



**Tips for Responding to Requests for
Qualifications (RFQs) Webinar
Wednesday, April 15, 2020 @ 10:30am**

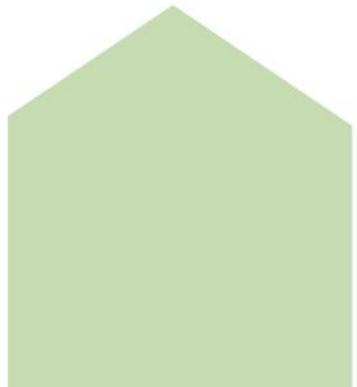
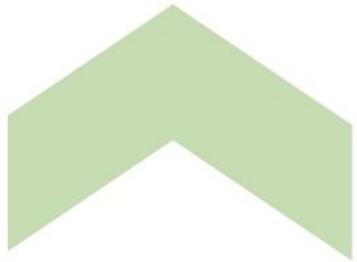
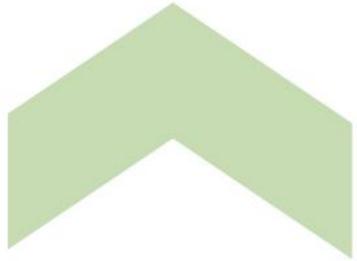


What is MOVEBR?



Vision Statement

MOVEBR will be the industry standard of excellence in delivering transportation solutions that will move our region in a safe, sustainable manner and further enhance strong neighborhoods, communities, and economic vitality for all residents of East Baton Rouge



Procurement Changes

Procurement Lookahead

Developing Your Statement of Qualifications (SOQ)
For Success

Teaming Best Practices



Procurement Changes:
General Requests for Qualifications Changes
Engineer Selection Process

Why Change?

- City-Parish has a desire for an increased level of Small Business participation
- Feedback from Prime Consultants:
 - RFQ too restrictive
 - Not enough unique sub-consultants
 - Need flexibility on assigning scope elements



RFQ Scoping Requirement Changes

- No longer requires Prime to perform specific scope elements
- Instead, identifying major work elements to inform qualifications and assist in Selection Board evaluations



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RFQ Teaming Requirement Changes

- Subconsultants are not required to be exclusive
 - (Previously only applied to specialty disciplines)
- Prime required to perform the highest percentage of work on the team
 - (Previously Prime required to perform 51%)

Update to CPES Form

STANDARD FORM CPES Engineer & Surveyor Selection Board Services	1a. Official Name of Firm (Indicate if Prime _____ or Sub-Consultant _____)	Select all that Apply: <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOB	1c. Name and Identification of Project on Which Submitting:
	1b. Official Address of Office Performing the Work		
2a. Name, Title, La. Reg. No., Telephone No., and Email of Principal to Contact (Must be same person certifying Item 2b).		2b. I certify that the following information is accurate and complete to the best of my knowledge.	
		Signature: _____ Date: _____	
2c. Firm's LA Registration Number and Date Granted (NOTE: Attach the Firm's Registration Certification Card(s))			
2d. East Baton Rouge Parish Current Occupational License Number			
3. Personnel by Discipline (List persons, <u>who are located at the primary work location identified in 1b.</u> , only once, by primary function.			
___ Administrative	___ Electrical Engineers	___ Landscape Architects	___ Survey Chainmen
___ Architects	___ Engineer-In-Training	___ Land Surveyor-In-Training	___ Survey Party Chief
___ Civil Engineers	___ Environmental Engineers	___ Mechanical Engineers	___ Survey Rodmen
___ Construction Inspectors	___ Estimators	___ Professional Land Surveyors	___ Transportation Engineers
___ Draftsmen	___ Geologists	___ Sanitary Engineers	___ _____
___ Designer/Technician	___ Geotechnical Engineers	___ Specification Writers	___ _____
___ Ecologists	___ Hydrologists	___ Structural Engineers	___ Total Personnel

(REV. 03/12/20)

4. Indicate the percentage of the total project that the prime firm will perform. The Prime firm's percentage of work may be less than 50% but must be greater than any other team member percentage.

5. All Subconsultants/Associates listed for this Project must attach a completed CPES Form. An Outside Key Subconsultant/Associate not listed here may be utilized on this Project only after obtaining written concurrence from the Department Director or the User Agency Head, as applicable.

Name and Address	Specific Responsibilities and Scope of Work On This Project	Approximate % of Work This Project	Worked With Prime Before (Yes or No)	Select All That Apply:
				<input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOB
				<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> VOB
				<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> VOB
				<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOB
				<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOB

(REV. 03/12/20)

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Small Business Participation

Round 1 Engr. Selections & MOVEBR Small Business %

AECOM (3) – 16%

PEC (2) – 20%

GEC (3) 15%

Sigma (0) 0%

Round 2 Engr. Selections & MOVEBR Small Business %

SJB (2) 40%

GOTECH (1) – 55%

Forte & Tablada (3) – 80%

Evans-Graves (2) 20%

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Poll Question #1

Are you one of the
following?

1. DBE/MBE/VBE/WBE
2. None



Procurement Lookahead

Projected Selection Board Advertisements

This Year's Projected Advertisement Outlook

Projected Advertisement Date	Project Name	Type
April 17, 2020	Hennessey-Perkins Connector	Capacity
April 17, 2020	Harding at I-110	Capacity
April 17, 2020	Sherwood Forest Extension (Greenwell Spr. - Joor)	Capacity
June 5, 2020	Jefferson @ Corporate Intersection	Capacity
June 5, 2020	Plank Road Corridor Enhancement (N. 22nd - Harding St.)	Corridor
June 5, 2020	Nicholson Segment 2 (Bluebonnet - Ben Hur)	Capacity
July 24, 2020	Terrace Avenue (Highland Rd - Perkins Rd)	Corridor
July 24, 2020	Jefferson @ Bluebonnet Intersection	Capacity
July 24, 2020	Lee Drive (Highland - Perkins)	Capacity
September 11, 2020	Airline Hwy North (Florida - I-110)	Capacity
September 11, 2020	Airline Hwy South (Bluebonnet - Parish Line)	Capacity

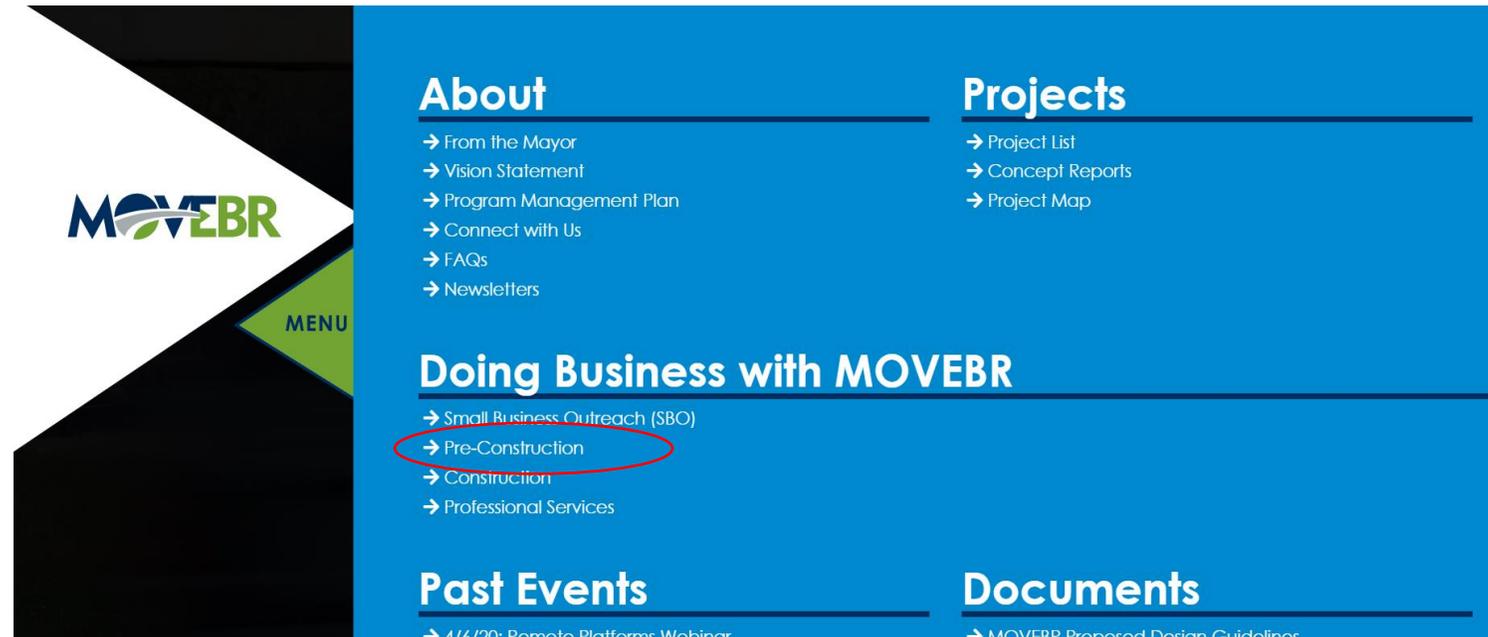


Smaller Engineering Assignments - 2020

Smaller Engineering Assignments

Projected Date	Project Name
Q2 2020	ADA Compliance – First Package
Q2 2020	Ardenwood Design Study
Q2/Q3 2020	Centurion Ave. Sidewalks
Q2/Q3 2020	S. Harrell's Ferry Rd. Multi-Use Path
Q2/Q3 2020	Hidden Bike Path
Q2/Q3 2020	S. Sherwood Forest Blvd. Multi-Use Path
Q2/Q3 2020	S. Sherwood Forest Blvd Sidewalks
Q2/Q3 2020	Mullen Dr. Sidewalks
Q3/Q4 2020	Bluebonnet Blvd. (N. Mall Road to Bluebonnet Centre Blvd)

RFQ Timing Changes



<https://movebr.brla.gov/page/preconstruction>

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SOQ Submission Process: COVID-19 Adjustments

- SOQ Instructions
 - Deliverables
 - 9 flash drives
 - PDF files only
 - Submission by mail or in-person
 - 1100 Laurel Street, Baton Rouge, LA 70802



Poll Question #2

Has the communication
you received from the
MOVEBR Small Business
Outreach Team been
clear and concise?

The logo features the word "MOVE" in dark blue, where the letter "O" is replaced by a stylized graphic of a grey and green leaf. To the right, the letters "EBR" are in a bold green font. A thin green horizontal line is positioned below the "MOVE EBR" text.

MOVE EBR

Small Business Outreach

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Small Business Outreach (SBO) Overview

- Outreach to targeted businesses
- Assistance registering in the City-Parish Vendor Self-Service System
<https://selfservice.brla.gov>
- Business coaching provided

Contact Tyra Banks
tyra@metromorphosis.net

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Certifications/Programs

- DBE – Disadvantaged Business Enterprise
- SDB – Small Disadvantaged Business
- MBE – Minority Business Enterprise
- WBE – Women Business Enterprise
- WOSB – Women-Owned Small Business
- Service-disabled Veteran-Owned Small Business
- Louisiana Veteran Initiative
- Hudson Initiative



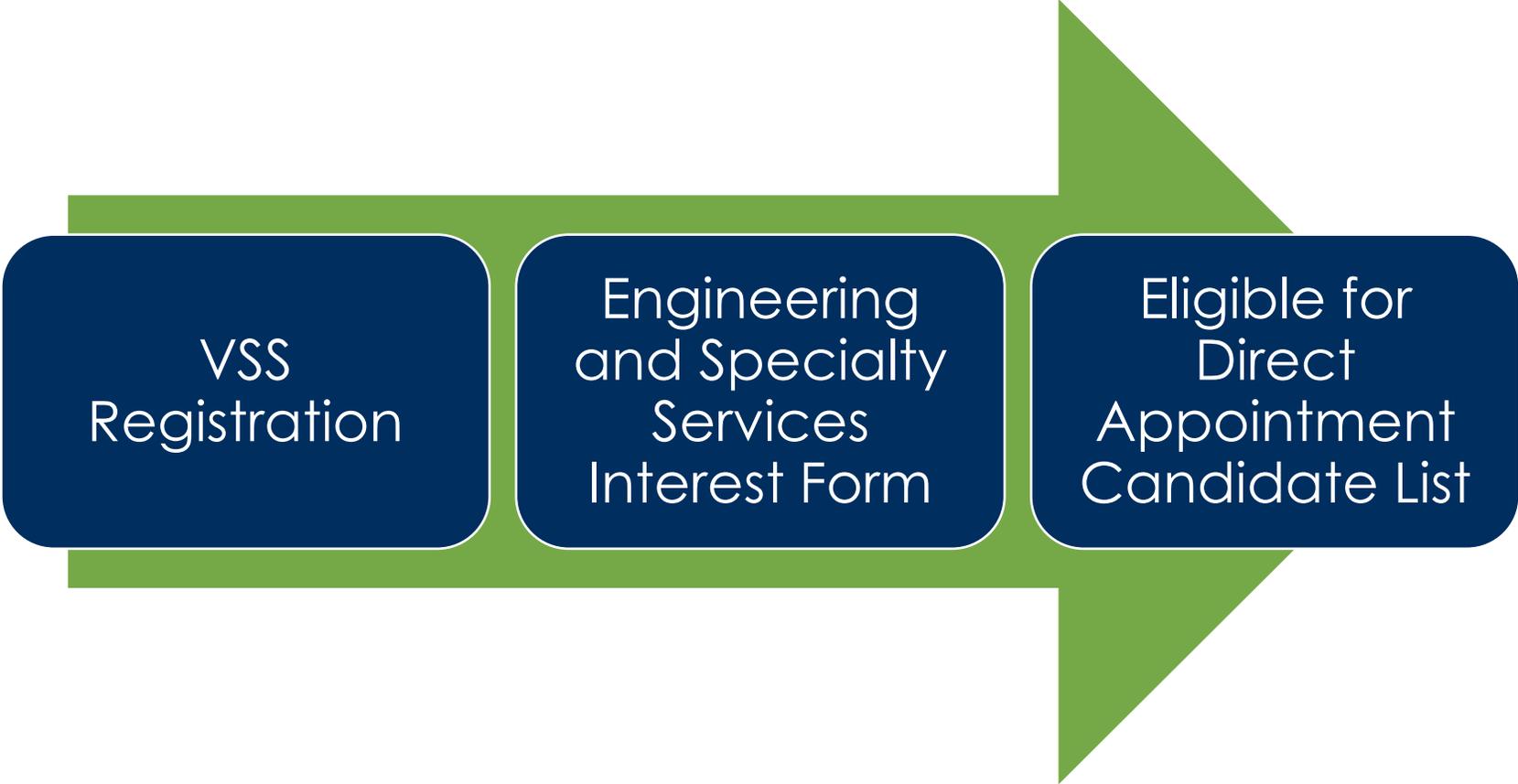
Procurement Changes Direct Appointments

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Direct Appointment Procurement Changes

- Selecting Professional Services with fees <\$150k
 - *(requires Metro Council Approval)*
 - Previously \$50K
- Selecting Professional Services with fees <\$50k
 - *(does not require Metro Council approval)*
 - Previously \$17.5K

Direct Appointments with MOVEBR Program

A large green arrow pointing to the right, containing three dark blue rounded rectangular boxes. The boxes are arranged horizontally and contain the following text from left to right: "VSS Registration", "Engineering and Specialty Services Interest Form", and "Eligible for Direct Appointment Candidate List".

VSS
Registration

Engineering
and Specialty
Services
Interest Form

Eligible for
Direct
Appointment
Candidate List

Direct Appointment Process

<https://movebr.brla.gov/page/doing-business-with-movebr>



MENU

About

- From the Mayor
- Vision Statement
- Program Management Plan
- Connect with Us
- FAQs
- Newsletters

Projects

- Project List
- Concept Reports
- Project Map

Doing Business with MOVEBR

- Small Business Outreach (SBO)
- Pre-Construction
- Construction
- Professional Services

Past Events

- 4/6/20: Remote Platforms Webinar

Documents

- MOVEBR Proposed Design Guidelines

Direct Appointment Process

<https://movebr.brla.gov/page/doing-business-with-movebr>

Professional Support Services

The City-Parish may have a need for General Professional Services to support MOVEBR Program Projects. These assignments may be selected based on future project needs. Firms interested in providing these services should submit their information using the [Engineering and Specialty Services Interest Form](#).

General Services

- > General Civil
- > Transportation
- > Traffic
- > Survey
- > Subsurface Utility Engineering

Firms with questions about Professional Support Services can email procurement@movebrla.com.

Direct Appointment Candidates (DAC)

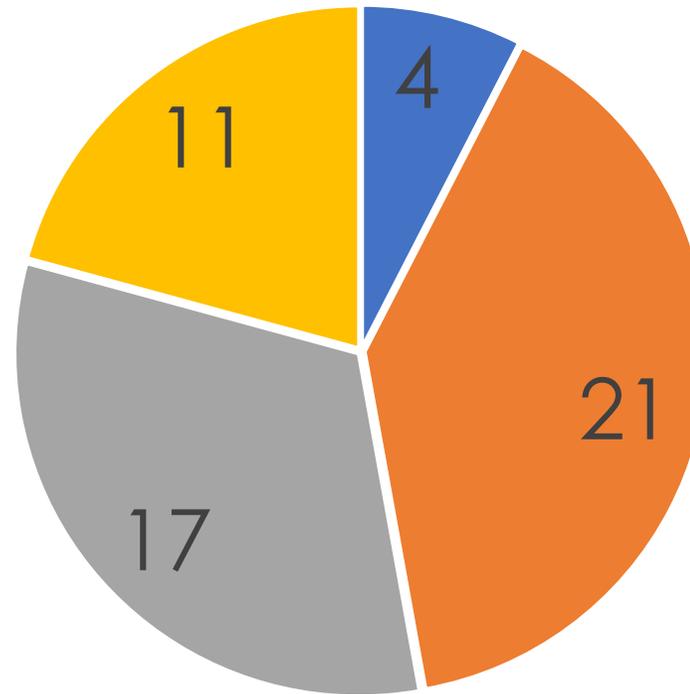
Several businesses have submitted their Letter of Interest package(s) to the City-Parish Department of Transportation and Drainage (DTD) or through the MOVEBR website to be eligible for Direct Appointments. These businesses vary in size from large firms to small businesses including those who self-certify as Minority-Owned, Women-Owned, and Veteran-Owned Business Enterprises. To view the list of businesses who have submitted their Letter of Interest package(s) and their information confirmed, please click the button below.

[DOWNLOAD THE LIST OF PROCESSED DIRECT APPOINTMENT CANDIDATES](#)

Current Direct Appointment Selections

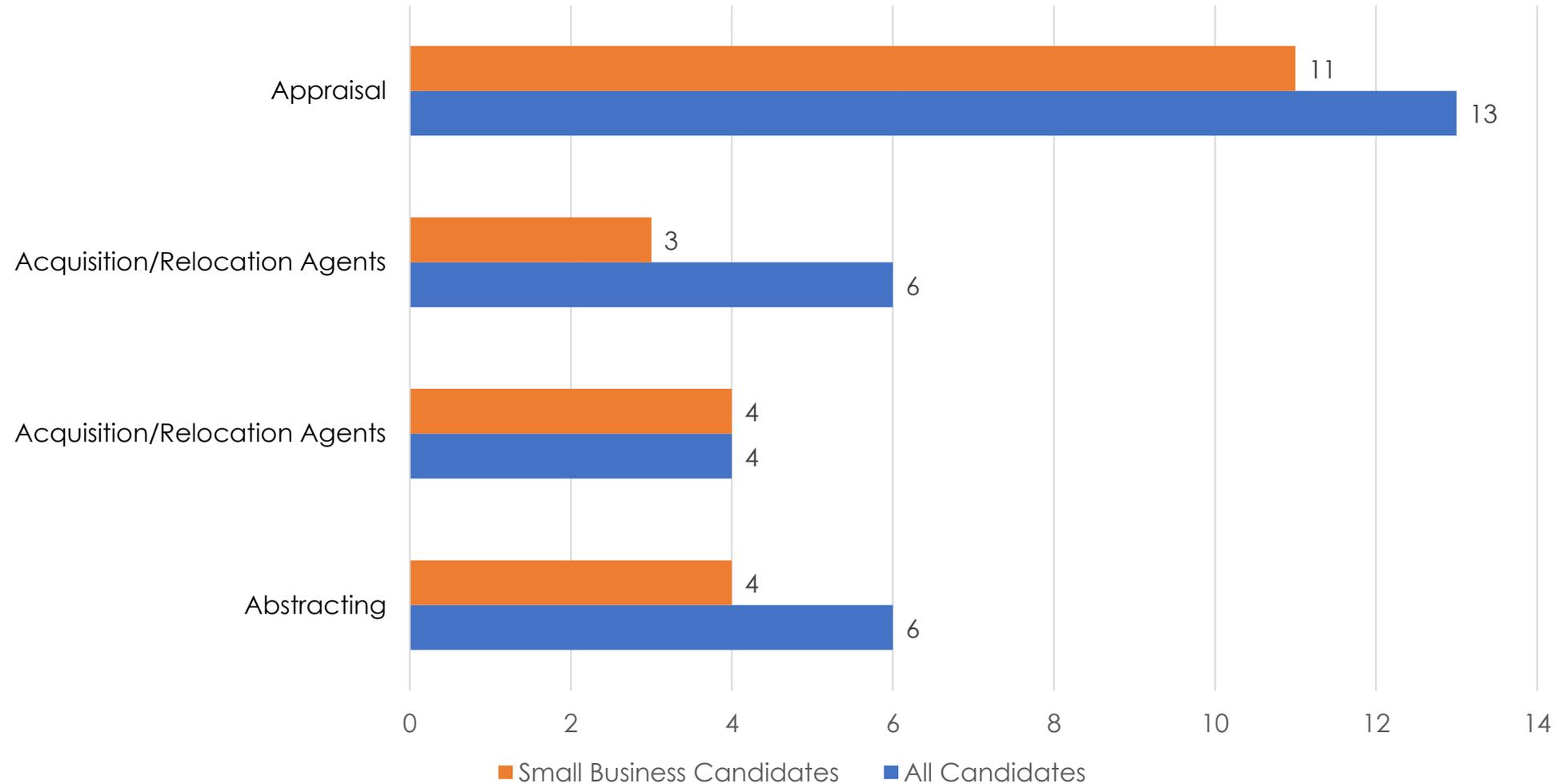
Business Types

- VBE
 - WBE
 - MBE
 - Not VBE, WBE, MBE
- 42 of the 53 selections are VBE/WBE/MBE*



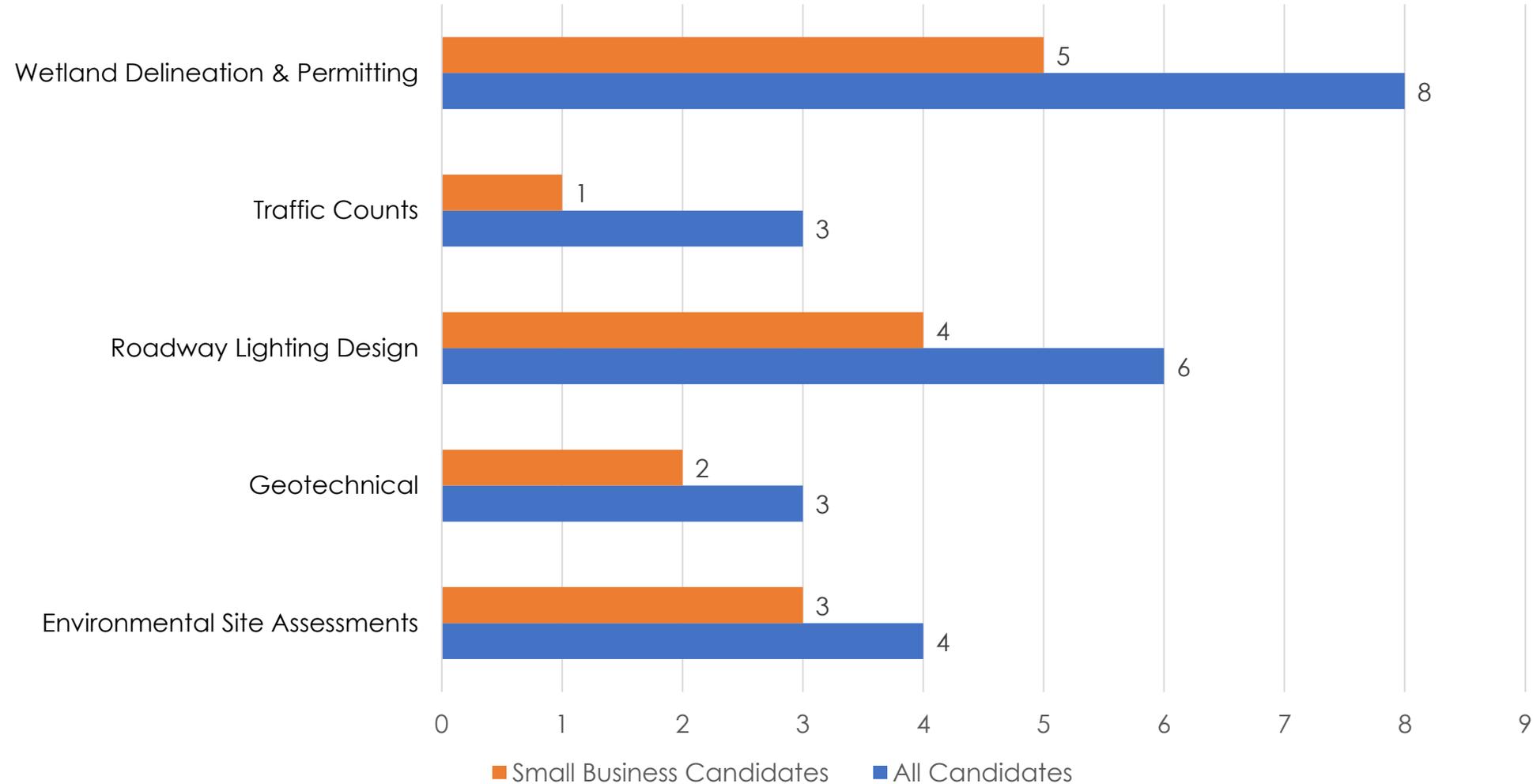


Right-of-Way Selections





Other Professional Services Selections





Developing Your Statement of Qualifications for Success

SECTIONS 1a-3

STANDARD FORM CPES Engineer & Surveyor Selection Board Services	1a. Official Name of Firm (Indicate if Prime ____ or Sub-Consultant ____)	Select all that Apply: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOB	1c. Name and Identification of Project on Which Submitting:
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___ Civil Engineers	___ Environmental Engineers	___ Mechanical Engineers	___ Survey Rodmen
___ Construction Inspectors	___ Estimators	___ Professional Land Surveyors	___ Transportation Engineers
___ Draftsmen	___ Geologists	___ Sanitary Engineers	_____
___ Designer/Technician	___ Geotechnical Engineers	___ Specification Writers	_____
___ Ecologists	___ Hydrologists	___ Structural Engineers	___ Total Personnel

Applicable Score Card Criteria

- **Firm/Team Qualifications & Experience**
 - Sections 1a-3
- **Key Personnel Qualifications & Experience**
 - Section 3
- **Compatibility**
 - Sections 1a-3
- **Firm/Team Office Locations Where Work is to be Performed**
 - Sections 1a-3
- **Past Performance**
 - Sections 1a-2d

SECTION 6

6. Project Organization Chart. Identify the proposed project personnel and their responsibilities for this project. Include subconsultants if appropriate. Organization Chart must clearly identify project personnel that are not permanently located at the address identified in 1b.

Applicable Score Card Criteria

Key Personnel Qualifications & Experience

Firm/Team Office Locations Where Work is to be Performed

Compatibility

Past Performance

(REV. 03/12/20)

SECTION 7

7. Brief Resume of Engineer Principal, Key Persons, Specialists <u>that are expected to participate on this project. These must be employed and work at the official address listed (Item 1b) or clearly identify alternate work location.</u>	
a. Name and Title	a. Name and Title
b. Position or Assignment For This Project	b. Position or Assignment For This Project
c. Years Professional Experience With This Firm Other Firms	c. Years Professional Experience With This Firm Other Firms
d. Active Registration: Year First Registered/Discipline or Applicable Certifications For Inspectors	d. Active Registration: Year First Registered/Discipline or Applicable Certifications For Inspectors
e. <u>Specific</u> Experience and Qualifications Relevant To This Project	e. <u>Specific</u> Experience and Qualifications Relevant To This Project

(REV. 03/12/20)

Applicable Score Card Criteria

Firm/Team Qualifications & Experience

Key Personnel Qualifications & Experience

Local Project Experience

Proposal Understanding

Compatibility

Firm/Team Office Locations Where Work is to be Performed

Past Performance

SECTION 8

8. List five largest current projects under Contract (<u>under contract negotiations, or projects that your firm has been selected for by Federal, State or Parish agencies</u>) that are being (or will be) performed at the official address listed (Item 1b).				
a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge, Client including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status or Percent Complete	e. Actual (A) or Estimated (E) Completion Date of Contract
1.				
2.				
3.				
4.				
5.				

(REV. 03/12/20)

Applicable Score Card Criteria

Firm/Team Qualifications & Experience

Key Personnel Qualifications & Experience

Local Project Experience

Current Workload & Project Awards

Past Performance

SECTION 9

9. List all projects your firm has performed at the official address listed (Item 1b) within the past 10 years that are similar or comparable to the proposed project.				
a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge, Client Including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status or Percent Complete	e. Actual (A) or Estimated (E) Completion Date of Contract
1.				
2.				
3.				
4.				
5.				
6.				
7.				

(REV. 03/12/20)

Applicable Score Card Criteria

Firm/Team Qualifications & Experience

Key Personnel Qualifications & Experience

Local Project Experience

Current Workload & Project Awards

Past Performance

SECTION 10

10. List all City-Parish Projects which have been awarded to applicant as a prime consultant during the past three (3) years.				
a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge, Client Including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status <u>or Percent Complete</u>	e. Actual (A) or Estimated (E) Completion <u>Date of Contract</u>

(REV. 03/12/20)

Applicable Score Card Criteria

- Firm/Team Qualifications & Experience**
- Key Personnel Qualifications & Experience**
- Local Project Experience**
- Current Workload & Project Awards**
- Past Performance**

SECTION 11

Applicable Score Card Criteria

Firm/Team Qualifications & Experience

Key Personnel Qualifications & Experience

Proposal Understanding

11. Use this space to best illustrate qualifications of this firm to perform this project, or any additional information or description of resources supporting your firm's qualifications. All information with specific reference to the various items specified in the Request For Qualifications Evaluation Criteria (Section "C") and the stated scope of work should be included. A maximum of three (3) additional sheets may be utilized to answer this question. All other attachments not specifically requested or embellishments shall be excluded.

(REV. 03/12/20)



Poll Question #3

How has the frequency of communication been from the MOVEBR Small Business Outreach Team?



Teaming Best Practices

A green graphic consisting of three right-pointing chevrons of increasing size, arranged in a row.

Teaming Perspective: Firm as a Prime

Good Subconsultant Teaming Characteristics

1. Sub's Capability and Capacity
2. Sub's Reputation and Qualifications Experience
3. Sub's Ability to deliver
4. Does Sub have good client relationship(s)?
5. Sub's business practices
 1. Communications
 2. Quality
 3. Subconsultant Contract Agreements
 4. Insurance Requirements
 5. Invoicing

Teaming Perspective: Firm as a Sub

Subconsultant Teaming Considerations – Best Practices

1. What advantages / benefits do you bring to the Team?
2. Capabilities and Capacity
3. Reputation and Qualifications Experience
4. Ability to deliver
5. Previous relationship with Prime?
6. Good client relationship

Being able to summarize/document what you bring to the team in the above areas can greatly improve teaming opportunities.



Q & A



Post Survey



Contact Us
movebr@brla.gov

For more information visit
www.movebr.brla.gov



@movebrla

The following questions and answers are from the chat session and Q&A portal during the webinar.

Question	Answer
Is a list of the direct appointments that have already been done on the website?	Yes the list of direct appointments already done is available of the website
Where can you find the anticipated RFP/RFQ release dates that were shown earlier in the presentation found on the MOVEBR website. Can a link be provided.	https://movebr.brla.gov/page/preconstruction
Will this presentation be available on the website to refer back to?	Yes
Regarding Section 8: For multidiscipline firms, does this section only apply to current engineering projects under contract?	We read this section very literally and simply provide the 5 largest contracts underway for the firm, at the address listed. Any additional guidance would be in the instruction to proposers section of the RFQ.
Is there a limit for the number of projects in section 9? Do you have to list all projects as it states?	You will need to refer to each RFQ package to understand the limitations for each solicitation.
Should Section 11 read more like an executive summary with those other sections specifically highlighted?	It can be used in many different ways. Many firms elect to use this section to highlight project specific strategies or highlight specific qualifications.
Does the Signature on the CPES for the electronic submittal need to be third party certified digital signature? Or will a scanned signature be adequate?	A scanned signature is acceptable.

<p>Will this presentation be available. Very helpful information while in process. Although not very applicable to my situation.</p>	<p>Yes, the presentation will be available on the website.</p>
<p>Does the City-Parish provide copies of winning proposals to review?</p>	<p>No it does not.</p>
<p>How will primes know about potential subs that they are not already familiar with</p>	<p>Small businesses are encouraged to submit for direct appointments so that they are visible in the list of candidates when primes are searching for potential team members.</p>
<p>Are DBE firms participation being recognized?</p>	<p>The revised CPES form makes it easier to identify Veteran, Woman and Minority owned firms.</p>
<p>As a DAC already on the list. Should we present a CPES form for each project we are interested in as they come out?</p>	<p>The direct appointment candidates are for direct appointment assignments only. Any projects advertised for selection by the Selection Board will only consider those responses submitted directly in response to that solicitation.</p>
<p>Is there a listing of small business firms that are interested in working on these EBR projects?</p>	<p>The Direct Appointment Candidates list on the website is the best location for this information.</p>
<p>For example who are primes on call?</p>	<p>Please restate the question - No response was provided</p>
<p>Will Primes with offices outside of the Greater Baton Rouge metropolitan area (i.e. in New Orleans) be considered? Or is the focus to select "local" primes?</p>	<p>All firms that submit will be considered.</p>

<p>What is anticipated impact to MOVEBR of reduced revenue due to COVID 19 slow down?</p>	<p>The program is very strong financially. We are working with City-Parish finance to monitor tax collections and will make adjustments to the program as needed once impacts are better understood.</p>
<p>Are there direct appointment opportunities for anything other than professional service? Small construction projects for instance?</p>	<p>Construction projects must follow state bid law. As a result, they are not candidates for direct appointments.</p>
<p>Where can I find upcoming RFQs on MoveBR website?</p>	<p>https://movebr.brla.gov/page/preconstruction</p>
<p>In which category, Professional Services etc., are suppliers such as construction suppliers?</p>	<p>Suppliers are typically sought out by contractors bidding on jobs rather than by the City-Parish.</p>
<p>After a firm is selected as a prime, are they eligible for additional selections as a prime on other projects? Are there limits on the number of selections as a prime or sub?</p>	<p>The only limitation is that a prime cannot submit as a sub on the same project.</p>
<p>I received this answer in the chat but thought others might be interested as well, to the reasoning behind flash drives instead of electronic submissions ? Or even an upload to the MoveBR site ?</p>	<p>There was substantial discussion of viable options. The possibility for error with electronic submissions was a major concern. After thorough discussion, the prevailing thought was flash drives offered the best opportunity for success.</p>
<p>Is PDF the only format accepted on the flash drives? If the document is still in Word format will the bid be rejected?</p>	<p>Yes, PDF is required.</p>
<p>Are there opportunities for small firms to do projects in the larger design pool via Direct appointment?</p>	<p>The contract limitation for direct appointments is \$150,000. Any contract anticipated to be over that amount will be go through the Selection Board process.</p>

<p>Where can I find upcoming RFQs on MoveBR website?</p>	<p>https://movebr.brla.gov/page/preconstruction</p>
<p>Does the City-Parish provide copies of winning proposals to review?</p>	<p>No it does not.</p>