

**Request for
Proposals (RFP) for Professional Services**
Livingston Parish, Louisiana

Livingston Parish Government is seeking assistance from professional persons or firms to provide professional services for implementation of removal of debris in selected watersheds in and throughout Livingston Parish. The parish anticipates being awarded funds from the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) and/or other sources.

The Livingston Parish Government is an Equal Opportunity Employer. The Livingston Parish Government encourages all small and minority-owned firms and women's business enterprises to apply.

PART ONE: SCOPE OF SERVICES

The Livingston Parish Government is requesting proposals for professional services to assist the parish with Environmental, Permitting, Management, Compliance and Monitoring Services to be performed at the direction of the Livingston Parish Grants Office for Removal of Debris including snags, drifts or other obstructions in selected watersheds in and throughout Livingston Parish. Livingston Parish anticipates being awarded funds from the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) and/or other sources.

Services required for this project include those basic and supplemental services necessary to coordinate with funding agencies, develop applications for funding, map drainage ways, quantify the work to be performed, prepare estimate of cost, obtain environmental clearances, and prepare and obtain necessary permits. Firms submitting proposals must identify all sub-consultants they intend to use to provide supplemental services.

The selected firm shall be responsible for all professional services required or related to the construction, administration and inspection of the Project. The selected firm shall be responsible for professional services complying with all USDA/NRCS rules and regulations as it pertains to this project. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected. The maximum amount of fees that can be allowed with federal funds will be determined by a review for cost reasonableness under federal guidelines and may require adjustments in the proposed contract amount.

PART TWO: REQUEST FOR PROPOSALS

The following information should be included under the title "Request for Proposals for Professional Services related to Waterway Debris Removal":

1. Name of respondent
2. Respondent Address

3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

Contents of RFP

Respondents should letter and number responses exactly as the questions are presented herein. Interested respondents are invited to submit RFPs that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications
5. Proposed Compensation based on a percentage of construction

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFP response should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A confirmation that the Respondent has not had a record of substandard work within the last five years;
- c. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- d. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- e. Any other information that the Respondent feels appropriate;
- f. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFP

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with similar projects and any other projects relating to USDA/NRCS. Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed similar projects, and/or similar USDA/NRCS projects. Preference is for the types of projects similar to those described in Part One. (For example; if the RFP is for drainage projects, it is not necessary, or only of secondary importance, to provide information on how many sewer or water projects Respondent has performed). Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from

previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.

- c. Describe the firm's workload and current capacity to accomplish the work in the required time
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project.
- e. Describe Respondent's firm's presence in and commitment to Louisiana.
- f. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the particular types of project described in Part One.
- b. Describe their knowledge of the USDA/NRCS programs or other federal programs.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members (as applicable), in the job classifications who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to USDA/NRCS on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on USDA/NRCS projects.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in Louisiana and the number working elsewhere.

5. Proposed Compensation

- a. Proposed compensation shall be based on a percentage of construction.

PART THREE: SELECTION CRITERIA

The Livingston Parish Government shall evaluate each potential contractor in terms of its:

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| 1. Background and experience of the firm | 20 pts. |
| 2. Specialized knowledge | 20 pts. |
| 3. Personnel/professional qualifications | 20 pts. |
| 4. Proposed Compensation | 40 pts. |

The procedures for the selection of this firm will be in accordance with the procurement requirements of the USDA/NRCS program unit and/or other federal programs. All responses received will be evaluated in accordance with the selection criteria and corresponding point system. The Livingston Parish Government will enter into contract negotiations with the respondent obtaining the highest score in the evaluation process. Should the negotiations be unsuccessful with the highest ranked firm, the Livingston

Parish Government may elect to terminate the negotiations and proceed to negotiations with the respondent obtaining the second highest score in the evaluation process.

Questions should be emailed to Heather Crain, Grant Coordinator, at hcrain@lpgov.com.

Responses to this RFP should be hand-delivered to Heather Crain, at the Livingston Parish Government Bldg., (DMV), 20355 Government Blvd., Suite E, Livingston, Louisiana 70754 or mailed to Heather Crain, Grant Coordinator at P.O. Box 427, Livingston, Louisiana 70754.

Electronic bidding and official bid documents are available at <https://www.centrauctionhouse.com/main.php>.

One (1) printed copy of the response to this RFP and one (1) electronic copy must be received not later than 4:00 p.m., December 2, 2021. Please state "Professional Services for Waterway Debris Removal" on the cover. If submitting electronically through Central Auction House, one scanned copy will suffice. Late submissions will not be considered.

Livingston Parish is an Equal Opportunity Employer. Minority, women-owned, and small disadvantaged businesses are encouraged to participate.