

REQUEST FOR QUALIFICATIONS

Consulting Engineering Services RFQ No. 2015-01

ST. TAMMANY LEVEE, DRAINAGE, AND CONSERVATION DISTRICT

The St. Tammany Levee, Drainage, and Conservation District (STLDCD) is hereby soliciting for Statements of Qualifications (SOQs) from persons or firms interested in providing the following consulting engineering services on an as-needed basis for an annual period:

- **Drainage Master Planning**
- **Levee and Flood Wall Protection**
- **Shoreline and Coastal Protection**
- **Wetland Restoration**
- **Environmental Services**

Firms deemed qualified for this work shall be eligible for selection and award of contracts for a period of one year or until a replacement list is established by the STLDCD. The subject contract(s) will be for an amount to be negotiated and determined based on the scope of work established by the STLDCD. The estimated consultant fees for this work may vary among different contracts. There is no limit to the number of contracts that can be awarded to a person or firm. It is important to note that submission of a SOQs does not imply that the person or firm who submits a SOQs will be notified of any contract(s) issued by the St. Tammany Levee, Drainage and Conservation District, nor does the submission of a SOQ by person or firm guarantee work with the St. Tammany Levee, Drainage, and Conservation District.

SOQs will be evaluated based on the following criteria:

Criteria	Possible Points
Professional training and experience in relation to the type of work required for the service.	35
Size of firm, number of professional and support personnel required to perform the type of work requested.	10
Past performance by person or firm on similar public sector projects.	15
Location of the principal office where the work will be performed: St. Tammany Parish (15 points), any other Louisiana parish (10 points), outside of Louisiana (6 points).	15
Absence of adversarial legal proceedings or disputes between political subdivisions in St. Tammany Parish and the person or firm proposed to perform the requested services.	10
Prior successful completion of projects of the type and nature of the service performed.	15

Submitted SOQs will be formally evaluated and scored by a committee established by the STLDCD. SOQs must receive an overall cumulative score of at least seventy-five (75) points or greater for all evaluation criteria to be deemed qualified and to be placed on the list of firms that can be considered for a contract for a period of up to one year. The STLDCD reserves the right to limit the number of qualified firms selected for the annual list.

The persons or firms submitting a SOQs must identify all sub-consultant firms which they expect to use to provide professional services, including but not limited to, topographic and boundary surveying and geotechnical engineering.

All persons or firms (including sub-consultants) must submit a SOQs in the form provided by the St. Tammany Parish Levee, Drainage, and Conservation District. The SOQ form (word format) is available for download on-line at <http://www.stpgov.org/residents/levee-board>. Interested persons or firms must send one (1) original and nine (9) copies of their submittals to the St. Tammany Levee, Drainage, and Conservation District, **no later than 4:00 pm on Friday, January 8, 2016**. No SOQs will be accepted after the deadline.

Clearly mark outside of envelope, box, or package with the following information and format:

St. Tammany Levee, Drainage and Conservation District

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Proposals may be mailed through the U. S. Postal Service or delivered by hand or courier service to our physical location at:

St. Tammany Levee, Drainage and Conservation District
c/o St. Tammany Parish Procurement Department
21454 Koop Drive, Suite 2F
Mandeville, Louisiana 70471

Respondent is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The STLDCD is not responsible for any delays caused by the Respondent's chosen means of proposal delivery.

Respondent is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

This RFQ (pdf) and STLDCD SOQ form (word format) is available for download on-line at <http://www.stpgov.org/residents/levee-board>. Questions regarding this RFQ shall be submitted by email at stldcd@gmail.com.

The STLDCD will reject SOQs submitted by any individual or firm that is not "In Good Standing" and licensed to do business in the State of Louisiana with the Louisiana Professional Engineering and Land Surveying Board (copy of State License(s) shall be included with the SOQ). SOQs must include a completed Form W-9 (a copy can be found at www.irs.gov/pub/irs-pdf/fw9.pdf).

The 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 possess no right to protest, contest, debate or otherwise call in question the processes, procedures, methodology or results of the RFQ process or the selection of a vendor in connection therewith. The STLDCD reserves the right to reject all submittals.

St. Tammany Levee, Drainage, and Conservation District