



# 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**

Pursuant to the American Rescue Plan Act, 31 CFR Part 35 and the State of Louisiana Water Sector Program, the City of Donaldsonville is hereby soliciting Requests for Qualification statements from Professional Engineering firms interested in providing professional services, including funding request assistance, design, and construction administration services, subject to funding approvals.

Funding request submittal deadline for Round 1 is November 1, 2021.

Please be advised that this solicitation is to establish a firm for use on City projects to address Disaster generated damages and infrastructure repairs and replacement activities associated with projects receiving funding from the American Recovery & Rescue Plan Acts.

The minimum requirements for selection shall be as follows:

1. The firms included in submittal must have a minimum of 5 years of experience in providing the professional services.
2. The firm must hold all licenses necessary to legally provide the related services in the State of Louisiana.
3. The lead Professional must be a licensed Professional in that area with a minimum of 10 years of experience.
4. Examples of 3 to 5 projects completed by the firm in the local area should be provided.
5. In addition to the lead Professional, resumes for any key staff who will be responsible for the work shall be provided.

A Firm will be selected on a basis using the following selection criterion:

1. Professional training and experience, both generally and in relation to the type and magnitude of work required for the particular project (40 points).
2. Capacity for timely completion of the work, taking into consideration the person's or firm's current and projected workload and professional and support manpower (20 points).
3. Past and current professional accomplishments, for which opinions of clients or former clients and information gathered by inspection of current or recent projects may be considered (20 points).
4. The nature, quantity, and value of agency work previously performed and presently being performed by the person after the effective date of this Part, it being generally desirable to allocate such work among persons who are desirous and qualified to perform such work (10 points).
5. Past performance on public projects particularly with City of Donaldsonville, including any problems with time delays, cost overruns, and design inadequacies for which the designer was held to be at fault, involved in prior projects as evidenced by documentation (10 points).



# 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](mailto:lee@visitdonaldsonville.org) or on the City of Donaldsonville Website at [donaldsonville-la.gov/rfq\\_rfp](http://donaldsonville-la.gov/rfq_rfp). 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 no later than 10:00 AM on Tuesday, October 26, 2021. Questions within 72 hours of the submittal date will not be answered.

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**



# 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

## CITY OF DONALDSONVILLE PROFESSIONAL ENGINEERING SERVICES REQUEST FOR QUALIFICATIONS

SECTION 1 | GENERAL FIRM REQUIREMENTS



# 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

CITY OF DONALDSONVILLE, LOUISIANA  
 609 RAILROAD AVE. | DONALDSONVILLE, LA 70346  
 PROFESSIONAL SERVICES QUALIFICATIONS  
 QUESTIONNAIRE

1.1 BASIC FIRM INFORMATION			
Firm		Contact Person	
Local Address		Title	
Corporate Address		Phone Number	
License Number		Email Address	
City of Issue			

1.2 LOCAL PERSONNEL (TOTAL NUMBER)			
Abstractors		Construction Managers	
Administrative		Electrical Engineers	
Appraisers		Engineer Interns	
Architects		Environmental Engineers	
Attorneys		Estimators	
CADD Operators		Geotechnical Engineers	
Chemical Engineers		Hydrologists	
Civil Engineers		Mechanical Engineers	
Construction Inspectors		Paralegals	
			Permit Specialists
			Planners
			Real Estate Specialists
			Specification Writers
			Structural Engineers
			Surveyors
			Transportation Engineers
			Other
			Staff Total (Local)



# 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

1.3 FIRM HISTORY		
In the last five years, has litigation (including arbitration and/or mitigation) arose from a project in which your firm served as Principal Engineer?	YES	
	NO	
If yes, how many projects?		
If yes, how many of these projects involved work for City of Donaldsonville?		
Please provide a brief description of each project:		
In the last ten years, have any claims been made on your Professional Engineering Liability Insurance for errors and omissions?	YES	
	NO	
If yes, how many claims were made?		
If yes, how many claims involved work for City of Donaldsonville?		
Please provide a brief description of each claim:		
Have you ever worked for City of Donaldsonville before?	YES	
	NO	
If yes, how many projects has your firm completed in the last ten years for City of Donaldsonville?		
If yes, how many projects are currently being worked on by your firm for City of Donaldsonville?		
Provide Project Name	% Complete	Contract Balance



# 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

## CITY OF DONALDSONVILLE PROFESSIONAL ENGINEERING SERVICES REQUEST FOR QUALIFICATIONS

SECTION 2 | QUALIFICATIONS



# 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

CITY OF DONALDSONVILLE, LOUISIANA  
 609 RAILROAD AVE. | DONALDSONVILLE, LA 70346

2.1 SUBCONSULTANTS		
Will you use Subconsultants for any Work associated with this Discipline?	YES	
	NO	
Name of Subconsultant	Role of Subconsultant	

2.2 KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS						
NAME OF KEY PERSONNEL	ROLE IN THIS PROJECT	EXAMPLE PROJECTS FROM PROJECT KEY IN 2.4				
		1	2	3	4	5

2.3 EXAMPLE PROJECTS KEY			
No.	TITLE OF EXAMPLE PROJECT	No.	TITLE OF EXAMPLE PROJECT
1		4	
2		5	
3			



# 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

## 2.4 RESUMES OF KEY PERSONNEL PROPOSED FOR THIS PROJECT

Name			
Firm Name			
Discipline			
Role in Discipline			
Years of Experience	Current Firm		Total
Education (Degree and Specialization)			
Current Professional Registration (State and Discipline)			
Other Professional Qualifications (Publications, Training, Awards, etc.)			





# 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

Specific Experience Relative to Discipline



# 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

2.5 EXAMPLE PROJECTS ILLUSTRATING FIRMS QUALIFICATIONS			
Firm Name		Firm Role	
Project Title			
Project Key Number		Project Location	
Project Owner		Owner's Point of Contact	
Owner' Address		Phone Number	
		Email Address	
Services Completed		Professional Services Fee	
Construction Completed		Total Construction Cost	



# 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

Brief Description of Project and Relevance to This Discipline



# 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

## CITY OF DONALDSONVILLE PROFESSIONAL ENGINEERING SERVICES REQUEST FOR QUALIFICATIONS

SECTION 3 | ADDITIONAL FIRM INFORMATION



# 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

## 3.1 ADDITIONAL INFORMATION

Please provide any additional information, description of resources or supporting qualifications that you wish the Technical Evaluation Committee to consider in its evaluation.



# 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

## CITY OF DONALDSONVILLE PROFESSIONAL ENGINEERING SERVICES REQUEST FOR QUALIFICATIONS

SECTION 4 | CERTIFICATION



# 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

CITY OF DONALDSONVILLE, LOUISIANA  
609 RAILROAD AVE. | DONALDSONVILLE, LA 70346

## 4.1 CERTIFICATION

The below signature certifies that the information provided in the RFQ is true and accurate statement of facts.

Signature:	Firm:
Printed Name:	
Title:	Date:



# 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

## CITY OF DONALDSONVILLE PROFESSIONAL ENGINEERING SERVICES REQUEST FOR QUALIFICATIONS

### INSTRUCTIONS

CITY OF DONALDSONVILLE, LOUISIANA  
609 RAILROAD AVE. | DONALDSONVILLE, LA 70346





# 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

## **CITY OF DONALDSONVILLE PROFESSIONAL ENGINEERING SERVICES REQUEST FOR QUALIFICATIONS**

City of Donaldsonville is issuing a Request for Qualifications (RFQs) from individuals and/or firms interested providing services in the following categories:

- Electrical/Instrumentation & Controls
- Environmental
- Permitting
- Sewer/Wastewater
- Structures

The minimum requirements for selection shall be as follows:

1. The firms included in submittal – Prime & Subconsultant must have a minimum of 5 years of experience in providing the professional services.
2. The firm must hold all licenses necessary to legally provide the related services in the State of Louisiana.
3. The lead Professional must be a licensed Professional with a minimum of 10 years of experience.
4. Examples of 3 to 5 projects completed by the firm in the local area should be provided.
5. In addition to the lead Professional, resumes for any key staff who will be responsible for the work should be provided.



# 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

A Technical Evaluation Committee (TEC) will formally evaluate each RFQ.

## RFQ EVALUATION CRITERIA:

Criteria	Possible Points
Professional training and experience, both generally and in relation to the type and magnitude of work required for the particular project.	40
Capacity for timely completion of the work, taking into consideration the person's or firm's current and projected workload and professional and support manpower.	20
Past and current professional accomplishments, for which opinions of clients or former clients and information gathered by inspection of current or recent projects may be considered.	20
The nature, quantity, and value of agency work previously performed and presently being performed by the person after the effective date of this Part, it being generally desirable to allocate such work among persons who are desirous and qualified to perform such work.	10
Past performance on public projects, particularly with the City of Donaldsonville, including any problems with time delays, cost overruns, and design inadequacies for which the designer was held to be at fault, involved in prior projects as evidenced by documentation.	10

Projects will be within City of Donaldsonville and on an “as-needed” basis. The estimated fees for the projects may vary among the different contracts.

**PLEASE NOTE – The submission of an RFQ does not imply or guarantee that the firm will be assigned work by the City. Work assignments are solely contingent upon funding request approvals.**

The City’s RFQ process is not subject to the Louisiana Public Bid Law or the Louisiana Procurement Code. As such, respondents have not been granted and otherwise processes, procedures, methodology or results of the RFQ process or the selection of an individual or firm in connection therewith.



# 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

All individuals or firms submitting an RFQ:

- May obtain the current RFQ forms, submittal instructions and questionnaire, can be obtained from City Hall at 609 Railroad Avenue, Donaldsonville, Louisiana, by emailing [lee@visitdonaldsonville.org](mailto:lee@visitdonaldsonville.org) or on the City of Donaldsonville Website at [Donaldsonville-la.gov/rfq\\_rfp](http://Donaldsonville-la.gov/rfq_rfp). Questions regarding the submission may be directed to Lee Melancon at 225.473.4247.
- 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 no later than 10:00 AM on Tuesday, October 26, 2021. Questions within 72 hours of the submittal date will not be answered.

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
- Must use the RFQ on the City provided forms included in the Professional Engineering Services Request for Qualifications. No additional supporting documentation except the W-9 and the DBE Certification Form are permitted:

**RFQs will not be accepted after the deadline.**



# 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

Individuals or firms evaluated as qualified must be licensed to do business in the State of Louisiana and must be “Active” and “In Good Standing” with the Louisiana Secretary of State and LAPELS.

RFQs must include a completed W-9, available at [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf), and as applicable, a State of Louisiana DBE Certification Form.

The following instructions are provided to assist applicants in completing the forms required for the Request for Qualifications. Missing information may result in disqualification.

## SECTION 1:

Fill out this Section completely.

In Section 1.1, provide the basic firm information and the contact information of the individual who should be contacted if a project is awarded by the City.

In Section 1.2, indicate the number of employees in each category in your firm. These numbers should not include individuals from non-local offices. If staff is used from non-local offices to support this RFQ, please indicate this in Section 3. Please provide the total number of local staff. (Note: For the purpose of this RFQ, “Local” is defined as the office submitting the RFQ.)

In Section 1.3, provide answers to the questions. If the answers are yes to any of the questions, please provide the details as requested.

## SECTION 2:

For each discipline for which a firm is requesting qualification, the applicant should fill out the forms in Section 2 (i.e. If the applicant is requesting qualification in three disciplines, separate forms should be filled out for each discipline). Please place a separator between sets of forms.

In Section 2.1, indicate whether subconsultant(s) will be used to complete work, include name and role of subconsultant(s).



# 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

In Section 2.2, indicate the Key Personnel who will work on projects associated with the discipline in which the applicant is requesting consideration. Provide a maximum of eight individuals and indicate the role each will play in providing services on this type of project. Also indicate in which of the Example Projects the Key Personnel were involved. Resumes for the Key Personnel will be provided on the forms found in Section 2.4. **ADDITIONAL PERSONNEL WILL NOT BE CONSIDERED IN THE CITY'S REVIEW.**

In Section 2.3, provide the titles of the five (5) Example Projects the applicant wishes the City to consider as part of their review of the applicant. Details of Example Projects will be provided on the forms found in Section 2.5. **ADDITIONAL PROJECTS WILL NOT BE CONSIDERED AS PART OF THE CITY'S REVIEW.**

In Section 2.4, provide a resume for each of the Key Personnel shown in Section 2.2. The resume should be a maximum of one (1) page and must be completed using the forms provided by the City. Resumes for additional personnel will not be considered.

In Section 2.5, provide a project description for each of the five (5) projects shown in Section 2.3. The project description should be a maximum of one (1) page and must be completed using the forms provided by the City. Descriptions of additional projects will not be considered.

## SECTION 3:

Please provide any additional information about your firm that you would like the city to consider in evaluating your firm.

## SECTION 4:

Fill out the Certification. The form will not be considered complete if the form is not signed and dated.