

# **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 engineering services as the City Engineer for the City of Harahan. The City Engineer will oversee Public Works Projects for the city involving Sewer collection system, sewer treatment system, roadways, bridges and drainage. This firm shall also have experience in program management, construction management, and disaster management. Obtain proposal 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 consultant 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 scope and complexity of work. The City reserves the right to determine method of payment.

For hourly rate contracts, the consultant 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 consultant by appropriate City user Department personnel and shall be mutually agreeable to both parties.

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 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 skill of key personnel proposed for this contract. – **45 points**
- 2) Provide past five (5) years performance history, identifying all projects directly related to AE and consulting services for the specific project type. – **30 points**
- 3) 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. – **15 points**
- 4) Clarity of Proposal. – **10 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 Nicole Lee at the Office of The Mayor, City of Harahan, 6437 Jefferson Highway, Harahan, LA 70123 no later than 2:00 pm on February 9, 2015. 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. 02-15**

**Advertised in the Official Journal**

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