

**REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR**

**ENGINEERING AND DESIGN SERVICES
For Recovery Efforts From
Hurricanes Katrina, Rita, Gustav and Ike**

December 20th, 2014

Request for Qualifications

Greater St. Stephens Ministries (GSS) and associated Private Non-Profits (GSS) hereby invites you to submit a Statement of Qualifications for engineering design services assistance for FEMA Public Assistance projects as described in the scope of services (Enclosure 1).

The proposed contract will be negotiated with the firm(s) selected to perform the described services and will begin immediately upon issuance of the notice to proceed.

Firms electing to submit a proposal as a prime contractor cannot be listed as a subcontractor on another firm's proposal. Firms not submitting as prime contractor are allowed to be listed as a subcontractor on multiple proposals.

The criteria to be used by the client in evaluating responses for the selection of a potential contractor to perform these services are:

1. Recent firm experience on projects of similar scope (30 points)
 - Measures both the firm's and key personnel's demonstrated experience and performance on work similar to that likely to be required from this advertisement.
2. Qualifications of firm and key staff (30 points)
 - Measures the personal qualifications of key personnel expected to perform work functions that could be required from this advertisement.
3. Capacity/Capability to perform work (20 points)
 - Measures the ability of the firm to provide the technical/professional disciplines necessary to perform the identified services.
4. Hudson Small Business Initiative (10 points)
 - Certification must be provided in submittal and can be represented by either Prime or Sub Contractor.
5. Cost (10 points)
 - Maximum Hourly rates per discipline must be submitted. These rates should be inclusive of labor and overhead.

In accordance with Federal Acquisition Regulation (FAR) Subpart 36.6, Architect-Engineer Services, GSS will select firms for Architect-Engineering contracts based on professional qualifications and the other selection criteria identified above. To be considered for award, the principal firm must submit a completed Standard Form 330 (SF330), Part I & II, summarizing their qualifications, experience and capabilities, which will be evaluated by GSS to determine the most highly qualified firms. Firms submitting recent (within the past 5 years), and relevant past performance in preparing design projects valued between \$50k and \$5M (construction/implementation price not design fee) may result in a higher rating and should be addressed accordingly. Evaluation of past performance and experience may include information provided by the firm, customer inquiries, Government databases, and publicly available sources. Failure to provide requested data, accessible points of contact, or valid phone numbers could result in a firm being considered less qualified.

Any firm submitting a statement of qualifications must identify all firms that it expects to use to provide supplemental services, professional services questionnaires and non-collusion affidavits must be submitted for each firm expected to provide supplemental services.

GSS reserves the right to select more than one firm to provide these services. Each firm must submit a non-collusion affidavit with their submittal. Firms failing to submit a non-collusion affidavit will be declared non-responsive.

All firms wishing to submit a statement of qualifications shall include (1) an executive summary stating the firm's particular expertise, resources and advantages they will bring to the client. This summary shall be no longer than 2 pages in length. (2) Submittal must be completed in the Standard Form- 330 format (Version: Revised 3/2013). (3) Submittal must include copies of each prime contractor and sub-contractors General Liability Insurance and Workers Compensation Insurance documentation. (4) The client requires 8 hardcopies of the statement of qualifications be submitted no later than 4:00 p.m., January 21st, 2015. Submissions must be addressed to:

Mr. Brandon Boutin
Assistant Pastor
Greater St. Stephens Full Gospel Baptist Church
5600 Read Boulevard
New Orleans, LA 70127

If submissions are not mailed, submissions may be hand delivered to Mr. Brandon Boutin at the Morton Hall Community Annex, 5600 Read Boulevard, New Orleans, LA 70127. The selected firm(s) will be notified by award letter within 30 business days of the closing date.

Enclosure 1

I. INTRODUCTION

GSS maintained multiple public assistance facilities in the Greater New Orleans area when Hurricane Katrina made landfall in south Louisiana in 2005. These facilities included low income housing complexes, community centers, senior assisted living centers and educational facilities. Many of these facilities were destroyed during the storm event and in need of major repair/replacement. Since that time the church has been engaged with FEMA through the public assistance reimbursement program. At this time, GSS is positioned to initiate design contracts for multiple facilities they own/operate. The proposed contracts will include all aspects of design for these facilities including data collection and development of Plans and Specs for initiation of a construction contract. Consultants selected for engineering and design services through this solicitation will not be required to perform construction oversight on projects initiated by the client. However, they will be required to provide a complete set of Plans and Specs and all required permits and bid package information over to the client for initiation of a construction solicitation.

II. SCOPE OF WORK

The services and deliverables identified in this SOW will be provided on an as needed task order basis. Individual task orders shall be issued for design elements as required.

A. Services Required

- 1.) Design Services – Provide personnel and equipment needed to perform general engineering tasks for the rehabilitation of some facilities and ground up construction of some facilities.
 - Engineering Assistance with the design of public assistance facilities and additional elements for improved site conditions
 - Project Scoping
 - Review and Development of Technical Reports that may be required
 - Preparation and submission of construction documents including plans & specs and bid packages
 - Data collection and analysis
 - Completion of any required permits
 - Development of time and cost estimates for construction
 - Engineering during construction
 - Estimates of probable cost
 - Exterior Electrical Lighting Design

- Familiarity with design of sewer and wastewater facilities
- Structural Design
- Commercial Building Construction

B. Requirements and Equipment

- 1.) Requirements. All engineering work accomplished under this Scope shall be performed in accordance with the laws and rules of the State Board of Registration for Professional Engineers and Land Surveyors (LAPELS)
- 2.) Equipment. Provide all hardware, software and any other relevant equipment necessary to accomplish the services requested in this scope.

C. Deliverables

- 1.) Plans submitted must be 11" x 17" size drawings bearing the seal of the responsible Professional Engineer or Architect (as applicable), and may include:
 - Elevation Contour Maps
 - Cross Sections
 - Plan Views
- 2.) Specifications and bid documentation shall be completed using the FEMA standard format and shall be submitted as:
 - Hardcopy
 - Digital Copy in Microsoft Word and Adobe Format
- 3.) Technical Reports
- 4.) Technical Presentations
- 5.) Monthly Progress Reports
- 6.) Compliance with the FAR and all state and local regulations regarding design services required.

A specific list of deliverables will accompany each Task Order when issued. All deliverables shall be accompanied by a Letter of Transmittal.