 Projects (identify grantee and type of project)	<u>40</u> pts.

**2. Experience of the firm performing similar wastewater engineering services during past six (6) calendar years**

No previous experience	<u>0</u> pts.
1-10 similar type engineering projects during past six calendar years	<u>10</u> pts.
11 or More similar type engineering projects during past six calendar years	<u>20</u> pts.

**3. Experience of key personnel to be assigned to this project in the design of similar projects (include resumes, pertinent experience on similar LCDBG and other projects) in the past six (6) calendar years**

No similar design experience	<u>0</u> pts.
Design by key engineering personnel of 1-5 similar projects	<u>10</u> pts.
Design by key engineering personnel of 6 or more similar projects	<u>15</u> pts.

**4. Proximity of Firm to Local Governing Body**

More than 90 miles	<u>0</u> pts.
Between 41 miles and 90 miles	<u>5</u> pts.
Less than 40 miles away	<u>10</u> pts.

**5. Understanding of the proposed project**

Unacceptable	<u>0</u> pts.
Acceptable	<u>5</u> pts.
Full	<u>15</u> pts.

***TOTAL POINTS AVAILABLE***

***100 PTS.***