

REQUEST FOR QUALIFICATIONS

**PROJECT MANAGEMENT SERVICES
FACILITY PLANNING AND CONTROL
BATON ROUGE, LOUISIANA**

PROJECT NUMBER: 01-107-24-FPC, F.01004490



RFQ DUE DATE/TIME:

DECEMBER 7, 2023 BY 2:00 PM

**State of Louisiana
Division of Administration
Office of Facility Planning and Control**

NOVEMBER 6, 2023

A. INTRODUCTION, BACKGROUND AND INTENT

The Office of Facility Planning and Control (FPC) is responsible for administration of the state's capital outlay budget process and administers the majority of state and non-state projects which are ultimately funded from the Capital Outlay Act, HB2, through design and construction.

FPC manages a revolving, active project program of well over 1000 projects totalling billions of dollars throughout the state of Louisiana. The magnitude of the Capital Outlay Act, of which FPC administers 60%, has grown from over \$3 billion five years ago, to over \$8 billion last year, to \$11.6 billion this year, substantially increasing FPC's workload. The FPC Project Management Group oversees and manages the performance of contracted private sector design, construction and commissioning firms to protect the interests of the state in the execution of these services.

The purpose of this Request for Qualifications (RFQ) is to seek and engage firms to provide professional architectural and engineering services to assist FPC in performing its mission in the areas of project management. This RFQ serves as a formal request for the qualifications of interested parties. It is anticipated that FPC will utilize external project management services in two ways:

1. Staff Augmentation

Due to a substantial increase in workload and limited personnel resources, FPC hopes to expand and support the design and construction section by soliciting project management services from qualified Proposers. These professional services would not be project or program specific and it is anticipated that staff engaged as a result of this solicitation would work in conjunction with various FPC Project Manager Groups, each under the supervision of a Senior Project Manager. FPC currently has five Senior Manager Groups, with each Senior Manager supervising three to five Project Managers. It is anticipated that an external project management "team" of one to four individuals would augment the three to five FPC Project Managers under the supervision of each Senior Manager to collectively manage that group's projects. The distribution of projects and workloads will be consistent across the FPC Project Managers and the external project management teams (the external project managers will have a similar project workload as the FPC Project Managers). It is anticipated that Staff Augmentation would be an hourly based effort that is not project specific.

The minimum qualifications for the FPC Project Manager positions are possession of a current Louisiana license to practice professional engineering or architecture plus six years of professional level experience in engineering or architecture, post licensure. In order to qualify for this solicitation, Proposers must have personnel which satisfy these minimum qualifications. Other support staff, such as professional interns, construction management specialists, administrative assistants, etc. may be provided, however, it is required that each "team" consists of at least one team member who satisfies the minimum qualifications stated above along with perhaps additional licensed architects or engineers who may be less experienced or interns. Ideally, each Proposer's team would predominantly provide architectural and/or engineering staff support, however, the make-up of teams will be flexible and may vary across FPC Senior Manager Groups. The objective is to provide the team which best supports each FPC group in their mission to effectively manage projects. It is expected that the teams/staff engaged through this solicitation would work full time and would be domiciled in current FPC offices located in Baton Rouge, Shreveport or New Orleans, or possibly in offices yet to be established.

2. Project Specific Services

As a result of this solicitation, FPC may also elect to engage one or more Proposers for project specific assignments. These assignments would be for larger projects in which the Construction Manager at Risk (CM@R) delivery method could potentially be utilized or for collections of smaller projects in a program. Proposers selected for project specific assignments would be responsible for all facets of project management services from concept through full completion and project delivery, while FPC, as Owner,

would provide broad oversight and ultimate project authority. It is anticipated that these services would be lump sum fee based.

B. RFQ SUBMISSION REQUIREMENTS

FPC seeks the qualifications of experienced and capable Proposers interested in providing professional architectural and engineering services to support FPC with project management as described in Sections 1 & 2. Submissions will be reviewed and evaluated by a Committee made up of representatives from FPC.

Proposals, including all attachments, should be submitted in PDF format and in the possession of FPC by no later than 2:00 PM on **12/7/2023**. Proposals shall be submitted electronically to the following email address: FPC-RFQ@la.gov.

Interested Proposers shall submit only one Proposal for consideration for either or both types of services described in Sections 1 & 2. Proposals should address the below items and should provide enough pertinent information to enable the Committee to ascertain capabilities related to these services. Provide primary contact person with contact information. The entire response to be a maximum of 50 pages. Electronic delivery is the responsibility of the Proposer.

The Committee will use the following criteria to determine eligibility:

- **Cover Letter:** A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.
- **Firm Profiles:** Proposers should provide a brief description of their company, which includes company history, corporate structure and organization, and number of years in business. Proposers should also describe relevant experience in other states or with corporate/governmental entities of comparable size and diversity with references from previous clients which include names and telephone numbers.
- **Project Team Members, Organizational Chart and General Resumes:**
DO NOT PROVIDE RATES/SALARIES
The Proposer should provide detailed information which describes the experience and qualifications of the types of available personnel responsive to this solicitation. These should not be resumes of specific individuals, but rather, general examples of the qualifications of personnel employed by Proposer. This information should include education, training, technical experience, functional experience, licensure and any applicable certifications. Examples of position types may include, but are not limited to, Architect, Engineer, Project Manager, Construction Manager, Project Intern, Accountant and Administrative Assistant. Provide organizational charts which include these positions. Describe the typical roles, job duties and responsibilities of each position type.
- **Approach and Methodology:** Proposals should include enough information to demonstrate to the Committee that the Proposer has the appropriate experience, knowledge and qualifications to perform the scope of services as described herein. Examples are below of what may be included in this section.
 - Demonstrate understanding of the nature of the effort and explain how the Proposer will best meet the needs of FPC.
 - Define the approach in identifying the tasks necessary to meet requirements.
 - Provide potential arrangements of staffing types and numbers to formulate teams to assist FPC with project management.
- Summary list of related efforts for other entities either ongoing or in the past five (5) years.

- References (minimum of three (3), maximum of five (5)): References (name, title, company name, address, and telephone number) should be provided for all cited projects.

C. STATE RESERVATIONS

Issuance of this RFQ in no way shall constitute a commitment by the State to award a contract. The State shall reserve the right to accept or reject, in whole or part, all Proposals submitted and/or cancel this RFQ if it is determined to be in the State's best interest.

D. OWNERSHIP OF PROPOSAL

All materials submitted in response to this RFQ shall become the property of the State. Selection or rejection of a Proposal shall not affect this right.

E. INSURANCE REQUIREMENTS

The successful Proposer shall maintain and provide evidence of the following insurance: Worker's Compensation, Commercial General Liability, Professional Liability and Automobile Liability.

F. TRAVEL AND EXPENSES

The selected Proposer should note that all travel and related expenses are to be in accordance with State Travel Regulations, PPM49.

G. BLACKOUT PERIOD

From the issuance of this RFQ until contract award, communications concerning this solicitation, its evaluation, and negotiations are formal. All correspondence must be in writing and transmitted directly to the individual identified as the RFQ Coordinator. Proposers are not permitted to ask questions about competitor Proposals or to seek information from FPC personnel or the RFQ coordinator regarding this RFQ or the evaluation results. If a Proposer is approached by FPC personnel other than the RFQ Coordinator with information or questions concerning this RFQ, the Proposer shall immediately contact the RFQ Coordinator listed below for direction.

In those instances in which a prospective Proposer is also an incumbent contractor to FPC, the parties may contact each other with respect to its existing contract only. Under no circumstances may representatives of FPC and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement.

Failure to abide by this communication requirement may cause FPC to disqualify the Proposer's Proposal from further consideration.

The blackout period will end when all contract(s) are awarded that are intended to be awarded.

H. INTERVIEWS/DISCUSSION OF QUALIFICATIONS

At the discretion of the State, Proposer(s) determined to be qualified to perform the advertised services may be interviewed by the State. Interviews will be conducted based on the Proposal submissions. The interview provides the opportunity for the Proposers to address questions and to describe their qualifications. Expectations are to select Proposer(s) and issue contracts by February 2024.

I. CONTRACT AWARD AND EXECUTION

Negotiations may begin with the announcement of the selected Proposer(s).

The selected Proposer will be expected to enter into discussions based on the initial Proposal and projected scope of work.

The selected Proposer is expected to execute a State of Louisiana Professional Services Contract within thirty (30) calendar days of selection.

If at any time during the course of negotiations it becomes apparent the terms of the contract cannot be agreed upon, FPC has the option to cease negotiations with the selected Proposer.

J. SCHEDULE OF EVENTS

Tentative Schedule:

11/6/2023	RFQ is advertised
11/17/2023	End of Question/Inquiry Period
12/1/2023	Response to Questions/Inquiries
12/7/2023	2:00 P.M. RFQ Submission Deadline
12/21/2023	Proposers Notified of Shortlist
TBD	Interviews
January/February 2024	Contract Negotiation/Contract Execution

NOTE: FPC reserves the right to revise this schedule. Revisions, if any, before the RFQ Submission Deadline will be formalized by the issuance of an addendum to the RFQ. Revisions after the RFQ Submission Deadline, if any, will be by written notification to the eligible Proposers.

FPC will consider written inquiries and requests for clarification of the content of this RFQ received from potential Proposers. Written inquiries must be received by the date and time specified in the Schedule of Events. Official responses to all questions submitted by potential Proposers will be posted by addendum by date specified in the Schedule of Events at:

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>

Send all questions/inquiries to:

FPC-RFQ@la.gov

Attn: **Bobby Boudreaux, RFQ Coordinator**

Only the RFQ Coordinator has the authority to officially respond to a Proposer's questions on behalf of the State. Any communications from any other individuals shall be not binding to the State.

Submit Response to: (Electronic Submissions Only) FPC-RFQ@la.gov

It shall be solely the responsibility of each Proposer to ensure that Proposals are electronically submitted prior to the deadline for submission. Proposals received after the deadline will not be considered.