

March

2018



Request for

# Statement of Qualifications

For

City Docks Sewer Video Inspection &  
Rehabilitation

Submittal Deadline: April 6, 2018

Request for Statement of Qualifications  
Lake Charles Harbor & Terminal District  
Lake Charles, Louisiana

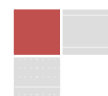
## 1. Project Description and Work to be Performed:

The Description may be derived from the following:

- The Lake Charles Harbor and Terminal District (District) is soliciting Statements of Qualification from engineering firms to provide detailed inspection reports and produce detailed engineered drawings and specifications for the Sewer Rehabilitation at City Docks located in Lake Charles, Louisiana. The existing sanitary sewer system consists of approximately 12,000LF of 6-10 inch gravity sewer, numerous manholes including some of brick construction, and one pump station.
- The ideal firm shall have experience and be able to provide inspection and assessment of an aging sanitary sewer system, including gravity sewer mains, service laterals, manholes and pump stations. Video inspection will be required as well as any other inspections necessary to fully evaluate the system, such as smoke tests. The firm will be able to provide recommendations to reduce construction durations and provide construction cost savings along with standard engineered drawings and specifications required for bidding.
- The District uses the Facilities Planning and Control Manual (2006 Edition, Louisiana Capital Improvement Projects Procedure Manual) drafted by the Division of Administration for project development (<http://www.doa.la.gov/Pages/ofpc/State/Project%20Admin%20-%20State.aspx>). The fee structure for this project will include two parts. The inspection and assessment phase will be based on hour rates and the design portion will be based on the fee curve in the facilities planning and control manual. At this time, the estimated construction budget is \$1M.

## 2. Selection Criteria: *Those responding will be scored according to criteria set forth below.*

Number	Criteria	Weight
1.	Professional training and experience of the company and proposed team members in relation to the type and magnitude of work required for this project. <i>Highlight experience with public sanitary sewer system inspections and rehabilitations.</i>	25
2.	Capacity for timely completion of the work considering current and projected backlog and manpower. <i>From the time a Notice to Proceed is given, estimate the duration in months needed to produce a bid package. A gantt chart listing the major items in the Facilities Planning and Control Manual is required.</i>	15
3.	Nature, quantity, and value of work previously performed for public entities. <i>Identify any work your firm or team members have previously done for the Port of Lake Charles or another public entity which involved producing a bid package (last 5years)</i>	15
4.	Location: <i>Physical address where the majority of the design work will be conducted.</i>	5
5.	Past performance on public projects. <i>Projects involving significant rehabilitation or reconstruction of sewers in a variety of locations and environments should be demonstrated as well as performance on previous public projects. Performance should highlight solutions to challenges.</i>	20
6.	Past and current pending litigation involving a public entity. <i>Please provide a statement of professional standing, including any pending and past litigation in the last 10 years. This includes involvement in claims between your firm and a</i>	5



	<i>public agency as well as cases between a public agency and 3<sup>rd</sup> party when your firm worked for the public agency.</i>	
<b>7.</b>	Direct services factor. <i>Indicate if any sub-consulting will be required and list the potential consultant. Provide a manhour estimate or allocation of the design fee to show the percent of services that will be performed in-house as opposed to sub-consultants.</i>	<b>15</b>

### 3. SoQ Requirements:

Format:

- All Criteria shall be addressed in the order presented in the Notice. Content shall provide information and respond to the criteria described above.
- SoQ shall be typewritten in a readable digital format such as PDF.
- Maximum of 8 pages will be allowed for the submittal (includes cover sheet).
- No attachments.

### 4. Process:

District staff will evaluate the submittals and grade in each category according to the criteria. The grades will be averaged and the most qualified firm will be selected to enter into a contract with the Port of Lake Charles.

### 5. Deliverables and Deadline:

Email completed SoQ in pdf format to [RFP@portlc.com](mailto:RFP@portlc.com). Please include "SoQ for Sewer Rehabilitation at City Docks" in the subject line.

Statements of Qualifications must be received by ***April 6, 2018 at 5:00 PM CST***. No late submissions will be evaluated.

### 6. Agency Contact:

Requests for additional information regarding this statement of qualifications shall be addressed to Shaunna Davis at (337) 493-3538 or E-mail address [sdavis@portlc.com](mailto:sdavis@portlc.com).

It shall be noted that all questions regarding the statement of qualifications shall be communicated in writing or by email to Shaunna Davis by no later than **April 2, 2018**. After that date, no additional questions will be received and/or responded to in kind.

