

CITY OF NATCHITOCHEs
REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR CONSULTING SERVICES
RFQ NO. 0114

The City of Natchitoches is seeking the services of a qualified engineering firm or individual to provide Consulting and related services pertaining to the City's need to develop an RFP for the Purchase of Wholesale Capacity and Energy commencing June 1, 2025. The City is requesting Qualification Statements from qualified engineering firms or consulting firms to provide engineering and related services for this RFP.

I. SCOPE OF SERVICES

The scope of services includes, but are not limited to, development of an RFP for the Purchase of Wholesale Capacity and Energy and evaluation of any subsequent proposals the City receives so that it may pick the proposal that best fits its needs.

II. REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title "Request for Qualification Statements for Consulting Services for RFQ No. 0114

- Name of Respondent
- Respondent address
- Respondent telephone number
- Respondent federal tax identification number
- Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

Contents of RFQ

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit RFQs that contain the following information:

- Introduction (transmittal letter)
- Background and Experience
- Specialized Knowledge
- Personnel/Professional Qualifications

Proposals shall be limited to 10 single-sided pages. Transmittal letter, front and back covers, and table of contents do not count against page limit.

1. Introduction (transmittal letter) - By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:
 - a. A brief statement of the Respondent's understanding of the scope of the work;
 - b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Louisiana;
 - c. A confirmation that the Respondent has not had a record of substandard work within

- the last five years;
- d. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
 - e. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
 - f. Any other information that the Respondent feels appropriate;
 - g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.
2. Background and Experience
- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
 - b. Describe knowledge of and experience in the MISO market.
 - c. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with Power Purchase Contracts. Respondent should include examples of work and provide a list of similar projects completed within the last five years. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules.
 - d. Describe the firm's workload and current capacity to accomplish the work in the required time.
 - e. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
3. Specialized Knowledge
- a. Describe your knowledge and experience in the types of projects described in Section I.
4. Personnel/Professional Qualifications
- a. Identify staff members (as applicable), that will be assigned to this project.
 - b. Include resumes of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe relevant certifications for each member.
 - c. Estimate the number of persons to be assigned to this project.

III: SELECTION CRITERIA

The City of Natchitoches shall evaluate each potential contractor in terms of its:

- Professional qualifications necessary for satisfactory performance of required services;
- Specialized experience and technical competence in the type of work required,
- Capacity to accomplish the work in the required time;
- Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules

Respondents will be evaluated on the basis of the written materials submitted and according to

the following factors:

1. Experience of the firm with this particular type of project(s)	35 pts.
2. Current capacity to accomplish the work in the required time.	25 pts.
3. Fee Schedule and Estimate of how many billable hours similar projects have required.	15 pts.
4. Reference from three clients attesting to firm's:	
a. Quality of work	20 pts.
b. Compliance with performance schedules	5 pts.
TOTAL	100 pts.

SCHEDULE:

- July 8: Submit any questions in writing
- July 12: Final clarification questions due in writing
- July 17: Responses to questions due to Respondents
- July 23: RFQ responses due by 5 p.m.
- July 26: Selection of firm

All responses received will be evaluated in accordance with the selection criteria and corresponding point system. In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City of Natchitoches will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Final clarification questions can be submitted in writing to manderson@natchitochesla.gov. Responses to this RFQ can be hand-delivered or mailed to Matt Anderson, Director of Utilities, City of Natchitoches, 1400 Sabine St., Natchitoches, LA 71457. All responses to this RFQ must be received no later than 4:00 p.m., July 15, 2022.

The City of Natchitoches is an Equal Opportunity employer. Small and/or minority owned firms and women's business enterprises are encouraged to participate.