

Ascension Parish



Request for Qualifications

For

Lower Bayou Conway Drainage Improvements Engineering Services for the Disaster CDBG Program Qualifications Statement

Project Number:

LWI Grant Number: B-18-DP-22-0001

LWI Application #1064

Date: October 17, 2024

<http://www.ascensionparish.net/>

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1. GENERAL INFORMATION

1.1 Purpose

Ascension Parish Government (Parish) hereby issues a Request for Qualifications (RFQ) from consulting firms (Consultant) to provide professional engineering services for the Community Development Block Grant Disaster Recovery Grant Program (CDBG). The Parish is soliciting Statement of Qualifications (SOQ) for professional engineering design & related services. The services under the contract will commence after the Parish's evaluation process, recommendation, and Parish Council approval. Responders must have experience in state and federal grant programs to include HUD's Office of Community Development (OCD). The selected firm will be required to comply with applicable regulations identified under the funding source for this project.

1.2 Intent

The Parish seeks to retain an engineering firm licensed in the State of Louisiana and authorized under Louisiana Statutes to perform the professional services sought by this RFQ. The selected consultant(s) will perform engineering services in support of the Parish as required to prepare preliminary and final plans, and associated services for Disaster Recovery CDBG-MIT funds and subsequent implementation of the Lower Bayou Conway Drainage Improvements Project. Tasks associated with the project include but are not limited to H&H analysis, surveying, environmental assessment, benefit cost analysis, project design and specifications, and construction bid package.

The procedures for the selection of this Consultant will be in accordance with the procurement requirements of the Disaster Recovery CDBG-MIT Program, HUD, State of Louisiana and Ascension Parish Government. All responses received will be evaluated in accordance with the selection criteria and corresponding point system that is identified in the request for qualifications package. That package also identifies the scope of services to be performed by the selected firm. The Parish will award the contract to the respondent obtaining the highest score in the selection process; engineering and land surveying firms must be registered with the Louisiana State Board of Registration for Professional Engineers and Land Surveyors in accordance with LA RS 37:689. A copy of the current certificate(s) of registration shall be attached to each SOQ (Standard Form CPES). Failure to be registered in good standing with the Board will result in the SOQ being rejected.

1.3 Background

This project is funded by federal funds through the Disaster Recovery CDBG-MIT Program that must meet the federal requirements for CDBG Program and Office of Community Development (OCD) requirements.

The Lower Bayou Conway Drainage Improvements Project is located along Bayou Conway, downstream of the Highway 22 crossing (Lat. 30.174932, Long. -90.870687). The Project aims to combat frequent flooding and reduce the risk of structural damage. The Lower Bayou Conway Drainage Improvements Project includes the purchase of approximately seven (7) acres of vacant, undeveloped land near the intersection of Highway 22 and Main Street for the construction of a detention pond that will provide additional storage for the nearby neighborhood. The storage provided by the excavation of this area for stormwater detention will alleviate stress on the existing pump station resulting from these rain events. In addition to detention, culverts at Walker Street, Emma Street, Marion Lane, and Wilford Street require replacement. Channel improvements will be required to ensure compatibility with the culvert upgrades. An overflow structure will be installed along Bayou Conway to allow water to overflow into the detention area once the water reaches a certain level within the channel and then flow out once the channel levels recede. Nature-based solutions will be used where applicable to comply with Louisiana Watershed Initiative (LWI) initiatives. Solutions include but are not limited to bio-retention cells to incorporate wetland plantings. The Parish desires to select an engineering firm to perform tasks shown in the scope of services (Section 1.4).

The Parish is an equal opportunity employer. We encourage all small and minority or veteran-owned firms and women’s business enterprises to apply. Any person with disabilities requiring special accommodations must contact the Parish no later than seven (7) days prior to the bid opening.

1.4 Scope of Services

The Parish is soliciting qualification statements for engineering services to assist the Parish with preliminary engineering, design engineering, and inspections of this project in compliance with Disaster Recovery CDBG-MIT Program requirements. The agreement will be on a cost reimbursement “*not to exceed*” basis, with payment terms to be negotiated with the selected offeror. Reimbursement for services will be contingent on the Parish receiving funding from the OCD/DRU. The maximum amount of engineering fees that can be with Disaster Recovery CDBG-MIT funds will be determined by the OCD/DRU and may require adjustments in the proposed contract amount.

The services to be provided will include, but not be limited to:

1. Topographic survey; including field survey of existing property boundaries and elevation shots in order to accurately determine fill and cut quantities for the detention pond.
2. Provide Right of Way-Land acquisition services.
3. Geotechnical investigation and analysis including necessary borings and field investigations to support design recommendations.
4. Perform a Hydraulic and Hydrologic analysis (H&H) including the evaluation of both the existing and proposed conditions and provide study results that include upstream/downstream and environmental impacts.
5. Benefit Cost Analysis to include benefits before and after mitigation.
6. Evaluation of environmental impacts including all environmental clearance in accordance with federal regulations and providing all NEPA Environmental Assessments and applicable permits.
7. Provide a bid package including 100% sealed plans and specifications along with the latest front-end Parish documents.
8. Provide bidding services through the Parish Purchasing Department.
9. Provide construction administration and inspection services during construction.

2. ADMINISTRATIVE INFORMATION

2.1 Term of Contract

The period of any contract resulting from this RFQ is tentatively scheduled to begin following conclusion of Parish evaluation, selection & negotiation of a contract, and shall be valid for a period of two years, with the option of two (2), one-year renewals after the original two-year period ends, not to exceed a total of four (4) years.

2.2 RFQ and Inquiries

Interested parties are invited to secure a proposal package from:

Ascension Parish Purchasing Department
Email: Purchasing@apgov.us

Written questions regarding RFQ requirements or scope of services must be submitted to:

Ascension Parish Purchasing Department
Email: Purchasing@apgov.us

Questions will be forwarded to the RFQ coordinator. The Parish will consider written inquiries and requests for clarification of the content of this RFQ received from potential respondents. Written inquiries must be received by the date and time spelled out in Paragraph **2.4 Schedule of Events**. The Parish reserves the right to modify the RFQ should a change be identified that is in the best interest of the Parish.

Official responses to all questions submitted by potential respondents will be available by the date indicated in the paragraph **2.4 Schedule of Events**. They will be posted at that time at <http://www.centralauctionhouse.com>. Only the RFQ 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 / Acronyms

None are necessary.

2.4 Schedule of Events

<u>EVENT</u>	<u>DATE & TIME (CST)</u>
Advertise RFQ (The Gonzales Weekly)	October 17, 2024 October 24, 2024 October 31, 2024
Deadline for receipt of written inquiries	October 29, 2024 @ 3:00 p.m.
Issue responses to written inquiries	November 5, 2024 @ 3:00 p.m.
Deadline for receipt of Qualification Packages	November 14, 2024 @ 3:00p.m.

Upon receipt of qualification packages, a selection committee will be formed and hold a public meeting.

The selection committee will determine, and recommend to the Council, the winning SOQ. Qualification under this RFQ does not guarantee any respondent's selection to provide services.

3. RESPONSE INFORMATION

3.1 RFQ Addenda

Parish reserves the right to change the schedule of events or revise any part(s) of the RFQ by issuing an addendum to the RFQ 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 proposal.

3.3 Proposal Rejection/RFQ Cancellation

Issuance of this RFQ 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 qualifications for participating firms submitted and/or cancel this announcement if it is determined to be in the best interest of the Parish.

3.4 Withdrawal of Qualification Statement

A respondent may withdraw a qualification statement that has been submitted at any time up to the date and time of the submission deadline. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFQ Coordinator.

3.5 Subcontracting Information

The Parish shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFQ and scope. This general requirement notwithstanding, respondents may enter subcontractor arrangements, however, should acknowledge in their statement's total responsibility for the entire contract.

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

Unless provided for in a 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 Qualification Statement

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

3.7 Proprietary Information

Only information which is legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a submittal identified as such must be clearly marked in the package and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 applicable rules and regulations. Any statements/packages marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

3.8 Cost of Preparing Qualification Packages

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

3.9 Errors and Omissions in Qualification Statements

The Parish will not be liable for any errors in SOQ's. The Parish reserves the right to make corrections or amendments due to errors identified by the 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 offered in the proposal and/or listed in the RFQ. The RFQ and SOQ of the selected respondent(s) may become part of any contract initiated by the Parish. In no event may a proposer submit its own standard contract terms and conditions as a response to this RFQ. The proposer should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected proposer(s).

If the contract negotiation period exceeds 30 days or if a selected respondent fails to sign the final contract within 30 business days of delivery, the Parish may elect to cancel the award or begin negotiations with an alternate selection or cancel the RFQ.

3.11 Code of Ethics

Respondents are responsible for determining that there are no conflicts or violations of the Louisiana Board of Ethics Code if their company is awarded a contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues. RFQ from companies that are determined to be in violation shall be disqualified and removed from the eligible prospect list.

4. RESPONSE INSTRUCTIONS

4.1 Response Submission

Firms/individuals who are interested in providing services requested under this RFQ must submit one (1) signed original and five (5) copies of their submittal containing the information specified in this section. The submittal shall be received in hard copy (printed) version by: ***Ascension Parish Government, Purchasing Department, 615 East Worthey Street, Gonzales, LA 70737*** on or before the date and time spelled out the schedule of events (section 2.4) Central Standard Time on the date specified in the Schedule of Events. Electronic submittals are permitted via <http://www.centralauctionhouse.com>, however (6) hard copies must still be submitted within 24 business hours of the proposal submission deadline (i.e. the Monday following the submission deadline since Parish buildings are closed on Fridays).

Each qualification package 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 qualification package by the time specified. It is solely the responsibility of each respondent to ensure that their package is delivered at the specified place and prior to the deadline for submission. Package(s) received after the deadline will not be considered.

At least one set of the qualification statement shall be labeled "***ORIGINAL***", bolded letters on the front cover, and 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 respondent is a corporation. The copy of the package with original signatures will be retained and used for incorporation in any contract that may result from this RFQ.

4.2 Certification Statement

The proposer must sign and submit the Certification Statement shown in **Exhibit 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. QUALIFICATION SUBMISSION FORMAT

Responses should provide a straightforward and concise description of the firm's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content. Responses should be submitted in letter size (8-1/2"x11") format with a type of font of Times New Roman or similar and font size of 12 points. Responses should follow the format and order of presentation described below. Standard Form APG-1001 (**ATTACHED**) must be utilized for submittal to be considered.

5.1 Transmittal Letter

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent.

The RFQ response should include:

1. A brief statement of the Respondent's understanding of the scope of the work to be performed.
2. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Louisiana.
3. A confirmation that the Respondent has not had a record of substandard work within the last five years.
4. A confirmation that the Respondent has not engaged in any unethical practices within the last five years.
5. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of all charges resulting from the contract.
6. Any other information that the Respondent feels appropriate.
7. The signature of the individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

5.2 Project Title and Number

The following project title shall be used for this submittal:

**"Lower Bayou Conway Drainage Improvements
Engineering Services for the Disaster CDBG Program
Qualifications Statement"**

The project number assigned to this work is as follows:

Project Number:	EAD21022
LWI Grant Number:	LWI Grants Number: B-18-DP-22-0001 – LWI Application #1064

5.3 Specialized Knowledge

Preference will be given to firms with a demonstrated track record of successful completed specific items outlined in the scope of services, describe their knowledge of HUD's requirements for the Community Development Block Grant Program and describe their knowledge of OCD/DRU Disaster Recovery program. 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.

The interested Prime Consultant must be able to perform at least 50% of the expected scope of services and show demonstrated experience with:

- At least one (1) principal of the prime consultant shall be a registered professional engineer in the State of Louisiana.
- At least one (1) professional engineer of the prime consultant, registered in the State of Louisiana, shall have a minimum of ten (10) years of experience in hydrologic and hydraulic modeling.
- Either through the prime consultant or subconsultant, at least one (1) professional land surveyor registered in the State of Louisiana, shall have a minimum of five (5) years of experience.
- Either through the prime consultant or subconsultant, a minimum of one professional engineer registered in the State of Louisiana, with at least five (5) years of experience in conducting civil, geotechnical and structural design and preparation of design plans, specifications and supporting documents.

The Prime firm and other team members must provide resumes for the key personnel who will actually execute its proposed scope of services.

6. EVALUATION AND SELECTION

6.1 Selection committee

All submittals will be ranked by a selection committee, with the highest rated firm being awarded a contract. The evaluation of responses will be accomplished by a selection committee, 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 RFQ. The selection committee will evaluate each potential contractor in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services.
2. Specialized experience and technical competence in the type of work required.
3. Capacity to accomplish the work in the required time.
4. Past performance on contracts with government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.
5. Location in general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.

6.2 Administrative and Mandatory Screening

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

6.3 Evaluation and Review

Responses will be evaluated based on information provided in the SOQ. The selection committee will evaluate and score the responses using the criteria and scoring as listed in the attached Score Card (**Exhibit 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. In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the Parish will determine which firm will be selected to enter into contract negotiations.

6.4 Announcement of Contractor

The Parish will notify the successful responder(s) and proceed to finalize a 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. 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, prior to submittal of qualification package.

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 Louisiana Secretary of State.

7.2 Monthly Invoices

Certified itemized invoices to the Parish for the payment of these services shall be submitted monthly by the Consultant. Each invoice shall be processed through the Finance Department 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 a contract, or which become available to the contractor in carrying out a 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 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.

7.4 Audit

If requested, the selected Consultant shall provide to the Parish an independent Certified Public Accountant (CPA)-audited overhead rate developed in accordance with Federal Acquisition Regulations (FAR).

ATTACHMENT A: SCORECARD

Ascension Parish Professional Selection Committee Federal Grant Score Card

Date of Meeting: _____

Firm Name: _____

SCORE CARD FACTORS	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 RFQ 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
(Print)

Committee Member
(Signature)

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 Ascension Parish Government (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: (_____) _____
- 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 RFQ/RFP is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFQ/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 RFQ/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.

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature of Proposer's Authorized Representative

Date

ATTACHMENT C: STANDARD FORM: APG-1001

STANDARD FORM: APG-1001

(10/2008)

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 50%).

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 the sub-consultant Also, identify the % of work for the overall project to be performed by the sub-consultant.	Worked with prime before? (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. 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.

Empty response area for providing additional information or description of resources.

-----**END OF RFQ DOCUMENT**-----