



City of Donaldsonville

LEROY J. SULLIVAN, SR., MAYOR

Lauthaught Delaney, Sr., District 1
Raymond Aucoin, District 2
Reginald Francis, Sr., District 3

Rev. Charles R. Brown, Sr., District 4
Michael W. Sullivan, Sr., District 5

PUBLIC NOTICE CITY OF DONALDSONVILLE PROFESSIONAL ENGINEERING SERVICES REQUEST FOR QUALIFICATIONS

All appropriate forms, submittal instructions and questionnaire, can be obtained from City Hall at 609 Railroad Avenue, Donaldsonville, Louisiana, by emailing lee@visitdonaldsonville.org or on the City of Donaldsonville Website at donaldsonville-la.gov/rfq. Questions regarding the submission may be directed to Lee Melancon at 225.473.4247.

Interested firms must submit one (1) marked original, three (3) copies, and an electronic scanned PDF file (on either DVD or USB thumb drive) of their submittal to Lee Melancon, City of Donaldsonville, 609 Railroad Avenue, Donaldsonville, LA 70346.

Submittals are to be delivered in a sealed package and labeled as follows:

City of Donaldsonville
Professional Engineering Services Request for Qualifications
Name of Firm
License Number
Address of Firm
Contact Name
Contact Phone Number
Contact Email Address



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REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES

The City of Donaldsonville is seeking assistance for engineering services for improvements to its natural gas infrastructure and system. Funding for these engineering services and the improvements are coming from Housing and Urban Development (HUD) Community Grant Funding and may include other local, state, and federal funding. In addition, the City is seeking engineering services to assist in the identification of drainage solutions to mitigate flooding within the city limits.

Overview of Services:

The City of Donaldsonville has aging and failing natural gas distribution infrastructure – in some instances, the infrastructure is nearly 100 years old. The Engineering Services needed for this project are critical to Donaldsonville's mission of mitigating the risk of incident and fatalities in its community, improving the safe delivery of energy to its residents, avoiding economic losses caused by pipeline failures, protecting the environment, and reducing climate change impacts by remediating our aged and failing infrastructure.

The replacement and repair of the distribution infrastructure and improvement of the system in general, require an overall plan with funding provided in phases as received from various sources. Implementation of this improvement plan requires a master services agreement which can be utilized throughout implementation in order to coordinate this program and ensure efficiency.

A second scope of service may be required. Areas of distinct flooding impacting the City of Donaldsonville have increased in recent years. These areas may correspond to areas within the project bounds of natural gas infrastructure improvements. As such, it is prudent to assess possible drainage improvements needed within the City to mitigate flooding utilizing the engineering services of the selected firm. This will allow for coordination of improvements in the City right of way. Funding for implementation of drainage improvements is unknown at this time, but may include local, state, or federal sources and, particularly, Community Development Block Grant Disaster Recovery (CDBG-DR) or Mitigation (CDBG-MIT) funds, Federal Emergency Management Agency (FEMA) grant funds, Louisiana Watershed Initiative (LWI) funds, and/or Statewide Flood Control Program.

PART ONE: SCOPE OF SERVICES

The City of Donaldsonville is soliciting qualification statements for engineering services to assist Donaldsonville with preliminary engineering, grant assistance, design engineering, program implementation, and inspections of this project in compliance with all applicable local, state, and federal sources and, specifically, HUD Community Grant Funding Program requirements. The agreement will be on an hourly rate, fixed price basis with payment terms to be negotiated with the selected offeror.



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

1. Project identification and preliminary planning including grant identification and application assistance.
2. Designing infrastructure system improvements (drainage and natural gas) and construction engineering for natural gas or drainage.
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.
4. Assist in all environmental services processes and permitting.
5. Assist in conducting the preconstruction conference.
6. Field staking, on-site supervision of construction work, and preparing resident inspection reports.
7. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body. Complying with any required labor regulations including Davis-Bacon.
8. Providing reproducible as-built plan drawings to Donaldsonville upon project completion.
9. Prepare operating and maintenance manuals, as applicable.
10. Conducting final inspection and testing.

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title "Request for Qualification Statements for Engineering Services":

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.



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Contents of RFQ

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit RFQs that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Louisiana;
- c. A confirmation that the Respondent has not had a record of substandard work within the last five years;
- d. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Respondent feels appropriate;
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with HUD, FEMA, or LWI funded projects and any other projects relating to drainage or natural gas indicating the funding source. Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed natural gas and drainage projects. Preference is for the types of projects similar to those described in Part One. (For example; if the RFQ is for drainage projects it is not necessary or of only of secondary importance to provide information on how many sewer or water CDBG projects Respondent has performed.) Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Describe the firms workload and current capacity to accomplish the work in the required time



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- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Describe Respondent's firm's presence in and commitment to Louisiana.
- f. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- g. Provide evidence of adequate financial stability through certified financial statements, including a balance sheet and income statement. The state reserves the right to request any additional information to assure itself of a Respondent's financial status.

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described in Part One.
- b. Describe their knowledge of HUD's requirements for the HUD Community Project Funding Grant Program. Describe their knowledge of HUD grant programs.
- c. Describe past experience with past or current local or federal grants, including LWI.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members (as applicable), in the job classifications of (1) Principal in Charge, (2) Project Engineer, (3) Senior Engineer, (4) Mid-level Engineer, (5) Junior Engineer (6) Surveyor, (7) Engineer Interns (8) Senior CAD technician, (9) CAD Technician, and (10) Engineering Technician and any other pertinent classification; who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to HUD, FEMA, LWI, or other federally funded programs on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on HUD projects.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in Louisiana and the number working elsewhere.



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PART THREE: SELECTION CRITERIA

The City of Donaldsonville shall evaluate each potential contractor in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required,
3. Capacity to accomplish the work in the required time;
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
5. Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project;**

Suggested Rating Points

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 particular type of design project(s) as described in Part One 40 pts.
2. Experience of the firm with other type of HUD, FEMA, LWI or federally funded construction projects. 20 pts.
3. Current capacity to accomplish the work in the required time. 20 pts.
4. Reference from other clients attesting to firms:
 - a. Quality of work 10 pts.
 - b. Compliance with performance schedules 10 pts.

The city reserves the right to receive oral interviews. The firm with the highest score will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Lee Melancon at (225) 445-1383. Responses to this RFQ should be hand-delivered to Lee Melancon, at the Donaldsonville City Hall at 609 Railroad Ave, Donaldsonville, LA 70346, or mailed to Lee Melancon at the Donaldsonville City Hall at 609 Railroad Ave, Donaldsonville, LA 70346.

Responses to this RFQ must be received no later than 5/5/2023. Please state "Request for Qualifications (RFQ) for Engineering Services" on the cover.