

Request for Qualifications (RFQ)
for
ARCHITECTURAL/ENGINEERING SERVICES

**South Central Planning and Development Commission
(SCPDC) Building Expansion Project**



P.O. BOX 1870, GRAY, LA 70359
(985)851-2900

PROJECT OVERVIEW AND SCOPE

South Central Planning and Development Commission (SCPDC) is requesting Statements of Qualifications for Architectural/Engineering services to assist with preliminary architectural/engineering design and inspection for The Building Expansion Project. The project is funded through the U.S. Department of Commerce Public Works and Economic Adjustment Assistance Program. The project will involve building a second-floor addition to the existing SCPDC office building, including installation of electrical, plumbing, elevator access, interior office walls, etc. The agreement will be on a lump sum, fixed price basis, with payment terms to be negotiated with the selected engineer.

Scope of Work

The services to be completed are outlined by task in a general chronological order.

TASK 1

Designing building addition and supervising construction, including development of a design plan, schematic designs, and renderings. The preliminary plans and specifications must be completed in a timely fashion so that these may be submitted to EDA for review and approval prior to advertising for bids.

TASK 2

Prepare the construction bid package in conformance with applicable federal requirements and supervise 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 a notice to begin advertising from the EDA.

TASK 3

Assist in conducting a pre-bid and a preconstruction conference.

TASK 4

Field staking, on-site supervision of construction work, and preparing inspection reports.

TASK 5

Reviewing and approving all contractor requests for payment and submitting approved requests to SCPDC.

TASK 6

Providing reproducible as built plan drawings to SCPDC upon project completion.

TASK 7

Conducting final inspection and testing.

QUALIFICATIONS SUBMISSION

Cover Letter

Provide a cover letter summarizing the consultant team's experience and demonstrating compliance with the minimum qualifications. The letter should identify a point of contact and be signed by an executive qualified to commit the firm's resources.

Scope of Work Response

Provide a detailed explanation of your firm's approach and methodology for the scope of work identified in this advertisement. This section should demonstrate your firm's expertise, clarity, comprehensiveness, and suitability in addressing these specific aspects of the project.

Project Schedule, Staffing, and Deliverables

Provide a detailed work plan, including a staffing plan in calendar days, describing, and outlining the individual tasks to be performed. All tasks must be identified.

Project Team, Experience, and Qualifications

Provide an overview of your firm's qualifications, focusing on its expertise in developing federally funded grant projects, particularly in public improvement and construction initiatives. Highlight relevant project examples, detailing completion dates and the roles undertaken by team members. Additionally, submit a comprehensive organizational/project staffing chart, outlining team members, and identify the project manager responsible for ensuring successful project execution. The documentation in the statement of qualifications (SOQ) should clarify the firm's current capacity to meet project deadlines.

DBE/MBE Participation

Greater consideration will be given to firms who strive to hire and work with Disadvantaged Business Enterprise (DBE) or Minority Business Enterprise (MBE).

Appendix/Resumes

Attach one-page resumes for each team member as an appendix to the Submission of Qualifications. Additional information or links to completed projects may also be attached to the appendix.

EVALUATION AND SCORING CRITERIA

Scoring Criteria

The criteria below will be used by SCPDC to evaluate and score the responses received. Each criterion will receive a rating on one (1) through five (5). The rating in each category will then be multiplied by the corresponding weighting factor. The weighting factors assigned to each criterion are indicated in parentheses.

1. **Firm Experience on Similar Projects** (Weight: 3)

SCPDC will assess the firm's experience with similar projects. This criterion will evaluate the depth and relevance of the firm's prior experience.

2. **Staff Experience on Similar Projects** (Weight: 4)

SCPDC will evaluate the experience and qualifications of the proposed staff members assigned to the project. Emphasis will be placed on their expertise with similar initiatives.

3. **Firm Size as Related to Project Magnitude** (Weight: 3)

SCPDC will consider the size and capacity of the firm in relation to the magnitude of the project. This criterion will assess the firm's ability to effectively handle the scope and requirements of the project.

4. **Past Performance on Similar Commission Projects** (Weight: 6)

SCPDC will review the firm's past performance on projects undertaken for the Commission. This criterion will evaluate the firm's ability to deliver high-quality results and meet project goals.

5. **Current Workload with Commission** (Weight: 5)

SCPDC will assess the firm's current workload with the Commission. This criterion will consider the firm's availability and capacity to allocate the necessary resources to the project.

6. **Approach and Methodology** (Weight: 9)

SCPDC will evaluate the proposed approach and methodology for developing the design. This criterion will assess the clarity, comprehensiveness, and suitability of the proposed strategies and methods.

7. **MBE/DBE Certified** (1 point)

SCPDC will award 1 point to Certified Minority Business Enterprises/Disadvantaged Business Enterprises or firms working with an identified MBE/DBE firm. Documentation of MBE/DBE status must be included in the submittal for the point to be awarded.

Please ensure that your response addresses each of the above criteria, providing relevant information and evidence to support your qualifications.

PROPOSAL SUBMISSION

Respondents shall submit 4 bound and 1 electronic copy of the proposal to:

South Central Planning and Development
Commission
Attn: Lea Ann Rucker
Post Office Box 1870
Gray, LA 70359
(Mail Delivery)

South Central Planning and Development
Commission
Attn: Lea Ann Rucker
5058 W. Main St.
Houma, LA 70360
(Hand Delivery, FedEx, and UPS)

The proposal must be received by the end of business, on **Monday, June 13, 2024**. Please direct any questions to Lea Ann Rucker, Planner I via email at leaannr@scpdc.org. A list of received questions and responses will be posted on our website.

SCPDC will not pay for the development or submission of any proposals in response to this RFQ. Furthermore, SCPDC reserves the right to reject any or all proposals.

Timeline

RFQ Distribution (Website/Email)	May 15, 2024
Advertise RFQ (Newspaper)	May 17, 2024
RFQ Respondent Deadline by End of Business	June 13, 2024
Evaluations of Qualifications	June 13, 2024 – June 20, 2024
Notification of Selected Consultant (Approximate)	June 20, 2024

Note: This RFQ is not a request for a detailed proposal. The selected firm will be invited to submit a detailed proposal in a subsequent phase of the selection process.

ADVERTISEMENT AND WEBSITE POSTING

Public Notice

May 15, 2024

Notice is hereby given that the South Central Planning and Development Commission is requesting qualification statements for the following project.

Qualifications Statement for SCPDC Building Expansion Project

South Central Planning and Development Commission (SCPDC) seeks to procure the services of an architectural and/or engineering firm to provide essential design and inspection services for the SCPDC Building Expansion Project. The selection of this firm will adhere to federal procurement requirements of the grant. All responses will be evaluated based on selection criteria and corresponding point system outlined in the Request for Qualifications package, which also details the scope of services. SCPDC will award the contract to the respondent with the highest score in the evaluation process. Interested parties may obtain a Request for Qualifications package from Lea Ann Rucker by email LeaAnnR@scpdc.org, or by contacting 985-851-2900. Responses must be hand-delivered or mailed to the address below and received by the end of business on Thursday, June 13, 2024. SCPDC is an Equal Opportunity Employer and encourages small and minority-owned firms and women's business enterprises to apply.

South Central Planning and Development Commission
Attn: Lea Ann Rucker
Post Office Box 1870
Gray, LA 70359
(Mail Delivery)

South Central Planning and Development Commission
Attn: Lea Ann Rucker
5058 W. Main St.
Houma, LA 70360
(Hand Delivery, FedEx, and UPS)

All inquiries should be sent in writing to: leaannr@scpdc.org.

MEMORANDUM

TO: PROSPECTIVE PROJECT ARCHITECTS AND ENGINEERS
FROM: KEVIN P. BELANGER
SUBJECT: SOUTH CENTRAL PLANNING AND DEVELOPMENT COMMISSION BUILDING EXPANSION
REQUEST FOR STATEMENTS OF QUALIFICATIONS
DATE: MAY 17, 2024

South Central Planning and Development Commission (SCPDC) is requesting Statements of Qualifications for Architectural/Engineering services in connection with its Building Expansion Project services to assist with preliminary architectural/engineering, design, and inspections of this project in compliance with the Economic Development Administration (EDA) program requirements. The project is funded through the U.S. Department of Commerce Public Works and Economic Adjustment Assistance Program. The project will involve building a second-floor addition to the existing SCPDC office building, including installation of electrical, plumbing, elevator access, interior office walls, etc.

Responses to this request will be due on Thursday June 13, 2024, by end of business. Responses must be mailed, or hand delivered to the address below. Facsimile and email copies will not be accepted. Responses must be submitted in a sealed envelope which is clearly labeled as follows:

"QUALIFICATIONS STATEMENT FOR SCPDC BUILDING EXPANSION PROJECT"

Responses are to be submitted to

Lea Ann Rucker, Regional Planner I

South Central Planning and Development Commission

Mailing Address:

P. O. Box 1870

Gray Louisiana 70359

Street Address:

5058 West Main Street

Houma LA 70360