

PUBLIC NOTICE - Request for Qualifications and Rates

The Parish of Natchitoches is seeking a qualified firm to serve as the Parish's Certified Building Official and Certified Floodplain Administrator.

A complete Request for Qualifications and Rates packet is available online at www.npgov.org, in the Parish Office, or by email request. Please submit your Qualifications and Rates to Julie Lockhart, Treasurer via email at jlockhart@npgov.org no later than 4 pm on **April 30, 2021**. Questions should also be sent to Julie Lockhart via email.

Natchitoches Parish reserves the right to reject all the submittals in response to this Request.

Publish – 04/15

PUBLIC NOTICE - Request for Qualifications and Rates

The Parish of Natchitoches is seeking a qualified firm to serve as the Parish's Certified Building Official and Certified Floodplain Administrator.

Submittals will include a cover letter, your firm's qualifications pertaining to providing Certified Building Official (CBO) services as referenced by RS 40:1730.23, Certified Floodplain Administration (CFA) services in accordance with the National Flood Insurance Program, building inspections, development permits, building plan reviews, code enforcement, document retention, and an itemized rate schedule for the services listed below. (Please limit response to no more than 10-pages).

Submittals must demonstrate experience performing the duties of a Certified Building Official and Certified Floodplain Administrator in Louisiana within the last 5 years, include a history of services provided in Natchitoches Parish (if applicable), and demonstrate qualified, local personnel available to perform the required services. Experience must include relevant experience of the overall Firm and specific experience and names of the full-time personnel that may be working with this contract.

Qualified firms must also agree to accept full liability for all work performed and provide full documentation of liability insurance and/or performance bonds associated with ensuring compliance with state and parish laws.

Submittals will include at least two (2) references from work performed in the State of Louisiana within the last five years as a CBO and a CFA. Reference must include the following information: a) Name of entity and contact information; b) Scope of Work performed for entity; c) Start and end (if applicable) date of work performed.

Please submit your Qualifications and Rates to Julie Lockhart, Treasurer via email at jlockhart@npgov.org no later than 4 pm on April 30th, 2021. Questions should also be sent to Julie Lockhart via email.

Natchitoches Parish reserves the right to reject all of the submittals in response to this Request. A full RFQ packet is available by request or on the Parish of Natchitoches Website – www.npgov.org

RFQs may be emailed prior to the deadline to jlockhart@npgov.org or by mail to 203 St Denis St. Suite 305 Natchitoches, LA 71457. If by email, please state in subject line "RFQ Application". The message and attachments will be stored unopened until bids are opened. Note, you may get a read receipt when the email is moved to the applicable folder.

CBO AND CFA SERVICES

(Rates for each to be provided)

1. Serve as the Certified Building Official and Certified Floodplain Manager for Natchitoches Parish
2. Accept permit applications, issue permits, and provide certificates of occupancy in accordance with Parish Ordinances and Louisiana State Law. If this service is not provided by your organization, please state how permit applications will be accepted; how permits and certificates of occupancy will be issued; what documents and/or software the Parish will be responsible for purchasing and the associated costs for the Parish of purchasing the documents/software; and what support the Firm will provide to any Parish employees who will be responsible for the permitting process.
3. Review construction and engineering calculations for all new construction and remodeling for every permitted residential and non-residential development in the Parish to ensure compliance with all applicable codes as set forth by the Parish, State, and Fire Marshal.
4. Inspect all new construction, remodeling, manufactured homes, modular homes, and electrical connections for which a permit is required to determine compliance with applicable building, mechanical, electrical, and plumbing ordinances, codes, and regulations as set forth by the Parish, State, and Fire Marshal.
5. Maintain accurate records of all inspections, plan reviews, and correspondence for each permit.
6. Perform inspections upon request to document properties which violate the Parish's blighted properties ordinance; including but not limited to the presence dilapidated structures, obnoxious and deleterious weeds, and man-made refuse.
7. Perform flood determinations and other duties associated with keeping the Parish in compliance with the National Flood Insurance Program.