

East Baton Rouge Council on Aging, Inc.

Request for Qualifications (RFQ)

**Architectural / Engineering (A/E) Design Services
For
Capital Fund Public Works Construction Projects**

RFQ NO. 05-2018-003

**East Baton Rouge Council on Aging, Inc. (EBRCOA)
5790 Florida Blvd.
Baton Rouge, LA 70806**

***RFQs: https://ha.economicengine.com/requests.html?company_id=60574
Submission Deadline: 11:00 AM, April 4th, 2018
Request To: A/E Firms***

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1. Overview

- 1) The East Baton Rouge Council on Aging (Agency), is issuing this Request for Qualifications (RFQ) to solicit responses from qualified firms to provide professional Architectural and Engineering (A/E) services for capital improvement projects. **A mandatory pre-proposal conference is scheduled for Tuesday, March 20th, 2018 at 11:00 am CST.** This procurement complies with requirements under the Louisiana Public Bid Law.
- 2) The main objective of this RFQ is to select an indefinite quantity of architectural and engineering services; specifically, from the top two (2)-rated and scored A/E firms, with knowledge of and experience in public works construction and capital projects management. The EBRCOA intends to use this selection process as the basis for obtaining a listing of two (2) A/E firms for architectural and engineering services, for a period not to exceed three (3) years from the date of final ranking. One (1) year extensions may be granted annually, not to exceed two (2) extensions, to selected firms, pending contract performance. The EBRCOA may solicit 2-3 public works construction, renovation, or rehabilitation projects per annum.
- 3) The RFQ's design product shall meet all State of Louisiana Building and Residential Codes, City of Baton Rouge building code requirements, and all other regulations and standards, including ADA and ANSI requirements. The product shall also include coordination for the abatement of any hazardous-containing building materials as well as any demolition of existing structures, if needed/required, and/or directed by the EBRCOA.
- 4) Potential EBRCOA Projects: Selected A/E firms will provide design and public works construction project management services for projects ranging from electrical, plumbing, or landscaping plans, to the renovation and/or rehabilitation of existing EBRCOA facilities. Firms may be asked to provide services for sites located anywhere within the Parish of East Baton Rouge, incorporated or unincorporated areas. Potential projects may include, at a minimum, the following components, but are not limited to, renovation, addition, improvement, demolition, ground-up construction, analysis of existing facilities, and feasibility analyses with cost estimations for facility conversions, development of schematic designs and renderings, development of plans that allow for the phased implementation of renovation and construction projects.

1.1

- HVAC Improvement Projects
- Flooring Improvement Projects
- ADA Accessible Projects
- Landscape Improvement Projects
- Site Improvement Projects
- Environmental Assessments
- Cost Estimations

2. Scope of Work (SOW) / Technical Specifications (T/S):

The services provided by an Architect / Engineer are professional services. The selection of Architectural / Engineering firm(s) for professional services is made at the discretion of the EBRCOA. The EBRCOA intends to formulate a "highly-qualified" listing of the top two scored (2) firms that the EBRCOA will contract with for a 3-year period; the contracted firms will provide A/E services for various projects administered by the EBRCOA on an as-needed basis. Contracted

firms will act as the “Prime” Architects throughout initial planning and completion of the projects. The EBRCOA will give prime consideration to firms with significant, experience in the development, design, cost estimation, renovation, rehabilitation and construction management for public works projects. The EBRCOA reserves the right to negotiate with one or more parties, and is not obligated to enter into any contract with any respondent on any terms or conditions. Primarily, the services will consist of design and construction services. Services will include, but are not limited to typical A/E services pertaining to:

1. General Architecture / Site Planning
2. Structural Engineering
3. Mechanical Engineering / Electrical Engineering
4. Plumbing Engineering / Septic System Design
5. Civil Engineering
6. Geotechnical Analysis
7. ADA Design
8. Water Quality Management / Drainage Assessments
9. Energy Conservation
10. Environmental Assessment Services
11. Landscape Architecture / Land Surveying
12. Interior Design Services
13. Cost Estimating
14. Public Works Construction Contract Administration
15. Schematic Design / Preliminary Study Phase
16. Design Development Phase
17. Construction and Contract Document Phase
18. Bidding Advertisement and Award Phase
19. Post Completion / Warranty Phase

The selected firm(s) will be required to perform basic architectural and engineering services, to be specified more fully in a contract agreement and negotiated after selection. Upon the initial selection of firm(s), based upon qualifications and scoring, a Scope of Work will be developed. The Architect(s) selected shall be required to select the appropriate sub-contractors, with approval of the Agency, as the EBRCOA reserves the right to refer qualified DBEs and/or minority firms as approved prime contractors or sub-contractors to bid on and be associated with each project.

3. Request for Qualifications

3.1 Solicitation Inquiry

All inquiries related to this RFQ are to be directed in writing to the e-procurement website address located on the front cover of this RFQ packet.

3.2 Qualifications Review

Award factors will be utilized by the Agency’s evaluation committee, which shall consist of a three (3) person committee, appointed by the Agency.

3.3 Review and Selection

The EBRCOA reserves the right to conduct a “Best and Final” Negotiation, which will include oral interviews and presentations with the three 3 top-ranked/scored firms deemed to be in the “competitive range.” Any firm deemed not to be in the “competitive range” shall be notified of such by the EBRCOA in as timely a manner as possible, but no longer than 10 days after the competitive range selection. In the case of a tie in points awarded, the tie-breaker shall be decided by drawing lots or other random means of selection. To be considered for the pre-qualified list a proposer must receive a total calculated average of at least seventy-five (75) points out of one-hundred (100) total points detailed within the Attachments Section. It is anticipated that the two (2) top-scored

firms selected for recommendation shall be forwarded to the AEBRCOA Board of Directors at a regularly scheduled board meeting for consideration and approval. The COA Board will make its determination as to whether or not to follow the evaluation committee's recommendation.

3.4 Licensing and Insurance Requirements

Without limiting or diminishing the Proposer's obligation to indemnify or hold the Agency harmless, Proposer shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Contract.

- Commercial General Liability: Policy's limit of Liability shall not be less than \$1,000,000 per occurrence;
- Professional Liability: Proposer shall maintain Professional Liability Insurance providing coverage for the Proposer's performance of work included within this contract, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
- General Insurance Provisions (All Lines): Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of Louisiana and have an A-M BEST rating of not less than an A, unless such requirements are waived, in writing, by the Risk Manager for the City of Baton Rouge. If the City's Risk Manager waives a requirement for a particular insurer, such waiver is only valid for that specific insurer, and only for one (1) policy term. Proposer shall cause Proposer's insurance carrier(s) to furnish the EBRCOA with a properly executed original Certificate of Insurance, and certified original copies of Endorsements effecting coverage. **Proposer shall not commence operations until the EBRCOA has been furnished original Certificate(s) of Insurance, and certified original copies of endorsements.**
- Proposer shall pass down the insurance obligations contained herein to all tiers of sub-contractors working under this contract.
- Proposer agrees to notify the EBRCOA immediately or within 2 business days, of any and all claims by a 3rd party or any incident or event that may give rise to a claim arising from the performance of this contract.
- A copy of the proposer's business/occupational license allowing that entity to provide such services within the Parish of East Baton Rouge, and/or State of Louisiana.
- A copy of the proposer's license(s) or certification(s) issued by the State of Louisiana licensing authority, allowing the proposer to provide such services.

NOTE: Contractor(s) shall name the EBRCOA as "Additionally Insured" on all above policies.

4. EBRCOA's Reservation of Rights

1. **Right to Reject, Waive, or Terminate the RFQ**; the Agency reserves the right to reject any or all proposals, to waive any formality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the EBRCOA to be in its best interests;
2. **Right to Not Award**; the Agency reserves the right not to award a contract pursuant to this RFQ;
3. **Right to Solicit Additional RFQs**; the Agency reserves the right to pursue additional RFQ's for stand-alone projects or specialty projects, if deemed by the Agency to be in its best interests.
4. **Right to Terminate**; The Agency reserves the right to terminate a contract awarded pursuant to this RFQ, at any time, for any reason, for no reason, or for its convenience upon five (5) days written notice to the successful proposer(s).

5. **Right to Determine Time and Location;** The Agency reserves the right to determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this RFQ;
6. **Right to Determine Financial Responsibility and Viability;** the Agency reserves the right to require of proposer information regarding financial responsibility and viability of such other information as the Agency determines is necessary to ascertain whether a proposal is in fact the lowest responsive and responsible proposal submitted.
7. **Right to Retain Proposals;** the Agency reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving proposals without the written consent of the agency's Contracting Officer (CO).
8. **Right to Negotiate Fees;** the Agency reserves the right to negotiate the fees proposed by the proposer entity;
9. **Right to Reject Any Proposal;** the Agency reserves the right to reject and not consider any proposal that does not meet the minimum requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services;
10. **No Obligation to Compensate;** the Agency shall have no obligation to compensate any proposer for any costs incurred in responding to this RFQ;
11. **Right to Prohibit;** the Agency shall reserve the right to at any time during the RFQ process or subsequent contract process, to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

5. Evaluation Criteria

Award factors will be utilized by the Agency's evaluation committee, which shall consist of a three (3) person committee. Award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal as detailed within this section. Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements.) Criteria used to evaluate the RFQ responses will include, but not be limited to the following:

- A. Qualifications of Firm
- B. Firms Experience with Similar Projects
- C. Available Resources to Complete Project
- D. Responsiveness to the RFQ
- E. Oral Interview and Qualifications Presentation (If selected for Best & Final)

To enable the EBRCOA to efficiently evaluate the responses, it is important that the respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format shall not be evaluated. Pages shall be no larger than letter size (8 1/2" by 11"); each section shall be separated by a tabbed divider.

CONTENT OF PROPOSAL:

Each response shall be submitted as outlined in this section. Please include an outside cover and first page, containing the name of the project. A table of contents should be next, followed by dividers separating each of the following sections:

Divider #1: Firm Information

- a) Firm name; address; contact telephone numbers for all firm locations.

- b) Legal Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- c) Number of years' firm has been in business.
- d) Name of principals in firm.
- e) Primary contact.
- f) Organizational description.
- g) Description of firm's philosophy.

Divider #2: General Company History/Qualifications

- a) A brief history of the Architect and the services routinely provided.
- b) An organizational chart that explains team member responsibilities.
- c) Name of the project team leader in charge of projects.
- d) Resumes of all persons to be assigned to the project, with their prospective roles identified.
- e) Documentation that the personnel assigned on the architect(s) teams(s) (architects & engineers) are registered in the State of Louisiana.

Divider #3: Experience & References

- a) Discussion of architects experience in working with government and non-profit agencies.
- b) List of representative projects, whether ongoing or completed. List projects completed in East Baton Rouge Parish. For each project provide:
 - i. Project name and location
 - ii. Year completed
 - iii. Description of project
 - iv. Name, address, and phone number of owner and contact person tasked with daily responsibilities of project
 - v. Cost of construction for project
 - vi. Names of general contractors and engineers used in projects
 - vii. Design and construction cost and whether or not it was completed on time

Divider #4: Management & Organizational Approach

- a) Description of the architect's approach to code analysis and jurisdictional approvals.

Submittals: One (1) original and three (3) copies of proposals are to be delivered to the EBRCOA Administrative Facility, at the address set forth below, **at or before 11:00 am CST on Wednesday, April 4th, 2018**. Submittal packets are to be labelled: **RFQ Architectural / Engineering Services 2018-05-03**.

**East Baton Rouge Council on Aging
5790 Florida Blvd.
Baton Rouge, LA 70806**

6. Submission Requirements

A copy of the RFQ package in its entirety, including the scope of work is available for review and/or download from the EBRCOA website's solicitation section, or by registering your company at economicengine.com, and then reviewing the solicitations section.

- A. A Profile of Firm Form (See attachment)
- B. Proposal
- C. A statement of interest

- D. A detailed summation outlining the respondent's experience, the experience of key team members and a response to the qualification review criteria
- E. A fee proposal for services (See Appendix-A sample) Use Fee #1 category
- F. Bidders Statement of Non-Collusion (See attachment)
- G. List of current and past clients
- H. W-9 Form (See attachment)

7. Conflict of Interest

Proposers shall be required to acknowledge by signature, and submit with their proposals, a "Bidders Statement of Non-Collusion" form, included in proposal packet. Failure to include this signed form in the submitted proposal packet shall deem the proposer non-responsive, and proposals shall be returned with the proposer being disqualified. As required, the EBRCOA shall comply with Public Bid Law (R.S. 38:2212.7).

8. Contract Award / Service Standards / Compensation

Following the establishment of a pre-qualified list pursuant to this RFQ, A/E agreement(s) will be negotiated. Cost shall not be solicited in the initial competition, but shall be requested from the best-qualified A/E firm pool, after the evaluation of qualifications and ranking of the firms; a contract shall then be awarded upon a resolution duly adopted by the EBRCOA Board of Directors. It is the responsibility of the successful proposer(s) to ensure that all work performed pursuant to this RFQ shall conform and comply with all applicable local, state, and federal codes, statutes, regulations, and laws.

A/E fees shall be based on a total percentage of construction cost per assigned projects, as associated with the renovation or construction of category three (3) buildings. Fees shall be invoiced upon completion of each project phase.