



REQUEST FOR QUALIFICATIONS (RFQ)

Utility Master Plan Services

Southern University and A&M College

BATON ROUGE CAMPUS

PROPOSAL NUMBER 50016-10314

RFQ SUBMISSION DATE: DECEMBER 13, 2023 @ 3:00 PM

ISSUED BY:

SOUTHERN UNIVERSITY AND A&M COLLEGE

PURCHASING DEPARTMENT

LINDA ANTOINE, DIRECTOR

225-771-4587 OR 771-2804



REQUEST FOR QUALIFICATIONS (RFQ)

ENGINEERING CONSULTANTS

Utility Master Plan Services for Southern University and A&M College

BATON ROUGE CAMPUS

PROJECT NUMBER 50016-10314

1. Project Overview and Background:

Current State: Southern University and A&M College, located in Baton Rouge, Louisiana, spans more than 500 acres of land overlooking the Mississippi River from Scott's Bluff. The main campus comprises nearly 120 buildings and facilities serviced by an extensive network of utilities, including potable water, sanitary sewer, natural gas, drainage, electrical, data, and telecommunications systems. However, a significant portion of our utility infrastructure necessitates enhancements for reliability, safeguarding the well-being of our students and staff, and enriching campus life.

Need for Utility Master Plan: *The Southern University Office of Facilities Planning aims to select an engineering consultant to:*

- Geolocate and map utility assets across the main campus.
- Categorize the existing utility conditions, helping prioritize necessary projects.
- Assess current and prospective utility capacity for existing campus structures.
- Determine future utility capacity and routing for planned campus expansions.

Goals/Challenges: Our primary ambition is proactive planning and execution of utility infrastructure enhancements.

2. Scope of Work:

- **Utility Systems:** The services sought through this requisition shall be performed for the following utilities throughout the main campus: potable water, sanitary sewer, natural gas, drainage, electrical, exterior lighting, data, and telecommunications infrastructure.
- **Services Sought:** The consultant will develop an inventory of the University's existing utility infrastructure components. Utility inventory services will include the following:
 - Identification and coordination with utility owners to obtain available data confirming utility locations, depths, size, and capacities.
 - Coordination with LA One Call to have the approximate location of utilities marked throughout the main campus.
 - GPS mapping of marked utility data and observable components.



- Development of an ArcGIS geodatabase, where existing utility assets will be uploaded and tagged with pertinent and available information, including name, type, size, material, owner (etc.).

The consultant will also perform and document condition assessments of observable utility assets and components. The consultant will develop a condition rating system to quantify overall safety, reliability, and level of service for each utility asset class. Condition assessment and rating methodologies and results will be documented in the master plan. Condition ratings will also be tagged in the existing inventory geodatabase.

The consultant will also work with the Southern University Office of Facilities Planning Program Management Consultant to confirm the existing and planned service demands for various utilities for each building and facility on the main campus. The consultant will assess the capacity of existing utilities, and document and map any recommended projects to address capacity deficiencies.

The consultant will document inventory, condition, and capacity assessments and associated methodologies in a comprehensive master plan. The master plan will also include a phased implementation plan and schedule for recommended maintenance and capital projects required to improve utility system reliability, safety, and level of service.

3. Campus Specifics:

- **Total Area:** 512 acres
- **Building Types and Numbers:** 118 diverse structures including commercial, educational, governmental, infrastructure, medical, recreational, and residential facilities.
- **Population:** Current student body stands at 6,500 with a vision to host 10,000 students by 2030.

4. Timeframe and Deadlines:

- **Anticipated Start Date:** Week of March 4th, 2024
- **Deliverable Milestones:**
 - Southern University (Main Campus) Utility Master Plan - Phase 1 -Tentative: Utility inventory geodatabase with technical memoranda documenting existing condition and capacity assessments and methodologies.
 - Southern University (Main Campus) Utility Master Plan - Phase 2 Tentative: Phased Implementation Plan, including project definition statements for proposed improvements to improve system reliability.
- **Anticipated Completion Date:** Tentative
See page 4 for schedule of activities

5. Budget and Financials:

- **Budget:** To be determined upon successful negotiation with the selected consultant.
- **Payment Terms:** Lump Sum Fee.



6. Submission Requirements:

- **Required Documents:** Interested firms shall submit a Statement of Qualifications (SOQ).
- **SOQ Format/Template:** The SOQ should include an introduction to the firm/team, prior project experience with references, a suggested team structure with staff resumes, and a summarized approach to ensure project success.

7. Selection Criteria (Total Possible Points = 100):

A. Experience and Past Performance (Total: 30 points)

- **Past Projects of Similar Scope & Complexity** (0-20 points)
 - Relevant projects completed, particularly in a higher education setting.
 - Size, scale, and outcomes of past projects.
- **Client Feedback/References** (0-10 points)
 - Quality of feedback from past clients.
 - How well past projects met client goals and objectives.

B. Project Team and Personnel (Total: 25 points)

- **Qualifications of Key Personnel** (0-10 points)
 - Education, training, and certifications of team members.
 - Relevant experience of team members on similar projects.
- **Team Structure and Organization** (0-10 points)
 - Clarity of roles and responsibilities.
 - Experience of team working together on past projects.
- **Availability & Commitment** (0-5 points)
 - Availability of key personnel for the duration of the project.
 - Proximity to the campus and ability to attend regular meetings.

C. Approach and Methodology (Total: 25 points)

- **Understanding of Project Scope** (0-10 points)
 - Demonstrated understanding of project requirements and goals.
 - Potential challenges identified and solutions proposed.
- **Proposed Work Plan & Schedule** (0-10 points)
 - Clarity and feasibility of the proposed plan.
 - Alignment with campus's expected timeline.
- **Innovation & Creativity** (0-5 points)
 - Any unique or innovative approaches that bring additional value.

D. Diversity and Inclusivity (Total: 20 points)

- **Firm's Diversity Initiatives**
 - Commitment to diversity - 30% Goal
 - How the firm plans to incorporate or collaborate with minority-owned, woman-owned, or other underrepresented group businesses.



8. Additional Information:

- **Campus Visit:** Available if requested

REQUEST FOR QUALIFICATIONS

All information requested should be submitted; failure to submit all requested information may result in an unfavorable evaluation or rejection of the Proposal. Documentation submitted with the Proposal should be a part of a single volume. Elaborate attachments and other representations beyond those sufficient to present a complete and effective proposal are not required.

It is solely the responsibility of each Proposer to ensure that his/her Proposal is delivered prior to the deadline for submission. Proposals, which for any reason are not received timely, shall not be considered.

RFQ Schedule of Activities

Event	Date/Time (Central Time)
1. RFQ advertised in The Advocate Baton Rouge and New Orleans	November 14, 2023
RFQ posted on LA State website (LaPAC)	November 13, 2023
2. Deadline to receive inquiries Send inquiries to: Linda Antoine, Director of Purchasing linda_antoine@subr.edu	November 21, 2023 by 5:00 pm
3. Deadline to respond to inquiries Inquiries will be posted on LaPAC	November 28, 2023 by 5:00 pm
4. Deadline to submit proposal http://www.sus.edu/bidcertification or by mail to address provided	December 13, 2023 by 3:00 pm
5. Presentations, if required	TBD
6. Shortlist Selection	January 5, 2024
7. Shortlist Interviews	Week of January 15, 2024
8. Selection Date	Week of January 22, 2024



9. Intent to Award	Week of January 29, 2024
10. Anticipated Start Date	Week of March 11, 2024

Dates on numbers 6-10 are subject to change

Prohibition of Discriminatory Boycotts of Israel

In accordance with LA R.S. 39:1602.1, for any contract for \$100,000 or more and for any contractor with five or more employees, the Contractor certifies that neither it nor its subcontractors are engaged in a boycott of Israel, and that the Contractor and any subcontractors shall, for the duration of this contract, refrain from a boycott of Israel. The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the contract.

COVER LETTER

Proposers must submit a cover letter signed by an authorized representative of the entity committing proposer to provide the services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must include:

- 1) **Firm and location.** Indicate the full, legal company name of proposer, the address of its headquarters and the address of the office to which this project will be assigned.
- 2) **Contact person.** Clearly identify the name, address and telephone number of the proposer's contact person(s) for any and all communications pertaining to this RFP.
- 3) **Authorized submittal.** Include name, signature, title, address, and telephone number of the person authorized to submit and sign proposer's proposal.

RFQ ADDENDA

The University reserves the right to revise the Schedule of Activities or revise any part of the RFQ by issuing Addenda to the RFQ up to 72 hours prior to the deadline for receipt of Proposals. If an addendum is issued within less than 72 hours of the proposal deadline, an appropriate time extension for submission of Proposals will be granted.

Addenda will be posted on LaPAC. Proposers are responsible for checking LaPAC for addenda.

<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/Agency/outMain.cfm>

WAIVER OF ADMINISTRATIVE INFORMALITIES

The University reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

PROPOSAL REJECTION

The issuance of this RFQ in no way constitutes a commitment by the University to award a contract. The University reserves the right to accept or reject, in whole or in part, all proposals submitted and/or cancel the announcement if it is determined to be in the State's best interest.



SPECIFICATION PROTEST

Proposers have the right to protest in accordance with R. S. 39:1671 if they can substantiate that the specifications are unduly restrictive. The written protest must be received at least 2 days prior to the opening of proposals. If time does not allow for resolution of the protest, the proposal opening must be stopped and the proposals impounded.

WITHDRAWAL AND RESUBMISSION OF QUALIFICATIONS

A Proposal may be withdrawn at any time up to the date and time the Proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFQ coordinator.

OWNERSHIP OF QUALIFICATIONS

All materials submitted in response to this request become the property of the University. Selection or rejection of a proposal does not affect this right.

PROPRIETARY INFORMATION

Only information that is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Record Act R.S. 44:1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

COST OF PREPARING QUALIFICATIONS

Costs associated with developing the Proposal, preparing for interviews/presentations, and any other expenses incurred by the Proposer in responding to this RFQ are entirely the responsibility of the Proposer. The University shall not be held liable for the reimbursement of any of these costs.

ERRORS AND OMISSIONS IN QUALIFICATIONS

The University will not be liable for any errors and/or omissions in Proposals. The University reserves the right to make corrections or amendments due to errors identified in Proposal(s) by the University or proposer. The University, at its option, has the right to request clarification or additional information from the proposers.

CONTRACT AWARD AND EXECUTION

The University reserves the right to enter into an Agreement (contract) based on the initial offer received without further discussion of the proposal submitted. The University reserves the right to contract for all or a partial list of services offered in the Proposal.

CODE OF ETHICS

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics. Proposers are required to disclose any and all conflicts of interest or issues that could reasonably be perceived as conflicts of interest.



EVALUATION AND SELECTION

EVALUATION TEAM

RFQ will be evaluated by a review selection committee designated by the University for the purpose of determining Proposers most qualified.

CLARIFICATION OF PROPOSAL

The University reserves the right to seek clarification of any qualification for the purpose of identifying and eliminating minor irregularities or informalities.

ADMINISTRATIVE AND MANDATORY SCREENING

All qualifications will be reviewed to determine compliance with requirements as specified in the RFQ. Proposals found to be in non-compliance will be rejected from further consideration.

Southern University Purchasing Department will receive sealed Request for Qualifications (RFQ) until the time and date specified in this RFQ. No RFQ will be considered if received by the Purchasing Department after the specified time and date.

Electronic system to submit RFQ:

<http://www.sus.edu/bidcertification>

As an alternate, proposals may be mailed or hand-delivered

Linda Antoine, Director

Southern University
Purchasing Department
Post Office Box 9534
Baton Rouge, Louisiana 70813

Southern University
Purchasing Department
1st Floor East-8100 James L. Prestage Drive
J. S. Clark Administration Bldg. Annex, 1st Fl
Baton Rouge, Louisiana 70813

Envelope (if mailed or hand-delivered)

Proposers are requested to submit proposal package in a sealed envelope of your choice that is clearly marked identifying the **company's name, complete address, proposal number, time and date of bid opening, and license number, if applicable**. Bidder is responsible for means of delivery of bid.

All written bids, unless otherwise provided for, must be submitted on, and in accordance with forms provided and properly signed in ink.

Bids submitted in the following manner will not be accepted:

Bid containing no signature indicating intent to be bound

Bid filled out in pencil

Late bids

**ADVERTISEMENT
REQUEST FOR QUALIFICATIONS**

Request for Qualifications bids will be received by Southern University, Baton Rouge, Louisiana 70813

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Engineering Consultants
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DECEMBER 12, 2023-3:00 PM

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Southern University
Purchasing Department
Post Office Box 9534
Baton Rouge, Louisiana 70813

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Purchasing Department
8100 James L. Prestage Drive
J. S. Clark Administration Bldg. Annex, 1st Fl
Baton Rouge, Louisiana 70813

Any person requiring special accommodations should notify the Purchasing Office of the type(s) of accommodation required not less than seven (7) days before the due date.

Inquiries will be accepted until November 11, 2023 by 5:00 p.m. Inquiries shall be submitted to Linda Antoine at linda_antoine@subr.edu

Responses to inquiries November 28, 2023 by 5:00 pm

Proposal shall be received no later than 3:00 pm on December 12, 2023

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10. Contract	Week of March 4, 2024

Item numbers 5-10 dates are tentative

RFQ may be withdrawn by written, telegraphic or received at the address or submittal portal designated prior to the time set for RFQ opening. Proposals received after closing time will be returned *unopened*. Evidence of authority to submit the bid shall be required in accordance with R.S. 38:2212(a)(1)(c) and/or R.S. 39:1594(c)(2)(d).

The Southern University System is a participant in the Louisiana for the Small Entrepreneurships Program (the Hudson Initiative) and the Louisiana Initiative for Veterans and Service-Connected Disabled Veterans-Owned Business Small Entrepreneurships. Bidders are encouraged to consider participation. A list of certified vendors and additional information can be obtained from website <http://www.ledsmallbiz.com>. Potential participants may also register at this website.

ALL BID SPECIFICATIONS AND ADDENDA CAN BE OBTAINED BY ACCESSING WEBSITE <https://www.cfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>.

Please contact Mary Jane Spruel, Assistant Director. @ (225) 771-2800 or maryjane_spruel@subr.edu for questions concerning this advertisement and RFQ documents,

The University reserves the right to award all or done and to reject any and all bids and to waive any informalities incidental thereto.

Request for Qualifications will be accepted from contractors for Engineering/Professional Engineering Services under the commodity code 81000000.

SOUTHERN UNIVERSITY & A&M COLLEGE
Linda A. Antoine, Director of Purchasing

SOUTHERN UNIVERSITY IS
AN EQUAL OPPORTUNITY EMPLOYER