

# **CITY OF TALLULAH REQUEST FOR QUALIFICATION STATEMENTS FOR ENGINEERING SERVICES**

The City of Tallulah (CITY) is seeking assistance for Louisiana licensed engineering. The types of projects involved, include, but are not limited to, engineering services for our enhanced lime treatment water plant, installation of water distribution lines, installation of a new oxidation pond liner, improvements to the sewer system and/or wastewater treatment plant, municipality owned roads rehabilitation, facility construction and parks projects. Tallulah intends to utilize all available funding sources and any engineering firm selected should be prepared to provide engineering services in accordance with guidelines and regulations associated with all funding programs involved with each project. Funding may include local, state, and/or federal funding sources, including USDA, EPA, CDBG, ARPA, state capital outlay, emergency funds or Water Sector Program funds. The city is soliciting qualifications statements for engineering services to assist with project scoping, preliminary engineering, design and re-design engineering, and construction related services. The intent of the City is to award a cost reimbursement contract with payment terms to be negotiated with selected firm(s) based on funding programs and allowable engineering fees.

A selected firm should be prepared to assist with bid packages in conformance with applicable state and federal requirements and the supervision of bid advertising, tabulation, award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed. Field staking, on-site supervision of construction work and preparing inspection reports will be expected, along with reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.

## **SCOPE OF SERVICES**

The services to be provided for each specific project will include, but not be limited to:

- Assist in the development of projects to be funded. The service can include preparation of the application package, including preparing narratives, project descriptions, maps, cost estimates, and all necessary documents.
- Preparing Cost Estimates.
- Basic design services including design of improvements and construction engineering.
- Evaluation of current projects and assistance with preparing next steps for current projects
- Potential re-design of previously prepared plans and specifications for current projects
- Submit plans and specifications to the required regulatory permitting agencies.
- Assist the City with the bidding in accordance with Louisiana State Bid Law, includes publishing notices, conducting the bid opening, issuing all required addenda and recommendation of award.
- Assist the City in conducting the preconstruction conference.
- On-site supervision of construction and preparing inspection reports.
- Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
- Reviewing and approving all contractor request for change orders.
- Providing as-built plan drawings to the City upon project completion, if requested.
- Conducting substantial completion, final inspection, and project closeout.
- Conduct value engineering on projects, as necessary.

## **RATE STRUCTURE**

Interested engineering firms may provide their rate structures in a sealed envelope. Selection of qualified firm(s) shall not be made on rate structures, but rather on qualifications criteria.

## **SELECTION CRITERIA**

Tallulah will select a firm based on Threshold Requirements and Scoring Criteria. The selected firm must meet the minimum Threshold Requirements detailed below. Respondents that do not meet the Threshold Requirements will be excluded from competition for this service.

### Threshold Requirements

Respondents must meet the following requirements to be considered for this service. Each item listed below should be presented in the response in such a manner that the City can easily determine the firm's eligibility:

1. Respondent must have an active Unique Entity ID (SAM), as verified on [www.sam.gov](http://www.sam.gov).
2. Respondent must state how long the firm has been in business. The Respondent must have a minimum of five (5) years of conducting business in Louisiana.
3. Respondent must be a licensed engineer in the State of Louisiana, in good standing (at least one principal of the firm shall be a registered engineer in the State of Louisiana).

### Scoring Criteria

After the initial threshold review is complete, the City will determine all eligible firms and score each submittal based on the factors detailed below. Respondents will be evaluated based on the written materials submitted. All respondents should address in detail the items listed below:

#### **1. Approach and Methodology (Total Possible Points = 30)**

Respondents must provide a work plan to assess the project's feasibility related to the goals and objectives of the program with consideration of the overall ARPA and Water Sector Program requirements. This item must address project feasibility to determine:

- Examples of construction cost and design schedule
- Permits and environmental regulations
- Proposers should identify the tasks they deem necessary to meet the requirements of this Request for Qualifications

#### **2. Firm's Project Experience (Total Possible Points = 30)**

Respondent or principals of the firm must have a minimum experience of ten (10) years of water, sewer, or building projects. Projects listed must have been designed or constructed in the past five (5) years. Respondents should provide a list and/or description of similar projects, including client name, type of project, year, and total project cost. After review of the minimum experience required above, respondents will be evaluated based on past projects based on the similarity to the City's system, size, age, and condition.

#### **3. Firm's Qualifications (Total Possible Points = 30)**

The assigned score will be based on written proposal provided by each respondent and the quality and experience of the engineering team. Respondents must identify the staff by job title, years of experience and proposed role on the project. If not a prime contractor, respondents should identify whether proposed team members are sub-contractors. If sub-contractors are proposed for this service, respondents must identify the respective roles and responsibilities of the prime and subcontractor(s).

#### **4. Length of Time in Business (Total Possible Points = 10)**

Respondent must state how long the firm has been in business **and that they are licensed in Louisiana**. The Respondent's team must have a minimum of five (5) years of conducting engineering and construction management/oversight services in Louisiana. **Respondent should also include their past work with DBEs**. After review of the minimum requirement, respondent's will be evaluated based on the following points:

The City of Tallulah may choose to request additional information from the respondents or conduct oral interviews with those firms. The City will determine which firm will be selected that is most experienced and advantageous to Tallulah given the specifics of the City's systems and other factors. Unsuccessful firms will be notified as soon as possible.

**Upon notice of selection, the City will engage in a review of proposed rates and negotiate, as appropriate, in order to ensure cost reasonableness for the proposed contract.**

### **SUBMITTAL REQUIREMENTS**

To be considered for this service, Qualification Statements must be received by the City by the close of business on Friday, June 19, 2026. Respondents must submit to the City proposals which address all ranking criteria described herein or else will be deemed non-responsive. Respondents must submit three (3) printed copies of their response to this request by the submittal deadline indicated.

Questions should be addressed to:

Interim Mayor Yvonne Lewis  
City of Tallulah  
204 North Cedar Street  
Tallulah, Louisiana 71282  
Telephone: 318-574-0964

Interested firms must submit proposals to the following address by the deadline stated above:

Interim Mayor Yvonne Lewis  
City of Tallulah  
204 North Cedar Street  
Tallulah, Louisiana 71282

Please state "QUALIFICATIONS STATEMENT – ENGINEERING SERVICES" on the cover of each submittal. The City of Tallulah reserves the right to cancel or alter this solicitation. The City reserves the right to reject any or all proposals, and reserves the right to award multiple contracts to the selected firm(s) as a result of this request. The City of Tallulah is an Equal Opportunity Employer. **We encourage all small and minority-owned firms and women's business enterprises to apply.**