**RFQ-HL 734450**

**Hurricane Laura Recovery Architectural-Engineering Services**

** 1.0 Public Notice-Invitation for Architectural & Engineering Services**

The City of DeQuincy (hereinafter City) seeks Statement of Qualifications (SOQ) from qualified interested firms to provide Architectural and Engineering Services related to Hurricane Laura Recovery at the DeQuincy Industrial Airpark . The selected consultant will be expected to furnish all services required to supplement the Authority in the provision of design, bidding, and construction administration phase services related to its program. Project included under this engagement:

* New Box Hangar

SOQ consisting of a completed Standard Form 330 will be accepted until (June 2nd 2025) at 5:00 pm CST. Failure to provide all requested information may result in the submission being considered non-responsive. Late Statement of Qualifications shall not be accepted, nor shall additional time be granted to any potential Proposal Respondents.

(5) copies of the Standard Form 330 shall be sent to:

Kyle Rainwater

Airport Manager

City of DeQuincy

PO Box 968

DeQuincy, LA 70633

The City’s Selection Committee reserves the right to reject any or all of the submittals in response to this Request for Qualifications. The Selection Committee will review properly-submitted SOQs and score each as described herein. SOQs receiving the highest scores may be recommended for award of one or more potential projects.

Firms interested shall request an electronic copy of the Request for Qualifications Package from (Kyle Rainwater) via email at (Kylerainwater@dequincy.org).

** 2.0 Scope of Services**

Provide complete Architectural-Engineering Services for the restoration of facilities damaged by Hurricane Laura, including but not limited to, the following:

* New Box Hangar – approximately 3600 SF

Required services include those defined in the proposed Owner-Architect Agreement attached as **Exhibit A**.

Proposers are expected to assemble a Project Team of consultants and sub-consultants as required to provide necessary services. The City does not anticipate retaining any consultants except Disaster Recovery Program Manager *CSRS, Inc*, and Infrastructure Consulting and Engineering

The City intends to assemble groupings of similarly-damaged sites into single, larger Projects. Such Project Formulation remains in-progress. For Projects with more than one damaged site, the Bid documents (including associated cost estimates) must be segregated to isolate each individual damaged site.

Anticipated procurement method for construction is competitive Public Bid, in accordance with applicable State of Louisiana laws and regulations. Resulting construction contract(s) with more than one damaged site must also segregate costs and records for each individual damaged site.

Anticipated schedule for award and commencement of services is indeterminate at this time, however time will be of the essence for provision of requested services, including construction durations.

** 3.0 General Information**

The City provides equal opportunities without regard to race, color, national origin, sex, age, disabilities, or veteran status or any other classification protected by federal constitutional statutory law in educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, employment and retention of consultants and contractors. Accordingly, all Proposers entering contracts with the City shall, upon request, be required to show proof of such nondiscrimination.

The City encourages participation from small, minority-owned, women-owned, veteran-owned and labor surplus area businesses. Incorporation of these types of firms into the Proposer’s team is encouraged.

Proposer, their consultants, sub-consultants, or other parties representing the Proposer for this solicitation may not contact any member of the City’s Selection Committee concerning this project from the date of advertisement until after the date of award.

The City intends to award a single contract for entire scope to the Proposer achieving the highest overall point score total, as defined in the Evaluation section herein.The City reserves the right to reject any and/or all of the proposals, award portions of the proposed work, or award portions of the proposed work to more than one Proposer.

Since federal funding is anticipated for this effort, this solicitation and any contract arising from this solicitation is subject to compliance with all applicable federal contract clauses, including but not necessarily limited to, those included in the proposed Owner-Architect Agreement attached as Exhibit A.

** 4.0 Statement of Qualifications (SOQ)**

4.1 The purpose of the SOQ is to provide members of the Selection Committee with specific information regarding the qualifications of the Proposer to complete the required services.

4.2 SOQ are to be submitted only on Form **SF-330**, attached as Attachment 02. Instructions to complete form are included herein. Inclusion of any other information, and/or failure to submit all requested information, may result in disqualification of submittal.

4.3 Proposers may submit only one SOQ, either alone or as a joint-venture. Proposers submitting more than one SOQ may be disqualified. This rule is not intended to limit consultants or sub-consultants from entering into nonexclusive agreements with more than one Proposer.

4.4 Deadline and Submittal

A. One (1) hardcopy original of completed Attachment 01- Certification Statement and,

B. Five (5) hardcopy’s of completed Attachment 02 - Form **SF-330** and,

C. One (1) electronic version consisting of single locked .pdf file exactly matching the hardcopy versions on USB drive shall be submitted to the City’s official Point of Contact not later than the date and time advertised. Proposer is solely responsible for properly labeling, mailing and/or delivering of SOQ, at Proposer’s sole cost. SOQs may be hand-delivered if preferable. No other materials or information are to be included.

D. The outside of the SOQ envelope (or outermost envelope/box if mailed by and delivered by United States Mail, Express Mail, Priority Mail, UPS, Federal Express, and all other similar types of carrier delivery,) must be labeled with Proposer’s Company Name and RFQ Number: **HL-734450.**

4.5 Official City of DeQuincy Point of Contact, for submission of Proposals and any correspondences related to this RFQ:

**Kyle Rainwater**

**City of DeQuincy, Airport Manager**

**PO Box 968**

**DeQuincy, LA 70633**

337-660-3488  
 Kylerainwater@dequincy.org

Any inquiries or other correspondence regarding this RFQ are to be transmitted via email or telephone to the Official Point of Contact.

4.6 Required Review and Waiver of Objections by Proposers

Proposers should carefully review this RFQ and all attachments for defects, objections, or any other matter requiring clarification or correction. Questions or comments must be received by the City in writing no later than six (6) business days prior to the RFQ submission deadline, to allow issuance of any necessary addenda.

\*Submittal of a SOQ shall constitute acceptance of the terms, conditions, criteria, requirements, and evaluation process of the RFQ and resulting contract, and operates as a waiver of any objection.

4.7 Response Withdrawal

Proposers may withdraw a submitted SOQ at any time up to the deadline for submittal. To withdraw a SOQ, the Proposer must submit a written request, signed by the Proposer’s authorized representative, to the City’s Point of Contact before the submission deadline. After withdrawing a previously submitted SOQ, the Proposer, may submit another SOQ at any time up to the submission deadline.

4.8 Response - Amendments and Errors

Proposers are liable for any errors or omissions contained in their SOQ. No amendments, revisions, or alterations to SOQ may be made following submission.

4.9 Property of Response

SOQ submitted in response to this RFQ become the property of the City. Selection or rejection of a response does not affect this right. All submitted information shall be held in confidence during the evaluation process.

4.10 Insurance Requirements. Proposer is required to possess the minimum insurance coverages defined in Article 2 of the proposed Owner-Architect Agreement attached as **Exhibit A**.

4.11 Addenda

Prior to the deadline for submission of SOQ, the City reserves the right to issue addenda to this RFQ. Proposers are responsible for ensuring receipt of all addenda and incorporating any changes into their proposal. Proposers shall acknowledge receipt of all addenda by listing those received in the Attachment 1 – Certification Statement. The City reserves the right to reject a SOQ for failure to acknowledge receipt of any addenda. Addenda will be emailed to all Proposer’s who have requested the Request for Qualifications package from the City.

** 5.0 Evaluation Criteria and Selection Process**

5.1 Evaluation and Selection

SOQ submitted in response to this RFQ will be evaluated by the Selection Committee for the purpose of selecting the Proposer(s) possessing the most-appropriate qualifications and experience to provide the required Scope of Services.

The criteria used by the Selection Committee in evaluating responses will include the following:

|  |  |
| --- | --- |
| **Selection Criteria** | **Pass/Fail or Weight Value** |
| Part I Section A-D | Pass/Fail |
| Part I Section E - Resumes of Key Personnel For This Project) | 20 |
| Part I Section F - Example Projects Which Best Illustrate Proposed Team’s Qualifications for This Contract) | 20 |
| Part I Section G - Key Personnel Participation in Example Projects) | 20 |
| Part I Section H- Experience working with General Aviation Airports | 20 |
| Part I Section H- Experience working on FEMA projects | 5 |
| Part I Section H - Current Workload | 5 |
| Section H - Location of office where work will be performed | 5 |
| Part I Section H -DBE Participation | 5 |
| Part II | Pass/Fail |

Scoring of this selection criteria shall be on a numerical scale of 1 to 5, with 5 being the highest possible score and 1 being the lowest possible score. The score of each listed criteria will be multiped by its weight factor, which indicates the importance of each criterion as it relates to this contract. Selection Criteria with a Pass/Fail will be scored based on each section being fully completed; if the proposer fails to complete these sections a “Fail” will be given which will result in being considered non-responsive.

5.2 Selection Process

All responsible SOQ submitted for this project will be reviewed by a Selection Committee convened by the City. The selection process shall be as follows:

A. Each Selection Committee member shall independently evaluate each SOQ submitted in accordance with the evaluation criteria listed in Section 5.1.

B. Based upon each member's evaluation of the SOQ, each member shall compile a total point score for each Proposer.

C. The scores of all Proposers from each Selection Committee Member shall then be totaled.

D. At this point the RFQ Selection Committee may select the highest scoring Proposer(s) and award the contract(s). The RFQ Selection Committee may also choose to invite the top three (3) highest-ranking firms to make Oral Presentations to the RFQ Selection Committee at a subsequent meeting.

E. If oral presentations are deemed necessary by the Selection Committee, the RFQ Selection Panel shall convene to hear Oral Presentations by the top three short-listed firms. Upon completion of the Presentations each RFQ Selection Board Member shall re-evaluate and complete their scoring and the RFQ Selection Panel Members shall vote for one (1) or more firm(s) from the short list.

F. The RFQ Selection Panel reserves the right to discuss Proposers being considered prior to any voting or balloting.

** 6.0 Anticipated Schedule of Events**

The City anticipates the following schedule for this solicitation. The City reserves the right at its sole discretion, to adjust this schedule, as it deems necessary.

Advertisement: (May 14th, 2025)

Deadline for written inquiries: (May 28th, 2025) at 5:00 pm CST.

Deadline for issuance of Addenda: (May 28th, 2025) at 5:00 pm CST.

Proposal Due Date: (June 11th, 2025) at 5:00 pm CST.

Oral Presentations, if any: TBD.

Anticipated Date of Award: (June 19th, 2025)

** 7.0 Exhibits and Attachments**

Exhibit A: Proposed Owner-Architect Agreement AIA B101-2017; amended by Owner.

Attachment 01: Certification Statement form.

Attachment 02: Standard Form 330 Instructions and Form