

ASCENSION PARISH



DISASTER DEBRIS REMOVAL AND RELATED SERVICES for Natural Disaster(s) Ascension Parish, Gonzales La.

DATE: September 19, 2023

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1.0 GENERAL INFORMATION

1.1 Purpose:

The Ascension Parish Government (Parish) is seeking professional services for debris removal and related 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 disaster debris removal 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/operations. The contractor shall provide all services described herein and any other services required to complete the project. Activities include, but are not limited to, field operations, debris pickup, debris hauling and removing, debris staging and reduction, temporary debris storage site management and debris management. All debris removal and disposal management services shall be in accordance with all applicable federal and state laws, and environmental regulations. Roads will be identified by the Parish and direction given to the Contractor for roads and limits for which the Contractor will be responsible for. The Parish reserves the right to add or delete roadway segments at the direction of the Parish at no additional cost. The Parish, at its sole discretion, may elect to perform work with in-house forces or additional contract forces.

Background Requirements:

Proper documentation as required by the Federal Emergency Management Agency (FEMA) or other federal natural disaster response agency shall be provided by the Contractor to the Parish for all debris removal operations to ensure reimbursement to the Parish from the appropriate federal agency.

The Parish will not provide price adjustments for cost increases or decreases in the price of fuel.

In accordance with 44 CFR Part 13.36(f)(4), ***cost plus percentage of cost contracts shall not be used.***

Within five days after commencement of any services pursuant to this Agreement and at all times during the term hereof, including renewals and extensions, the Contractor will supply to the Parish and keep in force a payment and performance bond provided by a surety authorized to do business in the State of Louisiana, payable to the Parish and conditioned for the prompt payment of all persons furnishing labor, materials, equipment, and supplies therefore.

The work will begin upon written authorization by the Parish. No guarantee of minimum or maximum amounts per bid item is made by the Parish under this Contract. No adjustment to bid prices will be considered due to increases or decreases in estimated quantities.

The Parish, at its sole discretion, may award one or more contracts based on the bids received and the impact of natural disasters encountered. If more than one award is made, such award will be to the lowest bidder, then to the next lowest bidder(s) based on the rates established by the low bid and the availability of the bidders and the bidder's ability to satisfy the needs of the Parish at the time contacted.

Proposal Statement:

Proposals shall present the rates as exhibited in Exhibit C. Respondent should submit six (6) copies of the proposals. Questions must be submitted within seven (7) days of the first day of Proposal advertisement.

1.3 Scope of Work for Disaster Debris Removal and Related Services:

Field Operations

The following listed services shall be performed by the Contractor in the presence of the Parish or its designated representative:

- Shall ensure that all debris or material removed or recycled is generated by the disaster in which the contract was activated.
- Shall ensure that all debris or material removed or recycled is has been generated only within the Ascension Parish boundaries and within the designated disaster area.
- Shall ensure that all debris or material removed or recycled is the legal responsibility of the Ascension Parish Government or the City of Donaldsonville.
- The Contractor is authorized to pick up disaster generated debris that private property owners move to the public right-of-way.
- The Contractor shall honor all intergovernmental agreements pertaining to debris removal between the Ascension Parish Government and the municipalities in Ascension Parish.
- The Contractor shall honor any and all intergovernmental agreements pertaining to debris removal between Ascension Parish Government and the Louisiana Department of Transportation for debris removal on state highways.
- The Contractor shall assign a representative to the Parish Emergency Operations Center by 24 hours pre-event to assist the Parish with debris forecasting and management. The representative will coordinate directly with the AP OHSEP Director.
- The Contractor shall stage pre-event (when an event is known and imminent) advance teams of debris removal personnel and equipment to assist the Parish Public Works Department in clearing critical roadways immediately post storm.
- The Contractor shall ensure that debris or material **shall not be** removed or recycled from unimproved property or undeveloped land within the jurisdictional limits of this contract.
- The Contractor **is not authorized** to make debris eligibility determinations in the field. All eligibility determinations should be directed and authorized by the Parish, or an authorized representative by the Parish or FEMA.
- The Contractor **is not authorized** to demolish private structures without consultation with Parish officials or a representative appointed by the Parish.

- Provide equipment, labor, and materials necessary to perform the “first pass” and all subsequent passes directed by the Director of DPW. “First Pass” is defined as removing all debris on the affected roadways from within the rights-of-way as directed and authorized by the Parish, FEMA or their authorized representatives. The work associated with “first pass” and subsequent passes, includes but is not limited to:
 - Cutting fallen vegetative debris.
 - Picking up and loading vegetative debris.
 - Pickup and removal of white goods. White goods shall be segregated, handled separately from other debris, and transported to a designated white goods recycling site.
 - Collection and Disposal of construction and demolition (C & D) debris.
 - Collection and disposal of Household Hazardous Waste (HHW) by authorized technicians that are properly trained. Provide sorting and staging of HHW along with disposal at a properly permitted facility that can accept HHW.
 - Legal disposal of vehicles and vessels.
 - Collection and disposal of abandoned tires. Tires shall be separated from other debris and then loaded and transported to a disposal or recycling facility in accordance with applicable Louisiana Department of Environmental Quality regulations.
 - Collection and disposal of electronic waste (e-waste). E-waste may be hauled to a staging site or dispose of, if necessary at a facility approved and permitted by Louisiana Department of Environmental Quality.
 - Disposal of putrescent debris.
 - Remove, transport and dispose of Freon from any white goods such as refrigerators, freezers or air conditioners, in accordance with any and all federal, state and local rules, regulations and laws.
 - Collection and removal of animal carcass such as dead livestock, poultry, large animals, and domestic pets. All carcass shall be disposed in accordance with all regulatory requirements, to a proper disposal facility.
 - The types of debris mentioned above shall be hauled to either a temporary debris staging and reduction site, a final legal disposal site; a volume reduction at the temporary debris staging and reduction site; or final hauling and disposal at an appropriate landfill or “waste to energy” facility.
- Once road priorities are established by the Parish or its representative, crews shall be required to complete entire sectors and/or corridors prior to moving on to other areas. No streets should be bypassed based on quantity of debris alone.
- Provide labor, equipment and materials necessary to remove all stumps authorized by the Parish. Stump removal operations shall be in accordance with FEMA guidelines.
- Provide traffic control, when necessary (day and/or night), using current LA DOTD Design Standards.
- Ensure all contractor and subcontractor personnel have and utilize personal protective safety gear in accordance with OSHA requirements and company safety policies.
- Coordinate with utility companies, as required, to permit safe removal of debris.

- Provide a means for the Parish or their designated representative to measure and certify all trucks. All Temporary Debris Staging and Reduction Sites (TDSR's) shall be equipped with at least one tower from which monitors can safely view contents on each load and determine capacities of each load entering and exiting the TDSR.
- Provide a means for securing all TDSR's, throughout the life of the contract, to ensure no unauthorized or illegal dumping can occur at the site.
- The Contractor shall ensure that at least one TDSR has a public drop off point. The TDSR site must be approved by the Parish.
- The Contractor shall designate a representative to work closely with the Parish Public Information Officer and the EOC in informing the public of debris pickup schedules and types of debris being collected.
- Vacuum inlets and sweep curb and gutter sections.
- Removed damage trees and exposed roots to the ground level on public property posing an immediate threat to life, health and safety.
- The Contractor shall remove dangerous trees when it poses an immediate threat to life, health and safety, is located on public property, is the legal responsibility of the Parish, and meets one or more of the following conditions:
 - Has a diameter breast height of six inches or greater.
 - Trees leaning at an angle of 30 degrees or greater and limbs hanging It has more than 50 percent of the crown damaged or destroyed.
 - It has a split trunk or broken branches that expose the heartwood.
 - It has fallen or been uprooted within a public-use area.
 - It is leaning at an angle greater than 30 degrees.
- The Contractor shall remove dangerous hanging limbs when it poses an immediate threat to life, health and safety, is located on public property, is the legal responsibility of the Parish, and meets one or more of the following conditions:
 - Located on improved public property.
 - Greater than two inches in diameter at the point of breakage.
 - Still hanging in a tree and threatening public-use areas, e.g. trails, sidewalks.
- Remove leaning trees or hanging branches which are not an immediate hazard only when directed by the Parish or their designated representative. Compensation will be by stump removal (if applicable) and debris removal.
- Fill any holes left by removed trees. The cost of borrow required for fill shall be included in the cost of bid items.

Staging/Reduction

- Secure the necessary permits for the TDSR's for any non LDOTD approved sites from the appropriate regulatory agencies, prepare and manage the TDSR's and when operations are complete, return all TDSR's to

their original condition to the satisfaction of the Parish and the regulatory agencies. Perform any testing required or requested by the regulatory agencies to ensure TDSR's have not been contaminated.

- Provide, operate and maintain equipment for debris reduction.
- Maintain segregation of debris (vegetative vs non-vegetative).
- Reduce and dispose of any vegetative debris hauled by the Parish crews to the TDSR's.
- Construction & Demolition debris shall be hauled directly to a licensed Environmental Protection Agency (EPA) disposal facility. Tipping fees shall be reimbursed at cost, no mark-up allowed.
- Provide one Quality Control Tower Monitor per tower to observe and record truck quantity estimates.
- The Contractor shall take possession of all recyclable material for disposal and credit the Parish for any financial gain due to the sale of such material.
- Ensure that all field crews are outfitted with required safety gear.

1.4 SERVICE TO BE PROVIDED BY PARISH OR ITS DESIGNATED REPRESENTATIVE

Field Operations

- Identify and evaluate the scope of the post-disaster debris problem.
- Provide inspection for all contractor operations.
- Provide field inspectors in sufficient numbers to adequately monitor all field operations. Such work will not exceed limits defined by FHWA eligibility criteria. The number of inspectors per crew shall vary based on need.
- Identify and prioritize removal from local and private roadways authorized by the Parish. Prioritization of debris removal will be based on a "sector approach" (as opposed to site to site). Once priorities are established, crews are required to complete entire sectors or corridors prior to moving on to other areas. No streets should be bypassed based on quantity of debris alone, unless directed by the Parish.
- Ensure no pickup of unauthorized debris by the contractor and his subcontractors unless directed by the Parish.

Staging/Reduction

- Identify potential staging areas for debris stockpiling and reduction. There is no guarantee as to availability or suitability.

2.0 ADMINISTRATIVE INFORMATION

2.1 Term of Contract

Unless otherwise provided or renewal by the Parish Council, this agreement shall have term of one (1) year. The parish will have the option to renew for (1) year after the one (1) year period ends.

2.2 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.

2.3 Definitions

None

2.4 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
Issue responses to written inquiries	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 a public meeting will be held. 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 C**).

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 E**) must be utilized for submittal to be considered.

Project Title

The following project title shall be used for this submittal:

“RFP – Disaster Debris Removal and Related Services 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 E**).

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 B**). 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.
- With each invoice submitted for payment include a certification Disbursement of previous periodic payment to subcontractors and the amount paid to all subcontractors performing work under this contract to date.
- The contractor shall be responsible for the preparation of all invoices in a format acceptable to the Parish and in accordance with federal, state and local rules, regulations and laws. Invoices shall include original receipts and all backup necessary to support the quantities and amounts invoiced.

Seven (7) part debris tickets will be provided to properly document the contract work in accordance with FEMA requirements.

- Spreadsheet format for invoices will be provided to properly document the contract work in accordance with FEMA requirements.
- The disaster debris removal 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.

7.3 Payments

- Payment, less applicable retainage as described below, will be made in accordance with the Fee Rates shown on Exhibit A. Such payment will be full and complete payment for all work performed as required.
- A lump sum retainage of \$10,000 per TDSR (staging area) will be held from the total invoice of work performed at the staging areas until the staging area is restored to its original condition or as otherwise mutually agreed. The lump sum amount will be withheld from the first invoice submitted.
- The bid items listed in Exhibit A include compensation for all work required as stated in Scope of Work.

7.4 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: FEE RATES

EXHIBIT "A"

FEE RATES FOR

EMERGENCY DEBRIS REMOVAL – NATURAL DISASTER – DEBRIS REMOVAL

Phase I – collection, hauling to staging site, reduction

<u>Description</u>	<u>Unit</u>	<u>*Estimated Quantity</u>	<u>**Unit Price</u>	<u>Total</u>
Loading and Hauling Debris to a TDRS	cubic yard	10,000	_____	_____
Reduction by Grinding at the TDRS	cubic yard	10,000	_____	_____
Reduction by Incineration at the TDRS	cubic yard	10,000	_____	_____
Loading and Hauling C&D debris	cubic yard	10,000	_____	_____
Reduction by Compaction of C&D debris	cubic yard	10,000	_____	_____

TOTAL LOADING AND HAULING TO REDUCTION SITE

Stump Removal

24" - 48" Diameter stump removal	Each	10	_____	_____
< 48" Diameter stump removal	Each	5	_____	_____
Removal of leaner's and hangers	Hour	20	_____	_____
Sweeping Curb and Gutter	Hour	20	_____	_____
Vacuum Inlets	Hour	20	_____	_____

TOTAL STUMP REMOVAL AND CLEAN UP

Phase II – loading of reduced material, final disposal

Loading and Hauling Reductions to a Final Disposition Site	Ton	10,000	_____	_____
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TOTAL HAUL TO FINAL DISPOSAL

Other Debris Items

Household hazardous Waste (HHW)	lb.	100	_____	_____
White Goods	Each	50	_____	_____
Freon Removal	Unit	20	_____	_____
Electronics Waste (e-waste)	Unit	40	_____	_____
Animal Carcass	lb.	2000	_____	_____
Tire Removal	Unit	200	_____	_____
			<i>TOTAL BID</i>	_____

*** Estimated Quantities used for determining lowest bidder only. Quantities are not intended to be an estimate of the actual quantities expected for this contract. Payment will be made based on actual units of work performed as approved by the Parish.**

**** If a pay item is left blank or N/A is used, the bid may be declared irregular and the Parish may reject the proposal.**

ATTACHMENT B: 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 C: 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?
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	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.		

9. 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).

A large, empty rectangular box with a thin black border, occupying the majority of the page below the text. It is intended for the user to draw a Staffing Plan diagram showing personnel assignments, duties, and supervisors for various work elements of the project.

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.

