

REQUEST FOR QUALIFICATIONS

FOR

ENGINEERING SERVICES POOL 2019 - 2022

JULY 11, 2018

PREPARED BY:



MIKE COOPER
Mayor

CITY OF COVINGTON
317 NORTH JEFFERSON AVENUE
COVINGTON, LOUISIANA 70433

I. REQUEST FOR QUALIFICATION INFORMATION

1.0 GENERAL

The City of Covington is requesting qualification statements (RFQ) for professional engineering services for the purpose of establishing a "pool" of qualified engineers capable of completing various capital improvement projects on an as-needed basis.

2.0 PROJECT DESCRIPTION

The as-needed engineering services may include, but will not be limited to, the design, analysis, and construction administration of typical City infrastructure projects such as improvements to:

- **Local roadway systems** *(including, but not limited to, bridges, concrete roadway replacement, asphalt roadway replace, construction administration, traffic studies, construction administration and inspection, and similar work related to engineering local roadway systems)*
- **Sewer treatment systems** *(including, but not limited to, WWTP facility rehabilitation, WWTP process and capacity analysis, WWTP engineering design, construction administration and inspection, and similar work related to engineering)*
- **Sewer collection systems** *(including, but not limited to, gravity sewer rehabilitation, sanitary sewer evaluation surveys, lift station design, sewer main extensions, construction administration and inspection, and similar work related to engineering)*
- **Water production and treatment systems** *(including, but not limited to, water well facilities, water treatment at water wells, water system analysis, construction administration and inspection, and similar work related to engineering water distribution systems)*
- **Water distribution systems** *(including, but not limited to, water main extensions, water system booster stations, water meter systems, testing and monitoring of water systems, construction administration and inspection, and similar work related to engineering portions of the water distribution system.)*
- **Storm sewer and drainage systems** *(including, but not limited to, storm sewer design, drainage design, drainage maintenance permitting, drainage studies, construction administration and inspection, and similar work related to engineering storm sewer and drainage systems.)*
- **Recreational and other miscellaneous projects** *(including, but not limited to, recreational fields and features, recreational trails, bicycle and pedestrian facilities, master plans for recreation, design of recreational features, construction administration and inspection, and similar work related to engineering recreational type facilities.)*

3.0 QUALIFICATIONS STATEMENT INSTRUCTIONS

All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal. Multiple prime-consultant/sub-consultant(s) will be selected for the City of Covington engineering services pool. **Each submittal must include the attached City of Covington Professional Services Form included with this information packet as part of the Qualifications submittal.** At their discretion, firms may submit additional information as part of the qualifications submittal.

3.1 Minimum Qualifications

The City will review qualification statements received to determine whether or not the respondent meets the following minimum qualifications:

- A. The Prime Consultant under consideration shall have at least one principal who is a registered professional Civil Engineer licensed to work in the State of Louisiana with a minimum of 10 years of experience on municipal infrastructure projects.
- B. The Prime Consultant must also employ on a full-time basis, or through the use of Sub-Consultant(s), one Professional Civil Engineer registered in the State of Louisiana with a minimum of 5 years of experience in a minimum of three of the following project categories: local roadway systems, sewer treatment systems, sewer collection systems, water treatment systems, water distribution systems and storm sewer systems. One professional Civil Engineer may be used for all of the listed project categories if qualified.
- C. The Prime Consultant must be able to meet the minimum insurance requirements as included in Section 7.0 of this RFQ at the time of any contract execution. Firm shall include proof of insurance meeting or exceeding the requirements set forth in this RFQ or provide a written acknowledgement that the insurance requirements will be satisfied if selected for a project.

3.2 Selection Criteria

Qualification statements shall include, as a minimum, the following items:

A. Firm Experience on Similar Projects

The City is interested in the prime firm's history and success with municipal infrastructure project(s) of varying scope of work, complexity and size. List typical municipal infrastructure projects meeting these criteria which have been completed by the firm. Prime firm must have adequate and experienced current staff to competently and efficiently perform the work.

B. Qualifications of Assigned Staff

The City is interested in the experience of the Project Managers anticipated to be assigned on projects. The Project Manager must be licensed as a professional engineer in the State of Louisiana at the time of submittal and remain active throughout the duration of the engineering pool. The City is interested in the assigned team's organizational structure; their understanding of municipal projects; and their approach to municipal projects.

C. Firm's Ability to Complete Work

The City is interested in the prime firm's capability to provide staffing and support in order to complete any potential projects with the City of Covington. This includes the firm's performance history, including, without limitation, competency, responsiveness, cost control, work quality and the ability to meet schedules and deadlines. Firm must meet or exceed the insurance requirements set forth in this RFQ.

D. Local Involvement and Knowledge

The City is interested in the consultants' knowledge of local conditions and the participation of persons living and/or working in the Covington area on this project. History of firm's current or completed work for the city of Covington. Also, provide information concerning the location of office that will be responsible for performing work for the City of Covington.

3.3 Evaluation Criteria

All responses to the RFQ will be evaluated according to the following criteria and corresponding rating system. The proposals will be evaluated on the basis of written materials provided. Sufficient information must be included in the qualification statement to assure the correct rating. Incomplete or incorrect information may result in a lower evaluation or qualifications statement rejection.

Evaluation Criteria:

- (1) Firm experience on similar projects – 25%
- (2) Qualifications of Assigned Staff – 30%
- (3) Firm's Ability to Complete Work – 30%
- (4) Local Involvement and Knowledge – 15%

3.4 Selection

As per City Ordinance, firms meeting the minimum requirements of this RFQ will be rated based on the review of the RFQ community panel representatives. The final selection of firms included in the engineering services pool will be performed per Section 2-218 of the City of Covington Code of Ordinances. Final selection of firm for municipal projects will be conducted, per Section 2-238 of the City of Covington Code of Ordinances, on an as needed basis.

4.0 CLOSING DATE FOR SUBMITTAL OF QUALIFICATIONS STATEMENTS

Submit 4 hard copies and 1 electronic copy of your qualifications statement in a sealed envelope/package clearly marked:

“QUALIFICATION STATEMENT FOR CITY OF COVINGTON ENGINEERING SERVICES” to:

City of Covington
ATTENTION: Gina Hayes, Chief Administration Officer
317 N. Jefferson Avenue
Covington, Louisiana 70433

Qualifications statements must be received no later than 2:00 p.m. (local time), on Thursday, August 9, 2018. The City of Covington assumes no responsibility for delayed or undelivered mail or express packages. Qualifications statements which are not delivered to City Hall by the above specified time and date will not be considered. All qualifications statements will become part of the City's public record on this matter, without obligation to the City.

5.0 INQUIRIES

Questions concerning this request for qualifications should be submitted to:

City of Covington
ATTENTION: Daniel Hill, PE, City Engineer
317 N. Jefferson Avenue
Covington, Louisiana 70433
(985) 892-1811 (office)
(985) 898-4723 (fax)
dhill@covla.com (e-mail)

Questions should be sent no later than **Thursday, July 26, 2018 by 2:00 pm CST**. Responses will be issued via addendum no later than 72 hours prior to RFQ due date and time unless the response is deemed as a clarification only. If question is deemed as a clarification only, questions responses will be provided as an e-mail reply within 72 hours.

6.0 GENERAL INFORMATION

1. The City of Covington reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ.
2. Issuance of this RFQ in no way constitutes a commitment by City of Covington to award a contract. City of Covington reserves the right to accept or reject, in whole or part, all qualifications statements submitted and/or cancel this announcement if it is determined to be in the City of Covington's best interest.
3. A proposer/respondent may withdraw a qualifications statement that has been submitted and received up to twenty four (24) hours prior to the date and time the qualifications statement is due. To withdraw a qualifications statement, a written request signed by the authorized representative of the proposer/respondent must be submitted to:

City of Covington
ATTENTION: Gina Hayes, Chief Administration Officer
317 N. Jefferson Avenue
Covington, Louisiana 70433

4. City of Covington shall have a single Prime-Consultant as the result of any contract negotiation, and that Prime-Consultant shall be responsible for all deliverables referenced in the RFQ and qualifications statement. This general requirement notwithstanding, consultants may enter into

Sub-Consultant arrangements, however the Prime-Consultant should acknowledge in their qualifications statement total responsibility for the entire contract.

- If the proposer/respondent intends to subcontract for portions of the work, the proposer/respondent shall include specific designations of the tasks to be performed by the Sub-Consultant. Information and performance required of the proposer/respondent under the terms of this RFQ is also required for each Sub-Consultant. Unless provided for in the contract with City of Covington, the Prime-Consultant shall not contract with any other party for furnishing any of the work and consulting services herein contracted for without the express written approval of City of Covington. City of Covington encourages the use of State-certified Disadvantaged Business Enterprises (DBEs). Respondents proposing to subcontract with Disadvantaged Business Enterprises, will be required to report information about the work performed by the DBE firm(s).
5. All materials submitted in response to this request become the property of City of Covington. Selection or rejection of a qualifications statement does not affect this right.
 6. Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a qualifications statement identified as such must be clearly marked in the qualifications statement and shall be handled in accordance with the Louisiana Public Record Act, R.S. 44: 1-44 and applicable rules and regulations. Any qualifications statement marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.
 7. City of Covington is not liable for any costs incurred by prospective proposer/respondents prior to issuance of or entering into a contract. Costs associated with developing the qualifications statement, preparing for oral presentations, and any other expenses incurred by the proposer/respondent in responding to this RFQ are entirely the responsibility of the proposer/respondent, and shall not be reimbursed in any manner by City of Covington.
 8. City of Covington shall not be liable for any errors in qualifications statements. City of Covington reserves the right to make corrections or amendments to the RFQ due to errors identified in qualifications statements by City of Covington or the proposer/respondent. City of Covington, at its option, has the right to request clarification or additional information from the proposer/respondents; if requested, such information shall be provided within fourteen (14) days of request.
 9. City of Covington reserves the right to enter into a Contract without further discussion of the qualifications statement submitted based on the initial offer received. City of Covington reserves the right to contract for all or a partial list of services offered in the qualifications statement. The RFQ and qualifications statement of the selected proposer/respondent shall become part of any contract initiated by City of Covington. The selected proposer/respondent shall be expected to enter into a contract. In no event shall a proposer/respondent submit its own standard contract terms and conditions as a response to this RFQ. If the selected proposer/respondent fails to sign all contract documents within ten (10) calendar days of delivery, City of Covington may elect to cancel the award and award the contract to the another proposer/respondent.

10. Proposers are responsible for determining that there shall be no conflict or violation of the Ethics Code if their company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

7.0 INSURANCE REQUIREMENTS

The Engineer shall procure insurance coverage against claims that may arise from, or in connection with the performance of the work hereunder by the Engineer, his agents, representatives, employees or subcontractors. The Engineer shall keep all the required insurance in force continuously pursuant to their responsibility described in the engineering contract, including any and all extensions. The Engineer shall pay all costs, premiums, and charges earned and payable under the required insurance. For the purpose of this exhibit: the term "Engineer" shall also include their respective agents, representatives, employees or subcontractors; and the term "City of Covington" (hereinafter called the "City") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions.

A. Minimum Scope and Limits of Insurance: The insurance required shall be written for not less than the scope and limits of insurance specified in this exhibit, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage is greater. It is agreed that the scope and limits of insurance coverage specified in this exhibit are minimum requirements and shall in no way limit or exclude the City from additional limits and coverage provided under the Engineer's policies.

1) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability and products /completed operations and \$2,000,000 annual aggregate.

2) Workers' Compensation: Coverage A / Workers' Compensation: statutory limits as required by the Labor Code of the State of Louisiana. Coverage B / Employer's Liability: limits of \$500,000 each accident, \$500,000 disease/policy limit, \$500,000 disease/each employee. The Engineer agrees to hold the City of Covington, the Mayor, and the City Council, their respective boards and commissions, officers, agents, officials, employees, servants, volunteers, contractors and representatives harmless from any and all suits, claims, and actions arising from personal injuries sustained by the Engineer or Engineer's employees during the course of the performance of this contract, however caused.

4) Professional Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate each claim.

B. Additional Insured Endorsement: All liability policies (with the exception of Worker's Compensation and Professional Liability) shall have the City of Covington, the Mayor, the City Council, and their respective officers, agents, officials, employees, volunteers, boards and commissions endorsed as an Additional Insured with respect to liability arising out of or in connection with the activities performed by or on behalf of the Engineer; products and completed operations of the Engineer; premises owned, leased, or used by the Engineer; or automobiles owned, leased, hired or borrowed by the Engineer. The coverage shall contain no special limitations on the scope of protection afforded to the City.

C. Acceptability of Insurers: Must be deemed acceptable by the City's Director of Administration.

D. Waiver of Subrogation: Engineer shall provide that all insurance policies include a waiver of subrogation clause that states that it is agreed that in no event shall the insurance company have any

right of recovery against the City. When the Engineer is self-insured, it is agreed that in no event shall the Engineer have any right of recovery against the City.

E. Claims-Made Form: If the insurance coverage is underwritten on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the contract. The certificate of insurance shall state the retroactive date and that the coverage is claims-made. The Engineer shall maintain coverage for the duration of the contract and for the two (2) years following the completion of the contract. Evidence of such coverage shall be provided to the City thirty (30) days prior to each policy expiration.

F. Deductibles and Self-Insured Retentions: Engineer must declare any deductibles or self-insured retentions to the City. All deductibles or self-insured retentions are the sole responsibility of the Engineer to pay and/or to indemnify.

G. Notice of Cancellation or Nonrenewal: Engineer shall provide thirty (30) days prior written notice to the City when any insurance policy required by this exhibit is suspended, voided, cancelled, or reduced in coverage. Ten (10) days prior written notice shall be given for non-payment of premium

H. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the City.

I. Verification of Coverage: The Engineer shall provide the City with certificates of insurance, declaration pages, policy endorsements or provisions confirming compliance upon request by the City.

K. Failure to Purchase or Maintain Insurance: If the City or the Engineer is damaged by failure of the Engineer to purchase or maintain insurance required by this exhibit, the Engineer shall bear all reasonable costs including, but not limited to, attorney's fees and costs of litigation, properly attributable thereto.

8.0 OTHER INFORMATION

It is the City's express desire to enter into a professional services agreement which includes all services necessary for this project, whether or not the services are specifically outlined in this RFQ. The selected firm will be expected to sign a written agreement, which incorporates this RFQ and the selected firm's Qualifications statement. Submittal of a qualifications statement indicates proposer's agreement with the terms of the professional services contract. Any open terms in the attached contract will be completed, based upon awardee's qualifications statement. The selected firm will be required to sign a statement concerning government-wide debarment and suspension. The agreement also requires that the selected firm comply with applicable federal and state laws, rules and regulations.

The City of Covington is an Equal Opportunity Employer. All groups are encouraged to apply.

Any information concerning compensation, pricing, cost, and/or fees will not be used in the evaluation of any RFQ submittal.

THIS ANNOUNCEMENT IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

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