

**Request for Qualifications Professional
Services – Drainage, Wastewater, and
Potable Water Projects**



Submittal Instructions

March 30, 2016

PUBLIC NOTICE

Request for Qualifications Professional Services – Drainage, Wastewater, and Potable Water Projects

St. Charles Parish hereby requests qualification statements from professional firms interested in providing engineering services for projects associated with the parish's drainage, wastewater, and potable water operations. Firms selected as qualified will be placed in a pool for subsequent project assignment.

Professional Engineering Services – Drainage. Typical projects include conveyance system improvements, upgrading or expanding existing pump stations, canal bank stabilizations, and canal road crossing improvements. Professional engineering services to be provided will include but are not be limited to:

1. Providing a conceptual design report consisting of alternatives and recommendation to accomplish the project along with a preliminary cost estimate.
2. Engineering services consisting of preliminary and final engineering design reports including cost estimates, specifications, and drawings, bidding management, construction administration, and providing "as built" drawings.
3. Additional services as needed for measuring existing conditions, topographical and field surveys, permits and servitudes, construction project representation and quality assurance.
4. Feasibility studies and analysis that may also require aerial mapping, CADD/GIS compatible drawings, plans, and specifications.

Professional Engineering Services – Wastewater. Typical projects include debottlenecking sewer main systems, upgrading existing lift stations and collection systems, performing sewer leak testing, and upgrading existing waste treatment plants. Professional engineering services to be provided will include but are not be limited to:

1. Providing a conceptual design report consisting of alternatives and recommendation to accomplish the project along with a preliminary cost estimate.
2. Engineering services consisting of preliminary and final engineering design reports including cost estimates, specifications, and drawings, bidding management, construction administration, and providing "as built" drawings.
3. Additional services as needed for measuring existing conditions, topographical and field surveys, permits and servitudes, construction project representation and quality assurance.
4. Feasibility studies and analysis that may also require aerial mapping, CADD/GIS compatible drawings, plans, and specifications.

Professional Engineering Services – Potable Water. Typical projects include extension or replacement of water mains; rehabilitation, repainting or demolition of water towers and ground storage tanks; creation or upgrading water system flow model; and repairs or upgrades to water treatment facilities. Professional engineering services to be provided will include but are not be limited to:

1. Providing a conceptual design report consisting of alternatives and recommendation to accomplish the project along with a preliminary cost estimate.
2. Engineering services consisting of preliminary and final engineering design reports including cost estimates, specifications, and drawings, bidding management, construction administration, and providing "as built" drawings.
3. Additional services as needed for measuring existing conditions, topographical and field surveys, permits and servitudes, construction project representation and quality assurance.
4. Feasibility studies and analysis that may also require aerial mapping, CADD/GIS compatible drawings, plans, and specifications.

Minimum requirements for selection will include but are not limited to at least 5 years experience in professional project design and construction management services in the type of projects listed above.

For further information, call Mr. Sam Scholle, Director of Public Works/Wastewater, at (985) 783-5102.

Interested firms must submit one (1) marked original, eight (8) copies, and an electronic scanned PDF file (on either DVD or USB thumb drive) of their submittals to St. Charles Public Works/Wastewater Department, 100 River Oaks, Destrehan 70047, no later than **10:00 A.M. on Tuesday, April 26, 2016**. St. Charles Public Works/Wastewater office hours are 7:30 AM to 4:30 PM Monday through Thursday. Appropriate forms, **Submittal Instructions and Questionnaire**, can be obtained from either [St. Charles Parish Web site](#) or the [Central Auction House Web Site](#).

Submittals are to be delivered in a sealed package and labeled as followed:

St. Charles Parish Engineering Services RFQ - Drainage, Wastewater, and Potable Water

- Name of Firm**
- Address of Firm**
- Contact Name**
- Contact Phone Number**
- Contact email address**

- Publish:**
- St. Charles Herald-Guide**
 - St. Charles Parish Web Page**
 - Times Picayune**
 - Advocate**
 - Central Auction House Web Site**

- Dates:**
- Thursday, March 31, 2016**
 - Thursday, April 7, 2016**
 - Thursday, April 14, 2016**

Qualifications Questionnaire

The qualifications questionnaire form is an editable PDF file that will be used by all respondents and will be part of your submittal. Respondents may not revise the form in any manner except to fill in the required blank locations. Most free PDF file readers, including Adobe, should allow inputting data to the blank fields. Pop up instructions are also part of the form to help in inputting your data.

Although the form includes four sections, the last two sections are just Title Pages. Discussion for each section follows:

Section 1 – General Firm Qualifications.

One of the most important fields to be filled in is the type of experience (discipline) your firm will be submitting and St. Charles Parish (SCP) is seeking. The four types are:

- Drainage – Conveyance
- Drainage – Pump Stations & Structures
- Wastewater
- Potable Water

All four discipline types do not necessarily need to be checked. Only check those that you feel represent your firms experience and expertise.

The remaining information requested includes number of public projects, size of the project in dollars, your firms staffing, any litigation or insurance issues, and Louisiana permitting experience.

Section 2 – Qualifications by Discipline.

Fill in the detailed project information **only** for those you checked off in section 1 and all relevant technical questions. Project information is sub divided into projects conducted in SCP and projects conducted outside SCP but in Louisiana.

Section 3 – Resumes St. Charles Parish Team

Resume information for individuals who will be designated members of your firm’s team supporting any SCP project. This section is free form and up to you as to how it is presented.

Section 4 – Additional Information

This section is also free form and can be used by respondents to add any additional information you feel is required in support of the data you submitted in sections 1 and 2.

Submittal Document and Scanned Electronic File

The original document is to be compiled by section, in ascending numerical order, and bound by plastic spiral binding with a clear plastic cover.

The completed document is also to be scanned in PDF format and submitted on either a DVD or USB thumb drive.