

**LIVINGSTON PARISH GOVERNMENT
DRAINAGE MASTER PLAN
REQUEST FOR QUALIFICATIONS (RFQ)
FOR ENGINEERING AND DESIGN SERVICES**

1. INVITATION

General

Livingston Parish Government is seeking responses to the Request for Qualifications (RFQ) from engineering consulting firms, to provide professional services related to the creation of a Drainage Master Plan. This would include engineering, surveying, and any other design professionals required on the project.

Consultants shall have experience in the following areas:

- Experience with stormwater management, flood resiliency, community outreach and master planning
- Experience with hydrologic and hydraulic modeling to analyze watersheds, drainage conditions and determine flood risk in urbanized areas.
- Experience with condition assessment of stormwater infrastructure.
- Experience with identifying flooding problems and ability to propose drainage solutions.
- Experience with developing Drainage Design Manuals.
- Familiarity with projects located in the geographic area of the State of Louisiana and/or Livingston Parish.

Pre-Submittal Conference

A non-mandatory pre-submittal conference will be held on Tuesday, April 23rd, 2024, from 2 p.m. to 4 p.m. at the Livingston Parish Council Chambers located at 20355 Government Blvd., Livingston, LA 70754 (DMV Building).

Deadline

Sealed RFQ submittals must be received no later than Thursday, May 9, 2024, at 4 p.m. Submittals received after the deadline, regardless of the mode of delivery, will not be considered and returned unopened.

Responses to this RFQ should be hand-delivered to Grants Manager Heather Crain, at the Livingston Parish Grants Department located at 20355 Government Boulevard (DMV Building – Second Floor), Livingston, Louisiana 70754, Suite E, or mailed to Heather Crain, Grants Manager, at P.O. Box 427 Livingston, Louisiana, 70754.

Electronic bidding and official bid documents are available at <https://www.centralauctionhouse.com/main.php>.

Addenda

Should specifications be revised prior to the deadline for submission of the RFQ, Livingston Parish will issue addenda addressing the nature of the change and post them on the parish

website and Central Auction House. Firms should acknowledge any addenda in the online solicitation. Submittals that do not include said acknowledgement shall be considered non-responsive. The firm is responsible for checking the parish website or Central Auction House to determine if any addenda have been issued prior to submitting their RFQ response. Efforts will be made to ensure that firms receive notice of addendums, but the ultimate responsibility rests with the firm.

Rejection of Submissions

Livingston Parish reserves the right to reject all RFQ responses, to waive informalities or irregularities, and to reject non-conforming, non-responsive, or conditional responses.

2. PROFESSIONAL SERVICES REQUIRED

Services performed will include documents for the development of a Drainage Master Plan.

2.1. Scope of Services

The anticipated scope of services shall include, but not be limited to, the following:

Drainage Master Plan

Develop the Livingston Parish Drainage Master Plan. The purpose of the plan is to evaluate the existing parish stormwater system, identify areas of high flood risk, develop policies, strategies and a prioritized phased improvement program with projected costs to address current and future stormwater infrastructure needs.

- A. Research and Data Collection:** Develop a stormwater infrastructure inventory database by researching as-builts, field verification, and performing various levels of subsurface utility engineering (SUE).
- B. Review of Previous Studies:** Review available data and previous studies to identify areas where drainage is well understood and areas of greatest need.
- C. Asset Inventory:** Assist the Parish in identifying and locating stormwater assets. This may include Global Positioning System (GPS) locating, field survey, and subsurface utility engineering (SUE).
- D. Condition Assessment:** Inspect stormwater assets to identify deficiencies and assess remaining service life. This may include field visits, closed-circuit television (CCTV) inspection, and other inspection methods.
- E. Existing Conditions:** Perform hydrologic & hydraulic modeling to determine existing flooding conditions. This may include riverine and closed conduit system storm drain modeling. A variety of models may be appropriate, and the consultant is to identify the ideal approach.

- F. Hydraulic Alternatives Analysis:** Perform modeling to evaluate solutions to identified capacity problems and select the appropriate solution that addresses the problem, does not cause adverse impacts, and can be implemented at an acceptable cost.
- G. Problem Area Identification:** Identify priority areas where capital improvements may be warranted for further investigation. Determine the scope and sequence of efforts to identify capital projects.
- H. Condition Alternatives Analysis:** Evaluate solutions to critical condition deficiencies. A variety of solutions that may be appropriate include open cut point repairs, trenchless repairs, reconstruction, rerouting, and improving.
- I. Project Development:** Evaluate factors that affect the feasibility of implementing the identified projects to meet Parish goals for acceptable uncertainty in project budget. This may include evaluating environmental permitting, geotechnical conditions, utility conflicts, and property acquisitions. Limitations and future study needs should also be identified.
- J. Project Prioritization:** Develop a strategy for prioritizing the identified projects. The process will need to be defensible and consider a variety of competing priority preferences.
- K. Drainage Design Manual/Standards Update:** Evaluate existing parish drainage standards and ordinances and recommend updates to maximize drainage improvement as well as compliance with state and federal codes, laws and standards (NFIP, CRS, etc.). This task is expected to include the development of a Drainage Design Manual.
- L. Presentations and Public Involvement:** Prepare presentations and present findings to Parish Staff, Parish Council, Stakeholders, and the Public. This effort may include public involvement through mailers, public meetings, and digital communications.
- M. Final Deliverables:** Prepare a written report for the master plan. The report should be provided in hardcopy and digital versions and include supporting data including but not limited to, GIS spatial data, H&H models, and CAD files.

3. CONTENTS OF SUBMITTAL

The Submittal shall not exceed 20 pages of content (excluding front cover, cover letter, resumes, dividers, and required forms; a front and back page will count as two pages). The following must be submitted:

One (1) Original Submittal, clearly marked as such

Seven (7) Hard Copy Submittals

Digital Copy

All copies shall include all required forms in addition to the statement of qualifications.

Respondents are encouraged to use their own format within the guidelines described in the RFQ:

Maximum page size for graphics: 11 inches by 17 inches

Maximum page size for text: 8.5 inches by 11 inches

The statement of qualifications shall include, at a minimum, the following information:

- 3.1. Cover Letter** - Name of the firm, address, name of contact person, contact's telephone number and email address.
- 3.2. Table of Contents** - Clearly identify the materials by section and page number.
- 3.3. Team Capability** - The consultant and team's capability to perform all the work and recent experience in projects comparable to the proposed scope of work.
- 3.4. Key Personnel** - The team's key personnel professional qualifications and experience and availability for the proposed project; office location; their reputation and professional integrity and competence; and their knowledge of the project and standard engineering practices related to stormwater infrastructure. Specific emphasis should be placed on the primary contact, team expertise leaders, and sub-consultants being used on the project.
- 3.5. Quality of Similar Projects and References** - The team's capability to meet aggressive schedules and deadlines; quality of similar projects and their capability to complete similar plans without having major cost escalations or overruns. Provide at least five (5) project descriptions and references from previous projects to include contact name, phone number, and email address for projects completed within the last 10 years. Projects currently underway are acceptable. References from previous projects may be contacted.
- 3.6. Understanding the Scope of Work and Project Approach** - The team's understanding of the project and potential challenges. Describe the team's project approach, work plan, deliverables, interaction and coordination, and anticipated schedule. Describe the team's knowledge of work in Livingston Parish and previous project experiences with the Parish.

4. EVALUATION CRITERIA

Submittals will be reviewed by an evaluation team for the purpose of identifying and recommending those individuals offering, in total, the highest qualifications and experience regarding this type of project to be awarded. Upon identification of a short list, those individuals or firms will also be interviewed by members of the evaluation team for the express intention of recommending contract award to Parish Council.

Ratings shall be based on the following criteria and point range, respectively:

Evaluation Criteria Maximum Possible Points

A. Team Capability/Key Project Personnel – Qualifications and Experience (25)

Project Manager or Leader Project personnel and roles, including lead technical resource(s); Project team organization; Staff/project manager availability; commitment to the project; and staff location.

B. Similar Project Experience - Directly related experience and qualifications (25)

Recent experience in similar projects comparable to the project outlined in the Request for Qualifications. Prime respondents should demonstrate a minimum of 5 years' experience with similar work.

C. Feedback from References Feedback from references listed in previous projects (10)

C. Understanding of Scope/Project Approach Understanding of the Request for Qualifications and scope of work proposed approach (40)

Detailed work plan for the proposed project interaction and coordination, knowledge of Parish work, and previous project experiences with the Parish.

Total Possible Score 100

5. EVALUATION & SELECTION PROCESS

- a. The selection committee will screen and rate all responses submitted. Selection ratings will be based on the 100-point scale above.
- b. The selection committee will select the most qualified firm(s) and will invite them for an interview, at the firms' own expense. The Parish reserves the right to conduct interviews and request additional information or presentations from respondents.
- c. The Parish will evaluate all responses based on the qualifications, background, experience, staff qualifications, and interviews.
- d. The selection committee will contact the highest scoring and best qualified firm with a Notice of Intent to Award.
- e. Should negotiations be unsuccessful, the Parish shall enter negotiations with the next, highest ranked firm. The process shall continue until an agreement is reached with a qualified firm.
- f. The contract is anticipated to be awarded in May 2024.

Selection Committee Members will be determined during the RFQ process and will consist of Parish Staff. The procedures for the selection of this firm will be in accordance with the procurement requirements of the 2 Code of Federal Regulations (C.F.R.) Part 200.

6. DEADLINE FOR SUBMITTING PROPOSAL

A pre-submittal meeting to provide information and answer questions concerning this project will be held on Tuesday, April 23rd, 2024, from 2 p.m. to 4 p.m. The meeting will be held in the

Livingston Parish Council Chambers located at 20355 Government Blvd., Livingston, LA 70754 (DMV Building).

The electronic submittal shall be submitted online via Central Auction House. If submitting via Central Auction House, one scanned copy will suffice. All hard copy submittals shall be clearly marked and shall be delivered to:

Livingston Parish Grants Department located at 20355 Government Blvd., Livingston, LA 70754, Suite E (Second Floor of DMV Building) no later than Thursday, May 9, 2024, at 4 p.m.

Questions should be emailed to Heather Crain, Grants Manager, at hcrain@lpgov.com.

Livingston Parish Government is an Equal Opportunity Employer. We encourage Section 3, small and minority-owned firms and women's business enterprises to apply.

**LATE SUBMITTALS WILL BE RETURNED UNOPENED
END OF SPECIFICATIONS**