

ENGINEERING SERVICES
REQUEST FOR QUALIFICATIONS
ST. LANDRY PARISH GOVERNMENT
STORMWATER MASTER PLAN

RFQ NO. 2025-EP03

PREPARED BY
ST. LANDRY PARISH GOVERNMENT
DEPARTMENT OF EMERGENCY PREPAREDNESS

NOV 13, 2025

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SECTION 1 - PUBLIC NOTICE

PUBLIC NOTICE

INVITATION FOR CONSULTING ENGINEERING SERVICES

St. Landry Parish Government invites qualified engineering firms to submit a Statement of Qualifications for the following project:

**ST. LANDRY PARISH STORMWATER MASTER PLAN
RFQ NO. 2025-EP03
ENGINEERING FEE: TO BE NEGOTIATED**

This project and the procedures for the selection of this firm will be in accordance with all requirements of the Federal Emergency Management Agency's Hazard Mitigation Assistance (HMA), FEMA's Public Assistance Program (PA), Housing and Urban Development, Louisiana Office of Community Development, Federal Code of Regulations (2CRF200), the State of Louisiana, and the standard of St. Landry Parish. All responses received will be evaluated in accordance with the selection criteria identified in the Request for Qualifications information packet available from the Parish. That information also identifies the scope of services to be performed by the selected firm.

All engineering firms shall also be registered with the Louisiana State Board of Registration for Professional Engineers and Land Surveyors, in accordance with LA RS 37:689. A copy of the current Certificate(s) of Registration shall be attached to each Statement of Qualification. Failure to be registered and in good standing with the aforementioned board will lead to the rejection of the qualifications statement.

St. Landry Parish Government will award the project to the respondent obtaining the highest recommendation and points based upon a section committee review of the submitted Statement of Qualifications and work references.

Interested firms are invited to secure an informational packet from St. Landry Parish Government, Van Reed, Director of Emergency Preparedness (vreed@slpgov.net), or download an electronic copy of the official Request for Qualifications packet from Central Bidding website: www.centralbidding.com or the Louisiana Procurement and Contract Network. Only those firms that have responded in accordance with the official RFQ packet for this project obtained from St. Landry Parish Government, Louisiana Procurement and Contract Network, or Central Bidding will be considered by St. Landry Parish Selection Committee. Additionally, the firm selected for this project will be required to execute the Parish standard contract for Engineering Services as amended

for this project. The overall level and scope of services will be determined by St. Landry Parish Government. A fixed sum contract will be negotiated with the selected firm. Responding firms must be prepared to provide an audited overhead rate for the purpose of contract negotiation and determination of cost reasonableness. Any questions or problems related to the download of the RFQ packet should be directed by email to Van Reed at vreed@slpgov.net.

The response to this RFQ must be hand-delivered or mailed to **Van Reed at St. Landry Parish Government, Emergency Management, 118 South Court Street, Opelousas, LA 70570** in such a manner that it is received no later than **12:00 PM, December 10, 2025**. Statements of Qualifications that have not been received by the deadline date and time will be rejected.

St. Landry Parish Government is an Equal Opportunity Employer. Responding firms are encouraged to utilize minority participation in this contract through the use of disadvantaged and women-owned businesses as suppliers or subcontractors. St. Landry Parish Government encourages submission by DBE, minority, veteran, and/or women-owned businesses.

**ST. LANDRY PARISH GOVERNMENT
JESSIE M. BELLARD
PARISH PRESIDENT**

SECTION 2 - PROJECT SUMMARY AND SCOPE OF WORK

PROJECT SUMMARY

St. Landry Parish Government desires to hire a qualified consultant to assist in the development of a Parish Stormwater Master Plan. In particular, the proposed service includes the collection and review of available office and field data, review of construction records, review of the capacity of existing drainage systems, the identification of a program for necessary improvements to the system, and the incorporation of the program into the Parish's Hazard Mitigation Plan.

St. Landry Parish has a long history of flooding events throughout the Parish. It has been a long-term goal of the parish government to develop a comprehensive plan to reduce risks from flood hazards and to serve as a guide for decision makers as they commit resources to reducing the effects of natural flood hazards. Over fifty percent of St. Landry Parish is located inside a Special Flood Hazard Area (SFHA). The SFHA stretches from the northern borders of the parish, starting around Morrow, Louisiana, all the way south to Grand Coteau and Arnaudville, Louisiana. These heavy flood areas are east of Opelousas, with some localized flood zones in the western quadrants of the Parish.

The development of a stormwater and drainage master plan will be an invaluable tool for increasing drainage capacity and reducing the risk of flooding, injury, and death across the parish. The new plan will inform both hazard mitigation and preparedness measures and future growth of St. Landry Parish. The Stormwater Master Plan will establish stormwater and drainage goals, inventory and analyze the Parish stormwater and drainage systems, evaluate regulations and policies, and make recommendations for improvements, investments, regulatory changes, or other activities and/or partnerships that the parish should pursue to reach its goals. The plan will include modeling data and input from public and private community stakeholders. Once complete, the St. Landry Parish Hazard Mitigation Plan will be updated to incorporate the information and priorities established by the new plan.

Recent widespread flooding has exposed the need to address flooding on a regional basis. While this project will deal with the drainage infrastructures located within St. Landry Parish, the selected consultant may be called upon to participate in the discussion of a regional solution.

SCOPE OF WORK

The proposed master plan will identify and prioritize necessary or desirable improvements to the system and develop descriptions and estimated capital and

operational costs. The master plan will identify modifications or additions necessary to address the predicted future need for surface water requirements, including regulatory modifications. The planning period for the master plan shall be twenty (20) years.

The consultant shall provide, at a minimum, monthly updates to Parish personnel and their designees to review their progress, discuss project challenges and findings, and review results.

The consultant shall conduct interviews with Parish personnel familiar with the storm water drainage system to collect information on performance and any known deficiencies. Consultants shall perform site visits to observe problem areas, as necessary.

The consultant shall develop and carry out a plan to engage citizens, business owners, and various industries in the process of developing the master plan. The intent of public outreach is to encourage engagement throughout the planning process, identify and seek input from community partners and stakeholders, hold public meetings, and record and incorporate public comment into the plan.

The consultant shall develop hydrologic and hydraulic models for the drainage basins utilizing appropriate software, HEC-HMS, HEC-RAS, HT-8, etc. All drainage basins and systems shall be analyzed with enough detail to identify hydraulic constraints, predict pipe, channel, and conduit overflows, and quantify the effects of detention, surcharge storage, and overflow storage. All models shall be provided to the Parish as part of project deliverables.

The review shall include consideration of existing and future buildout conditions for the 5-, 10-, 25-, 100-, and 500-year frequencies, and shall identify trouble spots according to the criteria developed above, or as developed as part of the project.

The plan shall identify locations for facilities that show potential strategic value as detention, water quality, or controlled surcharge flood stage area based on geography, ownership, capacity, land value, and development potential. Further, the plan will propose flood and risk reduction strategies to include estimated cost.

Consultant shall consider and evaluate current parish regulations and propose changes and/or updates to regulations that might impact flood risk management and future development. This includes the evaluation of existing codes, ordinances, and permitting procedures.

Consultant shall develop a database to assess the condition of the stormwater collection system. The database shall separate the Parish's surface water collection

system into segments, such as pipes, catch basins, outlet structures, manholes, etc. Consultant shall develop a rating system to apply to the collection system segments. The rating system will be used to rank each segment based on the highest priority.

Consultant shall design the data-based system, which shall include regulatory changes/updates, to be clear and simple for Parish personnel to update on an annual basis. The parish would use the database to determine priority for capital maintenance projects for each fiscal year and/or to seek funding through federal agencies such as FEMA's Hazard Mitigation Assistance.

Consultant shall group identified improvements into projects with planning level cost estimates of $\pm 20\%$ accuracy prepared for each project. Consultant shall develop a 20-year Capital Improvement Plan (CIP) for the surface water collection system. The improvement project will be prioritized in order of importance and need, suggested dates for construction assigned.

The study area for each watershed shall include the review of publicly owned structures and channels draining five acres or more on all tributaries that are included in the project.

The determination of which major drainage watersheds are to be included in the project will be made by the parish and the selected consultant based on budget constraints. Additional areas may be identified and added during the course of the project if budget permits.

Consultant shall assist, as needed, in the update of the Parish Hazard Mitigation Plan. The current HM plan will be updated to include identified at-risk areas of the parish identified in the Stormwater Master Plan and those projects proposed by the consultant. This update process includes public meetings and comments prior to adoption. The consultant may be required to attend public meetings to answer questions.

SECTION 3 - SUBMISSION REQUIREMENTS AND ADDITIONAL INFORMATION

SUBMISSION REQUIREMENTS

Responding firms must submit to St. Landry Parish Government one (1) copy of the response packet. Response packets must include:

- Copy of the St. Landry Parish Government – Engineering & Land Survey – Request for Qualifications – Standard Response Form for **each** firm included in the response proposal. Copy of the form found in section 6 of this packet.
- Written Statement of Qualifications or proposal to include firm history and capability, staff resumes, and demonstration of similar or comparable work experience. For more details, see section 4.

Response packets are to be hand-delivered or mailed to:

- St. Landry Parish Government, 118 South Court Street, Opelousas, LA 70570

Response packet to be submitted in such a manner that it is received no later than 12:00 PM (noon), December 10, 2025. Statements of Qualifications that have not been received by the deadline date and time will be rejected.

Please mark the outer envelope:

ENGINEERING QUALIFICATION STATEMENT
St. Landry Parish Government
Stormwater Master Plan - RFQ No. 2025-EP03

ADDITIONAL INFORMATION

Questions concerning the proposed project scope of work or this request for qualifications should be submitted in writing to Van Reed at vreed@slpgov.net. Deadline for submitting questions is two weeks prior to the response deadline or November 26, 2025.

SECTION 4 - SELECTION CRITERIA AND SELECTION PROCESS

SELECTION CRITERIA

All responses to this solicitation will be evaluated according to the following criteria and will be evaluated on the basis of any written materials submitted along with verification of previous references. Incomplete or misleading/incorrect information may result in the disqualification of a submittal. After initial qualification, the highest scoring firm will be interviewed for reasonable cost negotiation and pricing considerations in relationship to fees and experience.

The following general criteria, in combination with the enclosed Score Card, will be used in evaluating the Qualifications Statements:

1. Capability to perform all or most of the services required for the project.
2. Recent experience with project comparable to the proposed project.
3. Reputation for personal and professional integrity and competence.
4. Professional background and caliber of key personnel.
5. Capability to meet schedules and deadlines.
6. Capability to complete projects without having major construction cost escalations or overruns.
7. Qualifications and experience of outside consultants regularly engaged by the Engineer under consideration.
8. Quality of projects previously undertaken.
9. Familiarity with the project location is necessary to fully understand the physical limitations, constraints, etc. associated with the project.
10. Knowledge of FEMA HMA, FHWA, LADOTD, and Parish regulations, policies, and procedures.

SELECTION PROCESS

The contract for this project will be awarded through a qualifications-based selection process. This process shall consist of evaluation of RFQ Standard Response Forms and written Qualification Statements. All Standard Response Forms and qualification statements will be reviewed by the Parish selection committee. After contract negotiations, the selected firm will be presented to the Parish Council for authorization to enter into a contract for this project.

The selection process shall be as follows:

1. Each selection committee member shall independently evaluate each Standard Response Form and statement of qualification submitted for this project in accordance with the aforementioned general criteria.
 2. Based on each selection committee member's evaluation of the RFQ submittals, each member shall rate each firm utilizing the Score Card. Each member shall, using their score card totals, establish their top five (5) firms from the list of firms under consideration.
 3. On the ballot sheet, each selection committee member shall vote for his or her top five (5) firms, which shall be scored in accordance with the following weighted voting schedule: five (5) points for the first rated firm, four (4) points for the second rated firm, three (3) points for the third rated firm, two (2) points for the fourth rated firm, and one (1) point for the fifth rated firm. Each selection committee member shall sign and turn in both the score card and ballot to the selection committee recorder.
 4. The score of all firms shall then be totaled and the top three highest ranking firms shall be considered for subsequent round of balloting. If necessary, ties shall be broken by ballot to establish a list of three firms to present oral presentations and final ranking.
 5. On the date specified, the Selection Committee shall convene to hear oral presentations by the three shortlisted firms. Each presentation shall be no longer than 30 minutes followed by a 15-minute question and answer period for selection committee members. Upon completion of the presentations, each selection committee member may re-evaluate their scoring and a second ballot vote shall be taken. A firm must have the highest points to win. In the event of a tie, a third ballot may be taken with the top two firms.
 6. The selection committee members reserve the right to discuss the firms being considered prior to any voting or balloting.
 7. No later than two (2) weeks after the notification of selection, the top-rated firm will prepare a proposal for the services to be provided, in accordance with the Parish's instruction. Contract fee negotiation will then be held. Grants Management consultants may be involved in fee negation depending on project funding source.
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SECTION 5 - SCORE CARD

	Weighted Points	Max Points
Firm/Team Qualifications and Experience Firm shall be evaluated based on project specific experience and resources. Primary focus should be on the prime consultant's experience; however, other team members must be considered.	0 – 25	25
Key Personnel Qualifications and Experience Specific personnel experience with similar projects must be considered. While firm Principals are listed, they traditionally have little involvement in the design; emphasis should be placed on the project managers and project engineers.	0 – 25	50
Local Project Experience Consideration must be given to the firm/team that can show experience with the Parish, local criteria, codes, policies, procedures, and standards to successfully facilitate project completion.	0 – 10	60
Proposal/Project Understanding Firm RFQ should identify understanding of project scope, the past work experience for both the firm and the personnel should properly reflect project scope.	0 – 20	80
Current Workload and Project Awards Number and size of projects currently under contract must be considered in relation to available staff.	0 – 5	85
Disadvantaged Business Enterprise – Subcontractor Consideration should be made for subcontractors, included in the RFQ, who meet the DBE definition as a minority, veteran, or woman-owned business.	0 – 5	90
Disadvantaged Business Enterprise – Prime Prime firm that qualifies as a DBE, meeting the definition of 51% owned and controlled by a socially and economically disadvantaged individuals, includes minorities, veterans, or woman.	0 - 10	100

SECTION 6 - RFQ STANDARD RESPONSE FORM

PURPOSE

The purpose of this form (RFQ Standard Response Form) is to provide members of the Engineer and Survey Selection Committee with specific information regarding the qualifications of interest firms submitting for a particular project.

INSTRUCTIONS

Instructions for completing the RFQ Standard Response Form are as follows, numbers below correspond to a number contained in the form:

- 1a. Indicate in this block the complete name of the submitting firm; select any designation that applies associated with equal opportunity work.

Definitions:

- “MBE” Minority Business Enterprise, a for-profit business that is at least 51% owned, managed, and controlled by a member(s) of a qualified minority business.
- “WBE” Women Business Enterprise.
- “VOB” Veteran Owned Business.

- 1b. Using the squares provided in this block, indicate whether the firm is a prime respondent or will be a subcontractor to the prime.

- 1c. Indicate in this block the address of the specific office that will be performing the work on the project. If this form is being submitted on behalf of a parent company with a branch office, please indicate in this block that the address shown is for the “main office” or the “branch office.”

- 1d. Indicate in this block the complete project name and RFQ project number as provided in the RFQ packet.

- 2a. Indicate in this block the name, title, phone number, and email address of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters.

- 2b. This block shall be signed and dated by the individual indicated in block 2a. All information contained in the form should be current and factual. Additionally, failure to sign and date the form will be considered non-responsive and will result in the firm or associated firms being rejected.

3. If applicable, indicate the firm’s registration number with the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. For individual and

non-incorporated firms, a copy of your current Registration Certification Card shall be attached to the form. For all engineering and surveying firms that are incorporated a copy of the firm's Certificate(s) of Registration shall be attached to the form. Failure to attach a copy of the firm's registration cards to the Standard Response Form will result in the firm or associated firms being rejected.

- 4a. The consultant shall indicate in this block the percentage of total project work to be completed by the firm. The Prime consultant does not have to perform more than 50% of the work, however, prime consultant shall perform the majority of total project work. All Standard Response Forms submitted with RFQ response should total 100% across prime and subcontractors.
- 4b. Indicate in this block the tasks, as noted in the percentage provided in block 4a, performed by the firm. Tasks should be a reflection of the project summary and scope of work. You can indicate staff members of the project team and their professional responsibilities that will be utilized to perform the work.
5. In this block, the respondent shall list up to seven (7) projects currently underway or completed that are similar in size and scope to the proposed project. Required information includes: (a) name and location of the project, including client name; (b) the name, title, agency, phone number and email address of the point of contact for client references; (c) description of the type and extent of service provided; (d) the actual or estimated contract fee, indicated if the fee is actual or estimated by including an "A" or "E" after the fee amount; and (e) the percentage of the project that is complete at the time/date of this form.
6. In this block, the respondent shall list up to seven (7) projects currently underway or completed in the bounds of St. Landry Parish, whether contracted with the Parish Government or municipality. Required information includes: (a) name and location of the project, including client name; (b) the name, title, agency, phone number and email address of the point of contact for client references; (c) description of the type and extent of service provided; (d) the actual or estimated contract fee, indicated if the fee is actual or estimated by including an "A" or "E" after the fee amount; and (e) the percentage of the project that is complete at the time/date of this form.
7. Through narrative discussion, the respondent should show reasons why the firm or design team submitting this form believed it is especially qualified to undertake the project. Information provided should include, but not limited to, such data as: specialized equipment available for this work, any awards to recognition received by a firm or individuals for similar work, required security clearances to perform the work, special approached or conceived developed by the firm relevant to this project, etc. This is supposed to be a concise and limited summary, no additional pages will be accepted. A more detailed narrative can be provided in the written Summary of Qualifications.

ST. LANDRY PARISH GOVERNMENT ENGINEERING & LAND SURVEYING REQUEST FOR QUALIFICATIONS STANDARD RESPONSE FORM VERSION DATE 8.2024	1a. Official Name of Firm	Select all that Apply: ☐ MBE ☐ WBE ☐ VOB	1d. Name and Identification of Project on which Submitting:
	1b. Indicate if ☐ Prime OR ☐ Subcontract		
	1c. Official Address of Office Performing the Work		
2a. Name, Title, Phone, and Email of Principal to Contract (Must be the same person certifying item 2b)	2b. I certify that the following information is accurate and complete to the best of my knowledge. Signature: _____ Date: _____		
3. Firm's registration number with the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. Please attach a copy of registration to the end of this form with your submission.			
4a. Indicate the percentage of the total work that the firm will perform for this project. Note: The Prime firm's percentage of work may be less than 50% but must be greater than any other team member's percentage.			
4b. Based on the RFQ Project Summary and Scope of work, provide a brief description of the firm's role on the project. What portion of the scope will be handled by the firm?			

5. List all projects the firm has performed that are similar or comparable to the project summary and scope of work in the RFQ packet.

Project Name or Description	Reference Point of Contact	Nature of Firm Responsibility	Actual (A) or Estimated (E) Fee <i>indicated</i> <i>which</i>	Current Status or Percent Complete
1.				
2.				
3.				
4.				
5.				
6.				

6. List all projects your firm has performed within St. Landry Parish.

Project Name or Description	Reference Point of Contract	Nature of Firm Responsibility	Actual (A) or Estimated (E) Fee <i>indicated</i> <i>which</i>	Current Status or Percent Complete
1.				
2.				
3.				
4.				
5.				
6.				

7. Use this space to best illustrate the qualifications of this firm to perform the project proposed in the RFQ scope of work. Provide any additional information or description of resources supporting your firm's qualifications.

Note: No additional pages should be added; this can be expanded on in the written proposal submitted with this form.