The City of Natchitoches is seeking the services of a qualified engineering firm or individual to provide engineering and related services pertaining to the City’s American Rescue Plan Act (ARPA) Program funded through the State of Louisiana Water Sector Program. The City is requesting Qualification Statements from qualified engineering firms or engineers to provide engineering and related services for Water Treatment Plant Rehabilitation and Expansion.

**NOTE:** This RFQ will replace the previous RFQ issued on June 16, 2022. Any submissions received by the City for the previous submission will be returned unopened.

**I. SCOPE OF SERVICES**

The scope of services includes, but are not limited to, preliminary analysis of the City’s needs, preliminary engineering design, final engineering design, bidding related services (including bidding documents, pre-bid meeting, website based advertisement of the project, follow-up with Contractors, issuance of project related documents, etc.), construction observation and project implementation in compliance with ARPA/Water Sector Program requirements. The agreement will be on a lump sum, fixed price basis, with payment terms to be negotiated with the selected offeror.

**II. REQUEST FOR QUALIFICATION STATEMENTS**

The following information should be included under the title “Request for Qualification Statements for Engineering Services for RFQ No. 0111”:

- Name of Respondent
- Respondent address
- Respondent telephone number
- Respondent federal tax identification number
- 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:

- Introduction (transmittal letter)
- Background and Experience
- Specialized Knowledge
- Personnel/Professional Qualifications

Proposals shall be limited to 30 single-sided pages. Transmittal letter, front and back covers, and table of contents do not count against page limit.
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;
   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

   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 Water System projects and any other projects relating to ARPA program funding. Respondent should include examples of work and provide a list of similar projects completed within the last five years. 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.
   c. Describe the firm’s workload and current capacity to accomplish the work in the required time.
   d. Provide current information on professional errors and omissions coverage carried by Respondent’s firm, including amount of coverage.
   e. Provide evidence of adequate financial stability through certified financial statements. The City reserves the right to request any additional information to assure itself of a Respondent’s financial status.

3. Specialized Knowledge

   a. Describe your knowledge and experience in the types of projects described herein.
   b. Describe your knowledge of the ARPA program requirements for the State of Louisiana Water Sector Program.

4. Personnel/Professional Qualifications

   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; who would be assigned to act for Respondent’s firm in key management and field positions providing the services described in Section I: Scope of Services, and the functions to be performed by each.
b. Include resumes of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe relevant certifications for each member. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on similar projects.

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

III: SELECTION CRITERIA
The City of Natchitoches shall evaluate each potential contractor in terms of its:
- Professional qualifications necessary for satisfactory performance of required services
- Specialized experience and technical competence in the type of work required
- Capacity to accomplish the work in the required time
- Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules

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 project(s) 35 pts.
2. Current capacity to accomplish the work in the required time 25 pts.
3. Experience of the firm with other type of government-funded projects 15 pts.
4. Reference from three clients attesting to firm’s:
   a. Quality of work 20 pts.
   b. Compliance with performance schedules 5 pts.

TOTAL 100 pts.

SCHEDULE:
July 6 at 10 am: Pre-bid conference with Q&A via Zoom – Join at the link below
https://us02web.zoom.us/j/3801189459?pwd=bnVwU292ZmdTd3VIT3llRzM0MDI0UT09
Meeting ID: 380 118 9459; Passcode: 0ejC6H
July 8: Final clarification questions submitted in writing ONLY to manderson@natchitochesla.gov
July 11: Responses to questions due to Respondents
July 15: RFQ responses due by 5 p.m.
July 21: Selection of firm

All responses received will be evaluated in accordance with the selection criteria and corresponding point system. In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City of Natchitoches will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Responses to this RFQ can be hand-delivered or mailed as follows:

City of Natchitoches
Attn: Matt Anderson, RFQ No. 0111
700 2nd Street
Natchitoches, LA 71457

The City of Natchitoches is an Equal Opportunity employer. Small and/or minority owned firms and women’s business enterprises are encouraged to participate.