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# City of Harahan

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## CITY COUNCIL

TIMOTHY L. BAUDIER  
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DANA HUETE  
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## PUBLIC NOTICE

The City of Harahan is hereby soliciting the submittal of Statements of Qualifications from persons or firms interested in and qualified to provide Architectural/Engineering services as an A/E for the Wind Retrofit Program – Project Number F01. The selected firm will design and oversee the Wind Retrofit Projects for the city involving removal and replacement of roofs, windows and doors of City Hall and Police Station, the Gymnasium, the Fire Station, the Maintenance Building and the Senior Center. This firm shall also have experience in design, current building codes and standards, project management, construction management, and other FEMA Requirements. Obtain informational package at the City of Harahan website: [www.cityofharahan.com](http://www.cityofharahan.com).

### **GENERAL**

All services shall be provided on an “as-needed” basis and there shall be no guarantee as to the amount of work the selected firm will be given during the term of the contract.

The City reserves the right to select one or more persons/firms for any anticipated/proposed work.

Task Orders will only be executed upon assignment of work.

### **COMPENSATION**

Compensation for the required services will be made on an hourly rate basis or a fixed fee basis, or a combination of both depending on the scope and complexity of work. The City reserves the right to determine method of payment.

For hourly rate contracts, the selected firm shall be compensated on the basis of reasonable certified and itemized salary costs plus an acceptable fee to cover overhead cost and profit.

All fees shall be negotiated with the selected firm by appropriate City personnel.

All costs associated with the project shall be subject to City of Harahan review and Mayor’s approval.

### **MINIMUM REQUIREMENT FOR SELECTION**

- The persons or firms under consideration shall have at least one principal who has at least ten (10) years of experience in the fields of expertise required for the project.

- The person or firm must also employ on a full time basis a minimum of two (2) Registered Professional Architects and/or Civil Engineers in the State of Louisiana with a minimum of ten (10) years of verifiable experience (each) in the discipline involved.
- The person for firms under consideration must employ a supporting technical and clerical staff.

### **INSURANCE REQUIREMENTS**

Upon selection for a particular project, successful firm(s) shall provide insurance certificates in accordance with City insurance requirements for professional service contracts.

### **EVALUATION CRITERIA**

The following criteria listed in order of importance will be used to evaluate each person or firm submitting a Statement of Qualifications:

- 1) Specialized engineering experience and technical qualifications, identifying discipline(s) of work as applicable. Submit resumes to present knowledge and skills of key personnel proposed for this contract. – **45 Points**
- 2) Provide at least past five (5) years performance history, identifying all projects directly related to AE services for the specific project type. – **25 Points**
- 3) Clarity of Proposal. – **15 Points**
- 4) Cost of Proposed Contract. – **10 Points**
- 5) Maintenance of an office, residence or domicile in Harahan, to the extent permitted by law. Specify the geographic location of the firm relative to City Hall. Include street address proposed to handle the work. – **05 Points**

**All firms (including sub-consultants)** must submit a Statement of Qualifications (SOQ) in Standard Form 255 Format. Interested firms must submit **one (1) original and four (4) copies** of this statement of Qualifications, in person to Paige Pipitone or Raymond Duplessis at the Office of The Mayor, City of Harahan, 6437 Jefferson Highway, Harahan, LA 70123 no later than 2:00 pm on December 19, 2017. No submittals will be accepted after this deadline. The City reserves the right to reject any and all submissions.

**MAYOR**

**CITY OF HARAHAH**

**SOQ No.**

**Advertised in the Official Journal**

**The New Orleans Advocate on Wednesday, November 22, 2017**