EAST BATON ROUGE COUNCIL ON AGING, INC.

PARISH OF EAST BATON ROUGE

STATE OF LOUISIANA

**REQUEST FOR QUALIFICATIONS FOR**

**CONSTRUCTION PROGRAM MANAGEMENT SERVICES**

DEADLINE FOR SUBMISSION

**JUNE 1ST, 2018 AT 3:00 P.M. CST**

Delivered To:

5790 Florida Blvd. Baton Rouge, LA 70806

*It is solely the responsibility of each proposer to assure that their proposal is delivered to the specified place and prior to the deadline for submission. Proposals which for any reason are not received timely will not be considered.*

**INTRODUCTION**

The East Baton Rouge Council on Aging, Inc. (“EBRCOA”) is hereby requesting qualifications from interested firms to perform professional program management services for the EBRCOA on an as-needed basis for multiple potential projects involving public improvements or other works for public purposes ranging from mechanical and electrical improvements, landscaping and site improvements, ADA accessible improvements, to the renovation and/or rehabilitation of existing EBRCOA facilities. Firms may be asked to provide services for sites located anywhere within the Parish of East Baton Rouge, incorporated or unincorporated areas.

**PRE-SUBMITTAL CONFERENCE**

There will be no pre-proposal conference associated with this solicitation.

**QUALIFICATIONS**

Proposers must be licensed to perform construction management services as required by the Louisiana State Licensing Board for Contractors.

**SCOPE OF SERVICES**

EBRCOA seeks to engage a program management firm to provide comprehensive coordination and support services throughout the planning, design, pre-construction, construction, and close-out phases of its projects, including the following tasks:

1. Overall program management, including facilitating all phases of projects concurrently, from predesign through construction completion;
2. Manage the development of project scope;
3. Provide recommendations on construction feasibility;
4. Cost-estimating individual projects and advising EBRCOA on matters pertaining to the overall project budget;
5. Drafting requests for proposals and/or qualifications for third-party architectural and engineering contracts, managing the solicitation process, and making recommendations for awards;
6. Manage third-party architectural and engineering contracts entered into by EBRCOA and meetings with design professionals;
7. Assist in the preparation of contract documents, including review of drawings and specifications;
8. Value engineering assistance and best construction practices recommendations;
9. Manage the solicitation of contractors, including compliance with the Louisiana Public Bid Law where applicable;
10. Project schedule development, including adjustments based on the progress of work;
11. Provide construction observation, quality assurance, and administration during construction;
12. Provide cost analysis and recommendations of change orders;
13. Reviewing, reconciling and validating payment applications and invoices from third-party construction contractors, architects and engineers;
14. Close-out document review, including punch-list documentation;
15. Provide warranty support;
16. Manage and document all project meetings;
17. Communicate to EBRCOA and at public meetings as deemed necessary; and,
18. Other tasks and matters reasonably relating to the foregoing.

**TERM**

The program management services sought by this RFQ are for a period not to exceed three (3) years with two possible one (1) year extensions, or as approved for the intended duration of the design and construction ofthe subject project.

**COMPENSATION**

Upon completion of the evaluation process, the EBRCOA will commence negotiations with one or more selected firm(s) to establish a final scope of services and an appropriate negotiated fee to be paid for such services.

**SUBMITTAL REQUIREMENTS**

Firms are required to register with the agency’s e-procurement system, (site address located on the title page of this packet), in order to review specifications, download the RFQ packet, and to qualify to submit proposals. Submissions must be bound (Four (4) 1-inch white binders) and printed on 8.5" x 11" paper. One (1) original and three (3) copies of submissions are to be delivered to the EBRCOA Administrative Facility at the address listed above on or before the submission deadline listed above. The following information must be included in the submission in the order listed:

1. *Executive Summary:* A letter of interest not to exceed two pages including:

* The name of the firm, address, phone number and e-mail
* Brief history of firm including the type of business organization, years in business, relevant qualifications, and any special expertise that can be applied to this project
* Listing of all occupational licenses in the State of Louisiana
* Primary and secondary contact person

1. *Relevant Experience:* Provide a listing of similar program management services your firm has provided in the past five (5) years. Provide the following information for each project:

* Name and description of projects including size and location (address, city, and state)
* The construction delivery method used for such projects completed
* The proposed budget or guaranteed maximum price and the final cost of the projects
* Name, title and current contact information of owners for whom services were provided

1. *Project Team:* Provide the names of your proposed program manager and all additional team members for this project including their education, relative experience and a summary of their degrees, licenses, certifications or other special training. Include a discussion of similar projects team members have worked on as well as their availability to work on this project. If any sub-consultants or sub-contractors are to be used, they must be identified here as well.
2. *Project Approach:* This portion of the submittal should provide a narrative overview of your approach to providing the type of consulting and management services required by EBRCOA for multiple, simultaneous projects involving public improvements or other works for public purposes that vary in location, scope, complexity, quality requirements and budget schedule. Address your firm’s understanding of the services required, additional services you might propose if not identified herein, how you would provide said services and your firm’s ability and capacity to deliver the necessary long-term staffing required. Highlight what your approach as a consultant and advocate for EBRCOA would be through the overall management of the work and include a description of workflow, monitoring procedures, reports and communication methods you will utilize.
3. *References:* Provide a minimum of three (3) references with regard to projects for which you have provided similar services to those described herein. The list should include a contact name, address, telephone number and email address (if available). EBRCOA may contact any of the identified references.

**EVALUATION CRITERIA**

Submittals will be reviewed, evaluated and ranked based on the following criteria:

* The general quality of the response to the Request for Qualifications
* The historic and demonstrated ability, training and experience of the proposed staff to be assigned to this project
* The character, integrity, and reputation of the firm
* History of experience and successful performance on similar projects
* Project approach and understanding
* Demonstration of the ability and capacity to perform the outlined work for EBRCOA in light of the size, scope, complexity and required time frame

Following the opening of all submissions, the proposals will be reviewed and evaluated according to the criteria outlined above. EBRCOA may elect to interview one or more of the firms or individuals. EBRCOA reserves the right to request additional information which, in the EBRCOA’s opinion, is necessary to assure that the submitter’s consulting competence, business organization, and financial resources are adequate to perform the work described herein.

**NO CONFLICT OF INTEREST**

Respondents shall not have a real or perceived conflict of interest with EBRCOA or its officials. A conflict of interest includes:

* Respondent is owned by an immediate family member of an EBRCOA employee or official.
* Respondent or an owner of Respondent has a business relationship with an official or an EBRCOA employee.

Respondents are required to complete and submit the Declaration of No Conflict of Interest Form attached hereto with proposals.

**INSURANCE**

Proposer shall obtain and maintain at its expense, with good and solvent insurers, satisfactory to EBRCOA, duly licensed to do business in the State of Louisiana, the following policies of insurance throughout the term of any contract:

Workers Compensation:Statutory and in compliance with the laws of the State of Louisiana.

Employers Liability: Minimum limits required of not less than $1,000,000 per occurrence.

General Liability: Minimum limits required of not less than $1,000,000 per occurrence and $2,000,000 general aggregate and $2,000,000 products/completed operations aggregate.

Professional Liability: Minimum limits required of not less than $1,000,000 per occurrence

Automobile: Comprehensive coverage insuring bodily injury and property damage for all of Proposer’s owned, hired and non-owned vehicles. Minimum required limits of not less than $1,000,000 per occurrence.

Umbrella/Excess: Providing excess limits over all primary coverage with limits of not less than $1,000,000 per occurrence and aggregate.

All policies shall name EBRCOA as an additional insured. Such policies shall afford primary coverage, without any contribution or reimbursement, in whole or in part, by any insurance maintained by EBRCOA. A waiver of subrogation shall be issued in favor of EBRCOA on all policies.

All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement, and that renewal will not be refused, until at least 30 days prior written notice has been given to EBRCOA and to each other additional insured (if any) to which a certificate of insurance has been issued. Certificates of insurance shall be furnished to EBRCOA prior to commencement of work, and from time to time as requested by EBRCOA, and EBRCOA shall have the right to inspect the original policies at all reasonable times.

**GENERAL INFORMATION**

Minority, DBE, Women-owned, and Veteran-owned firms are encouraged to respond. Selected firm(s) for award are highly-encouraged to utilize qualified and licensed prime contractors or sub-contractors from the agency’s DBE preferred contractors listing.

EBRCOA reserves the right to change the schedule of important dates and deadlines or revise any part of this RFQ by issuing an addendum at any time.

EBRCOA reserves the right to accept or reject, either in whole or part, any and all submittals in response to this request, to waive irregularities, or to take other actions determined to be in the best interests of the EBRCOA.

EBRCOA reserves the right to pursue additional RFQ's for stand-alone projects or specialty projects, if deemed by EBRCOA to be in its best interests.

EBRCOA reserves the right to retain all proposals submitted.

EBRCOA is not responsible for any costs incurred by the submitter in preparing the proposal or attending any interviews prior to selection.

EBRCOA reserves the right to, at any time during the RFQ process or subsequent contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

**QUESTIONS AND COMMUNICATIONS**

To ensure a fair and objective evaluation of all qualifications, Respondents shall only initiate contact with the designated EBRCOA contracting officer regarding this RFQ, up to the posted time period for inquiries and clarifications. Questions concerning any portion of this RFQ shall be submitted and clarifications posted on the agency’s e-procurement system, as listed on the title page of this packet.

**Declaration of No Conflict of Interest**

(Name of company) declares that Respondent has no Conflict of Interest with the East Baton Rouge Council on Aging, Inc. (“EBRCOA”) for the program management services contemplated being delivered to the EBRCOA.

* No individual with an ownership interest in any entity to perform compensated services is an immediate family member of any EBRCOA employee or official.
* No individual with an ownership interest in any entity to perform compensated services has a business relationship with any EBRCOA employee or official.

If during this selection process, Respondent discovers a conflict of interest, Respondent agrees to immediately disclose such information in writing to the EBRCOA.

Signature Printed name Date

**Disclosure and Request for Waiver**

**(If not applicable, enter “N/A” in the line below)**

(Name of company) declares that we may have a real or perceived Conflict of Interest with the EBRCOA for the program management services contemplated being delivered to the EBRCOA. Respondent requests EBRCOA to grant a waiver for this situation. (Insert explanation of situation—add extra page if necessary)

Signature Printed name Date