

ASCENSION PARISH



Disaster Debris Monitoring for Natural Disaster(s) Ascension Parish, Gonzales La.

DATE: September 19, 2023

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1. GENERAL INFORMATION

1.1 Purpose:

The Ascension Parish Government (Parish) is now seeking professional services for storm recovery monitoring services during a declared emergency activation.

It is the objective of this process to select a provider prior to the actual event(s) to include Hurricane damages, tornado damages, ice storm damages, and other severe weather disasters.

1.2 Background:

The Parish is soliciting Proposal Statements for support for disaster debris management, recovery, and consulting services to support the program management oversight and management of debris recovery and removal contractors in compliance with all Federal and State requirements.

1.3. Scope of Services:

The primary services to be provided include but are not limited to the following tasks:

- Ascension Parish Government requires disaster debris management, recovery, and consulting services to support the oversight and management of debris recovery and removal contractors.
- Other services may include but are not limited to facilitating communications with FEMA, the State of Louisiana and other state and federal agencies.
- The disaster debris monitoring contract will be a joint procurement and contract with Ascension Parish Government and the City of Donaldsonville.
- A notice to proceed will be issued for the scopes of work within each agency and will designate points of contact as necessary.
- Direction and invoicing will be routed through the points of contact listed.
- Ascension Parish and the City of Donaldsonville will assign a Project Manager to assist with debris **coordinator (coordination)??/operations.**
- The contractor shall provide all services described herein and any other services required to complete the project.

1.4 Disaster Debris Monitoring Services:

The selected firm will be expected to provide disaster debris monitoring services to include debris generated from the public rights-of-way, and other public, eligible, or designated areas. Specific services may include:

- Coordinating daily briefings, work progress, staffing, and other key items with the Ascension Parish Office of Homeland Security and Emergency Preparedness (AP OHSEP) in coordination with the City of Donaldsonville.
- Management of the TDSR Sites already established within the parish.
- Selection and permitting of additional TDSRS (Temporary Debris Staging and Reduction Sites) locations and any other permitting/regulatory issues as necessary.
- Scheduling work for all team members and contractors on a daily basis.
- Hiring, scheduling, and managing field staff.
- Monitoring recovery contractor operations and making/implementing recommendations to improve efficiency and speed up recovery work.

- Assisting the parish with responding to public concerns and comments.
- Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- Entering load tickets into a database application.
- Digitization of source documentation (such as load tickets).
- Developing daily operational reports to keep the parish informed of work progress.
- Development of maps, GIS applications, etc. as necessary.
- Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the parish for processing.
- Assist in completing project worksheets and other pertinent report preparation required for reimbursement by FEMA and any other applicable agency for disaster recovery efforts by parish staff and designated debris removal contractors.

1.5 Fixed Site Debris Monitors (TDSRS):

The selected firm will be expected to provide Fixed Site Debris Monitors, Field Debris Monitors, and Debris Monitoring Supervision and Management, to assist Ascension Parish Government and the City of Donaldsonville with disaster related debris removal services as needed.

The services to be provided are contract compliance supervision and inspection, **not** professional engineering services. The selected firm will also provide personnel to oversee the inspection of the disposal or unloading sites by providing the monitoring, verification of load capacity, and documentation at designated TDSR Sites. Services to include:

- Provide disposal site monitors and inspection personnel as needed.
- Complete record of contract haulers' cubic yardage and other record keeping as may be needed on the provided load ticket.
- Initial each load ticket before permitting truck to proceed from the check-in area to the tipping area.
- Remain in contact with debris management/ dispatch center or supervisor.
- Perform other duties as directed by the dispatch/ staging operation, debris management project manager, or designated Parish personnel.
- Accurately measure load hauling compartments and accurately compute volume capacity in cubic yards.
- Document and record measurements and computations.

1.6 Field Debris Monitors:

The selected firm will be expected to perform roving on-site, street-level work area inspections of debris cleanup and collection. Consultant will provide loading site (field) monitors to inspect and control debris collections utilizing manifest load tickets. Services include:

- At a minimum, the disaster debris monitor will monitor the work performed by the assigned debris removal contractor in the performance of the following actions:
 - Cutting fallen vegetative debris.
 - Picking up and loading vegetative debris.
 - Transport and salvage of white goods.
 - Disposal of construction and demolition (C & D) debris.
 - Disposal of Hazardous Materials and Household Hazards Material by authorized

technicians.

- Legal disposal of vehicles and vessels.
 - Disposal of tires.
 - Proper disposal of electronic waste.
 - Disposal of animal carcass.
 - Disposal of putrescent debris.
- Provide field monitor personnel at designated areas to check and verify information on debris removal.
 - Monitor collection activity of trucks.
 - Issue manifest load tickets at loading site for each load.
 - Check the area for safety considerations such as – downed power lines, children playing in area, are traffic control needs met, are trucks and equipment being operated safely.
 - Ensure Freon containing appliances are sorted and ready for Freon removal on site or separate transport for Freon removal before final disposal.
 - Perform a pre-work inspection of areas to check debris piles to identify covered utility meters, transformers, fire hydrants, mail boxes, etc. to help prevent damage from loading equipment and to look for potential problems.
 - Should damages occur to utility components, driveways, road surfaces, private property, vehicles, etc. document the damage with photos if possible, collect information about owner, circumstances of the damage (who, what, when, where) and report to your supervisor.
 - Ensure the work area is clear of debris to the specified level before equipment moves to a new loading area.
 - Accurately measure load hauling compartments and accurately compute volume capacity in cubic yards. Document and record measurements and computations.
 - Properly monitor and record performance and productivity of debris removal crew.
 - Remain in constant contact with debris management/ dispatch center or supervisor.
 - Ensure that loads are contained properly before leaving the loading area.
 - Ensure only eligible debris is collected for loading and hauling.
 - Ensure only debris from approved public areas is loaded for removal.
 - Perform other duties from time to time as directed by the debris management project manager or designated Parish debris management personnel.

1.7 Senior Technician/Field Supervisor/Emergency Operations Manager:

The selected firm will be expected to provide project management to oversee debris monitoring activities in the field. Services to include:

- Oversight and Supervision of Monitor field activity.
- Scheduling of monitoring resources and deployment timing.
- Communication and coordination with Parish personnel.
- Make suggestions to improve the efficiency of collection and removal of debris.
- Coordinate daily activities and future planning.
- Remain in contact with debris management/ dispatch center or supervisor.
- Identify, address, and troubleshoot any questions or problems that could impact work area safely and eligibility.
- Accurately measure load hauling compartments and accurately compute volume capacity in cubic yards. Document and record measurements and computations. Document truck hauling compartment condition using digital photographs. Prepare a master log book of all hauling equipment used by the Parish's debris removal contractor.

- Compile, reconcile and document daily in an electronic spreadsheet format all eligible debris hauled
- by the Parish of Ascension’s debris removal contractor.

1.8 Service Terms:

The work shall begin on notice to proceed and go for no longer than sixty (60) days. Unless extended by Ascension Parish Government with ten (10) days written notice.

1.9 Deployment:

Consultant must be prepared to effect placement of field monitors within 24 hours from the notice to proceed. When additional debris monitoring is needed to meet FEMA monitoring requirements, consultant shall be prepared to increase the number of monitors for the to use as needed.

1.10 Proposal Statement:

Proposals shall present the hourly rate of pay per person for the six positions identified in the original Request for Proposals. Payment under this contract will be based on the hourly rate per person dedicated and working on the Parish job. The hourly rate should include all overhead, administrative costs, and other direct or indirect charges. It is anticipated the number of Senior Technician / Field Supervisor / Emergency Operations Manager Positions required will be based on the requirement to adequately plan, supervise and direct the work or other monitors.

“I have read and understand the requirements of this proposal, Debris Monitoring and Recovery Services, and agree to provide the required services in accordance with this proposal and all attachments, exhibits etc. I agree to furnish the services as described in RFP except where specific exception has been taken.

The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs (including communications, supplies, rental equipment, and other direct project expenses) will be billed to the parish at cost without mark-up. **Travel, lodging and per diem will not be allowable charges to the Parish.”**

2.0 ADMINISTRATIVE INFORMATION

2.1 Term of Contract

The period of any contract resulting from this RFP is tentatively scheduled to begin following conclusion of Parish evaluation, selection and negotiation and to continue for three (3) years. This contract may be renewed for subsequent one (1) year terms, not to exceed a total of five (5) years, in the event that each party agrees in writing.

2.3 RFP Inquiries

Written questions regarding RFP requirements or Scope of Services must be submitted to:

Ascension Parish Purchasing Department Email: Purchasing@apgov.us

The Parish will consider written inquiries and requests for clarification of the content of this RFP received from potential respondents. Written inquiries must be received by the date specified in the Schedule of Events. The Parish reserves the right to modify the RFP should a change be identified that is in the best interest of the Parish.

Only the RFP Coordinator has the authority to officially respond to respondent's questions on behalf of the Parish. Any communications from any other individuals will not be binding on the Parish.

2.4 Definitions

None

2.5 Schedule of Events

<u>Event</u>	<u>Date & Time (CST)</u>
Advertise RFP	October 05, 2023 October 12, 2023 October 19, 2023
Deadline for receipt of written inquiries	October 10, 2023 @ 3:00pm October 17, 2023 @ 3:00pm
Deadline for receipt of Proposal Packages	November 02, 2023 @ 3:00pm

All questions regarding this RFP package shall be submitted to the Purchasing Department via purchasing@apgov.us by 3:00PM on October 10, 2023. Responses will be coordinated with the RFP Coordinator and posted on the www.centralauctionhouse.com by 3:00PM on October 17, 2023.

Upon receipt of proposal packages, a Selection Committee will be formed and hold a public meeting. The Selection Committee will determine, and recommend to the Council, the most qualified submittal.

The Selection Committee reserves the right to request oral presentations by up to three short listed

firms. Each presentation shall be no longer than 30 minutes followed by a 15-minute question and answer period for the Selection Committee members. Upon completion of the Presentations each committee member will be asked to re-evaluate their scoring for the firm and a second ballot shall be taken. Committee members shall vote for one firm from the list of those making presentations. The firm with the most votes will be recommended to the finance committee and then to the full council for approval to enter into contract negotiations with the Parish President.

3.0 RESPONSE INFORMATION

3.1 RFP Addenda

Parish reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time.

3.2 Waiver of Administrative Informalities

The Parish reserves the right, at its sole discretion, to waive administrative informalities contained in any solicitation.

3.3 Proposal Rejection/RFP Cancellation

Issuance of this RFP in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject, in whole or part, all offers submitted and/or cancel this announcement if it is determined to be in the Parish's best interest.

3.4 Withdrawal of Proposal Statement

A respondent may withdraw a submitted proposal statement that has been submitted at any time up to the date and time the offer is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

3.5 Subcontracting Information

The Parish shall have a single Prime Contractor as the result of any successful contract negotiation, and that Prime Contractor shall be responsible for all deliverables specified in the RFP and Proposal. This general requirement notwithstanding, respondents may enter into subcontractor arrangements, however, they must acknowledge in their offer's total responsibility for the entire contract.

If the respondent intends to subcontract for portions of the work, the respondent must identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the respondent under the terms of this RFP is also required for each subcontractor.

Unless provided for in the contract with the Parish, the Prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the Parish.

3.6 Ownership of Proposal Statement

All materials submitted in response to this request shall become the property of Parish. Selection or rejection of an offer does not affect this right.

3.7 Proprietary Information

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 proposal identified as such must

be clearly marked

in the offer and will be handled in accordance with the **Louisiana Public Records Act, R.S. 44: 1-44** and applicable rules and regulations. Any offer marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

3.8 Cost of Preparing Proposal Statement

The Parish shall not be liable for any costs incurred by respondents prior to issuance of or entering into a contract. Costs associated with developing the offer, preparing for oral presentations, and any other expenses incurred by the respondent in responding to this RFP are entirely the responsibility of the respondent and shall not be reimbursed in any manner by the Parish.

3.9 Errors and Omissions in Proposal Statement

The Parish will not be liable for any errors in proposal statements. The Parish reserves the right to make corrections or amendments due to errors identified in offers by Parish or the respondent. The Parish, at its option, has the right to request clarification or additional information from the respondent.

3.10 Contract Award and Execution

The Parish reserves the right to contract for all or a partial list of services described in this RFP. The selected respondent shall be expected to enter into a contract that is substantially the same as the sample contract included. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with its proposal statement any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected respondent.

If the contract negotiation period exceeds 30 days or if the selected respondent fails to sign the final contract within 30 business days of delivery, the Parish may elect to abrogate the selection.

3.11 Code of Ethics

Respondent are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

4.0 RESPONSE INSTRUCTIONS

4.1 Response Submission

Firms/Individuals who are interested in providing services requested under this RFP must submit six (6) copies of the information specified in this section. The information shall be received in hard copy (printed) version by: **Ascension Parish Government, Purchasing Department, 615 East Worthey Street, Gonzales, LA 70737** on or before 3:00p.m. Central Standard Time on the date specified in the Schedule of Events. Electronic submittals are permitted via <http://www.centralauctionhouse.com>. However, six (6) hard copies must still be submitted within 24 hours of the Proposal submission deadline.

Proposal packages must be delivered at the proposer's expense. FAX or e-mail submissions are not acceptable. Respondents mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal statement by the time specified. It is solely the responsibility of each

respondent to ensure that their offer is delivered at the specified place prior to the deadline for submission. Offers received after the deadline will not be considered.

At least one copy of the proposal statement should contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the offer with original signatures will be retained for incorporation in any contract resulting from this RFP. Please notate the word **“ORIGINAL”** in bold letters or stamp on the front cover of the document which contains the original signatures.

4.2 Certification Statement

The respondents must sign and submit the Certification Statement included with this RFP (**ATTACHMENT B**).

4.3 SAM Registration

Each proposer must be registered in the System for Award Management (SAM) before you submit a bid, proposal, or quotation. This new rule is in effect since October 26, 2018. Proposers must include a copy of their SAM registration with the submission.

5.0 PROPOSAL SUBMISSION FORMAT

Responses should be prepared providing a straightforward and concise description of the firm’s capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Responses should be submitted in letter size (8-1/2”-11”) format with a type font of Times-Roman or similar and a minimum font size of 12 points. Responses should follow the format and order of presentation described below. Standard Form APG-1001 (**ATTACHMENT D**) must be utilized for submittal to be considered.

Project Title and Number

The following project title shall be used for this submittal:

“RFP – Disaster Debris Monitoring for Natural Disaster(s)”

Specialized Knowledge

Preference will be given to Firms with a demonstrated a track record of successful completed specific items outlined in the scope. The amount of data detail, the time frame in which the work can be done, and the cost associated will also be considered and factored in while grading the specialized knowledge. In addition to all other requested information the following must be included in all responses under Section 13 of Standard Form APG-1001 (**ATTACHMENT D**).

6.0 EVALUATION AND SELECTION

6.1 Evaluation Team

The evaluation of responses will be accomplished by an evaluation team, to be designated by the Parish, which will determine the response most advantageous to the Parish, taking into consideration all evaluation factors set forth in the RFP.

6.2 Administrative and Mandatory Screening

All responses will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Responses that are not in compliance will be rejected from further consideration.

6.3 Evaluation and Review

Responses will be evaluated based on information provided in the proposal statement. The Evaluation Team will evaluate and score the responses using the criteria and scoring as listed in the attached Scorecard (**ATTACHMENT A**). The highest ranked competitors will be selected and recommended to the Parish Council, subject to negotiations and final agreement on contract terms and amounts.

6.4 Announcement of Contractor

The Parish will notify the successful responder(s) and proceed to negotiate terms for final contract. Unsuccessful respondents will be notified in writing accordingly. The award of a contract is subject to the approval of the Ascension Parish Council.

7.0 SUCCESSFUL CONTRACTOR REQUIREMENTS

7.1 Corporation Requirements

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to **R. S. 12:301-302 from the Secretary of State of Louisiana.**

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

7.2 Monthly Invoices

Itemized invoices to the Parish for the payment of these services shall be submitted monthly by the Consultant. Each invoice shall be processed and mailed to the **Ascension Parish Finance Department, P.O. Box 2392, Gonzales, La. 70707-2392** and contain all justification necessary to verify the percent of the task being billed or the task deliverable as applicable to each invoice.

7.3 Confidentiality

All financial, statistical, personal, technical and other data and information relating to the Parish's operation which are designated confidential by the Parish and made available to the Contractor in order to carry out this contract, or which become available to the Contractor in carrying out this contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the Parish. The identification of all such confidential data and information as well as the Parish's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the Parish in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the Parish to be adequate for the protection of the Parish's confidential information, such methods and procedures may be used, with the written consent of the Parish, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the Contractor discuss and/or release information to the media concerning this project without prior express written approval of the Parish.

ATTACHMENT A: SCORECARD

**Ascension Parish Professional Selection
Committee Federal
Grant Score Card**

Date of Meeting _____

Firm Name: _____

SCORECARDFACTORS Weight Max
Total

Firm/Team Qualifications and Experience <ul style="list-style-type: none"> • Firm/Team shall be evaluated based on project specific experience and resources • Primary focus should be on Prime Consultants Experience; however, the other team members must be considered. 	0-25pts	
Key Personnel Qualifications and Experience <ul style="list-style-type: none"> • Specific Personnel Experience with Similar Projects must be considered • While Firm Principals are listed, they traditionally have little involvement in the design; Emphasis should be placed on the Project Managers and Project Engineers/Architects. 	0-25 pts	
Project Experience <ul style="list-style-type: none"> • Consideration must be given to Firms/Teams that can show experience with State/Federal regulations, codes, policies, procedures and standards to successfully facilitate project completion and familiarity with government operations in general at parish/county or municipal levels. Letters or other documentation of successfully implementing projects or programs are acceptable. 	0-10 pts	
Proposal/Understanding <ul style="list-style-type: none"> • Firm/Teams RFP should identify understanding of project scope, the past work experience for both the firm and personnel should properly reflect project scope and user agency specifications. 	0-5 pts	
Compatibility (firm size versus project size) <ul style="list-style-type: none"> • Consideration for the size of the firm and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firm's current workload. 	0-5pts	
Current Work Load <ul style="list-style-type: none"> • Number and size of projects currently under contract must be considered in relation to available staff. 	0-10 pts	
Past Performance <ul style="list-style-type: none"> • Points will be awarded based on letters or other documentation of successfully implementing projects or programs are acceptable; special capabilities to accomplish this scope of work; ability to meet deadlines and budgets; and quality of work. 	0-5 pts	
Special Conditions/Requirements Specified in RFQ/RFP <ul style="list-style-type: none"> • As specified in Section 5 of the RFQ/RFP 	0-10 pts	
95pts TOTAL		

Committee Member

Date

ATTACHMENT B: CERTIFICATION STATEMENT

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Qualifications (RFQ) or Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. The Parish requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date _____ Official Contact Name: _____

A. E-mail Address: _____

B. Facsimile Number with area code: () _____

C. US Mail Address: _____

Proposer certifies that the above information is true and grants permission to the Parish or Agencies to contact the above-named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFP is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote is valid for at least *90* days from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have 30 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature of Proposer's Authorized Representative

Date

Professional Engineering and Related Services

1. Project title	2. Project number
3a. Firm (as registered with the Louisiana Secretary of State) and mailing address of the office to perform work	3b. Name, title, telephone number, and e-mail address of the official with signing authority for this contract
	3c. Name, Title, telephone number, e-mail address and registration number of full-time LA licensed engineer in responsible charge of the project (not required for non-engineering projects)
3d. I certify that the following information is accurate and complete to the best of my knowledge (must be same person as 3b):	
Signature: _____ Date: _____	
4. Full-time personnel on firm’s payroll who are located at the primary work location identified in 3a above:	
a. Civil Engineers, with current Louisiana P.E. registration	_____
b. Environmental Engineers, with current Louisiana P.E. registration (not included in 4a)	_____
c. Land Surveyors, with current Louisiana P.L.S. registration	_____
d. Engineers In Training, with current Louisiana E.I. registration	_____
e. Designers/Draftsmen	_____
f. Survey Party Chiefs	_____
g. Real Estate Professionals (Agents and Certified Appraisers)	_____
h. Other personnel not included in above categories	_____
Total personnel at primary work location (sum of a –h)	_____
5. Full-time personnel on firm’s payroll, not located at the primary work locations, to be used on this project:	
a. Civil Engineers	_____
b. Environmental Engineers (not included in 5a)	_____
c. Land Surveyors, with current Louisiana P.L.S. registration	_____
d. Engineers In Training, with current Louisiana E.I. registration	_____
e. Designers/Draftsmen	_____
f. Survey Party Chiefs	_____
g. Real Estate Professionals (Agents and Certified Appraisers)	_____
h. Other personnel not included in above categories	_____
Total personnel not located at the primary work location (sum of a –h)	_____
6. Do you presently have sufficient staff to perform these services in the designated time frame? (Yes/No)	

7. Identify the element of work (as defined in the advertisement), and the % of the element to be performed by the firm. Also, identify % of work for the overall project to be performed by the firm (must be at least 51%).

8. Do you intend to use a sub-consultant(s)? _____yes _____no
(For use by the Prime Consultant only)
All subconsultants/associates listed for this project must attach a signed Form APG-1001

Name and address	Identify the element of work (as defined in the advertisement), and the % of the element to be performed by	Worked with prime before?
------------------	---	---------------------------

	the sub-consultant Also, identify the % of work for the overall project to be performed by the sub-consultant.	(Yes/No)
1.		
2.		
3.		
4.		
5.		

1. Staffing Plan – A Diagram showing all personnel specifically assigned to each work element of the project, their duties, and immediate supervisors. The Staffing Plan should also include the same information for Sub-consultants (if applicable).



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10. Brief résumé of key persons anticipated to work on this project

a. Name, title & domicile	b. Position or Assignment for this project
c. Name of firm by which employed full time	d. Years experience: With this firm: _____ With other firms: _____
e. Education: Degree(s) / Years / Specialization	f. Active registration: Year registered: _____ Branch: _____ State: _____ License No.: _____

g. Specific experience and qualifications relevant to the proposed project:

11. Work by firm which best illustrates project experience relevant to this project (List not more than 10 Projects)

a. Project name & location	b. Project description	c. Nature of firm's responsibility & firm members involved	d. Client's name, address, and telephone number	e. Completion date or Percent Complete & cost in thousands

12. All work by firm (all offices) currently being performed for or selected by Ascension Parish Government (as Prime or Sub-consultant)

a. Project name, and location*	b. Nature of your firm's responsibility (also identify if prime or sub-consultant)	c. Percent complete (by phase/type of work)	d. Contract fees (in thousands)** (by phase/type of work)	
			Total	Remaining
* For master contracts, list open task orders individually ** Do not include sub-consultant's fees			Total	

13. Use this space to provide any additional information or description of resources supporting your firm's qualifications for the proposed project. This section may also be used to submit proposed prices, if required. A maximum of two (2) additional sheets may be utilized to answer this question. All other sheets not specifically requested shall be excluded.