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EVALUATION CRITERIA FOR QUALIFICATION STATEMENTS

GENERAL: The procurement of consulting engineering design services for this project is governed by the City of Baton Rouge and Parish of East Baton Rouge Metropolitan Council Ordinance 8931 [and associated revisions](#), which establish the Engineer and Surveyor Selection Board. The following general criteria in combination with the Engineer & Survey Score Card (attached) will be used in evaluating the Qualifications Statements (Standard Form CPES) for Consultant selection:

1. Capability to perform all or most of the services required for the project.
2. Recent experience with similar or other projects comparable to the proposed project.
3. Reputation for personal and professional integrity and competence.
4. Professional background and caliber of key personnel.
5. Current workload.
6. Capability to meet schedules and deadlines.
7. Capability to complete projects without having major construction cost escalations or overruns.
8. Qualifications and experience of outside consultants regularly engaged by the Engineer under consideration.
9. Quality of projects previously undertaken.
10. Familiarity with the proximity to the geographic location of the project.
11. Capability of a branch office to perform independently of the home office when being considered or, conversely, its capability to obtain necessary support from the home office.
12. Degree of interest shown in undertaking the project.

SELECTION PROCESS: The contract for this project will be awarded through a qualification based selection process. All Qualification Statements (Standard Form CPES) will be reviewed by the City-Parish Engineer and Surveyor Selection Board. The selected firm (or firms) will then be presented to the City-Parish Metropolitan Council for authorization to enter into a contract for this project.

The selection process shall be as follows:

1. Each board member and the user agency representative shall independently evaluate each statement of qualification (Form CPES) submitted for this project in accordance with the aforementioned general criteria.

2. Based upon each member's evaluation of the RFQ submittals, each member shall rate each firm utilizing the Engineer and Survey Selection Board Score Card. Each member shall score factors 1 -7 prior to the selection meeting, but shall not finalize their scoring until the User Agency recommendation has been made. Upon completion of the User Agency recommendation, each board member shall finalize their score card to establish their top five (5) firms from the list of firms under consideration.
3. On the first ballot, each Selection Board member shall then vote for his top five (5) firms in accordance with the following weighted voting schedule:
 - a) Five points for the first rated firm
 - b) Four points for the second rated firm
 - c) Three points for the third rated firm
 - d) Two points for the fourth rated firm
 - e) One point for the fifth rated firm.

Each selection Board member shall sign and turn in both their score card and ballot sheet to the selection board recorder.

4. The score of all firms shall then be totaled and the top three (3) highest ranking firms shall then be considered for a subsequent round of balloting.
5. On the second ballot, each member shall then vote for only one (1) firm from the list of the top three (3) highest ranking firms. For a firm to be selected it must receive a simple majority of the votes being cast by the Selection Board members voting.
6. If a firm does not receive a simple majority on the second ballot, a third ballot shall be taken with the top two (2) highest ranking firms. In the event of a tie, the Selection Board shall first have a runoff vote for the tying firms. This vote shall be a single vote by each Board member until one of the tying firms receives a majority. If there is still a tie, the Board Members shall re-vote until the tie is broken.
7. Once the top two (2) highest ranking firms have been obtained, a third ballot (or fourth ballot shall be taken) until one (1) firm receives a simple majority of the votes being cast. If no firm receives a simple majority of the votes being cast after two (2) rounds of balloting, the following tie breaking procedure shall be followed:

1st Tie Breaker: The first tie breaker shall be the total number of points a firm received on the first round ballot. If both firms received the same number of total points the second tie breaker shall be utilized.

2nd Tie Breaker: The second tie breaker shall be the total number of first place votes each firm received on the first round ballot. If both firms received the same number of first place votes, the following tie breaker shall be utilized.

3rd Tie Breaker:

A. Department of Public Works Projects: When a project falls under the jurisdiction of the Department of Public Works, the Director of Public Works shall select one of the two firms.

B. User Agency Other Than DPW: When a project falls under the jurisdiction of a user agency other than DPW, the user Agency representative shall select one of the two firms.

8. The Selection Board reserves the right to discuss the firms being considered prior to any voting or balloting.
9. No later than two (2) weeks after notification of selection, the top rated firm will submit to the [Deputy Director/Chief Engineer](#) a proposal for the services to be provided. The proposal will be prepared in accordance with the "Department of Public Works Instruction for the Preparation of Engineering Proposals". Contract fee negotiations will then be held with the top rated firm and the contract will be recommended for award to the City-Parish Metropolitan Council if such negotiations are successful. If satisfactory negotiations do not result, the top rated firm shall be notified in writing that a contract cannot be reached and the Department of Public Works then will proceed to negotiate with the second rated firm. If an acceptable contract cannot be reached with the second firm, they too, will be notified of such in writing and the Department of Public Works will proceed to negotiate with the third firm. If an acceptable contract cannot be reached with any of the top firms, the project will be re-evaluated and re-advertised. In all cases, once contract negotiations have been terminated with a firm and begun with another, they will not be reopened with the former firm or firms. The negotiated fee and contract agreement is subject to Metropolitan Council final review and authorization of the Mayor-President to execute the contract for engineering services for this project.

Engineer and Survey Selection Board Score Card

SCORECARD FACTORS	Weight/Pts	Max Total Pts
<p>Firm/Team Qualifications and Experience</p> <ul style="list-style-type: none"> • Firm/Team shall be evaluated based on project specific experience and resources. • Primary focus should be on Prime Consultants Experience however the other team members must be considered. 	<u>0-25 pts.</u>	25
<p>Key Personnel Qualifications and Experience</p> <ul style="list-style-type: none"> • 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/Architects... 	<u>0-25 pts</u>	50
<p>Local Project Experience</p> <ul style="list-style-type: none"> • Consideration must be given to Firms/Teams that can show experience with the User Agencies (City, State, Federal..) local criteria, codes, policies, procedures, and standards to successfully facilitate project completion. 	<u>0-10 pts</u>	60
<p>Proposal/Understanding</p> <ul style="list-style-type: none"> • Firm/Teams RFQ should identify understanding of project scope, the past work experience for both the firm and personnel should properly reflect project scope and user agency specifications. 	<u>0-5 pts</u>	65
<p>Compatibility (firm size related to project magnitude)</p> <ul style="list-style-type: none"> • Consideration to the size of the firm and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firms current workload. 	<u>0-5pts</u>	70
<p>Current Work Load and Project Awards</p> <ul style="list-style-type: none"> • Number and size of projects currently under contract must be considered in relation to available Staff. • Qualified Firms that have not been awarded a City-Parish contract within the last 3 years should be given priority consideration. 	<u>0-5pts</u>	75
<p>Firm/Team Office Location Where Work Is To Be Performed</p> <ul style="list-style-type: none"> • <u>Qualified</u> firms that maintain an office in East Baton Rouge Parish, and staffed with an adequate number of qualified employees to do the required work, shall be given priority consideration. In state firms shall be given priority over out of state firms. 	<u>0-5 pts</u>	80
<hr/>		
<p>Past Performance and User Agency Recommendations</p> <ul style="list-style-type: none"> • Board members shall independently evaluate each firm, less the "User Agency Recommendation". After the user agency provides their recommendation, each board member shall consider this along with any past performance, and then apply any additional points to finalize their scoring. The User Agency should generally provide recommendations based on such items as: past performance, special capabilities to accomplish work, coordination and cooperation with the user agency and others, ability to meet deadlines and budgets, and quality of work. 	<u>0-10 pts</u>	90
<p>Special Conditions/Requirements Specified in RFQ</p> <ul style="list-style-type: none"> • DBE requirements and other special project considerations may be included in the RFQ. These special requirements and project considerations must be clearly spelled out in the RFQ. 	<u>0-10 pts</u>	100
<p>Oral Presentation</p> <ul style="list-style-type: none"> • When specified, Oral Presentations shall provide Board Members with the opportunity to clarify questions, and obtain a greater understanding of each short listed firms RFQ submittal. After the Oral Presentation , each Board member will have an opportunity to re-evaluate and adjust their initial score card to establish their final rating 		

SECTION D
STATEMENT OF QUALIFICATIONS (FORM CPES)
REVISED 06/07/06

**CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE**

ENGINEER AND SURVEYOR SELECTION BOARD

STANDARD FORM CPES

A. PURPOSE: The procurement of professional engineering, surveying and related professional services for the City of Baton Rouge and Parish of East Baton Rouge is governed by Metropolitan Council Ordinances: 8931, 9293, 9456 and 9603 and [associated revisions](#).

The purpose of this form (Standard Form CPES) is to provide members of the Engineer and Surveyor Selection Board with specific information regarding the qualifications of interested firms submitting for a particular project.

B. DEFINITIONS:

"Engineering, surveying and related services" are those professional services associated with research, development, design, construction, alteration or repair of real property as well as incidental services that members of these professions and those in their employ may logically or justifiably perform, including studies, investigations, surveys, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, shop drawing reviews, sample recommendations, preparation of operation and maintenance manuals, and other related services.

"Principals" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"Discipline", as used in this form, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"Consultant", as used in this form, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

"Prime" refers to that firm which may be coordinating the concerted and complementary knowledge of several firms, individuals or related services to produce a completed study or finished product. The "prime" would normally be regarded as having full contractual responsibility for quality of performance by itself as well as by professional sub-consultants under its jurisdiction.

"Branch Office" is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. "Branch offices" are normally subject to the management decisions, bookkeeping, and policies of the main office.

"Key Persons, Specialists, and Subconsultants", as used in this form, refer to individuals or firms who will have major project responsibility or will provide unusual or unique capabilities for the project under consideration.

C. INSTRUCTIONS FOR COMPLETING FORM CPES (Note: Numbers below correspond to number contained in CPES form):

- 1a. Indicate in this block the complete name of the submitting firm. Also indicate if the firm is the "prime firm" or "subconsultant".
- 1b. 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 "branch office".
- 1c. Indicate in this block the complete project name and R.F.Q. project number and any other project numbers provided in the announcement.
- 2a. Indicate in this block the name, title, state license or registration number, telephone 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.
- 2c. If applicable, indicate the firm's Louisiana State Board Registration number and the date granted. 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 the required Registration Certification Card(s) will be considered non-responsive and will result in the firm or associated firms being rejected.
- 2d. If applicable, indicate the firm's East Baton Rouge Parish Occupational License Number on this line.
3. Indicate in this block by discipline and number all employees presently employed at the work location (Item b) on the date this form was signed. While some personnel may be qualified in several disciplines, each person should be counted only once in accordance with his or her primary function. The term "Engineer" shall mean a Registered Professional Engineer that is currently registered with the Louisiana State Board of Registration For Professional Engineers and Land Surveyors. Include all clerical personnel as "Administrative". Write in any additional disciplines: planners, biologists, etc. Indicate the number of people in each blank space and show total. For national firms wishing to utilize office personnel other than (or additional to) the branch office indicated in Item b for this project, the firm shall submit separate CPES Forms showing those offices as subconsultants for this project.
4. The "Prime" Consultant shall indicate in this block the percentage of the total work that will be performed by the prime at the official work location (Item b). **The prime must perform more than fifty percent (50%) of the work.** Additionally, all subconsultants shall also indicate on their form the name of the "Prime" and the percentage amount of the work that will be performed by the Prime.

5. The "Prime" consultant shall list in this block the name(s) of the various subconsultant(s) or associates that will be performing other work task(s). The prime shall also indicate the specific technical or professional responsibilities the subconsultant(s) will be performing; the approximate percentage of the total work that will be performed by the subconsultant, and the prime and subconsultants shall indicate in the appropriate block the Prime's previous working relationships with the subconsultant or associate listed.

If the Prime and listed subconsultants are selected for the project, and the Prime chooses to use another subconsultant in lieu of the subconsultant listed, the Prime must submit in writing to the Director of Public Works or the User Agency if applicable) the reason for the requested change. The Director of Public Works (or the User Agency) may then concur or deny the requested change. Copies of all letters, etc. concerning any requested subconsultants or associates changes shall also be copied or transmitted to all members of the Selection Board.

6. Indicate in this block the individual members of the project team and their technical or professional responsibilities that will be utilized to perform the project work. Also include individual members of any subconsultants or associates, if applicable. The individual who is the contact person (Item a) shall also be indicated in the organizational chart and their relationship to the project team.
7. The respondent shall provide in this block a brief resume of only the key personnel that are expected to participate on this project. Care should be taken to limit resumes to only those key persons or specialists that are employed by the firm at the official address (Item b) [or clearly identify alternate office location](#), and who will have major project responsibilities. Each resume must include: (a) name of each key person and specialist and his or her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) years of professional or relevant experience with present firm and other firms, (d) if registered as an architect, engineer, surveyor, etc., show the field of registration and the year that such registration was first acquired. If registered in several states, do not list states, and (e) a synopsis of experience, training, or other qualities which reflect individual's potential contribution to this project. Include such data as: familiarity with City-Parish procedures, similar type of work performed in the past, management abilities, etc. Please limit synopsis of experience to directly relevant information.
8. In this block the respondent shall list the five (5) largest current projects the firm has under contract, (under contract negotiations, or projects that the firm has recently been selected for by other Federal, State or Parish agencies) that are being (or will be) performed at the firm's official address (Item b). Required information must include: (a) name and location of project, including client name, contact person and their telephone number, (b) brief description of type and extent of services provided for each project, (c) the actual (A) or estimated (E) contract fee, (d) the current status of the project, i.e. under contract negotiations, selected only, completed or percent completed, and (e) the actual or estimated completion date of the contract.

9. The respondent may list up to nine (9) projects that the firm has performed within the past ten (10) years that demonstrate the firm's competence to perform work similar to, or likely will be required on this project. The more recent projects shall be listed first. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Required information must include: (a) name and location of project, including client name, contact person and their telephone number, (b) brief description of type and extent of services provided for each project, (c) the actual (A) or estimated (E) contract fee, (d) the current status of the project or percent completed, (e) the actual or estimated completion date of the contract.
10. The respondent must list in this block, all City-Parish projects which have been awarded the firm, as a prime consultant during the past three (3) years. (The time period being from the date of contract award to the published meeting date of the City-Parish Engineer and Surveyor Selection Board for this project). Required information must include: (a) name and type of project, including City-Parish Agency name, contact person and their telephone number, (b) brief description of type and extent of services provided for each project, (c) the actual (A) or estimated (E) contract fee, (d) the current status of the project or percent completed, and (e) the actual or estimated completion date of the contract.
11. Through narrative discussion, the respondent should show reasons why the firm or design team submitting this form believes it is especially qualified to undertake the project. Information provided should include, but not be limited to, such data as: specialized equipment available for this work, any awards or recognition received by a firm or individuals for similar work, required security clearances to perform the work, special approaches or concepts developed by the firm relevant to this project, etc.

Additionally, the narrative should also include specific reference to the various items specified in the Request For Qualifications Evaluation criteria (Section "C"). A maximum of three (3) additional sheets may be utilized to answer this question. Unless otherwise specifically requested in the Request For Qualification (R.F.Q.) all other attachments e.g. company brochures, cover pages, etc. shall be excluded. It is also requested that Form CPES not be bound in a booklet, but be stapled in the upper right-hand or left-hand corner.

**STANDARD FORM CPES
(DATED Rev. 06/07/06)**

The original and nine (9) copies of the Statement of Qualifications (Standard Form CPES, dated [Rev. 06/07/06](#)), shall be mailed or delivered to [Mr. Bryan K. Harmon, Deputy Director/Chief Engineer](#), Room 409 Municipal Building, 300 North Boulevard, Post Office Box 1471, Baton Rouge, Louisiana 70821. Statements of Qualifications for the project will be accepted until **4:00 P.M., Thursday, March 5, 2009**.

Statements of Qualifications that have not been received, or which do not bear postmark of similar marking by a commercial carrier, prior to the deadline date will not be considered. Additionally, failure to submit all of the information on Standard Form CPES shall be considered non-responsive and may result in the Qualification Statement to be rejected.

NOTE:

- (1) A completed Standard Form CPES shall be submitted for each sub-consultant.
- (2) Engineering firms are limited to submitting as either a prime or as a sub-consultant. **If a firm submits as a prime and as a sub-consultant for this project, all Qualification Statements that the firm is associated with will be rejected.**

This rule is not intended to limit specialty firms from entering into nonexclusive agreements as a sub-consultant with more than one proposer.

For this RFQ, [Hydraulic, Geotechnical, Electrical, Environmental, Mechanical, Land Surveying, Architectural and Structural Engineering Firms, ~~Traffic Engineering Firms, and Material Testing Laboratories~~](#) are considered Specialty Firms.

- (3) All Consulting Engineering Firms that are incorporated shall be registered with the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. A copy of the current Certificate of Registration shall be attached to each Statement of Qualification (Standard Form CPES). **Failure to be registered in good standing with the aforementioned Board will result in the Qualification Statement being rejected.**
- (4) The members of the Engineer's and Surveyor's Selection Board request that all consultants, sub-consultants, contractors, vendors or others involved with this project not contact any board member concerning this project during the selection process.
- (5) The members of the Engineer's and Surveyor's Selection Board request that the Consultant submit Form CPES (dated [Rev. 06/07/06](#)) only. All other attachments or embellishments shall be excluded. **It is also requested that Form CPES be stapled in the upper right hand corner, not bound in a booklet. All sub-consultants/ associates' Form CPES must be attached to the prime firm's Form CPES. Your cooperation with this request will be appreciated.**
- (6) The members of the Engineer's and Surveyor's Selection Board request that all consultants, sub-consultants, contractors, vendors or others involved with this project not contact any Board Member concerning this project during the selection process period (**[February 20, 2009 thru March 19, 2009](#)**).

STANDARD FORM CPES Engineer & Surveyor Selection Board Services	1a. Official Name of Firm (Must Indicate if Prime or Sub-Consultant)	1c. Name and Identification of Project On Which Submitting:
	1b. Official Address of Office Performing the Work	

2a. Name, Title, La. Reg. No., Telephone No., and Email of Principal to Contact (Must be same person certifying Item 2b).	2b. I certify that the following information is accurate and complete to the best of my knowledge. Signature: _____ Date: _____
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2c. Firm's LA Registration Number and Date Granted (NOTE: Attached Registration Certification Card)

2d. East Baton Rouge Parish Current Occupational License Number

3. Personnel by Discipline (List each person only once, by primary function who are located at the primary work location identified in 1b).

___ Administrative	___ Electrical Engineers	___ Landscape Architects	___ Survey Chainmen
___ Architects	___ Engineer-In-Training	___ Land Surveyor-In-Training	___ Survey Party Chief
___ Civil Engineers	___ Environmental Engineers	___ Mechanical Engineers	___ Survey Rodmen
___ Construction Inspectors	___ Estimators	___ Professional Land Surveyors	___ Transportation Engineers
___ Draftsmen	___ Geologists	___ Sanitary Engineers	_____
___ Designer/Technician	___ Geotechnical Engineers	___ Specification Writers	_____
___ Ecologists	___ Hydrologists	___ Structural Engineers	___ Total Personnel

4. Indicate the percentage of the total project that the prime firm will perform (must be greater than 50%).

5. All Subconsultants/Associates listed for this Project must attach a certified CPES Form. An Outside Key Subconsultant/Associate not listed here may be utilized on this Project only after obtaining written concurrence from the Department of Public Works or the User Agency, if applicable.

Name and Address	Specific Responsibilities and Scope of Work On This Project	Approximate % of Work This Project	Worked With Prime Before (Yes or No)

6. Project Organization Chart. Identify the proposed project personnel and their responsibilities for this project. Include subconsultants if appropriate. Organization Chart must clearly identify project personnel that are not permanently located at the address identified in 1b.

7. Brief Resume of Engineer Principal, Key Persons, Specialists [that are expected to participate on this project](#) . These must be employed and work at the official address listed (Item 1b) [or clearly identify alternate work location.](#)

a. Name and Title

a. Name and Title

b. Position or Assignment For This Project

b. Position or Assignment For This Project

c. Years Professional Experience
With This Firm Other Firms

c. Years Professional Experience
With This Firm Other Firms

d. Active Registration: Year First Registered/Discipline or Applicable
Certifications For Inspectors

d. Active Registration: Year First Registered/Discipline or Applicable
Certifications For Inspectors

e. Specific Experience and Qualifications Relevant To This Project

e. Specific Experience and Qualifications Relevant To This Project

8. List five largest current projects under Contract (under contract negotiations, or projects that your firm has been selected for by Federal, State or Parish agencies) that are being (or will be) performed at the official address listed (Item 1b).

a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge, Client Including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status or Percent <u>Complete</u>	e. Actual (A) or Estimated (E) Completion Date <u>of Contract</u>
1.				
2.				
3.				
4.				
5.				

9. List all projects your firm has performed at the official address listed (Item 1b) within the past 10 years that are similar or comparable to the proposed project.

a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge, Client Including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status or Percent <u>Complete</u>	e. Actual (A) or Estimated (E) Completion Date <u>of Contract</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				

10. List all City-Parish Projects which have been awarded to applicant as a prime consultant during the past three (3) years.

a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge. Client Including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status or Percent <u>Complete</u>	e. Actual (A) or Estimated (E) Completion Date <u>of Contract</u>

11. Use this space to best illustrate qualifications of this firm to perform this project, or any additional information or description of resources supporting your firm's qualifications. All information with specific reference to the various items specified in the Request For Qualifications Evaluation Criteria (Section "C") and the stated scope of work should be included. A maximum of three (3) additional sheets may be utilized to answer this question.
All other attachments not specifically requested or embellishments shall be excluded.