

## **TOWN OF ABITA SPRINGS**

### **REQUEST FOR QUALIFICATIONS RFQ# 2026-PM-01**

#### **PROJECT MANAGEMENT, GRANT ADMINISTRATION, AND ADMINISTRATIVE SERVICES**

The Town of Abita Springs, Louisiana (“Town”) requests Statements of Qualifications from qualified firms to provide project management, grant administration, and related administrative support services for federally and state funded programs, including but not limited to FEMA Public Assistance (PA), Hazard Mitigation Assistance (HMA), BRIC, FHWA programs, GOHSEP programs, HUD programs, and CDBG/CDBG-DR funding.

The scope of work includes grant compliance support, documentation management, reimbursement tracking, and administrative coordination necessary to support federally funded disaster recovery and infrastructure programs as they become available.

This procurement is conducted as a competitive proposal procurement for non-A/E professional, consulting, project management, grant administration, and administrative services. It is intended to comply with applicable federal, state, and local procurement requirements, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, including 2 C.F.R. §§ 200.318 through 200.327, as applicable; Louisiana Public Bid Law to the extent a task order or related procurement involves public works, materials, or supplies; Louisiana law applicable to municipalities and political subdivisions; the Town’s written procurement policies; and any additional requirements imposed by the applicable federal or state awarding agency or pass-through entity. If requirements conflict, the Town will apply the stricter requirement to the extent necessary to preserve eligibility for federal or state reimbursement

The Town reserves the right to reject any or all submissions, cancel or amend this solicitation, waive minor informalities that do not affect price, competition, responsiveness, responsibility, or material solicitation requirements, and issue one or more addenda before the submission deadline.

#### **SUBMISSION DEADLINE AND OPENING**

All responses must be received no later than **3:00 P.M. on Thursday, July 9, 2026.**

Responses will be opened and reviewed thereafter in accordance with RFQ procedures.

Written questions concerning this solicitation must be submitted to the Town Clerk at the address or email designated by the Town no later than five (5) business days before the submission deadline, unless extended by written addendum. Oral statements, explanations, or instructions shall not bind the Town.

Any interpretation, clarification, correction, or change to this solicitation shall be made only by written addendum issued by the Town. Respondents are responsible for confirming receipt of all addenda and shall acknowledge all addenda in their proposals. The Town may extend the deadline by addendum when necessary to preserve fair competition.

## **SUBMISSION REQUIREMENTS**

Respondents shall submit a Statement of Qualifications including:

- Transmittal letter
- Firm background and experience
- Resumes of key personnel assigned
- Relevant experience with federally or state funded grant programs
- Description of approach to services
- List of similar governmental clients within the past six (6) years
- Description of relevant project experience, including scope and contract value
- Manhour analysis and fee schedule
- Description of any proposed subcontractors and the services to be performed by each

All respondents shall submit:

- Four (4) hard copies of the RFQ response
- One (1) digital copy on a USB flash drive

Submittals shall be clearly marked with:

**“RFQ #2026-PM-01 – Project Management, Grant Administration, and Administrative Services”**

Failure to properly label submissions may result in rejection or delayed consideration.

## **EVALUATION AND SELECTION**

Fee schedules and compensation data shall be submitted separately from the technical proposal. Cost proposals will be evaluated as part of the overall selection process and considered in conjunction with qualifications, experience, technical approach, capacity, and other evaluation criteria set forth herein.

Responses will be evaluated and ranked based on the criteria below. The Town will assign relative weight to each factor and may consider both qualifications and cost in determining the proposal that provides the best overall value to the Town.

<b>Evaluation Factor</b>	<b>Maximum Points</b>
Specialized experience with federally funded grant programs, including FEMA PA, HMA, BRIC, GOHSEP, FHWA, HUD, and CDBG/CDBG-DR programs	20
Past performance on similar projects, including documented results, timeliness, compliance outcomes, and references	15
Experience with municipal or similar governmental entities in Louisiana or comparable jurisdictions	10
Understanding of required services, proposed approach, quality control, grant documentation, reimbursement tracking, and compliance methodology	20
Firm capacity, staffing plan, availability, and qualifications of assigned personnel	15
Cost proposal, including reasonableness of hourly rates, reimbursable expenses, task-order pricing methodology, and overall value to the Town	15
Participation plan and demonstrated efforts, where applicable, to use small businesses, minority businesses, women’s business enterprises, veteran-owned businesses, and labor surplus area firms	5
<b>Total</b>	<b>100</b>

Selection shall be based on the evaluation criteria above and the proposal determined to provide the best overall value to the Town. The Town may determine a competitive range, conduct interviews, request clarifications, or hold discussions with one or more highly ranked respondents.

The Town reserves the right to negotiate final scope, pricing, staffing, and contract terms with the highest-ranked respondent. If negotiations are unsuccessful, the Town may terminate negotiations and proceed to the next highest-ranked respondent.

The selected firm will be engaged under a Professional Services Agreement executed with the Town. Work will be authorized exclusively through written Task Orders or Notices to Proceed issued by the Town. No work shall be performed without written authorization.

**No Retainer or Guaranteed Work.** Award of a contract does not guarantee any minimum amount of work, compensation, task order, or funding. Services are contingent upon the availability of funds, eligibility of work, written authorization by the Town, and applicable grantor or pass-through entity approval when required.

### **ANTICIPATED CONTRACT TERM**

The Town anticipates awarding a contract with an initial term of three (3) years with the option to renew for up to two (2) additional one (1) year periods, subject to availability of funding, performance, and mutual agreement. Any renewals or amendments will be made in writing.

### **INSURANCE AND COMPLIANCE (POST-SELECTION REQUIREMENT)**

The selected firm will be required to comply with all applicable insurance requirements, including general liability, automobile liability, workers' compensation, and any other coverage required by federal, state, or Town requirements.

Insurance documentation and certificates will be required prior to issuance of a Notice to Proceed or contract execution.

### **GENERAL CONDITIONS**

The Town reserves the right to amend or cancel this solicitation at any time. All costs incurred in preparing a response shall be borne by the respondent.

The Town of Abita Springs is an Equal Opportunity Employer and encourages participation by small, minority-owned, women-owned, and Section 3 businesses.

Unsuccessful respondents will be notified following completion of the selection process.

### **SUBMITTAL LOCATION**

Town of Abita Springs  
Attn: Town Clerk Leanne Schaefer  
72077 Live Oak St.  
P.O. Box 461  
Abita Springs, Louisiana 70420

Respondents are solely responsible for timely delivery. The Town is not responsible for delays caused by mail, courier, electronic delivery, weather, emergency conditions, or any other cause.

## **Attachment A – Required Federal Contract Clauses**

### **Applicability**

The following clauses shall be incorporated into the Professional Services Agreement and each federally funded task order to the extent applicable. If a federal or state awarding agency, pass-through entity, program statute, regulation, grant agreement, or notice of award requires additional or different language, the Town may supplement or revise these clauses before contract execution or task-order issuance.

**FIRST.- Administrative, Contractual, and Legal Remedies.** For any contract or task order exceeding the applicable federal simplified acquisition threshold, the contract shall address administrative, contractual, and legal remedies for violation or breach of contract terms and shall provide for sanctions and penalties as appropriate. The contractor shall be liable for damages, costs, or other remedies available to the Town under the contract and applicable law.

**SECOND.- Termination for Cause and Convenience.** For any contract exceeding \$10,000, the Town may terminate the contract or any task order for cause or for convenience, in whole or in part, by written notice. The contract shall state the manner of termination, effective date, basis for settlement, allowable costs through the termination date, and the contractor's obligation to deliver all work product, records, and documentation requested by the Town.

**THIRD.- Equal Employment Opportunity.** If the contract is a federally assisted construction contract as defined in 41 C.F.R. Part 60-1.3, the contractor shall comply with the equal opportunity clause required by 41 C.F.R. § 60-1.4(b), Executive Order 11246, as amended, and applicable Department of Labor regulations. For non-construction services, the contractor shall comply with all applicable federal and state nondiscrimination requirements imposed by the funding source.

**FOURTH.- Davis-Bacon Act and Copeland Anti-Kickback Act.** The Davis-Bacon Act, as amended, and Copeland Anti-Kickback Act requirements apply only when required by federal program legislation or when the contract or task order includes covered construction, alteration, or repair work. If applicable, the contractor shall pay laborers and mechanics not less than the prevailing wages specified in the applicable wage determination, pay wages not less than once per week, comply with 29 C.F.R. Parts 3 and 5, and ensure that the required wage determination and labor standards clauses are included in covered subcontracts. The Town shall report suspected or reported violations to the applicable federal awarding agency or pass-through entity.

**FIFTH.- Contract Work Hours and Safety Standards Act.** Where applicable, for contracts exceeding \$100,000 that involve employment of mechanics or laborers, the contractor shall comply with 40 U.S.C. §§ 3702 and 3704 and applicable Department of Labor

regulations. The contractor shall compute wages on the basis of a standard forty-hour work week and compensate covered workers at not less than one and one-half times the basic rate of pay for hours worked in excess of forty hours in a work week. No covered laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

**SIXTH.- Rights to Inventions Made Under a Contract or Agreement.** If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the contractor is performing experimental, developmental, or research work, the contractor shall comply with 37 C.F.R. Part 401 and any implementing regulations issued by the federal awarding agency concerning rights to inventions.

**SEVENTH.- Clean Air Act and Federal Water Pollution Control Act.** For contracts and subawards exceeding \$150,000, the contractor shall comply with all applicable standards, orders, and regulations issued under the Clean Air Act, 42 U.S.C. §§ 7401-7671q, and the Federal Water Pollution Control Act, 33 U.S.C. §§ 1251-1387. The contractor shall report violations to the Town, the federal awarding agency or pass-through entity, and the appropriate Regional Office of the Environmental Protection Agency.

**EIGHTH.- Debarment and Suspension.** The Town shall not make an award to any party listed as suspended, debarred, or otherwise excluded in the governmentwide exclusions in the System for Award Management. The contractor certifies that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the contract. The contractor shall comply with [2 C.F.R. § 200.214](#), 2 C.F.R. Part 180, and applicable agency regulations, and shall include equivalent requirements in lower-tier covered transactions.

**NINTH.- Byrd Anti-Lobbying Amendment.** Contractors that apply or bid for an award exceeding \$100,000 shall file the required certification under 31 U.S.C. § 1352. The contractor certifies that it has not and will not use federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with obtaining any federal contract, grant, cooperative agreement, loan, or other covered award. The contractor shall disclose lobbying with non-federal funds as required by law and shall require lower-tier certifications as applicable.

**TENTH.- Procurement of Recovered Materials.** If applicable under [2 C.F.R. § 200.323](#) and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the contractor shall procure items designated in EPA guidelines at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining satisfactory competition, when the purchase price exceeds \$10,000 or when the value of the quantity acquired during the preceding fiscal year exceeded \$10,000. The contractor shall also procure solid waste management services in a manner that maximizes energy and resource recovery when applicable.

**ELEVENTH.- Prohibition on Certain Telecommunications and Video Surveillance Equipment or Services.** The contractor shall comply with [2 C.F.R. § 200.216](#) and shall not obligate or expend federal funds to procure, obtain, extend, renew, or enter into a contract to procure or obtain covered telecommunications equipment or services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system or as critical technology as part of any system, as prohibited by federal law.

**TWELFTH.- Domestic Preferences for Procurements.** As appropriate and to the greatest extent practicable consistent with law, the contractor shall provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, including iron, aluminum, steel, cement, and other manufactured products, in accordance with [2 C.F.R. § 200.322](#). For infrastructure projects subject to Build America, Buy America or other domestic-preference requirements, the contractor shall comply with all applicable program-specific requirements.

**THIRTEENTH.- Access to Records.** The contractor shall provide the Town, the federal awarding agency, the pass-through entity, the Comptroller General of the United States, the Louisiana Legislative Auditor, and their authorized representatives access to any books, documents, papers, and records of the contractor that are directly pertinent to the contract for the purpose of audit, examination, excerpts, and transcriptions. The contractor shall include this access requirement in all subcontracts supported by federal funds.

**FOURTEENTH.- Record Retention.** The contractor shall retain all records related to the contract and each task order for the longer of: (a) the period required by [2 C.F.R. § 200.334](#); (b) the period required by FEMA, HUD, FHWA, GOHSEP, or another applicable awarding agency or pass-through entity; (c) the period required by Louisiana law; or (d) the period stated in the contract. If any litigation, claim, audit, monitoring, investigation, or other action involving the records begins before expiration of the retention period, the contractor shall retain the records until all issues are resolved and final action is taken.

**FIFTEENTH.- Small, Minority, Women's, Veteran-Owned, and Labor Surplus Area Firms.** When possible, the contractor shall take the affirmative steps required by [2 C.F.R. § 200.321](#), including placing qualified small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms on solicitation lists; soliciting such firms when they are potential sources; dividing requirements into smaller tasks when economically feasible; establishing delivery schedules that encourage participation; using SBA and Minority Business Development Agency resources when appropriate; and requiring subcontractors to take the same affirmative steps.

**SIXTEENTH.- Conflict of Interest and Standards of Conduct.** The contractor shall disclose in writing any actual, potential, or apparent conflict of interest, including

organizational conflicts of interest. No employee, officer, agent, or board member of the Town with a real or apparent conflict of interest may participate in selection, award, or administration of the contract. The contractor shall not offer, solicit, or accept gratuities, favors, or anything of monetary value in violation of the Town's written standards of conduct, Louisiana ethics laws, or federal procurement requirements.

**SEVENTEENTH.- Contractor Responsibility.** The contractor must possess the ability to perform successfully under the terms and conditions of the contract and each task order. The Town may consider contractor integrity, public policy compliance, proper classification of employees, past performance, financial resources, technical resources, and exclusion status before award and throughout contract performance.

**EIGHTEENTH.- No Cost-Plus-Percentage-of-Cost; No Percentage-of-Construction-Cost.** The contractor shall not be compensated using cost-plus-a-percentage-of-cost or percentage-of-construction-cost methods. Any time-and-materials task order must include a ceiling price that the contractor exceeds at its own risk and must be supported by the Town's written determination that no other contract type is suitable.

**NINETEENTH.- Program Fraud and False or Fraudulent Statements.** The contractor acknowledges that federal law prohibits false, fictitious, or fraudulent claims and statements in connection with federally funded work. The contractor shall ensure that invoices, reimbursement requests, certifications, supporting documentation, time records, equipment records, and cost data submitted to the Town are accurate, complete, and adequately supported.

**TWENTIETH.- Federal Funding; No Obligation by Federal Government.** The contractor acknowledges that the federal government is not a party to the contract and is not subject to any obligations or liabilities to the contractor, subcontractors, or any other party arising from the contract.

**TWENTY-FIRST.- Program-Specific Requirements.** The contractor shall comply with all program-specific requirements applicable to each task order, including FEMA, HUD, CDBG-DR, FHWA, GOHSEP, state, and pass-through entity requirements, as identified in the task order, notice of award, grant agreement, or written instruction from the Town.

## Attachment B – Respondent Certifications and Representations

### Instructions

Each respondent shall complete, sign, and submit these certifications with its proposal. If the respondent cannot make any certification, the respondent shall attach a written explanation. The Town may reject a proposal or withhold award if required certifications are not provided or if the Town determines that the respondent is not responsible or is ineligible.

### Certification Form

**Solicitation:** RFQ/RFP No. 2026-PM-01 – Project Management, Grant Administration, and Administrative Services

**Respondent Legal Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Unique Entity Identifier, if applicable:** \_\_\_\_\_

**Federal Tax Identification Number:** \_\_\_\_\_

**FIRST.- Authority to Submit Proposal.** The undersigned certifies that he or she is authorized to submit the proposal and bind the respondent to the certifications and representations stated herein.

**SECOND.- Accuracy of Proposal.** The respondent certifies that the information submitted in its proposal is true, correct, complete, and made in good faith.

**THIRD.- Independent Price Determination.** The respondent certifies that its prices and cost proposal were arrived at independently, without collusion, consultation, communication, or agreement for the purpose of restricting competition, and that no attempt has been made to induce any other firm to submit or not submit a proposal.

**FOURTH.- Suspension and Debarment.** The respondent certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise disqualified from participation in covered transactions by any federal department or agency, and that it will notify the Town immediately if its status changes.

**FIFTH.- Lobbying Certification.** For awards exceeding \$100,000, the respondent certifies, to the best of its knowledge and belief, that no federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or

employee of an agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with this solicitation, any resulting contract, or any covered federal award. If any non-federal funds have been used or will be used for lobbying in connection with a covered federal award, the respondent shall complete and submit the required disclosure form.

**SIXTH.- Conflict of Interest Disclosure.** The respondent certifies that it has disclosed all actual, potential, or apparent conflicts of interest, including organizational conflicts of interest, and all facts that may create an unfair competitive advantage. The respondent further certifies that it will promptly disclose any conflict that arises after submission.

**SEVENTH.- No Participation in Drafting Procurement Documents.** The respondent certifies that, unless disclosed in an attachment, it did not develop or draft the specifications, requirements, statement of work, evaluation criteria, request for proposals, request for qualifications, or other procurement documents for this solicitation.

**EIGHTH.- Responsibility.** The respondent certifies that it has the integrity, public policy compliance record, employee classification practices, past performance record, financial resources, technical resources, personnel, systems, and capacity necessary to perform the proposed services.

**NINTH.- Equal Opportunity and Nondiscrimination.** The respondent certifies that it will comply with applicable equal employment opportunity, civil rights, and nondiscrimination requirements imposed by federal law, Louisiana law, the funding source, and the Town.

**TENTH.- Small and Diverse Business Participation.** The respondent certifies that, when subcontracting is used and when possible, it will take affirmative steps to use small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms in accordance with 2 C.F.R. § 200.321.

**ELEVENTH.- Telecommunications Prohibition.** The respondent certifies that it will comply with 2 C.F.R. § 200.216 and will not use federal funds to procure, obtain, extend, renew, or enter into a contract to procure or obtain covered telecommunications equipment or services prohibited by federal law.

**TWELFTH.- Domestic Preferences.** The respondent certifies that, to the greatest extent practicable and consistent with law, it will provide domestic preferences for procurements as required by 2 C.F.R. § 200.322 and any applicable Build America, Buy America or program-specific requirements.

**THIRTEENTH.- Recovered Materials.** The respondent certifies that, when applicable, it will comply with 2 C.F.R. § 200.323 and Section 6002 of the Solid Waste Disposal Act regarding procurement of recovered materials.

**FOURTEENTH.- Record Retention and Access.** The respondent certifies that it will retain records and provide audit and inspection access as required by the contract, 2 C.F.R. Part 200, applicable program requirements, Louisiana law, and the Town.

**FIFTEENTH.- No Cost-Plus-Percentage-of-Cost.** The respondent certifies that it will not seek or accept compensation based on cost-plus-a-percentage-of-cost or percentage-of-construction-cost methods.

**SIXTEENTH.- Insurance and Licensing.** The respondent certifies that, before contract execution or notice to proceed, it will provide required insurance documentation and evidence of all licenses, registrations, and authorizations required to perform the services.

**SEVENTEENTH.- Acknowledgment of Addenda.** The respondent acknowledges receipt of the following addenda:

**Addendum No. Date Received**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_