



State of Louisiana

COASTAL PROTECTION & RESTORATION AUTHORITY
THROUGH THE DEPARTMENT OF NATURAL RESOURCES
OFFICE OF MANAGEMENT & FINANCE
(IN ACCORDANCE WITH R.S. 49:214.6.2C (4))

Request for Statement of Interest and Qualifications

"Surveying Services for Coastal Protection and Restoration Authority Projects"

RSIQ No. 2503-16-28

May 20, 2016

The Coastal Protection and Restoration Authority (CPRA) through the Louisiana Department of Natural Resources (the Department) hereby invites you to submit a Statement of Interest and Qualifications (SIQ) for surveying assistance as described in the scope of services (Enclosure 1).

The proposed contract will be negotiated with the firms selected by the CPRA and will begin approximately September of 2016. The CPRA'S Professional Services Contract will be used for this contract (Enclosure 2).

Firms electing to submit a proposal as a prime contractor cannot be listed as a subcontractor on another firm's proposal. Firms not submitting as prime contractor are allowed to be listed as a subcontractor on as many proposals as they deem appropriate. Please note, firms who are prime contractors on existing contracts with CPRA will be allowed to submit as subcontractors on this advertisement.

The general criteria to be used by the CPRA in evaluating responses for the selection of a potential contractor to perform these services are:

Firm/Team Specialized Experience

0-35 points

- Evaluates the firm/teams project specific experience and resources related to applicable work performed by CPRA as described in the scope of services. Primary focus should be on prime consultants' experience however sub-consultants experience will be considered based on the element of work identified in Standard Form CPRA 24-102.

Key Personnel Qualifications and Experience

0-35 points

- Evaluates the professional qualifications of key personnel related to the work described in the scope of services, including academic attainment, professional achievements and relevant experience. While firm principals are listed, they traditionally have little involvement in the project tasks; therefore emphasis should be placed on the project managers, project engineers and technical staff.

Capacity of Firm

0-15 points

- Evaluates the firm/teams ability and capacity to perform multiple projects simultaneously, complete work in a timely manner, and independently perform the general work outlined in the scope of services from a branch office independent of or with limited support from a home office. Consideration will also be given to the size of the firm/team based on the relative size of tasks anticipated to be issued under this scope.

Capability of Firm

0-15 points

- Evaluates the firm/teams ability to successfully provide services similar to those required by the agency. Criteria include past performance, knowledge of locality, coordination and cooperation with agency staff, ability to meet deadlines and budgets, and quality of work.

TOTAL: 100 points

Should you wish to respond to this request for an SIQ please submit four (4) copies of a written statement expressing your willingness to comply with the terms specified herein, along with a digital copy in PDF format on a CD-ROM or USB flash drive. Elaborate proposals are neither required nor desired. The CPRA prefers a simple presentation and discourages extensive use of artistic designs, use of hard binders, etc. Included in your SIQ should be (1) an executive summary stating the firm’s particular expertise, resources, and advantages they will bring to the agency. This summary is limited to two pages; (2) Standard Form CPRA 24-102 (SF CPRA24-102) which is attached as Enclosure 3. In the event the SIQ contains subcontractors, the particular type of service they will perform together with the relevant experience should be included. Names listed on the SF CPRA24-1 02 must precisely match the names filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. Resumes or any organizational chart included in the SF24-102 shall clearly state the location (city and state) of the office in which the staff member resides. The latest version of SF CPRA24-102 may be downloaded from the CPRA website at: <http://coastal.la.gov/resources/doing-business-with-cpra/contracts-and-grants/>. Any potential contractor failing to submit any of the information required on the SF CPRA24-102 will be considered non-responsive.

This written statement must be provided to the Department no later than 3:00 p.m., June 20, 2016. Statements must be addressed to:

Mrs. Jordan DeLaune
RSIQ Coordinator
Coastal Protection & Restoration Authority
P.O. Box 44027
Baton Rouge, LA 70804
Phone: 225-342-1150
Email: CPRACONTRACTS@LA.GOV

and if not mailed, may be hand delivered to Mrs. Jordan DeLaune at the Chase Tower North, 450 Laurel Street, 15th Floor, Suite 1501, Baton Rouge, Louisiana. The selected firm (s) will be posted at: <http://coastal.la.gov/resources/doing-business-with-cpra/contracts-and-grants/>.

All potential contractors should be advised that contractors may, in certain circumstances be deemed public employees as defined by the Ethics Commission. **Full disclosure to the CPRA is required of any potential**

conflicts. Any potential conflicts shall be resolved with the Ethics Commission prior to seeking a contract. The commission on Ethics for Public Employees is located at 617 North Third Street, LaSalle Building, 10th Floor, Baton Rouge, LA 70802; telephone number (225) 219-5600; toll free at 1(800) 842-6630.

According to the provisions of LA. R.S. 12:301-302, any corporation which is not incorporated in the State of Louisiana must obtain a certificate of authority to transact business in Louisiana from the Louisiana Secretary of State, Corporations Division, 3851 Essen Lane, Baton Rouge, Louisiana 70809, telephone number (225) 925-4704.

For-profit and non-publicly traded corporations must provide a Disclosure of Ownership form when contracting with the CPRA. The Disclosure of Ownership should not be submitted with SIQ. However, prior to contracting with the CPRA, the forms must be completed, notarized, and submitted to the Louisiana Secretary of State, Corporations Division, 3851 Essen Lane, Baton Rouge, Louisiana 70809 and a copy stamped by the Corporations Division must be provided to the CPRA.

The firm, engineers, or surveyors that will accomplish the work as described in Enclosure 1, Scope of Services, shall be certified by the Louisiana State Board of Registration for Professional Engineers and Land Surveyors and shall possess current licenses throughout the term of the contract. The firm, engineers, or surveyors shall provide all services in compliance with the registration law for Professional Engineers and Land Surveyors (L.R.S. 37:681 through 37:703 as amended by Act 568 of 1980) and the rules of the Board of Registration for Professional Engineers and Land Surveyors.

ANY QUESTIONS REGARDING THIS REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATION SHOULD BE SUBMITTED IN WRITING TO MRS. JORDAN DELAUNE, RSIQ COORDINATOR.

Questions must be submitted in writing to CPRAcontracts@la.gov and received by 3:00 p.m., June 3, 2016. Official responses to all questions submitted by potential proposers will be posted at <http://coastal.la.gov/resources/doing-business-with-cpra/contracts-and-grants/>.

Enclosures

- (1) Scope of Services
- (2) Professional Services Contract
- (3) Standard Form CPRA 24-102