



**Notice of Request for Qualifications
(RFQ)
for
Engineering/Design Services:
Coushatta Tribe of Louisiana
Recycling Center**

May 5, 2025

The Coushatta Tribe of Louisiana Infrastructure Department is requesting proposals for professional engineering design services for recycling center design.

Statements of Qualifications are due by 4:00 P.M. on May 28, 2025. Please email the Statements of Qualification to the Environmental Manager, Bethany Crochet at bledoux@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:

Bethany Crochet
Environmental Program Manager
1940 CC Bel Road, Elton, LA 70532
(337)-584-1538, bledoux@coushatta.org

All questions related to this RFQ must be submitted to Bethany Crochet at bledoux@coushatta.org by 5:00 P.M. on May 20, 2025. 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 May 23, 2025.

If you have any questions on the bidding procedures, please contact the Environmental-Department at 337-584-1538.

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

Date Issued: *May 05, 2025*

Published: *Coushatta Tribe of Louisiana Website - www.coushatta.org*

Allen Parish Today - <https://allenparishtoday.com>

American Press- www.americanpress.com

Scope of Design Services

The Coushatta Tribe of Louisiana (Tribe) is seeking assistance for engineering services for IRA funds and subsequent implementation of the Coushatta Casino Resort Recycling Center project for which the Coushatta Tribe was selected for SWIFR (Solid Waste Infrastructure for Recycling) grant program round one funding. The general scope of the proposed project is to construct a functional recycling center at the Coushatta Casino Resort that will serve tribal members and the surrounding region. Engineering services are requested to provide services for the project that has been funded and has a target completion date of on or before March 2026. Construction is capped at \$350,000 to build a 60'x100' metal shop building with all electrical and water connections included. Building size can be tailored to fit budget if necessary. Engineering fees shall not exceed 12% of the total project cost (\$42,000). Proposals exceeding this cap must include a detailed rationale for the additional costs.

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

- Enforce Davis-Bacon Compliance
- 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

05/05/2025	RFQ Issued
05/20/2025	Deadline to submit questions related to the RFQ
05/23/2025	Responses to questions posted on the Tribe's web site
05/28/2025	SOQ Due by 4:00 pm
05/30/2025	Completion of Tribes review of SOQ submittals
06/02 /2025	Notification of Selected Firm
06/09/2025	Complete contract process and begin work

**ENGINEERING DESIGN SERVICES -
CTLA Recycling Center**

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 bledoux@coushatta.org by 4:00 pm on May 28, 2025 with “**Design Services for CTLA Recycling Center**” 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 CTLA Recycling Center.**”

****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 contractual liability endorsement.

Terms & Conditions

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.

Davis-Bacon Act Compliance Requirements

1. Applicability

This solicitation is subject to the **Davis-Bacon Act (40 U.S.C. §§ 3141-3148)** and its implementing regulations (29 CFR Part 5). All contractors and subcontractors awarded work under this project must comply with federal prevailing wage and labor standards.

2. Prevailing Wage Requirements

- Contractors must pay all laborers and mechanics employed on the project **not less than the prevailing wage rates** and fringe benefits (if applicable) for the corresponding classifications of work in the project's locality, as determined by the U.S. Department of Labor (DOL).
- Wage determinations for this project are available at: <https://sam.gov/wage->

[determination/LA20230008/1](#)

3. Certified Payroll & Recordkeeping

- Contractors must submit **weekly certified payroll records** (using DOL Form WH-347 or equivalent) to the contracting agency.
- Records must include:
 - Employee names, classifications, hours worked, and wages paid.
 - Fringe benefits (if applicable).
- Maintain payroll records for **3 years** post-project completion.

4. Posting & Notices

- Contractors must **display the DBA wage determination and Employee Rights Under the Davis-Bacon Act** poster (DOL WH-1321) at the job site.

5. Compliance & Enforcement

- Failure to comply may result in:
 - Withholding of contract payments.
 - Termination of the contract.
 - Debarment from future federal contracts.
 - Liability for back wages and penalties.

6. Subcontractor Flowdown

- This clause applies to **all tiers of subcontractors**. Prime contractors are responsible for ensuring subcontractor compliance.

7. Additional Requirements

- Contractors must comply with related federal labor laws, including the **Contract Work Hours and Safety Standards Act (CWHSSA)** for overtime pay on federally funded projects.