Notice of Request for Qualifications (RFQ) for Engineering/Design Services: Camp Coushatta Road (CC Bel Road Extension)

RFQ # CTLA-23-001
The Coushatta Tribe of Louisiana Infrastructure Department is requesting proposals for professional engineering design services for Roadway Design, Drainage Improvements, Right-of-Way Plans, Environmental Documentation, Bike & Pedestrian Improvements, and Bridge Design on Camp Coushatta Road (CC Bel Road Extension).

Statements of Qualifications are due by 3:00 P.M. on July 14, 2023. Please email the Statements of Qualification to the Infrastructure Manager at smanuel@coushatta.org. Paper copies can be mailed, or hand delivered to 1940 CC Bel Road, Elton, LA 70532.

For information related to the specifics of the proposal please contact:

Steve Manuel
Infrastructure Manager
1940 CC Bel Road, Elton, LA 70532
(337)-584-1595, smanuel@coushatta.org

All questions related to this RFQ must be submitted to Steve Manuel at smanuel@coushatta.org by 5:00 P.M. on July 7, 2023. All responses to submitted questions will be published in the form of an addendum on the Tribe’s website at www.coushatta.org or sent directly to respondents by July 10, 2023.

If you have any questions on the bidding procedures, please contact the Infrastructure Department at (337) 584-1595.

The Coushatta Tribe of Louisiana reserves the right to reject any and all proposals.

Date Issued: June 30, 2023

Published: Coushatta Tribe of Louisiana Website – www.coushatta.org
Local Newspapers – Kinder Courier
Allen Parish Today – https://allenparishtoday.com
Scope of Design Services

The Coushatta Tribe of Louisiana is soliciting qualifications from professional engineering firms to provide design services for roadway and drainage improvements and associated right-of-way plans, environmental documents and bike/pedestrian facilities on newly constructed and upgraded Camp Coushatta Road. The project also includes the design of a bridge spanning approximately 180 FT over Bayou Blue in Allen Parish. There will also be widening and upgrading of Briscoe Road. The final design must be in accordance with the requirements of the Federal Highway Administration and the State of Louisiana. The anticipated project start date is July 24, 2023. The project is to be funded from the RAISE Grant from the US DOT, along with funding from the Tribal Transportation Program.

The selected Private Engineering Firm (PEF) will report directly to the Coushatta Tribe of Louisiana and will be expected to provide the following services:

- Design surveys
- Roadway Design along with roadway widening
- Bridge Design along with approaches
- Drainage Improvement Design
- Prepare and Obtain Required Environmental Permits
- Geotechnical Investigation & Reporting
- Utility Relocation & Coordination
- Work Zone Traffic Control
- Local, State, and Federal Permitting (as required)
- Presentation Materials for Meetings
- Right-of-Way & Easement Plats
- Preliminary Cost Estimates and Final Opinions of Probable Construction Costs
- Specifications & Bid Documents
- Construction Administration
- As-Built Drawings & Closeout Drawings

Schedule

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Evaluation

All Qualifications will be evaluated on the following criteria:

1. **Firm Experience/Reputation/Workload** – Experience of the firm in similar work and record of successful completion of similar projects. Also to be considered is the firm’s ability to take on additional work, demonstrated understanding of the Tribe’s goals and purposes for this project, specific management approach, and the firm’s ability to offer the breadth and quality of services required for this project.

2. **Experience of the Personnel Assigned to this Project Team** – The Tribe will give considerable weight to the individual qualifications of the project team members who will be assigned to this project. Consideration will include qualifications of key personnel, project manager’s experience, and subconsultant (if any) experience and qualifications. If a teaming approach is proposed, please note how the teams have worked together on similar projects.

3. **Ability to Understand, Innovate Upon, and Complete the Scope of Work** – The proposed approach for performing the work for this project, including demonstrated understanding of the scope and project deliverables. General understanding of local conditions, permitting process, and proven experience working with the Tribe or Tribes is required.

4. **Schedule** – Consideration will be given to the firm’s ability to meet schedules and responsiveness to Coushatta Tribe of Louisiana Staff and Project Managers.

5. **Past Performance with the Coushatta Tribe of Louisiana or Tribal Governments** – Past performance on Coushatta Tribe of Louisiana or Tribal projects will be evaluated, with particular emphasis on whether the project was completed successfully in accordance with fee, deliverables, and schedule.
Requirements of Submittal

The Statement of Qualifications should not exceed 15 pages (double-sided is allowed) in length and should include the following information:

1. Cover/Introductory Letter
   - Explain why your firm is the most qualified to provide the requested services.
   - Include brief firm overview.
   - Include lead firm name, contact person, address, and phone number.

2. Evaluation Factors
   - Brief synopsis of experience with similar projects;
   - Overview of past experience with the Coushatta Tribe of Louisiana or other Tribes;
   - Proposed personnel and role in the project;
   - Unique qualifications of key team members;
   - Any innovative approaches to be utilized in the project.

3. Supportive Information
   - Capacity Chart
   - Organizational Chart
   - Resumes of key personnel
   - Other information deemed appropriate

Email the Statement of Qualifications in PDF format to smanuel@coushatta.org by 3:00 pm on July 14, 2023 with “Design Services for Camp Coushatta Road” in the subject line.

Firms can submit paper copies either by mail or hand deliver proposals to 1940 CC Bel Road, Elton, LA 70532. Paper copies must include one original copy and 2 copies of the proposal. The front of the envelope must contain “Design Services for Camp Coushatta Road.”

**Proof of insurance is not needed at the time of submittal. The successful bidder shall procure and maintain during the life of the contract the following insurance coverage:

Comprehensive General Liability

Shall have minimum limits of $1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, sudden and accidental pollution losses, and a contractual liability endorsement.
Professional Liability

The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of $1,000,000.

Business Auto Policy

Shall have minimum limits of $1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles and employee non-ownership.

Special Requirements

The Coushatta Tribe of Louisiana is to be named as an additional insured on the Comprehensive General Liability policy.

Current, valid insurance policies meeting the above requirements shall be maintained for the duration of the project. Renewal certificates shall be sent to the Coushatta Tribe of Louisiana thirty (30) days prior to any expiration date. There shall also be a 30 day notification to the Tribe in the event of cancellation or modification of any stipulated insurance coverage. Certificates of Insurance on an Acord 25 (8/84) or similar form meeting the required insurance provisions shall be forwarded to the Coushatta Tribe of Louisiana. Wording on the Certificate of Insurance which states that no liability shall be imposed upon the company for failure to provide such notice is not acceptable. Original policies or certified copies of policies may be required by the Tribe at any time.