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GOVERNOR

KYLE GRAHAM
EXECUTIVE DIRECTOR

State of Louisiana

COASTAL PROTECTION & RESTORATION AUTHORITY
THROUGH THE DEPARTMENT OF NATURAL RESOURCES
OFFICE OF MANAGEMENT & FINANCE
(IN ACCORDANCE WITH R.S. 49:214.6.2C(4))

Request for Statement of Interest and Qualifications

“Surveying Services for Coastal Protection and Restoration Authority Projects”

RSIQ No. 2503-15-33

April 22, 2015

The Coastal Protection and Restoration Authority (CPRA) through the Louisiana Department of Natural Resources (the Department) hereby invites you to submit a Statement of Interest and Qualifications (SIQ) for surveying assistance as described in the scope of services (Enclosure 1). An additional enclosure for Community Development Block Grant projects is included (Enclosure 4).

The proposed contract will be negotiated with the firm selected by the CPRA and will begin approximately September 2015. The CPRA’s Professional Services Contract will be used for this contract (Enclosure 2).

Firms electing to submit a proposal as a prime contractor cannot be listed as a subcontractor on another firm’s proposal. Firms not submitting as a prime contractor are allowed to be listed as a subcontractor on as many proposals as they deem appropriate. Please note, firms who are prime contractors on existing contracts with CPRA will be allowed to submit as subcontractors on this advertisement.

The general criteria to be used by the CPRA in evaluating responses for the selection of a potential contractor to perform these services are:

1. Specialized Experience (Firm and Key Personnel) 40 points
Measures both the firm’s and key personnel’s demonstrated experience and performance on work similar to that likely to be required from this advertisement.

2. Professional Qualifications 30 points
Measures the personal qualifications of key

personnel expected to participate on work required from this advertisement, including academic attainment, professional achievements and relevant experience.

3. Capability of Firm

30 points

Measures the ability of the firm to provide the technical/professional disciplines necessary to perform these services within the designated time frame.

TOTAL

100 points

Should you wish to respond to this request for an SIQ please submit four (4) copies of a written statement expressing your willingness to comply with the terms specified herein. Elaborate proposals are neither required nor desired. The CPRA prefers a simple presentation and discourages extensive use of artistic designs, use of hard binders, etc. Included in your SIQ should be (1) an executive summary stating the firm's particular expertise, resources and advantages they will bring to the agency. This summary is limited to two pages; and (2) Standard Form CPRA 24-102 (SF24-102) which is attached as Enclosure 3. In the event the SIQ contains subcontractors, the particular task they will perform together with the relevant experience should be included. Also, if the subcontractor is a Disadvantaged Business Enterprise (DBE) or participates in the Hudson/Veteran's Initiative, they shall include supporting documentation. Names listed on the SF24-102 must precisely match the names filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. Resumes or any organizational chart included in the SF24-102 shall clearly state the location (city and state) of the office in which the staff member resides. Updated versions of the SF24-102 may be used, however, all the required information requested in this advertisement must be included. Any potential contractor failing to submit any of the information required on the SF24-102 will be considered non-responsive.

This written statement must be provided to the Department no later than 3:00 p.m., May 22, 2015. Statements must be addressed to:

Mr. David Guidry
Administrative Program Director
Louisiana Department of Natural Resources
P. O. Box 94396
Baton Rouge, Louisiana 70804-9396

and if not mailed, may be hand delivered to Mr. David Guidry at the LaSalle Building, 617 North 3rd Street, 12th Floor Room 1262, Baton Rouge, Louisiana. The selected firm will be posted on at www.dnr.louisiana.gov/contracts and <http://www.coastal.la.gov/index.cfm?md=pagebuilder&tmp=home&nid=159&pnid=78&pid=191&catid=0&elid=0>.

All potential contractors should be advised that contractors may, in certain circumstances be deemed public employees as defined by the Ethics Commission. **Full disclosure to the CPRA is required of any potential conflicts.** Any potential conflicts shall be resolved with the Ethics Commission prior to seeking a contract. The commission on Ethics for Public Employees is located at 617 North Third Street, LaSalle Building, 10th Floor, Baton Rouge, LA 70802; telephone number 225-219-5600; toll free at 1-800-842-6630.

According to the provisions of LA. R.S. 12:301-302, any corporation which is not incorporated in the State of Louisiana must obtain a certificate of authority to transact business in Louisiana from the Louisiana Secretary of State, Corporations Division, 3851 Essen Lane, Baton Rouge, Louisiana 70809, Phone no. (225)925-4704.

For-profit and non-publicly traded corporations must provide a Disclosure of Ownership form when contracting with the CPRA. The Disclosure of Ownership should not be submitted with SIQ. However, prior to contracting with the CPRA, the forms must be completed, notarized, and submitted to the Louisiana Secretary of State, Corporations Division, 3851 Essen Lane, Baton Rouge, Louisiana 70809 and a copy stamped by the Corporations Division must be provided to the CPRA.

The firm, engineers, or surveyors that will accomplish the work as described in Enclosure 1, Scope of Services, shall be certified by the Louisiana State Board of Registration for Professional Engineers and Land Surveyors and shall possess current licenses throughout the term of the contract. The firm, engineers, or surveyors shall provide all services in compliance with the registration law for Professional Engineers and Land Surveyors (L.R.S. 37:681 through 37:703 as amended by Act 568 of 1980) and the rules of the Board of Registration for Professional Engineers and Land Surveyors.

ANY QUESTIONS REGARDING THIS REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATION SHOULD BE SUBMITTED IN WRITING TO THE DNR ADMINISTRATIVE PROGRAM DIRECTOR .

Questions must be submitted in writing to DNRprocurement@la.gov and received by 3:00 p.m., May 6, 2015.

Official responses to all questions submitted by potential proposers will be posted at www.dnr.louisiana.gov/contracts and <http://www.coastal.la.gov/index.cfm?md=pagebuilder&tmp=home&nid=159&pnid=78&pid=191&catid=0&elid=0>.

Enclosures

- (1) Scope of Services
- (2) Professional Services Contract
- (3) Standard Form CPRA 24-102
- (4) CDBG Compliance Provisions