



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–ADDENDUM

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. Deadline for submittals is May 5, 2023 at 11:00AM CST.

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

Minority and women's business enterprises are solicited to submit a statement of qualifications and are encouraged to make inquiries regarding potential subcontracting opportunities. When subcontracting, all potential contractors must make positive efforts to use small and minority owned business and women business enterprises. See 2. C. F. R. §200.321.



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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 Funds and/or Department of Transportation (DOT) 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. Transportation and roadway engineering services will also be required and may be paid for by local, state or federal funding sources.

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 services is also 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 and/or Federal Emergency Management Agency (FEMA) grant funds.

Lastly, engineering services will also be required to address roadway transportation and maintenance issues and the City's on-going capital improvement program. Funding for these services and the projects identified is unknown at this time but may include local, state, or federal sources, including but not limited to CDBG - DR, CDBG MIT, FEMA, or DOT.

PART ONE: SCOPE OF SERVICES

The City of Donaldsonville is soliciting qualification statements for engineering services to assist Donaldsonville with preliminary engineering, design engineering, program implementation, and inspections of this project in compliance with all applicable local, state, and federal sources and,



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specifically, HUD and/or DOT funding requirements. The contract type (i.e., lump sum / firm fixed price or time-and-materials with not-to-exceed ceiling) will be determined based upon the terms and conditions of applicable funding sources. In accordance with 2 CFR 200.318(j), a time-and-materials type contract with not-to-exceed ceiling price will only be used after a determination by the City that no other contract is suitable. Payment terms shall be negotiated with the selected offeror(s).

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

1. Designing system improvements and construction engineering.
2. Assisting the grant administration consultants with the construction bid package to ensure 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.
3. Assist in all environmental review processes and permitting.
4. Assist in conducting all construction conferences.
5. Field staking, on-site supervision of construction work, and preparing resident inspection reports.
6. 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.
7. Providing reproducible as-built plan drawings to Donaldsonville upon project completion.
8. Prepare operating and maintenance manuals, as applicable.
9. Conducting final inspection and testing.
10. Assisting the grant administration consultants in identifying and applying for grant funding with respect to unfunded natural gas infrastructure improvements and/or drainage improvements to benefit the City.



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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.

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. If applicable, confirmation of the Respondents status as Minority Business Enterprise (MBE) or Women’s Business Enterprise (WBE);
- g. A confirmation that the Respondent, if awarded the contract, will take all necessary affirmative steps to assure that minority business, women’s business enterprises, and labor surplus area firms will be used, when possible, in accordance with 2 CFR 200.321, and as further described in Attachment B to this solicitation.
- h. Any other information that the Respondent feels appropriate;
- i. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ



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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, DOT funded projects and any other projects relating to municipal transportation/roadway, drainage, or natural gas infrastructure 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. 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 firm's workload and current capacity to accomplish the work in the required time
- 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. Also, describe their knowledge of FEMA and DOT grant programs.

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 which may be required to accomplish the required scope of services; 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, DOT, or other



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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 federally funded projects.

- c. Estimate the number of persons to be assigned to this project, indicating the number working in Louisiana and the number working elsewhere.

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;**
6. Status as a Minority Business Enterprise or Women's Business Enterprise.

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 construction project(s) as described in Part One ___40__ pts.
2. Experience of the firm with other type of HUD, FEMA, DOT, or other 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.

Applicant confirming status as a Minority Business Enterprise or Women's Business Enterprise comes with the possibility of 5 additional points. Bringing the total possible points for an applicant to 105 points.

The City reserves the right to request 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.



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PART THREE: OTHER INFORMATION

As previously stated, the City reserves the right to contract with one or more qualified engineering firms to deliver the services described in this RFQ. The City reserves the right to accept or reject any statement of qualification as may be deemed necessary by the City to be in its best interest. The City further reserves the right to waive any and all informalities, and reserves the right to reject all nonconforming, unresponsive statements of qualifications. The City reserves the right to reject the statement of qualifications of any firm or individual if the City believes that it would not be in the best interest of the City to make an award to that firm or individual, because the statement of qualification is not responsive or responsible, or the firm or individual is unqualified or of doubtful financial ability, or fails to meet any other pertinent standard or criteria established by the City.

Any contract issued as a result of this RFQ may be funded in whole or in part by federal and state funding sources, including, but not limited to, 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. In the event that a contract is issued for a federally or state funded project, applicable contract provisions (such as those required by Appendix II to 2 CFR 200) shall be incorporated into the corresponding contract and/or task order. **Refusal to incorporate funding-specific contract terms and conditions shall be grounds for the City to reject a proposal.** See Attachment A – Appendix II to 2 CFR 200 for additional information regarding provisions required for federally funded projects.

Any contractor or sub-contractor whose contract is federally funded and exceeds \$25,000 **must** have a valid Unique Entity Identifier (UEI) number and active registration with the General Services Administration's government-wide System for Award Management Exclusions (SAM Exclusions). By responding to this RFQ, your firm warrants compliance with this requirement. Please see <https://sam.gov/content/home> for additional information.

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 at 11:00AM CST. Please state "Request for Qualifications (RFQ) for Engineering Services" on the cover.



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ATTACHMENT A *(applies to federally funded projects)*

Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that



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each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.



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(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See § 200.323. (Procurement of Recovered Materials)

(K) See § 200.216. (Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment)

(L) See § 200.322. (Domestic Preferences for Procurements)

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]



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ATTACHMENT B

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

When subcontracting, the contractor must submit documentation of good faith efforts to meet the project's MBE/WBE requirements, which are outlined below and can be found at 2 C. F. R. §200.321.

(a) The prime contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and,
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Provided below are some useful sites for finding MBE/WBE subcontractors:

LA UCP DBE Directory: <http://www8.dotd.louisiana.gov/UCP/UCPSearch.aspx>

LA DOTD DBE Listings:

<http://wwwapps.dotd.la.gov/engineering/lettings/constructionArchive.aspx?folder=~/subsdbedB>