

**Amite River Basin Drainage and Water Conservation District (ARBC)  
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES  
October 2021**

The Amite River Basin Drainage & Water Conservation District (hereinafter referred to as “ARBC”) requests statements of qualifications from firms to provide professional services in the field of Civil Engineering Services and related services.

The sole purpose of this RFQ is for ARBC to retain a qualified engineer to assist with the preparation of a Maintenance Plan for the Amite-Comite Rivers System and a project proposal for tree and debris removal, clearing and snagging of certain reaches and of the Amite and Comite Rivers. (Please reference Exhibit “A” for the Project description.)

- **Civil Engineering Services**

This solicitation is being conducted under Authority granted by Title 38 of Louisiana Revised Statutes, ARBC hereby issues a Request for Qualification Statements (RFQ) on DOTD Standard Form 24-102 (SF 24-102), “Professional Engineering and Related Services”, revised January 2003, from Consulting Firms (Consultant) to provide engineering services and land surveys. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.

**Project Manager** – Dietmar Rietschier, Executive Director, ARBC

All inquiries concerning this advertisement should be sent in by email to [tguitrau@amitebasin.org](mailto:tguitrau@amitebasin.org).

**SUBMITTAL REQUIREMENTS**

**The response to this RFQ should include the following:**

- 1. A completed responded information form for Civil Engineering Services.**
- 2. A completed DOTD Standard Form 24-102 (SF 24-102). Revised January 2003.**
- 3. A statement of interest**
- 4. Name of Principal-in-Charge/or Project Manager**
- 5. Reasons outlining the respondent’s team members experience**
- 6. A list and description of at least three clients for whom the firm completed comparable work for in the last 5 years.**

One original (**stamped “original”**) and **two** copies of the RFQ responses must be submitted to ARBC. All submittals must be in accordance with the requirements of this advertisement. Any Consultant/Team failing to submit any of the information requested or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, if applicable, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors in the case of Civil Engineering Services.

The submitted shall be hand delivered or mailed to ARBC and received not later than 3:00 p.m. CST on November 30, 2021.

ARBC  
Attn.: Dietmar Rietschier  
Executive Director  
3535 S. Sherwood Forest Blvd, Suite 135  
Baton Rouge, LA 70816

### **REVISIONS TO THE RFQ**

ARBC reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by ARBC to award a contract. ARBC reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancels this announcement if it is determined to be in ARBC's best interest. All materials submitted in response to this announcement become the property of ARBC and selection or rejection of a submittal does not affect this right. ARBC also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ. ARBC shall not be responsible for any oral instructions. Any changes to the RFQ will be in the form of an addendum.

### **PROJECT DESCRIPTION**

ARBC will select an engineer to assist with the preparation of a project proposal to the Louisiana Watershed Initiative for clearing and snagging along portions of the Comite River. (Please reference Exhibit "A" for more detail.)

The services to be performed by the engineer are described more specifically as follows:

**Civil Engineering Services:** Shall consist of assisting ARBC in drafting a project proposal for clearing and snagging portions of the Comite River. The proposal will be submitted to the Louisiana Watershed Initiative for consideration.

**Property Survey-** Shall consist of all Investigations, Studies, and Field Property Surveys required for the preparation of property surveys.

### **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. DOTD Location and Survey Manual
2. Consultant Contract Services Manual
3. DOTD Stage 1 Manual of Standard Practice

## **COMPENSATION**

Upon selection of an engineer, work will be authorized through the issuance of Task Orders (TO), for a specific work or services. The compensation to the Consultant for services rendered in connection with each TO shall be based on a **non-negotiated lump sum or established billable rates** for the actual work performed on the Task Order, or a negotiated lump sum, prior to each Task Order being issued.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>. Vehicle rental rates will require prior approval from the ARBC Project Manager.

## **MINIMUM PERSONNEL REQUIREMENTS**

The submission may be limited to any one or more of the categories listed below. The following requirements must be met at the time of submittal:

### (A) Civil Engineering Services

1. At least one Principal or responsible member of the Consultants must be a Professional Engineer, registered in the State of Louisiana.
2. At least one Principal or responsible member of the Consultants must be a Professional Land Surveyor, registered in the State of Louisiana.

## **EVALUATION CRITERIA**

The consultant(s) will be selected on the basis of demonstrated competence and qualifications for the type of service required. Thereafter, ARBC will negotiate a contract for the services at a fair and reasonable fee with the best qualified firm.

The general criteria to be used by ARBC (when applicable) in evaluating responses for the selection of consultants to perform future services are:

1. Experience on similar projects;
2. Estimated project cost;
4. Past performance on similar projects; and
5. Current workload.

ARBC's Project Evaluation Team will be responsible for performing the above-described evaluation, and will present a list of Consultants to the ARBC board of commissioners. The ARBC board will review and select a consultant.

# Exhibit A

## **Amite River Basin Drainage and Water Conservation District (ARBC) REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES October 2021**

The ARBC is seeking services of a qualified Civil Engineering firm to assist the ARBC in the development of a Maintenance Plan for the Amite-Comite Rivers System.

The Plan will consist of

- (a) Maintenance Plan for the Amite-Comite River System
- (b) Plan for the removal of trees and related debris, clearing, snagging and bank stabilization for certain reaches/segments of the Amite and Comite Rivers.

## **PUBLIC NOTICE**

### **Amite River Basin Drainage and Water Conservation District (ARBC) REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES**

The Amite River Basin Drainage & Water Conservation District (hereinafter referred to as "ARBC") requests statements of qualifications from firms to provide professional services in the field of Civil Engineering Services and related services.

The sole purpose of this RFQ is for ARBC to retain a qualified engineer to assist with the preparation of a Maintenance Plan for the Amite-Comite River System and a project proposal for tree and debris removal, clearing and snagging certain reaches of the Comite and Amite Rivers.

- **Civil Engineering Services**

This solicitation is being conducted under Authority granted by Title 38 of Louisiana Revised Statutes, ARBC hereby issues a Request for Qualification Statements (RFQ) on DOTD Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering services and land surveys. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.

The ARBC will evaluate all responses in accordance with the selection criteria contained in the complete package. A copy of the complete package can be found on the ARBC website ([www.amitebasin.org](http://www.amitebasin.org)) or at the ARBC office located at 3535 S. Sherwood Forest Blvd. Suite 135, Baton Rouge, Louisiana 70816.

The response to this request must be hand-delivered or mail to the ARBC office no later than 3:00PM on November 30, 2021

**Project Manager** – Dietmar Rietschier, Executive Director, ARBC

All inquiries concerning this advertisement should be sent in by email to [tguiTrau@amitebasin.org](mailto:tguiTrau@amitebasin.org)