



**RFQ-16-010**

**INDEFINITE DELIVERIES CONTRACT - ENVIRONMENTAL PLANNING SERVICES  
MAY 19, 2016**

I. GENERAL - The Ascension Parish School Board intends to select a qualified Environmental Planner to assist with Environmental Permitting. The scope of work for this RFQ is to produce a detailed task list, project schedule, and environmental budget estimate that will be required to obtain environmental permits for five proposed Ascension Parish School Board projects. The scale of the proposed construction projects ranges from \$5M to \$20M and cover 12 to 20 acres. There is also the possibility of an alternate site which includes 50 acres.

II. PROPOSED PROJECTS

New campus locations to include: Parker Road, Bluff Road, Old Jefferson Highway, Germany Road and Bullion Crossing. Other sites may be added if necessary, however the Primary objective is to manage the following tasks at the 5 new school sites.

1. Environmental Planning Documents

*1.1 Project Review*

- Review existing environmental and construction documents for five project sites.

*1.2 Environmental Permit Project Work Flow-Path*

- Produce work flow diagrams showing steps required to obtain permits at each project site. Note any critical path tasks that dictate overall schedule completion rate.

*1.3 Detailed Task List*

- Produce a detailed scope of work task list for each project that is sufficient to identify environmental permit requirements and anticipated billing structure.

*1.4 Detailed Project Budget*

- Produce a budget for completion of the environmental permits and natural resource studies required for each project.

2. Meet with Permit Agencies to introduce the upcoming projects and to confirm the Work flow and timeline

3. Conduct the following tasks at all required sites:

- a. Generate Endangered Species Survey when required.
- b. Generate On-Site Wetland & Stream Jurisdictional Determination Survey. Stake or flag jurisdictional resource area.
- c. Generate Wetland & Stream Report including required data for a Jurisdictional determination including US Corps of Engineers Wetlands Determination Forms, maps, figures and narrative.
- d. Generate Biological Assessment report following USFW Guidelines and including required data for submittal with the Section 404 Permit Application.

- e. Prepare USACE Form 4345 including requirement attachments and submit with required survey reports to USACE Project Manager. Apply for USACE and LADEQ permits.
  - f. Consider list of impaired waterways and determine where LAR10 and LAR20's are required for each project site. Communicate this to the Architect so that the requirements may be specified in the contract documents for each new school.
  - g. Follow up on applications with permit agencies until all permits have been acquired.
4. Coordinate critical path environmental tasks with architect of record regarding design and construction of each facility, ensuring that all clearly understand environmental permit requirements and timeline for each site.
5. Example Project for Proposal
- 1.3 Attached find a table showing tasks generally expected at each site for the purpose of a mock project costing exercise. Tasks for the example project include:*
- Task 1 - Endangered Species Survey
  - Task 2 - Wetland and Stream Survey
  - Task 3 - Wetland and Stream Report
  - Task 4 - Biological Assessment
  - Task 5 - Section 404 Permit Application
6. Note that Parish Drainage Permits, LPDES Permits, and the Storm Water Pollution Prevention Plan will be completed by others.
7. A preliminary site layout for each site is available in PDF Format. CAD DXF file format will eventually become available for incorporation into environmental project documents.

### III. PROJECT TIMELINE

The project assignments will be made in July 2016. The preferred timeline to complete steps 1 to 5 (above) for all sites is 60- 90 days from the contract date. The selected firm will be asked to suggest an appropriate timeline if it is determined that more time is necessary.

### IV. APPLICATION FORM– Applicants shall use FORM APSB AE (Dated May 2016)

- V. DESIGN CONTRACT - After notice of award, the APSB Staff will review detailed the scope of work and related matters with the selected firm. The selected firm will be asked to develop a fee proposal and schedule for the Environmental Planning Tasks awarded. Once the scope of work and fees are agreed upon, a contract will be drafted and modified as necessary until both parties are satisfied. If a contractual agreement cannot be reached, the owner reserves the right to withdraw the proposed award and assign the work to another applicant.

VI. DESIGN FEES - Fees for this project will be negotiated with the firm that is selected. The selected firm will assist the owner in finalizing a scope of work document for use in developing the fee structure.

VII. SPECIAL CONSIDERATIONS

The APSB is interested in establishing business contacts at the USACOE and LADEQ. Our School System has been growing rapidly and is expected to continue growing. We are interested in selecting a firm who has previously established effective business relationships in these agencies. It is our hope that this firm can introduce our staff members to those who can assist us with the Wetland and Environmental Permit Processes. All applicants for this RFQ shall include a separate brief narrative describing the firm's history with these agencies and their ability to assist APSB in this endeavor.