

# **ENGINEERING SERVICES**

## **REQUEST FOR QUALIFICATIONS**

FOR THE FOLLOWING PROJECT:  
FRANKLIN PARISH SHERIFF'S OFFICE  
PROJECT

Parish Project No. # 26-01

RFQ No. 26-01

PREPARED BY  
FRANKLIN PARISH SHERIFF'S OFFICE

June 5, 2026

# **TABLE OF CONTENTS**

SECTION 1 – PUBLIC NOTICE

SECTION 2 – PROJECT SUMMARY AND SCOPE OF WORK

SECTION 3 – SITE LIST

SECTION 4 – SUBMISSION REQUIREMENTS AND  
ADDITIONAL INFORMATION

SECTION 5 – SELECTION CRITERIA AND SELECTION  
PROCESS

SECTION 6 – SCORE CARD

SECTION 7 –RFQ STANDARD RESPONSE FORM

**SECTION 1**  
**PUBLIC NOTICE**

# PUBLIC NOTICE

## INVITATION FOR CONSULTING ENGINEERING SERVICES

Franklin Parish Sheriff's Office invites qualified engineering firms to submit a Statement of Qualifications for the following project:

FRANKLIN PARISH SHERIFF'S OFFICE

PROJECT

Parish Project Number #26-01

RFQ No 26-01

ENGINEERING FEE: TO BE NEGOTIATED

This project and the procedures for the selection of this firm will be in accordance with all requirements of the Federal Emergency Management Agency's Hazard Mitigation Assistance (HMA) Federal Code of Regulations (2CRF200), the State of Louisiana, and the standards of Franklin Parish Sheriff's Office. All responses received will be evaluated in accordance with the selection criteria identified in the Request for Qualifications information packet available from the Sheriff's Office. That information also identifies the scope of services to be performed by the selected firm.

All engineering firms shall also be registered with the Louisiana State Board of Registration for Professional Engineers and Land Surveyors, in accordance with LA RS 37:689. A copy of the current Certificate(s) of Registration shall be attached to each Statement of Qualification. Failure to be registered and in good standing with the aforementioned board will lead to the rejection of the Statement of Qualifications submission.

Franklin Parish Sheriff's Office will award the project to the respondent obtaining the highest recommendation and points based upon a selection committee review of the submitted Statement of Qualifications and work references.

Interested firms are invited to secure an informational packet from Franklin Parish Sheriff's Office, Kayla Blossom, Chief Civil Deputy, [kaylablossom@franklinsheriff.net](mailto:kaylablossom@franklinsheriff.net) or collect a copy from the foyer of the Franklin Parish Courthouse, where it shall be posted. Only those firms that have responded in accordance with the official RFQ packet for this project obtained from Franklin Parish Sheriff's Office or the public posting will be considered by the Franklin Parish Sheriff's Office Selection Committee. Additionally, the firm selected for this project will be required to execute the Parish standard contract for Engineering Services as amended for this project. The overall level and scope of services will be determined by the Franklin Parish Sheriff's Office. A fixed sum contract will be negotiated with the selected firm. Responding firms must be prepared to provide an audited overhead rate for the purpose of contract negotiation and determination of cost reasonableness. Any questions

or problems related to the download of the RFQ packet should be directed by email to Kayla Blossom, Chief Civil Deputy, [kaylablossom@franklinsheriff.net](mailto:kaylablossom@franklinsheriff.net)

The response to this RFQ must be hand delivered or mailed to the above-named person at Franklin Parish Sheriff's Office, 6556 Main Street, Winnsboro, LA 71295 in such a manner that it is received no later than June 26, 2026, at 10:00am. Statements of Qualifications that have not been received by the deadline date and time will be rejected.

Franklin Parish Sheriff's Office is an Equal Opportunity Employer. Responding firms are encouraged to utilize minority participation in this contract through the use of disadvantaged and women-owned businesses as suppliers or sub-contractors. Franklin Parish Sheriff's Office encourages submission by DBE, minority, veteran, and/or women owned businesses.

FRANKLIN PARISH SHERIFF'S OFFICE

K. Bryan Linder

Sheriff

[bryanlinder@franklinsheriff.net](mailto:bryanlinder@franklinsheriff.net)

David Rigdon

Chief Administrative Deputy

[davidrigdon@franklinsheriff.net](mailto:davidrigdon@franklinsheriff.net)

Kayla Blossom

Chief Civil Deputy

[kaylablossom@franklinsheriff.net](mailto:kaylablossom@franklinsheriff.net)

**SECTION 2**  
**PROJECT SUMMARY AND SCOPE OF WORK**

## **PROJECT SUMMARY**

FRANKLIN PARISH SHERIFF'S OFFICE desires to hire a qualified consultant to assist with the evaluation and assessment of the development of design plans, construction bidding and oversight for the installation of a safe room and other construction projects. In particular, the proposed service includes site evaluations for the safe room. Consultant shall design full construction buildings per Federal Emergency Management Agency (FEMA) P-361 requirements or design proper foundations per FEMA P-361 for pre-fabricated buildings, depending on final decisions of the Sheriff's Office.

FRANKLIN PARISH SHERIFF'S OFFICE has received an allocation of federal funds with the express purpose of addressing development of a safe room due to high winds and damage from wind-borne debris as a direct result of a natural disaster. The Parish prioritized the safe room through the funding application to increase the level of protection and reduce risks to the identified personnel. The implementation of this project will be conducted in a manner that complies with all applicable federal regulations for the Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance (HMA) program under the Robert T. Stafford Disaster Relief and Emergency Assistance Act and Housing and Urban Development (HUD) Community Development Block Grant (CDBG) under Title I of the Housing and Community Development Act of 1974.

In addition, the Sheriff's Office plans construction of a law enforcement training center.

## **SCOPE OF WORK**

FRANKLIN PARISH SHERIFF'S OFFICE has identified a site within the parish to build a FEMA P-361 compliant safe room and place it on a FEMA P-361 compliant foundation, dependent on final decisions of the Sheriff's Office. These measures will help to ensure the continued operations of critical functions within the parish before, during and after future storm events.

The consultant shall consult with the Sheriff's Office to review project descriptions, federal requirements and compliance measures, and scheduling.

The consultant will provide estimated costs associated with the construction of the identified safe room project and any other construction project in correlation with the safe room project.

The consultant will furnish plans and specifications for the identified safe room project any other construction project in correlation with the safe room project. The Sheriff's Office will have final review of the plans to ensure that all grant compliance is met and may consult with grant management experts.

The consultant shall assist the Parish in the sourcing and selection of a qualified contractor to build out the specifications on design plans. This is to include conducting a pre-construction conference and on-going correspondence and coordination with the contractor.

The consultant shall review and approve all contractor submittals and pay requests. The consultant shall submit all paperwork, documentation, and pay requests to the Parish or the designated project agent for final review and approval.

The consultant shall develop and submit regular reports that demonstrate progress on the project. Reports could be requested as frequently as monthly but will be required no less than quarterly.

The consultant shall assist the Parish and designees in the preparation and submission of all required documents. This will include, but is not limited to, site assessments, surveys, design plans, procurement, inspections, equipment testing reports, and photographs.

The consultant will conduct final inspections at each site and assist the Sheriff's Office and designees with grant closeout, as needed.

## **SECTION 3**

### **SITE LIST**

**Franklin Parish Sheriff's Office  
SAFE ROOM AND OTHER CONSTRUCTION SITE**

6561 Main Street  
Winnsboro, LA 71295  
Latitude: 32.16512  
Longitude: -91.71380

**SECTION 4**  
**SUBMISSION REQUIREMENTS AND**  
**ADDITIONAL INFORMATION**

## **SUBMISSION REQUIREMENTS**

Responding firms must submit to FRANKLIN PARISH SHERIFF'S OFFICE one (1) copy of the response packet. Response packets must include:

- Copy of the FRANKLIN PARISH SHERIFF'S OFFICE –Project - Request for Qualifications – Standard Response Form for **each** firm included in the response proposal. Copy of the form found in section 6 of this packet.
- Written Statement of Qualifications or proposal to include firm history and capability, staff resumes, and demonstration of similar or comparable work experience. For more details, see section 7.

Response packets are to be hand delivered or mail to:

Kayla Blossom  
Chief Civil Deputy  
[kaylablossom@franklinsheriff.net](mailto:kaylablossom@franklinsheriff.net)

Response packet to be submitted in such a manner that it is received no later than June 26, 2026, at 10:00am. Statements of Qualifications that have not been received by the deadline date and time will be rejected.

Please mark outer envelope:

ENGINEERING QUALIFICATION STATEMENT  
FRANKLIN PARISH SHERIFF'S OFFICE  
PROJECT  
Parish Project Number #26-01  
RFQ No 26-01

## **ADDITIONAL INFORMATION**

Questions may be sent to [kaylablossom@franklinsheriff.net](mailto:kaylablossom@franklinsheriff.net) prior to submission of your response.

## **SECTION 5**

**SELECTION      CRITERIA      AND      SELECTION  
PROCESS**

## **SELECTION CRITERIA**

All responses to this solicitation will be evaluated according to the following criteria and will be evaluated based on any written materials submitted along with verification of previous references. Incomplete or misleading/incorrect information may result in disqualification of a submittal. After initial qualifications, the highest scoring firm will be interviewed for reasonable cost negotiation and pricing considerations in relationship to fees and experience.

The following general criteria, in combination with the enclosed Score Card, will be used in evaluating the Qualifications Statements:

1. Capability to perform all or most of the services required for the project.
2. Recent experience with project comparable to the proposed project.
3. Reputation for personal and professional integrity and competence.
4. Professional background and caliber of key personnel.
5. Capability to meet schedules and deadlines.
6. Capability to complete projects without having major construction cost escalations or overruns.
7. Qualifications and experience of outside consultants regularly engaged by the Engineer under consideration.
8. Quality of projects previously undertaken.
9. Familiarity with the project location is necessary to fully understand the physical limitations, constraints etc. associated with the project.
10. Knowledge of FEMA HMA, FHWA, LADOTD, and Parish regulations, policies, and procedures.

## **SELECTION PROCESS**

The contract for this project will be awarded through a qualifications-based selection process. This process shall consist of evaluation of RFQ Standard Response Forms and written Qualification Statements. All Standard Response Forms and qualification statements will be reviewed by the FRANKLIN PARISH SHERIFF'S OFFICE selection committee. After contract negotiations, the selected firm will be presented to the Sheriff for authorization to enter into a contract for this project.

The selection process shall be as follows:

1. Each selection committee member shall independently evaluate each Standard Response Form and statement of qualification submitted for this project in accordance with the aforementioned general criteria.
2. Based on each selection committee member's evaluation of the RFQ submittals, each member shall rate each firm utilizing the Score Card. Each member shall rank the submittals using their score card totals.
3. Each selection committee member shall sign and turn in both the score card and rankings to the selection committee recorder.
4. Committee recorder will combine the score cards and total the scores for each responding firm and make a formal recommendation to FRANKLIN PARISH SHERIFF'S OFFICE Administration to engage the top scoring firm for contracting and cost negotiations. If necessary, ties shall be broken by ballot whereby the selection committee votes on the ranking of the top three firms.
5. The selection committee members reserve the right to discuss the firms being considered prior to any voting or balloting.
6. The top-rated firm will prepare a proposal for the services to be provided, in accordance with the Parish's instruction. Contract fee negotiation will then be held. Grants Management consultants may be involved in fee negotiation depending on project funding source.

**SECTION 6**  
**SCORE CARD**

## SCORE CARD

|                                                                                                                                                                                                                                                                                                    | <b>Weighted Points</b> | <b>Max Points</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------|
| <b>Firm/Team Qualifications and Experience</b><br>Firm shall be evaluated based on project specific experience and resources. Primary focus should be on the prime consultant's experience; however, other team members must be considered.                                                        | <b>0 – 25</b>          | <b>25</b>         |
| <b>Key Personnel Qualifications and Experience</b><br>Specific personnel experience with similar projects must be considered. While firm Principals are listed, they traditionally have little involvement in the design; emphasis should be placed on the project managers and project engineers. | <b>0 – 25</b>          | <b>50</b>         |
| <b>Local Project Experience</b><br>Consideration must be given to the firm/team that can show experience with the Parish, local criteria, codes, policies, procedures, and standards to successfully facilitate project completion.                                                                | <b>0 – 10</b>          | <b>60</b>         |
| <b>Proposal/Project Understanding</b><br>Firm RFQ should identify understanding of project scope, the past work experience for both the firm and the personnel should properly reflect project scope.                                                                                              | <b>0 – 20</b>          | <b>80</b>         |

**SECTION 7**  
**RFQ STANDARD RESPONSE FORM**

|                                                                                                                                                                                                                           |                                                                                        |                                                                                                                                        |                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>FRANKLIN PARISH SHERIFF'S OFFICE</b><br><br><b>PROJECT</b><br><br>REQUEST FOR QUALIFICATIONS<br><br><b>STANDARD RESPONSE FORM</b><br><br>VERSION DATE 8.2024                                                           | 1a. Official Name of Firm                                                              | Select all that Apply:<br><input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> VOB                 | 1d. Name and Identification of Project on which Submitting: |
|                                                                                                                                                                                                                           | 1b. Indicate if <input type="checkbox"/> Prime OR <input type="checkbox"/> Subcontract |                                                                                                                                        |                                                             |
|                                                                                                                                                                                                                           | 1c. Official Address of Office Performing the Work                                     |                                                                                                                                        |                                                             |
| 2a. Name, Title, Phone, and Email of Principal to Contract<br>(Must be the same person certifying item 2b)                                                                                                                |                                                                                        | 2b. I certify that the following information is accurate and complete to the best of my knowledge.<br><br>Signature: _____ Date: _____ |                                                             |
| 3. Firm's registration number with the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. Please attach a copy of registration to the end of this form with your submission.            |                                                                                        |                                                                                                                                        |                                                             |
| 4a. Indicate the percentage of the total work that the firm will perform for this project.<br>Note: The Prime firm's percentage of work may be less than 50% but must be greater than any other team member's percentage. |                                                                                        |                                                                                                                                        |                                                             |
| 4b. Based on RFQ Project Summary and Scope of work, provide a brief description of firm's role on the project. What portion of the scope will be handled by the firm.                                                     |                                                                                        |                                                                                                                                        |                                                             |

|  |
|--|
|  |
|--|

| 5. List all projects the firm has performed that are similar or comparable to the project summary and scope of work in the RFQ packet. |                            |                               |                                                        |                                    |
|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------|--------------------------------------------------------|------------------------------------|
| Project Name or Description                                                                                                            | Reference Point of Contact | Nature of Firm Responsibility | Actual (A) or Estimated (E) Fee <i>indicated which</i> | Current Status or Percent Complete |
| 1.                                                                                                                                     |                            |                               |                                                        |                                    |
| 2.                                                                                                                                     |                            |                               |                                                        |                                    |
| 3.                                                                                                                                     |                            |                               |                                                        |                                    |
| 4.                                                                                                                                     |                            |                               |                                                        |                                    |
| 5.                                                                                                                                     |                            |                               |                                                        |                                    |
| 6.                                                                                                                                     |                            |                               |                                                        |                                    |
| 7.                                                                                                                                     |                            |                               |                                                        |                                    |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

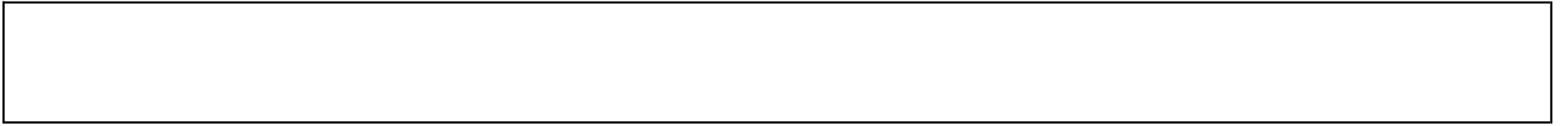
2

| 6. List all projects your firm has performed within FRANKLIN PARISH. |                             |                               |                                                        |                                    |
|----------------------------------------------------------------------|-----------------------------|-------------------------------|--------------------------------------------------------|------------------------------------|
| Project Name or Description                                          | Reference Point of Contract | Nature of Firm Responsibility | Actual (A) or Estimated (E) Fee <i>indicated which</i> | Current Status or Percent Complete |
| 1.                                                                   |                             |                               |                                                        |                                    |
| 2.                                                                   |                             |                               |                                                        |                                    |
| 3.                                                                   |                             |                               |                                                        |                                    |
| 4.                                                                   |                             |                               |                                                        |                                    |
| 5.                                                                   |                             |                               |                                                        |                                    |
| 6.                                                                   |                             |                               |                                                        |                                    |

|    |  |  |  |  |
|----|--|--|--|--|
| 7. |  |  |  |  |
|----|--|--|--|--|

3

|                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>7. Use this space to best illustrate the qualifications of this firm to perform the project proposed in the RFQ scope of work. Provide any additional information or description of resources supporting your firm's qualifications.</p> <p>Note: <u>No additional pages should be added</u>, this can be expanded on in the written proposal submitted with this form.</p> |
|                                                                                                                                                                                                                                                                                                                                                                                |



FRANKLIN PARISH SHERIFF'S OFFICE  
PROJECT  
REQUEST FOR QUALIFICATION  
**STANDARD RESPONSE FORM**

**PURPOSE**

The purpose of this form (RFQ Standard Response Form) is to provide members of the Engineer and Survey Selection Committee with specific information regarding the qualifications of interest firms submitting for a particular project.

**INSTRUCTIONS**

Instructions for completing the RFQ Standard Response Form are as follows, numbers below correspond to a number contained in the form:

- 1a. Indicate in this block the complete name of the submitting firm; select any designation that applies associated with equal opportunity work.

Definitions:

"MBE" Minority Business Enterprise, a for-profit business that is at least 51% owned, managed, and controlled by a member(s) of a qualified minority business.

"WBE" Women Business Enterprise.

"VOB" Veteran Owned Business.

- 1b. Using the squares provided in this block, indicate whether the firm is a prime respondent or will be a subcontractor to the prime.
- 1c. Indicate in this block the address of the specific office that will be performing the work on the project. If this form is being submitted on behalf of a parent company with a branch office, please indicate in this block that the address shown is for the "main office" or the "branch office."
- 1d. Indicate in this block the complete project name and RFQ project number as provided in the RFQ packet.
- 2a. Indicate in this block the name, title, phone number, and email address of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters.

- 2b. This block shall be signed and dated by the individual indicated in block 2a. All information contained in the form should be current and factual. Additionally, failure to sign and date the form will be considered non-responsive and will result in the firm or associated firms being rejected.
3. If applicable, indicate the firm's registration number with the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. For individual and non-incorporated firms, a copy of your current Registration Certification Card shall be attached to the form. For all engineering and surveying firms that are incorporated a copy of the firm's Certificate(s) of Registration shall be attached to the form. Failure to attach a copy of the firm's registration cards to the Standard Response Form will result in the firm or associated firms being rejected.
- 4a. The consultant shall indicate in this block the percentage of total project work to be completed by the firm. The Prime consultant does not have to perform more than 50% of the work, however, prime consultant shall perform the majority of total project work. All Standard Response Forms submitted with RFQ response should total 100% across prime and subcontractors.
- 4b. Indicate in this block the tasks, as noted in the percentage provided in block 4a, performed by the firm. Tasks should be a reflection of the project summary and scope of work. You can indicate staff members of the project team and their professional responsibilities that will be utilized to perform the work.
5. In this block, the respondent shall list up to seven (7) projects currently underway or completed that are similar in size and scope to the proposed project. Required information includes: (a) name and location of the project, including client name; (b) the name, title, agency, phone number and email address of the point of contact for client references; (c) description of the type and extent of service provided; (d) the actual or estimated contract fee, indicated if the fee is actual or estimated by including an "A" or "E" after the fee amount; and (e) the percentage of the project that is complete at the time/date of this form.
6. In this block, the respondent shall list up to seven (7) projects currently underway or completed in the bounds of FRANKLIN PARISH, whether contracted with the Parish Government or municipality. Required information includes: (a) name and location of the project, including client name; (b) the name, title, agency, phone number and email address of the point of contact for client references; (c) description of the type and extent of service provided; (d) the actual or estimated contract fee, indicated if the fee is actual or estimated by including an "A" or "E" after the fee amount; and (e) the percentage of the project that is complete at the time/date of this form.
7. Through narrative discussion, the respondent should show reasons why the firm or design team submitting this form believed it is especially qualified to undertake the

project. Information provided should include, but not limited to, such data as: specialized equipment available for this work, any awards to recognition received by a firm or individuals for similar work, required security clearances to perform the work, special approached or concepted developed by the firm relevant to this project, etc. This is supposed to be a concise and limited summary, no additional pages will be accepted. A more detailed narrative can be provided in the written Summary of Qualifications.