

REQUEST FOR QUALIFICATIONS

**PROJECT MANAGEMENT SERVICES,
FACILITY PLANNING AND CONTROL**

for

**LOUISIANA STATE POLICE CRIME LABORATORY,
DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS,
BATON, ROUGE, LOUISIANA**

PROJECT NUMBER(S): 08-419-23-03, F.08000151



RFQ DUE DATE/TIME:

AUGUST 29, 2024 BY 2:00 PM

**State of Louisiana
Division of Administration
Office of Facility Planning and Control**

July 25, 2024

REQUEST FOR PROPOSALS

ISSUE DATE: July 25, 2024

TITLE: Project Management Services, Facility Planning and Control,
Louisiana State Police Crime Laboratory
Department of Public Safety & Corrections
Baton Rouge, Louisiana
State Project Nos. 08-419-23-03, F.08000151

ISSUED BY: The State of Louisiana
Division of Administration
Facility Planning and Control
Claiborne Building
1201 N. 3rd Street, Suite 7-160
P. O. Box 94095
Baton Rouge, LA 70804-9095

FPC-RFQ@la.gov
Attn: **Matt Baker, RFQ Coordinator**

EMAILED PROPOSALS will be received until **2:00 p.m., August 29, 2024** for furnishing the services described herein. Packages must be labeled “**Project Management Services, Facility Planning and Control, Louisiana State Police Crime Laboratory, Department of Public Safety & Corrections, Baton Rouge, Louisiana, State Project Nos. 08-419-23-03, F.08000151**”.

Deliver to the email address listed above.

In compliance with this Request for Qualifications and with all Conditions imposed therein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

I certify that I have read and understand this Request for Qualifications and am authorized to sign this response for the Project Management Entity. I certify that the language in this document has not been altered in any way and appears as originally transmitted by the issuing authority.

NAME AND ADDRESS OF FIRM:

DATE: _____
BY: _____
(Signature in BLUE ink)
NAME: _____
(print or type)
TITLE: _____
PHONE: _____
EMAIL: _____

**Please return an emailed copy of your proposal.
Hard copy transmissions of RFP responses will not be accepted.**

SECTION I

PROJECT DEFINITION

1. INTRODUCTION, BACKGROUND AND INTENT

The Office of Facility Planning and Control (FPC) is responsible for administration of the state's capital outlay budget process and administers the majority of state and non-state projects which are ultimately funded from the Capital Outlay Act, HB2, through design and construction. FPC manages a revolving, active project program of nearly 1500 projects totaling billions of dollars throughout the state of Louisiana. The magnitude of the Capital Outlay Act, of which FPC administers 60%, has grown from over \$3 billion six years ago, to \$11.6 billion this year, substantially increasing FPC's workload. FPC employs a highly qualified Project Management Group that oversees and manages the performance of contracted private sector design, construction and commissioning firms to protect the interests of the state in the execution of these services. It is the purpose and intent of this RFQ to retain the services of a private sector project management entity to augment and support the work of FPC project managers in the execution of their duties on specific projects.

FPC wishes to receive a response from qualified respondents, which will describe each respondent's experience and qualifications necessary to perform the services as set forth in this RFQ. Each response must be submitted in accordance with the conditions prescribed herein. **Respondents are not to include a proposed fee**, as it is the intent of FPC to make a selection based solely on qualifications. The fee to be paid to the project management entity is anticipated be a lump sum based fee that will be determined as a part of post-selection contract negotiations.

This RFQ serves as a formal request for the qualifications of interested parties. FPC is seeking responses from only those who have a proven track record of managing projects of similar size, type, and complexity for state and municipal entities. The Project Management Entity selected for this project specific assignment would be responsible for all facets of project management services from project conception through full completion and project delivery while FPC, as Owner, will provide broad oversight and ultimate project authority. It is anticipated that these services will be administered by an assigned FPC Project Manager with oversight by FPC administration adhering to all policies and procedures for FPC projects. Those responding must have experienced, capable staff in place ready to begin performing the services outlined in this RFQ immediately after the execution of a contract.

2. PROJECT DESCRIPTION / SCHEDULE

FPC is issuing this RFQ to select a single entity to provide full services for the Project Management of:

Louisiana State Police Crime Laboratory
Department of Public Safety & Corrections
Baton Rouge, Louisiana

Schedule No.: 08-419-23-03
WBS No.: F.08000151

The project is located on property owned by the State of Louisiana (the "State").

Project Budget: GMP Target: \$96,600,000 (Comprised of \$92,000,000 (AFC) +
\$3,680,000,000 (4% Owner Contingency) + \$920,000 (1% CMaR Contingency)

Project Description:

The Louisiana State Police Crime Laboratory project is a new approximately 115,000 square foot state-of-the-art Crime Laboratory for the Louisiana State Police at the Campus (Headquarters) in Baton Rouge. The building will provide specialized areas for scientific analysis, including but not limited to the following forensic units: Seized Drugs Unit, Toxicology Unit, DNA Unit, CODIS Unit, Rapid DNA Unit, Firearms Unit, NIBIN Unit, Latent Comparison Unit (Fire Debris / Tire & Shoe Impressions), Evidence Receiving Unit & ECU, and Crime Scene Investigation (CSI). The building will also include administrative and training spaces.

The new facility will be designed and built in accordance with State technical and design guidelines. Note that the forensics laboratories have unique requirements for specialized areas of forensic work including, but not limited to, environmental health and safety, hazardous materials, security, and preservation of evidence in an uncontained state, and operational efficiently.

The project scope includes site preparation and the following site components: access drives, visitor parking, employee parking, secure/screened service yard, NIBIN Conex Container, landscaped courtyard, landscaping for screening, fencing, site lighting, and cameras. Security and distinct site access points are very important to ensure safe maneuvering of evidence to the Crime Lab.

This project will utilize the CMaR project delivery method and Lemoine has been selected to provide Pre-Construction Services. A CMaR kick-off meeting was held with the owner and design team on 06/26/2024. The CMAR contractor (Lemoine) shall be responsible for all coordination between the Owner, User Agency, the Designer, and Project Management Entity as required to integrate and install the following Project elements, which are included in the Project, but not in the CMAR contractor’s contract scope:

- New equipment acquisitions and installation (non-building systems equipment)
- New non-fixed furniture acquisitions/installation and audio-visual (AV) equipment, if applicable
- Information Technology hardware (i.e. PCs, servers, etc.)

WHLC Architecture has been selected as the Designer (Professional of Record) for this Project and design work is actively underway. The program completion phase has been submitted and the Schematic Design Phase is on track to be submitted in July 2024. Project Management Entities shall have no communications with the Designer or CMaR regarding this RFQ prior to selection of the Project Management entity.

Upcoming Project Milestones:

| | |
|-------------------------|------------------------------------|
| July 2024 | Schematic Design Phase Due |
| November 2024 | Design Development Phase Due |
| March 2025 | Construction Documents Phase Due |
| March/April 2025 | Guaranteed Maximum Price (GMP) Due |
| September 2026 | Project Acceptance |
| September-November 2026 | Schedule Float |
| September-November 2027 | One Year Warranty Walkthrough |
| September-November 2028 | Two Year Roofing Walkthrough |

Attachments: Program Phase Designer Submittal

3. CONDITIONS

- (1) The Project Management Entity agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.
- (2) The Project Management Entity agrees not to discriminate against firearm/ammunition associations, retailers, and manufacturers per Act 581 of 2024.
- (3) Project Management Entity is an independent contractor responsible for all taxes on fees paid by FPC.
- (4) To avoid any conflict of interest, or the appearance of any conflict of interest in connection with this RFQ, the respondent must disclose any relationship with respondent or any of its owners, principals, members, officers, directors, or employees, have or in the past have had with (1) the State of Louisiana, including FPC; or (2) anyone who has any contract or other relationship with the State of Louisiana, including FPC, or any of their former employees who have had any involvement in the organization, preparation, or administration of this RFQ or otherwise was in a position to significantly affect the RFQ either through a decision-making capacity or through a review and/or selection process.

4. SERVICES TO BE PROVIDED BY THE PROJECT MANAGEMENT ENTITY

- (1) The Project Management Entity shall be responsible for managing the project for FPC, through review of documents produced by designers during design phases, periodic meetings with the designers during the phase for development of construction costs, and preparation of documents to be used for construction, and periodic on site observations during the construction of the individual Projects, to advise FPC on the most cost effective means of fulfilling the project objectives and to generally determine the quality and quantity of Work performed by the designers and contractors. The Project Management Entity shall provide up-to-date information to FPC to protect FPC against defects, deficiencies, errors, and omissions in the design and construction services, and to recommend to FPC corrective actions.

A more detailed scope of services, which will constitute a part of the agreement with FPC, is to be developed during contract negotiations with the successful Project Management Entity.

- (2) The Project Management Entity shall purchase and maintain insurance as required to protect FPC from any of the claims set forth below that may arise out of or result from the performance by the Project Management Entity of services under this Agreement.

SECTION II

RULES FOR PROCESS

1. PROJECT MANAGEMENT ENTITIES QUESTIONS / CONTACT FOR INFORMATION

FPC will consider written inquiries and requests for clarification on the intent or content of this RFQ or on procedural matters from potential respondents. Respondents may request clarification by submitting written questions via email, with the clear subject line clearly “**08-419-23-03, F.08000151 - Questions Relating to FPC Project Management RFQ**”, to the email address listed below. Written inquiries must be received by the date and time specified in the Schedule of Events to assure consideration. **Written inquires or requests for site visits should be directed to:**

FPC-RFQ@la.gov

Attn: **Matt Baker, RFQ Coordinator**

Only the RFQ Coordinator has the authority to officially respond to a responder’s questions on behalf of the State. Any communications from any other individuals shall be not binding to the State. Oral communications with FPC or other entities of the State are expressly prohibited and may be grounds for disqualification.

Neither oral nor written communications by anyone other than the RFQ Coordinator or by any means other than by written addenda to this RFQ, shall be binding. Oral or written communications other than by addenda to the RFQ shall not excuse the Project Management Entity from obligations as set forth in the RFQ.

Official responses to all questions submitted by potential Project Management Entity will be posted by addendum by date specified in the Schedule of Events at:

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>

Blackout Period

From the issuance of this RFQ until contract award, communications concerning this solicitation, its evaluation, and negotiations are formal. All correspondence must be in writing and transmitted directly to the individual identified as the RFQ Coordinator. Project Management Entities are not permitted to ask questions about competitor responses or to seek information from FPC personnel or the RFQ coordinator regarding this RFQ or the evaluation results. If a responder is approached by FPC personnel other than the RFQ Coordinator with information or questions concerning this RFQ, the responder shall immediately contact the RFQ Coordinator listed below for direction.

In those instances in which a prospective responder is also an incumbent contractor to FPC, the parties may contact each other with respect to its existing contract only. Under no circumstances may representatives of FPC and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement.

Failure to abide by this communication requirement may cause FPC to disqualify the Project Management Entity’s response from further consideration.

The blackout period will end when all contract(s) are awarded that are intended to be awarded.

2. SCHEDULE OF EVENTS

Tentative Schedule:

| | |
|-------------------------|--|
| 07/25/2024 | RFQ is advertised |
| 08/08/2024 | End of Question/Inquiry Period |
| 08/22/2024 | Response to Questions/Inquiries |
| 08/29/2024 | 2:00 P.M. RFQ Submission Deadline |
| TBD | Interviews |
| October / November 2024 | Anticipated Start of Services |

NOTE: FPC reserves the right to revise this schedule. Revisions, if any, before the RFQ Submission Deadline will be formalized by the issuance of an addendum to the RFQ. Revisions after the RFQ Submission Deadline, if any, will be by written notification to the eligible responders.

3. ADDENDA

FPC may modify the RFQ, prior to the date fixed for submission of the responses, by issuance of an addendum. Any supplemental instructions, answers to written questions, or interpretations of the meaning of the RFQ will be made in the form of a written addendum to the RFQ which, if issued, will be posted by addendum by date specified in the Schedule of Events at:

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>

4. RFQ SUBMISSION REQUIREMENTS

Responses, including all attachments, should be submitted in PDF format and in the possession of FPC by no later than **2:00 PM** on **08/22/2024**. Proposals shall be submitted electronically to the following email address:

Submit Response to: (Electronic Submissions Only) FPC-RFQ@la.gov

Proposals should address the items outlined in the Evaluation and Selection Process portion of the RFQ and should provide enough pertinent information to enable FPC to ascertain capabilities related to these services. Provide primary contact person with contact information. The entire response to be a maximum of approximately 50 pages. **Electronic delivery is the responsibility of the responder.**

DO NOT PROVIDE RATES OR FEE PROPOSALS. This is a qualification based selection.

It shall be solely the responsibility of each responder to ensure that responses are electronically submitted prior to the deadline for submission. Responses received after the deadline will not be considered.

- a. The date fixed for submission of responses may be extended in the sole discretion of FPC.
- b. Timely receipt of responses by FPC is the sole responsibility of those submitting responses.
- c. Preparation of responses shall be at Project Management Entity's expense. Responses must be complete in all respects as required by the preceding and following sections.
- d. To assure consideration, all responses must be signed by an individual who is authorized to bind the Project Management Entity contractually. The name and title of the individual signing the response shall be typed immediately below the signature. **An unsigned response will be rejected.**

5. MODIFICATION OR WITHDRAWAL OF RESPONSE

Any response may be withdrawn or modified by written request of the Project Management Entity received by FPC at the above address before the time and date set for receipt of responses. The Project Management Entity agrees that, after the time and date set for receipt of responses passes, this Response shall be good and may not be withdrawn for a period of sixty (60) calendar days.

FPC reserves the right to withdraw this RFQ and not proceed if it is deemed not to be in the best interest of FPC or the State. Neither the State nor FPC shall be liable in any way for any damages, costs, expenses or fees of any nature or kind whatsoever prior to the date that FPC signs a written contract with a lump sum fee to be negotiated with Project Management Entity following their selection through the RFQ process.

6. EVALUATION AND SELECTION PROCESS

FPC seeks the qualifications of experienced and capable Project Management Entities interested in providing professional architectural and engineering services to support FPC with project management as described in Sections I. Submissions will be reviewed and evaluated by FPC.

FPC will use the following criteria for determining selection of the successful responder:

- **Cover Letter:** A cover letter should be submitted on the responder's official business letterhead explaining the intent of the responder.
- **Firm Profiles:** Responders should provide a brief description of their company, which includes company history, corporate structure and organization, and number of years in business.
- **Project Team Members, Organizational Chart and General Resumes:**

The responder should provide detailed information which describes the experience and qualifications of the team being proposed, with individual resumes and an organizational chart outlines the structure of the proposed team and how the team will integrate with FPC. This information should include education, training, technical experience, functional experience, licensure and any applicable certifications. Describe the typical roles, job duties and responsibilities of each individual.
- **Approach and Methodology:** Proposals should outline the approach and methodology for management of the project, identifying the understood scope of services, along with outlining those services that would be required as well as those services that may be optional to FPC. Proposals should include enough information to demonstrate to FPC that the Project Management Entity has the appropriate experience, knowledge and qualifications to perform the scope of services as described herein. Familiarity and experience with Louisiana Public Bid Law and other applicable statutes, as well as FPC policies and procedures for project management is beneficial. Examples are below of what may be included in this section.
 - Demonstrate understanding of the nature of the effort and explain how the responder will best meet the needs of FPC.
 - Define the approach in identifying how the responder and team will engage with FPC in the management of the project.
 - Draft scope of services
- **Related Efforts:** Summary list of related efforts for other entities either ongoing or in the past five (5) years. Provide contact information. Additional references may be provided. Include the name, title, company name, address, and telephone number.

7. STATE RESERVATIONS

Issuance of this RFQ in no way shall constitute a commitment by the State to award a contract. The State shall reserve the right to accept or reject, in whole or part, all Proposals submitted and/or cancel this RFQ if it is determined to be in the best interest of the State.

8. OWNERSHIP OF PROPOSAL

All materials submitted in response to this RFQ shall become the property of the State. Selection or rejection of a Proposal shall not affect this right.

9. INSURANCE REQUIREMENTS

The successful Project Management Entity shall maintain and provide evidence of the following insurance: Worker's Compensation, Commercial General Liability, Professional Liability and Automobile Liability.

10. INTERVIEWS/DISCUSSION OF QUALIFICATIONS

At the discretion of the State, selected responder(s) may be interviewed by the State. Interviews will be conducted based on the response submissions. The interview provides the opportunity for the responders to further understand the intent and to further describe their qualifications.

11. CONTRACT AWARD AND EXECUTION

Negotiations may begin with the announcement of the selected Project Management Entity.

The selected responder will be expected to enter into discussions based on the initial response and a draft scope of services. A more detailed scope of services and a lump sum fee will be developed with the successful responder during contract negotiations.

The selected responder is expected to execute a State of Louisiana Professional Services Contract within thirty (30) calendar days of selection.

If at any time during the course of negotiations it becomes apparent the terms of the contract cannot be agreed upon, FPC has the option to cease negotiations with the selected responder.

12. ACKNOWLEDGEMENT OF RFQ ADDENDA

This form should be filled out, signed / dated, and included within the Proposal (Statement of Qualifications). The responder's Authorized Representative shall initial the blanks provided as acknowledgement of receipt of Addenda.

Addendum No. 1 _____

Addendum No. 2 _____

Addendum No. 3 _____

Addendum No. 4 _____

Addendum No. 5 _____

Addendum No. 6 _____

By: _____
Authorized Representative Signature

Name: _____
Print or Type

Representing: _____
Print or Type

Date: _____