

**PUBLIC NOTICE**

**CITY OF PORT ALLEN  
PROFESSIONAL ENGINEERING SERVICES  
REQUEST FOR QUALIFICATIONS  
RFQ NO. 2026-001**

The City of Port Allen, Louisiana (the "City") is seeking statements of qualifications from firms to provide engineering and consulting services for PHMSA Natural Gas Distribution Infrastructure Safety and Modernization Grant program and services. The City is soliciting qualifications from experienced firms to perform consulting engineering services in compliance with U.S. Department of Transportation, Pipeline and Hazardous Material Safety Administration, and the State of Louisiana. Awarded firms shall be responsible for the performance of all required contracted grant administration and consulting services as well as any and all associated services as required by the City. All submitted Submittals shall be for principal firms and may include sub-contractors.

All appropriate forms, submittal instructions and questionnaire, can be obtained from City of Port Allen's (City) office at City Hall, 375 Court Street, Port Allen, LA 70767, by emailing [adaigle@portallen.org](mailto:adaigle@portallen.org) or on the City's Website at [www.portallen.org](http://www.portallen.org).

Questions regarding the submission may be directed to Adrian Daigle by emailing [adaigle@portallen.org](mailto:adaigle@portallen.org).

Interested firms must submit one (1) marked original, five (5) copies, and an electronic scanned PDF file (on either DVD or USB thumb drive) of their submittal to Adrian Daigle, 375 Court Street, Port Allen, LA 70767.

**Deadline for submittals is March 16, 2026 at 11:00AM CST.**

**Submittals shall be mailed or delivered in a sealed envelope or package and shall be labeled as follows:**

City of Port Allen  
Professional Engineering Services Request for Qualifications  
RFQ No.: 2026-001  
PHMSA Natural Gas Distribution Infrastructure Safety and Modernization Grant  
Name of Firm  
License Number  
Address of Firm  
Contact Name  
Contact Phone Number  
Contact Email Address

**If mailed, the City shall not be responsible for delays in delivery. No RFQ's shall be received or considered after the stated deadline.**

LATE SUBMITTALS RECEIVED AFTER THE AFOREMENTIONED DEADLINE DATE, EITHER BY MAIL OR OTHERWISE, WILL NOT BE CONSIDERED AND RETURNED UNOPENED. THE TIME OF RECEIPT WILL BE DETERMINED BY THE TIME RECEIVED IN THE CITY'S OFFICE. SUBMITTALS OFFERED ARE THE SOLE RESPONSIBILITY OF THE VENDOR FOR ASSURING THAT SUBMITTALS ARE RECEIVED IN THE CITY'S OFFICE BY THE DESIGNATED DATE AND TIME. NO FAXED, ELECTRONIC, OR ORAL SUBMITTALS WILL BE ACCEPTED.

Any questions concerning this RFQ must be submitted in writing no later than 4:00 p.m. Central Daylight Time, on March 9, 2026 and should be directed to Adrian Daigle at [adaigle@portallen.org](mailto:adaigle@portallen.org)

The City reserves the right to waive minor irregularities, to reject any or all submittals received, and to otherwise make a decision in the best interests of the City. The City shall have the final decision-making authority concerning any final award or interim or comprehensive agreement entered by the City. Submittals will be evaluated and ranked in order of preference by the City. The City intends to negotiate an agreement with the highest ranked proposer. The City's Mayor may, at her option, request that proposers make presentations and/or participate in questions and answers sessions. The City may also request additional information from proposers that may be necessary to fully evaluate a submittal. After the City has ranked submittals in compliance with PMHSA requirements, the City will then begin negotiations with the highest-ranked firm. If only one submittal is received, the City may negotiate in good faith with that proposer.

All submittals that are timely received shall become the property of the City and any costs or expenses incurred in relation to preparation and submission of submittals shall be borne by the proposer.

City of Port Allen

/s/Adrian Daigle, Finance Director

Advertisement Dates: February 20 and 27, March 6 and 13, 2026

**REQUEST FOR STATEMENT OF  
QUALIFICATIONS FOR  
ENGINEERING SERVICES**

**City of Port Allen, Louisiana**

**RFQ NO. 2026-001**

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**REQUEST FOR QUALIFICATIONS (RFQ) FOR  
ENGINEERING SERVICES**

The City of Port Allen (City) is seeking assistance for engineering services for improvements to its natural gas infrastructure and system. Funding for these engineering services and the improvements are funded from Department of Transportation (DOT) and may include other local, state, and federal funding.

**PART I – OVERVIEW**

**1.1 Overview of Project:**

The City has an aging natural gas distribution infrastructure. The engineering services needed for this “Project” are critical to the City’s mission of mitigating the risk of incident and fatalities in its community, improving the safe delivery of energy to its residents, avoiding economic losses caused by pipeline failures, protecting the environment, and reducing climate change impacts by remediating our aged and failing infrastructure.

The replacement and repair of the distribution infrastructure and improvement of the system, in general, requires an overall plan with funding provided in phases as received from various sources. Implementation of this improvement plan requires a master services agreement which can be utilized throughout implementation to coordinate this program and ensure efficiency.

Funding for this project is provided by the Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA). All services provided shall comply with the requirements stipulated in the natural gas distribution infrastructure safety and modernization grant received by the City.

**1.2 Program Overview**

On November 15, 2021 President Biden signed the Bipartisan Infrastructure Law ([Public Law 117-58-Nov. 15, 2021](#)) which is the most significant investment in our nation's infrastructure in more than half a century. This includes the Pipeline and Hazardous Materials Safety Administrations (PHMSA) first ever Natural Gas Distribution Infrastructure Safety and Modernization (NGDISM) grant program. The legislation designated \$200 million a year in grant funding with a total of \$1 billion in grant funding over the next five years. The grant funding is to be made available to a municipality or community owned utility (not including for-profit entities) to repair, rehabilitate, or replace its natural gas distribution pipeline systems or portions thereof or to acquire equipment to (1) reduce incidents and fatalities and (2) to avoid economic losses.

**1.3 Schedule of Events**

	<u>Date</u>	<u>Time (CT)</u>
1. RFP Available	February 12, 2026	8:00 A.M.
2. Deadline to receive written inquiries	March 9, 2026	4:00 P.M.
3. Deadline to answer written inquiries	March 11, 2026	4:00 P.M.
4. Submittal Deadline Date (deadline for submitting submittals)	March 16, 2026	11:00 A.M.
5. Oral discussions with Respondents, if applicable		<i>To be scheduled</i>
6. Notice of Intent to Award to be mailed		<i>To be scheduled</i>
7. Contract Initiation		<i>To be scheduled</i>

## **PART II: SCOPE OF WORK/SERVICES**

### **2.1 Scope of Services**

The City is soliciting qualification statements for engineering services to assist with preliminary engineering, design engineering, program implementation, and inspections of this project in compliance with all applicable local, state, and federal sources and, specifically, DOT funding requirements. The agreement will be on an hourly rate, fixed price basis with payment terms to be negotiated with the selected offeror.

The services to be provided will include, but not be limited to:

1. Assist Grant Administration Consultants in all pre-award efforts.
2. Designing system improvements and construction engineering in accordance with DOT, LDENR, and City requirements.
3. Assisting the grant administration consultants with the construction bid package to ensure conformance with applicable federal requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, assisting City in awarding construction contract and issuing the notice to proceed.
4. Assist in all environmental review processes and permitting.
5. Assist in conducting all construction conferences, progress meeting.
6. Field staking, on-site supervision of construction work, and preparing resident inspection reports.
7. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body. Complying with any required labor regulations including Davis-Bacon.
8. Providing reproducible as-built plan drawings to the City upon project completion.
9. Prepare operating and maintenance manuals, as applicable.
10. Conducting final inspection and testing.
11. Providing progress updates to City throughout project.
12. Assisting Grant Administration Consultants in submitting monthly reports, funding agency documents.
13. Assisting the grant administration consultants in identifying and applying for other grant funding with respect to unfunded natural gas infrastructure improvements to benefit the City.
14. Assisting Grant Administration Consultants with Project Close-out.

## **PART III: REQUEST FOR QUALIFICATION STATEMENTS**

### **3.1 General**

The following information should be included under the title “Request for Qualification Statements for Engineering Services”:

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

### **3.2 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:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

#### **3.2.1 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 to be performed.
- 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 all charges resulting from the contract. Any other information that the Respondent feels appropriate.
- f. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

#### **3.2.2 Background and Experience**

Respondents should:

- a. Provide brief overview of the firm. Overview should include the size of the firm (number of employees and offices), number of years in business, and location of office performing the work on the project. Overview shall include the name (s) of person (s) authorized to sign any contract or agreement, which may result. Overview shall also include the name of and contact information for the person (s) authorized to represent Engineering Firm, name and contact information for primary point of contact for the project.

- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with DOT funded projects and any other projects relating to municipal natural gas infrastructure indicating the funding source.

Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed natural gas projects. Preference is for the types of projects similar to those described in Part One. 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 Respondent cites in this section.

- c. Describe the firm's workload and current capacity to accomplish the work in the required time.
- d. Describe the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Describe Respondent's firm's presence in and commitment to Louisiana.
- f. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.

### 3.3 Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the types of projects described in Part One.
- b. Describe their knowledge of DOT's PHMSA requirements for program described in Part One.

### 3.4 Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members (as applicable), in the job classifications of (1) Principal in Charge, (2) Project Manager, (3) Project Engineer, (4) Senior Engineer, (5) Mid-level Engineer, (6) Junior Engineer (7) Surveyor, (8) Engineer interns (9) Senior CAD technician, (10) CAD technician, and (11) Engineering technician and any other pertinent classification which may be required to accomplish the required scope of services; who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each. Project Manager shall be a Licensed PE in Louisiana with minimum of 10 years' experience in design and construction of natural gas systems.
- 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, for each such person, the projects relevant to DOT, or other federally funded programs on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on federally funded projects.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in Louisiana and the number working elsewhere, if any. Submittal shall include an organizational chart of key personnel assigned to this project.

**PART IV: SELECTION CRITERIA**

**4.1 Criteria**

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

1. Professional qualifications necessary for satisfactory performance of required services.
2. Specialized experience and technical competence in the type of work required.
3. Capacity to accomplish the work in the required time.
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.
5. Location in the general geographical area of the project and knowledge of the locality of the Project.

**4.2 Evaluation Rating**

Respondents will be evaluated based on the written materials submitted and according to the following factors:

1. Understanding of this RFQ and the Project	<u>10</u> pts
2. Experience of the firm with this particular type of construction project (s) as described in Part One	<u>20</u> pts
3. Experience of the firm with DOT, (PHMSA) or other federally funded construction projects.	<u>40</u> pts
4. Current capacity to accomplish the work in the required time.	<u>10</u> pts
5. Reference from other clients attesting to firms:	
a. Quality of work	<u>10</u> pts
b. Compliance with performance schedules and budget	<u>10</u> pts
Total	<u>100</u> pts

The City reserves the right to request oral interviews. The firm with the highest score will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Adrian Daigle at [adaigle@portallen.org](mailto:adaigle@portallen.org). Responses to this RFQ should be hand-delivered or mailed to Adrian Daigle, 375 Court Street, City of Port Allen, Louisiana, 70767.

**Responses to this RFQ must be received no later than March 16, 2026 at 11:00AM CST.**

**Please state "Request for Qualifications (RFQ) for Engineering Services" on the cover. No RFQ's shall be received or considered by the City after the stated deadline.**

**PART V: GENERAL PROVISIONS**

**5.1 Respondent Inquiry Periods**

The CITY OF PORT ALLEN, LOUISIANA (THE "CITY") shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations. The City reasonably expects and requires responsible and interested Respondents to conduct their in-depth submittal review and submit inquiries in a timely manner.

An inquiry period is hereby firmly set for all interested Respondents to perform a detailed review of the submittal documents and to submit any written inquiries relative thereto. Without exception, all inquiries

MUST be submitted in writing by an authorized representative of the Respondent, clearly cross-referenced to the relevant solicitation section. All inquiries must be received by the close of business on the Inquiry Deadline date set forth in Section 1.3 Schedule of Events of this RFQ. Only those inquiries received by the established deadline shall be considered by the City. Inquiries received after the established deadline shall not be entertained.

Inquiries concerning this solicitation may be delivered by e-mail or hand-delivery to:

The CITY OF PORT ALLEN, LOUISIANA (THE “CITY”)  
Adrian Daigle  
[adaigle@portallen.org](mailto:adaigle@portallen.org)  
City of Port Allen  
375 Court Street  
Port Allen, LA 70767

An addendum will be issued and posted on the City website, [www.portallen.org](http://www.portallen.org) to address all inquiries received and any other changes or clarifications to the solicitation. Thereafter, all submittal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum. No negotiations, decisions, or actions shall be executed by any Respondent as a result of any oral discussions with any employee or consultant. It is the Respondent’s responsibility to check the City’s website frequently for any possible addenda that may be issued. The City is not responsible for a Respondent’s failure to download any addenda documents required to complete an RFQ. Respondent shall acknowledge receipt of any addenda issued in their submittal.

Respondent shall be aware that this RFQ is not subject to the Louisiana Public Bid Law or the Louisiana Procurement Code. As such, Respondents are not provided an opportunity to protest the process or results of this RFQ.

## **5.2 Errors and Omissions in Submittal**

The City will not be liable for any error in the submittal. Respondent will not be allowed to alter submittal documents after the deadline for submittal submission, except under the following condition: The City reserves the right to make corrections or clarifications due to patent errors identified in submittals by the City or the Respondent. The City, at its option, has the right to request clarification or additional information from the Respondent.

## **5.3 Changes, Addenda, Withdrawals**

The City reserves the right to change the Schedule of Events or issue Addenda to the RFQ at any time. The City also reserves the right to cancel or reissue the RFQ.

If the Respondent needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the Respondent, cross-referenced clearly to the relevant submittal section, prior to the submittal opening, and should be submitted in a sealed envelope. Such shall meet all requirements for the submittal.

## **5.4 Withdrawal of Submittal**

A Respondent may withdraw a submittal that has been submitted at any time up to the submittal closing date and time. To accomplish this, a written request signed by the authorized representative of the Respondent must be submitted to the City.

## **5.5 Material in the RFQ**

Submittals shall be based only on the material contained in this RFQ. The RFQ includes official responses to questions, addenda, and other material, which may be provided by the City pursuant to the RFQ.

## **5.6 Submittal Rejection**

Issuance of this RFQ in no way constitutes a commitment by the City to award a contract. The City reserves the right to accept or reject any or all submittals submitted or to cancel this RFQ if it is in the best interest of the City to do so.

## **5.7 Ownership of Submittal**

All materials (paper content only) submitted in response to this request become the property of the City. Selection or rejection of a response does not affect this right. All submittals submitted will be retained by the City and not returned to Respondents. Any copyrighted materials in the response are not transferred to the City.

## **5.8 Cost of Offer Preparation**

The City is not liable for any costs incurred by prospective Respondents or Engineers prior to issuance of or entering into a Contract. Costs associated with developing the submittal, preparing for oral presentations, and any other expenses incurred by the Respondent in responding to the RFQ are entirely the responsibility of the Respondent, and shall not be reimbursed in any manner by the City.

## **5.9 Written or Oral Discussions/Presentations**

Written or oral discussions may be conducted with Respondents who submit submittals determined to be reasonably susceptible of being selected for award; however, the City reserves the right to enter into an Agreement without further discussion of the submittal submitted based on the initial offers received. Any such written or oral discussion shall be initiated by the City.

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussions/presentations for clarification may be conducted to enhance the City's understanding of any or all of the submittals submitted. Any such written or oral discussions/presentations shall be initiated by the City. Submittals may be accepted without such discussions.

## **5.10 Contract Award and Execution**

The City reserves the right to enter into a contract without further discussion of the submittal submitted based on the initial submittals received.