

## **City of Gretna Wastewater Treatment Plant Upgrades Requests for Qualifications**

The City of Gretna is hereby soliciting Requests For Qualifications (RFQ) from persons or firms interested and qualified to provide professional engineering services for the City of Gretna proposed Wastewater Treatment Plant Improvements.

### **Project Objective(s) and Need**

The City of Gretna is experiencing residential and commercial population growth which exceeds the current capabilities of the Burmaster Boulevard Wastewater Treatment Plant. Without necessary improvements, repairs, and replacements, the Burmaster Boulevard Wastewater Treatment Plant will fail to meet community needs and may be a catalyst for dangerous environmental impacts for residents and businesses.

The Burmaster Boulevard Wastewater Treatment Plant is at capacity and requires improvements to meet the needs of current and projected demand. In addition to the need for increased capacity, there is a dire need for redundancy in facilities so proper maintenance can occur without shutting down wastewater service to both residential and commercial users. The facility, as it stands today, has antiquated-retrofitted equipment that is nearing the end of its useful and functional lifespan.

### **Specific Scope of Services is as follows:**

Plant Repairs: There are five significant components of the Burmaster Boulevard Wastewater Treatment Plant that require improvements. The firm(s) will be required to prepare independent sets of plans and specifications for the following Wastewater Treatment Plant Improvements:

1. Digester Tank – The 500,000 gallon Digester Tank that is out of service is in need of significant repairs so that it can provide high-quality functionality and ensure the plant is serving the community. These repairs will begin with tank surface preparation, application of hydro-pox coating, replace and install piping, a catwalk, and an aerator mixer.
2. Centrifuge Hoist – Gretna’s Wastewater Treatment Facility has to perform regular maintenance on centrifuge assembly. The means by which they disassemble the centrifuge requires a great deal of coordination due to the lack of a hoist and structural framing for disassembly and re-assembly. The facility requires a structural frame with hoist that is designed exclusively for this task.
3. SCADA System - Gretna’s Wastewater Treatment Facility requires round-the-clock monitoring of the wastewater processes. To bring the wastewater Treatment Plant to current standards a Supervisory Control and Data Acquisition (SCADA) system is required

for controlling, monitoring, and analyzing wastewater devices and processes. The system will consist of both software and hardware components and enable remote and on-site gathering of data from the wastewater equipment.

4. New Headworks Screen and Modified Hydrodine Screen - Inefficient wastewater screening equipment is being employed at the facility and needs to be replaced. A poor wastewater screening system is leading to higher costs. Those costs are eating significantly into Gretna's overall facility budget and are causing their operations to be expensively inefficient. In addition, when the equipment fails or needs maintenance due to an inadequate, antiquated system, the downtime is compromising the wastewater treatment facility's mission.

### **Compensation**

The fee shall be negotiated with the consultant by Madason Priore, Director of Public Utilities, and shall be mutually agreeable to both parties based on merits of the project(s). The estimated fees for this work may vary among each different assignment. Consultants may be required to substantiate the fee proposal on a task man-hour basis.

All costs associated with the project(s) shall be subject to City of Gretna review and Mayor's approval. **The winning submitter will have no more than 8 months to complete the 4 tasks listed in the RFQ Scope of Work.**

### **Minimum Requirements for Selection**

1. The persons or firms under consideration shall have at least one (1) principal and senior level management engineer who are registered professional engineers in the State of Louisiana with a minimum of five (5) years experience in management and disciplines involved.
2. The persons or firms under consideration shall have at least one (1) registered professional engineer in the State of Louisiana with a minimum of five (5) years experience in civil engineering.
3. The persons or firms under consideration shall have at least one (1) registered professional engineer in the State of Louisiana with a minimum of five (5) years experience in mechanical engineering.
4. The persons or firms under consideration shall have at least one (1) registered professional engineer in the State of Louisiana with a minimum of five (5) years experience in structural engineering.
5. The persons or firms under consideration shall have at least one (1) registered professional engineer in the State of Louisiana with a minimum of five (5) years experience in electrical engineering (SCADA).

Upon selection, successful firm(s) shall provide insurance certificates in accordance with City insurance requirements for professional service contracts. Requirements are available in the City of Gretna Purchasing Department: Betsy Morgan [bmorgan@gretnala.com](mailto:bmorgan@gretnala.com) or (504) 363-1566.

### **Evaluation Criteria**

The following criteria will be used to evaluate the statement of the firms submitting:

- 1) Professional training and experience both generally and in relation to the type and magnitude of work required for the particular project – 30 points
- 2) The size of the firm based on the number of personnel, as related to project requirements and/or scope – 20 points
- 3) Capacity for timely completion of the work, taking into consideration the person's or firms current and projected workload and professional and support manpower – 20 points
- 4) Location of the principal office where work will be performed, with preference being given to persons or firms with offices located within a 50 mile radius of Gretna – 10 points
- 5) An analysis of any work by the person or firm submitting which resulted in litigation between the public entity and the person or firm performing professional services, including but not limited to ongoing litigation with a public entity or involvement in litigation with a public entity in which the public entity prevailed – 10 points
- 6) Past and current professional accomplishments, for which references from clients or former clients and information gathered by inspection of current or recent projects may be considered – 10 points.

All firms (including sub-consultants) must submit a Statement of Qualifications using Jefferson Parish's Technical Evaluation Committee (TEC) Questionnaire [TEC-Professional-Services-Questionnaire-PDF](#). Interested firms must submit one (1) original and four (4) copies of this Statement of Qualifications to the Office of Betsy Morgan, Finance & Purchasing Assistant, City of Gretna, 740 2<sup>nd</sup> Street, Gretna, La. 70053, or online at [www.publicpurchase.com](http://www.publicpurchase.com) no later than 10:00 am on February 5, 2026. No submittals will be accepted after this deadline. Any inquiries regarding this SOQ should be sent in writing to [bmorgan@gretnala.com](mailto:bmorgan@gretnala.com) and David Boyd [dboyd@bkusa.com](mailto:dboyd@bkusa.com) no later than 5 working days before deadline submission. All submitters will be notified no later than February 12, 2026 of the RFQ scoring.

A non-mandatory Pre-Proposal Meeting will be held on Thursday January 22, 2026 at 10:00 am in Gretna City Hall-Council Chambers 740 2<sup>nd</sup> Street, Gretna, La. 10053.

**The selected firm must comply with all Standard Federal Award Contractor Terms And Conditions. Environmental Protection Agency (EPA) General Terms and Conditions and complete the Certification Regarding Lobbying.**

**The contract(s) awarded under the solicitation are expected to be funded in whole or in part by a grant from the U.S. Environmental Protection Agency. Neither the United States nor any of its departments, agencies or employees is or will be a party to the solicitation or any resulting contract.**

**Respondents must comply with the President's Executive Order Numbers 11246 as amended which prohibit discrimination in employment regarding race, creed, color, sex or national origin.**

**Retention of all required records must be retained for three years after grantees or sub-grantees make final expenditure report.**

**Submitters must disclosure any potential conflicts of interest with the City of Gretna.**

**RFQ No. 12-2025 Advertised in the Official Journal on January 14, 21, and 28, 2026.**