**REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECT/ENGINEERING SERVICES**

**Overview**

The Louisiana Chamber of Commerce Foundation (LCCF) is submitting a grant project application for Community Development Block Grant Disaster Recovery (CDBG-DR) funds under the City of Lake Charles 2023 Disaster Recovery Action Plan funded by the U.S. Department of Housing and Urban Development (HUD) for needs resulting from disaster DR-4606. LCCF is requesting statements of qualifications from qualified Architectural/Engineering (A/E) firms to perform professional services to prepare cost estimates, design services, and construction management for the LA Launch Business Innovation Center (BIC). In this solicitation for qualifications the LCCF is seeking Architecture and Engineering services to design and manage the construction of a new building that will house the LA Launch (BIC) program as well as other retail operations.

All responses received will be evaluated in accordance with the selection criteria and corresponding point system which is identified in this request for statements of qualifications response packet. The packet also identifies the scope of services to be performed by the selected firm(s).

**Questions should be submitted via email to David St. Etienne at** [**dbs@labizspeaks.org**](mailto:dbs@labizspeaks.org)**.**

**Sealed responses to the RFQ may be submitted by hard copy to the address below or via email to** [**dbs@labizspeaks.org**](mailto:dbs@labizspeaks.org) **by no later than 5:00 pm Central on 2/21/2025. Please label the hard copy delivery with "Disaster Recovery CDBG Qualifications Statement-A/E Services" on the outside of the package or, if submitting electronically, include "Disaster Recovery CDBG Qualifications Statement-A/E Services" in the email subject line.**

David St. Etienne, President

Louisiana Chamber of Commerce Foundation, Inc.

2020 St. Charles Ave 5th Floor

New Orleans, LA 70130

Participation of small business, minority, and/or women owned business enterprises in this solicitation is strongly encouraged. The Louisiana Chamber of Commerce Foundation is an Equal Opportunity Employer. The LCCF does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, or handicapped status in employment or the provision of services. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, Veteran-Owned businesses, and labor surplus area firms are encouraged to submit proposals. People requiring reasonable accommodation to respond to this solicitation are requested to contact the City’s Office of Community Development at [CommunityDevelopment@cityoflc.us](mailto:CommunityDevelopment@cityoflc.us) or (337) 491-1440 to discuss their needs for accommodation.

**PART ONE: SCOPE OF SERVICES**

The LCCF is soliciting qualification statements for (A/E) services to assist the LCCF with informing the design of the building to include high quality, durable, energy efficient, sustainable and mold resistant construction methods and using the best available science for the area with respect to base flood elevations. Once funding is received, design, engineering, and inspections of this project will be conducted in compliance with CDBG-DR program requirements. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected offeror. Reimbursement for services are contingent upon the City of Lake Charles receiving funding from HUD. The maximum amount of engineering fees that can be used with CDBG-DR funds will be determined by the fee schedule established by the Louisiana Office of Facility Planning and Control and may require adjustments in the proposed contract amount.

The LCCF or City of Lake Charles reserves the right to reduce the scope of work described herein.

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

1. Preparing Plans and Specifications for the design of the facilities.
2. Assisting the administrative consultant with the construction bid package in conformance with applicable federal, state, and local requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the pre-bid meeting, bid opening, and issuing the notice to proceed.
3. Assist in conducting the preconstruction conference.
4. Field staking, on-site supervision of construction work, and preparing inspection reports.
5. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
6. Reviewing proposed change orders and making appropriate recommendations.
7. Providing reproducible plan drawings to the LCCF upon project completion.
8. Prepare operating and maintenance manuals.
9. Conducting final inspection and testing.
10. Produce project record drawings.
11. Provide additional services that may be needed including surveying, geotechnical, and permitting.

**PART TWO: REQUEST FOR QUALIFICATION STATEMENTS**

The following information should be included under the title “Disaster Recovery CDBG Qualifications Statement-A/E Services ”:

* 1. Name of Respondent
  2. Respondent address
  3. Respondent telephone number
  4. Respondent federal tax identification number
  5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

**Contents of RFQ Responses**

Respondents should letter and number responses exactly as the questions are presented herein.

Interested Respondents are invited to submit RFQs that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications
5. **Introduction (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 any and all charges resulting from the contract;
6. Any other information that the Respondent feels appropriate;
7. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.
8. **Background and Experience**

Respondents should:

1. Describe Respondent’s firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
2. Describe any prior engagements in which Respondent’s firm assisted a governmental entity in dealings with Disaster Recovery projects and any other projects relating to CDBG. Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed Disaster Recovery or projects, and/or similar CDBG projects. Preference is for the types of projects similar to those described in Part One. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
3. Describe the firm’s workload and current capacity to accomplish the work in the required time.
4. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent’s firm to handle the proposed project.
5. Describe Respondent’s firm’s presence in and commitment to The State of Louisiana.
6. Provide current information on professional errors and omissions coverage carried by Respondent’s firm, including amount of coverage.
7. Provide evidence of adequate financial stability through certified financial statements, including a balance sheet and income statement. The LCCF reserves the right to request any additional information to assure itself of a Respondent’s financial status.
8. **Specialized Knowledge**

Respondents should:

1. Describe their knowledge and experience in the particular types of projects described in Part One.
2. Describe their knowledge of HUD’s requirements for the Community Development Block Grant program.
3. **Personnel/Professional Qualifications**

Respondents should:

1. Identify staff members (as applicable), in the job classifications of (1) Principal in Charge, (2) Project Engineer, (3) Senior Engineer, (4) Mid-level Engineer, (5) Junior Engineer (6) Surveyor, (7) Engineer interns (8) Senior CAD technician, (9) CAD technician, and (10) A/E technician who would be assigned to act for Respondent’s firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
2. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to CDBG and/or Disaster Recovery on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on CDBG and/or Disaster Recovery projects.
3. Estimate the number of persons to be assigned to this project, indicating the number working in Louisiana and the number working elsewhere.

**PART THREE: SELECTION CRITERIA**

The LCCF shall 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 the 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.

**Scoring Criteria**

Respondents will be evaluated based on the written materials submitted and according to the following factors:

* 1. Experience of the firm with this particular type of construction

project(s) as described in Part One. 30 pts.

* 1. Experience of key personnel and firm with CDBG construction projects. 25 pts.
  2. Experience of the firm with other construction projects. 15 pts.
  3. Current capacity to accomplish the work in the required time. 10 pts.
  4. Reference from other clients attesting to firms:
     1. Quality of work 10 pts.
     2. Compliance with performance schedules 10 pts.

**Total Technical Points 100 pts.**

The following points will be available, but not required, nor will they be a disqualifier:

1. L.E.D. Hudson Initiative Certified (Bonus Option) 5 pts.
2. L.E.D. Small and Emerging Business (SEB) Certified (Bonus Option) 5 pts.

**Total Possible Points 110 pts.**

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the LCCF will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Prior to contract execution, the awarded firm will provide a Certificate of Insurance. This solicitation and resulting contract must adhere to 2 CFR Part 200 and all local, State, and Federal requirements. For more information on these requirements, please reach out to CommunityDevelopment@cityoflc.us or (337) 491-1440.