**Request for Qualification (RFQ)**

**Natural Gas Distribution Infrastructure Safety and Modernization Grant Program**

**Request for Professional Engineering Services**

**Introduction**

The City of Carencro, Louisiana (Carencro) is the recipient of the Pipeline and Hazardous Materials Safety Administration’s (PHMSA’s) Natural Gas Distribution Infrastructure Safety and Modernization (NGDISM) Grant for Fiscal Year 2022. The project is to replace existing cast iron natural gas pipeline mains and connecting service lines, fittings, valve, regulators and pressure relief valves and other related activities to bring the system into compliance with pipeline safety 49 CFR 192.557.

Carencro will be replacing approximately 26,627 feet of 2” cast iron pipe with PE gas piping. This requirement involves approximately seventy-five (75) different locations for boring and three hundred ninety-seven (397) service taps with pipe footage at the different locations ranging from three hundred sixteen feet (316’) to two thousand five hundred seventy-seven feet (2,577’) which will bring the pipeline system into compliance with pipeline safety 49 CFR 192.557.

Carencro is requesting qualifications for Natural Gas Engineering and Subsurface Utility Engineering for work to be performed under this grant.

**Point of Contact**

General questions pertaining to this RFQ shall be addressed to the following:

Purvis Morrison  
Chief Administrative Officer  
City of Carencro  
210 E St. Peter Street  
PO Drawer 10  
Carencro, LA 70520  
Direct Phone: (337) 886-7001  
City Hall Phone: (337) 896-8481

For specific project questions email: pmorrison@carencro.org.

**Timeline**

Projected start date: July 1, 2024.

Projected end date: To be determined.

**General Information Submission**

Submissions shall be received by the City of Carencro, Louisiana no later than the date and time shown below.

All responses should be submitted in writing via mail or hand delivery and include all requested information and documentation (where required) herein, no later than the established deadline submission. If submissions are mailed or hand delivered, the envelope must be sealed and include the following notation on the envelope:

Company Name  
Request for Qualification Professional Engineering  
NGDISM Grant Project

For submissions, two (2) copies are required.

The Proposer is solely responsible for ensuring that the courier service provider makes inside delivery to Carencro. Carencro is not responsible for any delays caused by the Proposer's chosen means of proposal delivery. Additionally, the Proposer is solely responsible for the timely delivery of its proposal.

Failure to meet the proposal submission deadline and time shall result in the rejection of the RFQ.

*Deadline for Submissions: June 17, 2024 no later than 5:00pm central daylight savings time (CDST).*

**Applicability**

By submitting a RFQ to Carencro, contractors, agencies, firms, and/or organizations are automatically agreeing to abide by all terms and conditions listed herein, detailed in any ensuing contract, and outlined by any applicable terms and conditions governing federal funding.

**Errors and Omissions in Proposal**

Carencro will not be liable for any error in the proposal. The Proposer will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: Carencro reserves the right to make corrections or clarifications due to errors identified in proposals by Carencro or the Proposer. Carencro, at its option, has the right to require clarification or additional information from the Proposer.

If the Proposer needs to submit changes or addenda, such shall be submitted in writing prior to the proposal submission deadline, signed by an authorized representative of the Proposer, cross- referenced clearly to the relevant proposal section, and submitted in writing via mail or hand-delivery as stated above. Such submission(s) shall meet all the requirements for the proposal.

**Withdrawal**

A Proposer may withdraw a submitted proposal at any time up to the proposal closing date and time. A written request signed by the authorized representative of the Proposer must be submitted to the RFQ Point of Contact to withdraw a proposal.

**Reservation of Rights**

Carencro reserves the right to:

* Reject any or all submissions, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by Carencro to be in the best interest of Carencro,
* Terminate a contract awarded pursuant to this RFQ at any time for its convenience upon delivery of a ten (10) day written notice to the apparent or successful Proposer,
* Determine the days, hours, and locations that the successful Proposer shall provide the items or services called for in this RFQ
* Reject and not consider any submission that does not, in the opinion of Carencro, meet the requirements of this RFQ, including but not necessarily limited to incomplete submissions offering alternate (not including "or equal" items) or non- requested items or services.

**Proposer Responsibility**

Proposer must carefully review and comply with all instructions provided herein. Proposer must submit all required documentation and information no later than the established deadline for submission noted herein.

**Submission Cost**

There shall be no obligation for Carencro to compensate any Proposer or prospective Proposer for any costs associated with responding to this RFQ.

**Confidential Information, Trade Secrets, and Proprietary Information**

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the submitted proposal.

The Proposer must clearly designate the part of the proposal that contains privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of his proposal sought to be restricted in accordance with the conditions of the legend:

*"The data contained in pages [ ] of the proposal have been submitted in confidence and contain privileged or confidential information, and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the City of Carencro shall have the right to use or disclose the data therein to the extent provided in the Contract. This restriction does not limit the City of Carencro’s right to use or disclose data obtained from any source, including the Proposer, without restrictions."*

Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL."

Carencro reserves the right to make any proposal, including proprietary information contained therein, available to Carencro’s agencies, organizations, or individuals for the sole purpose of assisting Carencro in its evaluation of the proposal. Carencro shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

**Insurance, Licenses and Certifications**

At the time of submission, the Proposer is not required to submit evidence of the following policies with Carencro named as an additional insured; however, evidence of the following existing policies, licenses, and certifications must be submitted with the Proposer's response:

* Professional liability insurance; (Minimum $1,000,000.00)
* Worker's compensation insurance
* Professional qualifications relevant to the Scope of Services, including copies of all Federal, State, and Local licenses and certificates held by the Entity and/or principal team members
* Professional business licenses

**Assignment of Personnel**

Carencro shall retain the right to request and receive a change in personnel assigned by the successful Entity to provide services to Carencro if it is the belief of Carencro that such change is in the best interest of Carencro and/or the completion of the work or provision of the items.

No substitution of principal personnel included in the response may occur without prior written approval from Carencro. Replacement for principal personnel under the ensuing Contract must have the equivalent professional qualifications and experience as those listed in the Proposer's response. The Proposer must submit, in writing, the professional qualifications and experience for approval within ten (10) working days prior to any anticipated replacement.

**Qualifications Submissions Requirements:**

* Must be a professional engineer (PE) licensed in the State of Louisiana.
* Have insurance for Workers Comp and Professional Liability (as stated above).
* Have performed similar projects related to the construction of and or replacement of natural gas distribution pipelines and appurtenances.
* Number of years in business.
* Year company started.
* Primary physical location.
* Sample certificates.
* The engineering firm will be required to list the City of Carencro as additionally insured and provide documentation thereof.
* Resume or Curriculum Vitae of proposed project manager for Carencro (primary contact).
* Completion of Attachment A – Certification of Proposer
* Provide a statement acknowledging that the Entity is aware of the federal requirements related to this project and that it has the ability to comply with all regulations contained therein.
* Do not include any rates or terms and conditions as those will be negotiated once awarded.

**Scope of Work:**

Scope of work would potentially include, but not limited to the following:

* Design of new gas pipeline installation (replacement of cast iron with PE).
* Mapping and drawings with GIS location of new replacement pipe.
* Pre-project subsurface utility location and mapping.
* Interface with city personnel, construction contractors, and grant administration as well as governmental agencies where required.
* Written progress reports.
* Final “as-builts”.
* Procurement of any necessary governmental permits including DOT, Rights-of-Way, and access agreements.

**References**

Have performed similar projects related to the construction of and or replacement of natural gas distribution pipelines and appurtenances and provide three (3) reference projects.

**Proposer’s Submission**

Each submission must be responsive to all aspects of the RFQ and adhere strictly to the format and contents specified above, including all forms of documents requested. Failure to include each and every required submittal may render the submission non-responsive and result in rejection. The Proposer must be able to meet the established estimated deadlines outlined below.

The Proposer shall submit **one (1) signed original response**, three (3) additional copies, one (1) redacted copy, if applicable, and an electronic copy on a flash drive.

Any submission received after 5:01 p.m. central daylight savings time on the statement submission deadline will be considered late, and as a result of the late submission, the submission will be rejected. Late packets will be returned to the Proposer. Carencro reserves the right to accept or reject any or all responses or any part of any response in connection with this RFQ.

**Evaluation Criteria: Preferences will be weighted toward the following:**

* Firms previously having experience with the City of Carencro.
* Minority / Women owned firms and small businesses.
* Companies based in Louisiana (with familiarity with the area in which the project is located) or with substantial locations.
* Previous experience, education, training, certification/licensing, designations and other qualifications of individuals or principal staff performing tasks on similar projects.
* Number and types of governmental entities supported in the past.
* Number of employees the Proposer’s firm will devote to this project.
* Length of time the Proposer has been in business.
* Previous experience of the Proposer’s firm that has been completed relevant to the proposed scope of services.
* Capacity of the Proposer to undertake the Contract.
* In good standing with the State of Louisiana and the United States Federal Government.

**Qualifications-Based Selection Process**

Professional services are procured in accordance with Federal, State, and Local law and regulations. Selection of the most advantageous respondent will be made on the basis of demonstrated competence and qualifications determined by Carencro, based upon the submission in response to this RFQ, any supplements requested by Carencro, and any subsequent meetings with the finalist.

**Evaluation of Proposals**

Carencro will organize a Selection Committee whose process will be determined by Carencro. The Committee will review all responsive submittals based on the Qualifications Submissions Requirements and Evaluation Criteria. An award will be made to the Proposer whose proposal is best suited to the requirements determined by Carencro.

The successful Proposer will be notified of a final selection ten (10) business days after submittal date.

**Post Selection**

Upon notification of selection, the successful Proposer will be required to execute and deliver a contract within fifteen (15) business days of notification. If the Proposer is unwilling or unable to execute the agreement as required by the RFQ, or if Carencro, in its sole discretion, determines that negotiations during the contract negotiation phase are not progressing in a satisfactory and timely manner, Carencro reserves the right to terminate negotiations with selected Proposer. At which time, the proposer with the second best qualifications will be selected and notified of selection.

# Attachment A CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Qualification (RFQ), including requested attachments.

OFFICIAL CONTACT: The City of Carencro requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Official Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

US Mail Address, City, State, Zip : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposer certifies that the above information is true and grants permission to Carencro to contact the above-named person or otherwise verify the information provided.

By its submission of this Proposal and authorized signature below, Proposer certifies that:

* The information contained in its response to this RFQ is accurate.
* Proposer complies with each of the requirements listed in the RFQ and will meet or exceed the functional and technical requirements specified therein.
* Proposer accepts the procedures, evaluation criteria, and all other administrative requirements set forth in this RFQ.
* Proposer understands that if selected as the successful Proposer, he/she will have fifteen (15) business days from the date of delivery of the draft Contract in which to complete Contract negotiations, if any, and execute the final Contract document.
* Proposer certifies, by signing and submitting a Proposal, that their company, any Subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in 2 CFR 200. (A list of parties who have been suspended or debarred can be viewed via the internet at www.sam.gov.)
* There are no litigation or any suspension or debarment proceedings that could affect the services to be supplied in any contract resulting from this RFQ, OR a list of such litigation/ proceedings is attached to this Certification.
* In the last ten years, Proposer has not filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, OR if such events have taken place, an explanation providing relevant details is attached to this Certification.

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| Authorized Signature: |
| Type or Printed Name: |
| Title: |
| Company Name: |
| Phone Number: |
| Address: |
| City: |
| State: |
| Zip: |