

SECTION 1
NOTICE TO ENGINEERING FIRMS

The City of Baker, LA is seeking qualifications from professional engineering firms to provide design and construction phase services to replace the HVAC system for the Baker Community Municipal Center. This project will be funded through HUD CARES Act.

Proposals should be prepared simply and economically providing a straightforward and concise description of the Respondent's ability to meet the requirements of the RFQ. They become the property of the City of Baker, LA once reviewed whether awarded or rejected. All information contained in the Respondent's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976, *Freedom of Information Act* except where specifically exempted.

Firms and/or individuals responding should have experience with federally-funded programs and be licensed to practice in Louisiana.

The City is exempt from sales taxes. The successful Respondent shall be responsible for all applicable sales and use taxes.

All proposals shall include references. The City reserves the right to contact any of the references included in the proposal submitted as well as the representatives of any of projects submitted under past experience.

All proposals shall include evidence of current general and professional liability insurance.

This RFQ is not a bid and, therefore, no formal bid opening will be held. The intent of this RFQ is to determine the most qualified and cost-competitive firm(s) or individuals interested in this project. Responses will be evaluated using a point system described in Section 5 by a Selection Committee composed of staff members from various departments of the City.

The City of Baker reserves the right to:

- a. select a Respondent without an interview;
- b. select the top ranked Respondents to present their qualifications and approach at an oral presentation;
- c. reject any proposal it determines to be unresponsive and deficient in any of the information requested; and/or
- d. negotiate with all persons or firms submitting a Statement of Qualification in accordance with the laws of the State of Louisiana and the United States.

Neither the City nor their representatives shall be liable for any expenses incurred in connection with the preparation of a response to this RFQ.

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Small and minority businesses, women’s business enterprises and labor surplus area firms are encouraged to submit qualifications. Firms using subcontractors must solicit such firms in the subcontracting process. The City of Baker is an Equal Opportunity Employer; all bids must be in compliance with 2 CFR 200 Appendix II(C), 200.327-329, Appendix II(I), 200.336, 200.333, Appendix II(J) *See* 200.322, 200.325, Appendix II(D), Appendix II(B), Appendix II(E) and Appendix(G).

The City shall not be required to award a contract to any of the Respondents that submit a SOQ in response to this RFQ. At its sole and absolute discretion, the City shall determine the successful Respondent, if any. Reasons for non-award of this contract may include, but are not limited to, dissatisfaction of the submitted proposals, insufficient interest from Respondents, withdrawal of one or more of the grants or funding sources anticipated being used to fund the project.

SECTION 2
SCHEDULE

The RFQ schedule and related deadlines are as follows:

Advertisement in Official Journal	
Notice to SMWBE & LSAF	
Posting on City’s website	
Notice to other media sites	May 26, 2022
Receipt of written inquiries/clarifications	June 7, 2022
Response to written inquiries/clarifications	June 9, 2022
Receipt of Statement of Qualifications	June 21, 2022
Interviews (if deemed necessary)	June 22-23, 2022
Award to Successful Respondent	June 29, 2022
Execution of Contract	July 5, 2022
Project Completion	September 30, 2023

SECTION 3 INSTRUCTIONS TO RESPONDENTS

Delivery

Interested firm(s) should submit three (3) paper copies and one (1) .pdf copy of their Statement of Qualifications clearly marked on the front cover with, “RFQ-HVAC”. Responses should be addressed to:

Ashley Batts, Purchasing Agent
City of Baker, Louisiana
P O Box 707
Baker, LA 70704.

They may also be hand-delivered to 3325 Groom Road in Baker, LA. Hand-delivered proposals must be date/time stamped by the City’s receptionist to be considered delivered timely. Delivery method must ensure that responses be physically received on or before the date indicated in the Schedule.

Questions/Clarifications and Subsequent Addenda

A pre-proposal meeting will not be held. Questions or clarifications of RFQ requirements shall be submitted via email by the date indicated in the Schedule to abatts@cityofbakerla.com with a copy to mstages@cityofbakerla.com. Please include ‘Baker HVAC Qualifications’ in the subject line. Should you not receive a response within 48 hours, please contact Ashley Batts at 225-778-1751 to ensure that your email was received.

All interpretations, corrections or additional RFQ provisions that the City may decide to include will be made as an official addendum posted on its website (www.cityofbakerla.com) for all parties to download. It is the Respondent’s responsibility to determine that it has received any addendums before submitting a response. Failure to receive any official addendum(s) shall not relieve the Respondent of the responsibility for complying with the terms thereof. The City will not be bound by oral responses to inquiries or written responses other than written addenda.

Interviews

The City may request interviews with one or more Respondents giving the opportunity to discuss qualifications, past experiences, proposed scope of work and fees in more detail. Such interviews will be held June 15-16, 2022. Selected Respondents are selected to be available on one of those days.

Debarment and Suspension

Along with your Statement of Qualifications, you also must include verification that your company (as well as the company’s principal and any subcontractors) is not listed (i.e., is not debarred) through the Federal System for Award Management (www.SAM.gov). Please include a printed copy of the search results that includes the record date.

Award Protests

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Any protests regarding the award of this RFQ must be in writing to the Purchasing Agent within five (5) business days of the award date. It must clearly state the reason(s) for the protest. The Purchasing Agent will provide the Respondent with the appropriate instructions for filing a protest. It will be reviewed by the City Attorney or his/her designee whose decision shall be final.

Small and Minority Businesses, Women’s Business Enterprises and Labor Surplus Area Firms

The Respondent shall, in accordance with 2 CFR 200.321 demonstrate the intended roles of SMWBE & LSAF for the project, demonstrate an ability to give priority to and show how qualified SMWBE & LSAF services would be utilized in the project team. The selected Respondent shall be responsible for providing appropriate SMWBE & LSAF documents during negotiations. Specific steps to fulfill this vendor diversity requirement include:

- Placing qualified small and minority businesses and women business enterprises on solicitation lists
- Assuring that small and minority businesses and women business enterprises are solicited whenever they are potential sources
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit participation by small and minority business and women’s business enterprises
- Establishing delivery schedules – where the requirement permits – which encourage participation by small and minority businesses and women’s enterprises
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency of the U.S. Department of Commerce (DOC); and
- Requiring the Prime Contractor, if subcontracts are to be let, to take the affirmative steps listed in items (1) through (5) of this section.

Size of Statement of Qualifications

The total size of the SOQ submitted should be on 8.5” x 11” paper and no more than 30 pages, single-sided, in length. Certificates of liability and professional insurance do NOT count towards the RFQ page count. If concept plans and schedules are provided, they may be on 11” x 17” paper and will count for only one (1) page. Supplemental information is limited to 20 pages, must be separate from the base proposal and must clearly be labeled as “Supplemental Material”. A digital copy shall be provided in PDF format and all RFQ information should be submitted as a single file. Any additional information supplemented to the RFQ should be submitted in PDF format in a separate single file.

SECTION 4 PROJECT DESCRIPTION AND SCOPE OF WORK

Project Description

The City of Baker is seeking qualifications to replace or upgrade the HVAC system located at 3325 Groom Road. The guidelines set forth by the American Society of Heating, Refrigeration, and Air-Conditioning Engineers and the ASHRAE 62.1 requirements for assembly facilities to prevent the spread of COVID-19 and promote quality air flow and remove airborne contaminants must be followed. Respondents will advise, design, construct specifications to upgrade or replace of HVAC equipment, control system and filtration.

The auditorium, built before 1989, is approximately 12,100 square feet and can accommodate up to 700 people. The current system consists of a 28-ton packaged air conditioning unit with natural gas heating and a 28-ton split DX air conditioning unit with electric resistance heat for a total of 56 tons that supplies 2,800 cfm of outside air. The successful bidder will remove this system and replace it with one that meets current ASHRAE requirements for reducing airborne infections, aerosol exposures and International Mechanical Code as applicable based on the respondent's recommendations and design.

According to the "Core Recommendations for Reducing Airborne Infections Aerosol Exposures," by the ASHRAE Epidemic Task Force, the following are recommended to prevent the spread of airborne infections:

- * Provide and maintain air flow rates for ventilation as specified by applicable codes and standards
- * Use of air filters of MERV 13 or greater
- * Maintain temperature and humidity set points
- * Use of directional airflow

Also, ASHRAE 62.1 addresses ventilation requirements for assembly facilities (Ventilation for Acceptable Indoor Air Quality) and the International Mechanical Code (IMC) 2015.

Selected engineer must conduct a preconstruction conference with City of Baker Public Works Department. To make sure the new HVAC and generator will work with all upgrades or new equipment. Firm will be responsible for all drawings in electronic format submitted to the city. Firm is responsible for securing all permits and conducting the final inspection/testing.

Scope of Work

The Respondent shall demonstrate ability to provide turnkey design, construction documents, permitting, bidding, construction administration services and public outreach as required for the project. Work may include, but shall not be limited to:

1. Assist in grant administrative support
2. Perform due diligence which can encompass the following, but is not limited to
 - a. Preliminary permitting research for all governing agencies (USACE, FEMA, DOTD, LDEQ City of Baker Water, City of Baker Public Works, East Baton Rouge Parish, etc.)
 - b. Environmental Investigation and Analysis including a written report
 - c. Research and identify potential Grant Funding opportunities
 - d. Evaluate site conditions
 - e. Perform necessary field investigation
 - f. determine system size and type to comply with ASHRAE and IMC
3. The Respondent will prepare and submit plans for review at 30%, 60%, 90% and 100% levels of completeness. Plans should contain, but not be limited to the following:
 - a. Title Sheets including a Location Plan (1" = 500'), Index or List of Drawings, appropriate approval signatures, and the professional engineer stamp, registered in the State of Louisiana, of the Respondent's Project Manager.
 - b. Plan and profile sheets for existing features and demolition
4. Perform a survey of project site to establish equipment placement in conjunction with existing mechanical room and generator size placement.
5. Schedule and manage progress meetings with the City and/or their appointed representatives. The Respondent shall prepare Status Reports for each meeting as well as produce all meeting minutes. The Status Report shall include at a minimum:
 - a. Current scope of work completion status versus anticipated status,
 - b. Summary of budget status,
 - c. Project information and decision needs including the anticipated source, expected response,
 - d. Time and any issues or problems that could delay the expected response,
 - e. Anticipated tasks and accomplishments for the coming reporting period,
 - f. Questions, comments, problematic issues and suggestions,
 - g. Identification of out of scope task work, and
 - h. Invoicing issues and proposals to address such issues.
6. Prepare and submit all necessary local, parish, state and federal permits and certifications for the project construction

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7. Prepare construction documents and assist in bidding if necessary. Responsibilities include developing and finalizing cost estimates prior to bid, prepare necessary bid advertisements, develop and produce construction documents for bidders, attend Pre-Bid Meetings, answer design questions, prepare addenda during the bid process in its entirety, review bidders proposal for qualifications and accuracy, and provide formal recommendation for award.
8. Develop Construction and Monitoring Quality Assurance Project Plan (QAPP) to be executed during construction,
9. Survey, maintain, and finalize As-Built drawings during and after construction, provide stamped printed and electronic copies of drawing.
10. Respondent will provide a report summarizing the inspection method, testing methods, results, quantify observed improvements or changes, and provide a conclusion post-construction.

SECTION 5
QUALIFICATIONS AND SELECTION PROCESS

Through this RFQ, the City of Baker, LA will select the most qualified Respondent to provide recommendations moving and associated engineering and design services.

Each Respondent who submits its SOQ in response to this RFQ accepts the evaluation process as outlined below.

Item 1 General Qualifications and Availability **20 points**

Provide legal name of firm(s), business form (individual, partnership, corporation, etc.), location of the office that will be conducting the work and description of primary business including background and history, organizational structure, QA/QC program and the number of employees. This section should contain any additional information about the firm that the Respondent feels will assist the City in better understanding the interest and unique qualifications of the firm. Prior experience with like projects funded through federal and/or state grant programs is relevant.

Provide a statement on the availability and commitment of the firm(s), its principal(s) and assigned professionals to undertake the project and reporting responsibilities this should include a timeline that all cost must be expended no later than September 2023. This should include a timeline with an anticipated start and completion date. Additional, provide evidence of financial availability of the company to effectively complete the project. Include the method of communicating with the City throughout the project.

Item 2 Qualified Personnel **30 points**

Identify by name and role the key team members to be assigned or employed to manage the project including a resume for each one. Provide an organizational chart for personnel and any subcontractors, if utilized, that will work on this project indicating those that have previous experience with similar projects. Resumes of key technical/environmental/permitting personnel should be included. The SOQ shall identify the primary day-to-day contact and the following two alternate personnel to be assigned to the project. Significant effort should focus on highlighting the relevant qualifications and past experiences of project managers, team members and technical/environmental/permitting personnel comparable to the size and type of this project. The proposal shall also identify all team members employed by Veteran/Minority/Women Owned businesses.

Item 3 Project Experience

15 points

At a minimum, describe the following:

- a. A summary of no less than three (3) projects involving design and installation of HVAC systems or like projects. Each project reference should include the project name/locations, a short description of the scope of work, the engineering approach, the engineering and budget amount, the actual final project cost with detailed cost savings or cost increases, the timeframe required for completion and any exceptional successes or challenges encountered during the duration of the project. Please provide the client name and contact information for reference purposes.
- b. Knowledge of Federal and State funding sources and the applicable requirements thereof.
- c. Methods to be utilized in tracking work progress, budgets, and adherence to deadlines.

Item 4 Project Approach

35 points

Explain how the firm(s) will assess and design the project including a detailed work plan listing all tasks determined necessary and resources needed for each task (title and hours). It should be sufficiently detailed to identify the progress milestones to be completed.

SECTION 6
MINIMUM SUBMISSION REQUIREMENTS

In responding to this RFQ, please submit a Statement of Qualifications addressing the following items at a minimum:

1. Transmittal Letter with:
 - a. RFQ subject
 - b. Name of the Respondent responding, including mailing address, e-mail address, telephone number, and name(s) of contact person(s).
 - c. The name of the person or person authorized to make representations on behalf of the Respondent, binding the Respondent.
 - d. A Statement of Familiarity confirming key personnel have read proposal attachments and visited the site.
2. Description of the Understanding of the Project
3. Description of the Respondent Project Approach
4. Organization Description
5. Organizational Chart of Proposed Team showing names and roles of all key personnel and sub-Respondents
6. Description of Services to be Performed
7. Assumptions and Expectations
8. Project Resumes of at least three (3) and no more than six (6) similar projects successfully permitted or completed projects within the last eight (8) years. A minimum of three (3) projects must be constructed and completed. Reference contacts for each project must be provided. Selected project resumes must provide a minimum of four (4) different references. At a minimum, the following information needs to be clearly conveyed:
 - a. Project Name
 - b. Project Location
 - c. Project Organization and/or Municipality
 - d. Identify if project had grant funding. If so, what agency and grant.
 - e. Principal-In-Charge
 - f. Project Key Personnel and sub-Respondents
 - g. Project description including applicable permitting agencies, permitting experience, experience with planning and feasibility studies, design approach, and/or implementation during construction.
 - h. The project status (permitted, bid, under construction or completed),

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- i. Engineering services fee,
 - j. Awarded and/or actual Cost of Construction
 - k. Percentage of variation from initial construction estimate.
 - l. Percentage of variation from initial Design and Engineering fees.
 - m. Date of Completion of Construction and/or services
 - n. Client reference information with knowledge of the Respondent’s work on the specified projects including contact name, current organization, address, phone number and e-mail.
9. Provide Personal Experience and Resumes of Key Personnel and sub-Respondents on the team. At a minimum, each resume should address:
- a. Name
 - b. Team Role
 - c. Years of Experience
 - d. Firm and Location
 - e. Education
 - f. Other relevant Professional Qualifications
 - g. Relevant Project Experience
12. A milestone schedule accounting for investigation, preliminary engineering report or basis of design, design, review processes, permitting, and bidding. At a minimum, the schedule should include: (11”x17” sheet(s) is acceptable.
- a. Notice to Proceed
 - b. Due-Diligence and Investigation
 - c. Grant Research and Applications
 - d. Site Assessment
 - e. Design QAPP
 - f. Preliminary Engineering Report (or Basis of Design)
 - g. Design – 30%
 - h. Design – 60%
 - i. Design – 90%
 - j. Design – 100%
 - k. Permit Applications and Approval
 - l. Construction Documents
13. Demonstrate how Veteran/Minority/Women Business Enterprise (MWBE) will be utilized and included in the project. Indicate what proposed services MWBE participants would provide based on current understanding of the project.
14. Proposal shall include proof of liability and professional insurance.
15. A statement detailing why your team should be selected.

SECTION 7

GENERAL REQUIREMENTS FOLLOWING AWARD

The final award is conditional on the Respondent executing a cost reimbursement contract for the project and will negotiate the actual reimbursement for services accordingly. The City reserves the right to reject any changes that may be proposed by any Respondent submitting a Statement of Qualifications.

The successful Respondent will be required to furnish within ten (10) days after receiving a written notice of award (1) Form W-9; (2) certificate of general liability insurance with a 30-day notice of cancellation and the City of Baker, LA listed as an additional insured; and (3) certificate of professional liability Insurance with a 30-day notice of cancellation.

Lobbying Certification

Prior to contract execution, certification by the successful Respondent of the following, to the best of his/her knowledge and belief, will be required:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The successful Respondent shall require that the language of this certification be included in any award documents to any subcontractors and that all shall certify and disclose accordingly.

SIZE OF STATEMENT OF QUALIFICATIONS

The SOQ should be no more than 30 single-sided, 8.5" x 11" pages in length. Insurance certificates do NOT count towards the page count. Concept plans and schedules that may be provided can be sized for 11" x 17" paper and count for only 1 page. Supplemental information is limited to 20 pages, must be separate from the base proposal and clearly labeled as "Supplemental Material". A digital copy shall be provided in PDF format as a single file.

**THANK YOU FOR YOUR INTEREST IN PROVIDED THE REQUESTED SERVICES
TO THE CITY OF BAKER, LA!!**