PUBLIC NOTICE
SOQ 21-025

The Parish of Jefferson is hereby soliciting Statements of Qualifications (Jefferson Parish Technical Evaluation Committee (TEC) Professional Services Questionnaire) from persons or firms interested in providing professional engineering and supplemental services for a Drainage Improvements to Bonnabel Boulevard.
(Resolution No. 138090) (Deadline: December 1, 2021)

General

The scope of work associated with this project consists of the installation of new drainage under Bonnabel Boulevard.

The project is expected to require the following supplemental services: surveying, geotechnical, preparation of right-of-way plans (if required), and traffic engineering related services. The firms submitting a Statement of Qualifications (TEC Professional Services Questionnaire) must identify all sub-consultant firms which they expect to use to provide professional services, and submit a Statement of Qualifications (TEC Professional Services Questionnaire) for each sub-consultant firm. (Refer to Jefferson Parish Code Ordinance, Section 2-928).

Compensation

Compensation for the required services will be made on an hourly rate basis or a fixed fee basis, or a combination of both, depending on scope and complexity of the work. The Parish reserves the right to determine the method of payment (hourly or fixed) for each individual assignment.

For hourly rate work, the firm shall be compensated by the appropriate Jefferson Parish Department on the basis of their certified and itemized salary costs plus a fee to cover overhead costs and profit in accordance with guidelines established in Attachment "A" to the Standard Professional Services Agreement for Jefferson Parish. A copy of Attachment "A" may be obtained by calling the Jefferson Parish Department of Capital Projects at (504) 736-6833.

For fixed fee work, the fee shall be negotiated with the firm by the appropriate Jefferson Parish Department and shall be mutually agreeable to both parties.

All costs associated with this project shall be subject to Jefferson Parish review and approval.

Minimum Qualifications for Selection

1. The persons or firms under consideration shall have at least one (1) principal who is a licensed, registered professional engineer in the State of Louisiana (Section C. of TEC Professional Services Questionnaire);

2. The persons or firms under consideration shall have a professional in charge of the Project who is a licensed, registered professional engineer in the State of Louisiana with a minimum of five (5) years' experience (Section K. "**PROFESSIONAL IN CHARGE OF PROJECT:**" of TEC Professional Services Questionnaire);

3. The persons or firms under consideration shall have one (1) employee who is a licensed, registered professional engineer in the State of Louisiana. A subcontractor may meet this requirement only if the advertised Project involves more than one discipline (Section D. of TEC Professional Services Questionnaire).

Evaluation Criteria

The following criteria, listed in order of importance, will be used to evaluate each firm submitting a Statement of Qualification:

1) Professional training and experience in relation to the type of work required for the engineering services - 35 points;

2) Capacity for timely completion of newly assigned work, considering the factors of type of engineering task, current unfinished workload, and person or firm's available professional and support personnel - 20 points;

3) Location of the principal office where work will be performed - 15 points (Preference shall be given to persons or firms with a principal business office at which the work will be performed as follows: (A) Jefferson Parish, including municipalities located within Jefferson Parish (15 Points); (B) Neighboring Parishes of the Greater New Orleans Metropolitan Region, which includes Orleans, Plaquemines, St. Bernard, St. Charles and St. Tammany Parishes (12 Points); (C) Parishes other than the foregoing (10 Points); (D) Outside the State of Louisiana (6 Points).);

4) Adversarial legal proceedings between the Parish and the person or firm performing professional services, in which the Parish prevailed, or any ongoing adversarial legal proceedings between the Parish and the person or firm performing professional services, excluding those instances or cases where the person or firm was added as an indispensable party, or where the person or firm participated in or assisted the public entity in prosecution of its claim - 15 points (In the event that the person or firm fails to provide accurate and detailed information regarding legal proceedings with the Parish, including the absence of legal proceedings, the person or firm shall be deemed unresponsive with regard to this category, and zero (0) points shall be awarded.);

5) Prior successful completion of projects of the type and nature of the engineering services, as defined, for which firm has provided verifiable references - 15 points;

6) Size of firm, considering the number of professional and support personnel required to perform the type of engineering tasks – 10 points;

7) Past Performance by person or firm on Parish contracts - 10 points (Assertions of fault by a person or firm, which shall include time delays, cost over-runs, and or design inadequacies in prior work completed for the Parish shall be evidenced by substantiating documentation provided by the Director of Public Works for the requesting department or the Director of Engineering and received by the Chairman of the Evaluation Committee a minimum of two (2) weeks prior to the scheduled date of the Technical Evaluation Committee Meeting).

Only those persons or firms receiving an overall cumulative score of at least seventy percent (70%) or greater, of the total possible points for all categories to be assigned by the participating Technical Evaluation Committee members shall be deemed qualified to perform architectural or engineering tasks.

All firms must submit a Statement of Qualifications (TEC Professional Services Questionnaire). Please obtain the latest TEC Professional Services Questionnaire, by calling the Purchasing Department at (504) 364-2678 or (504) 364-2682.

Submissions are to be submitted on the eProcurement site at www.jeffparishbids.net.

These submissions will only be accepted electronically via the Parish's e-Procurement system, Central Bidding. Central Bidding can be accessed by visiting either www.centralauctionhouse.com or www.jeffparishbids.net. All vendors will be required to register with Central Bidding. Jefferson Parish vendors

are able to register for free by accessing the following link: www.centralauction.house.com/registration.

No submittals will be accepted after the deadline.

Affidavits are not required to be submitted with the Statement of Qualifications (TEC Professional Services Questionnaire) but shall be submitted prior to contract approval.

Disputes/protests relating to the decisions by the evaluation committee or by the Jefferson Parish Council shall be brought before the 24th Judicial Court.

(Resolution No. 138090)

Parish Wide

ADV: The New Orleans Advocate: November 24, 2021 and December 1, 2021

Technical Evaluation Committee (TEC) Questionnaire Instructions

- The Technical Evaluation Committee (TEC) Questionnaire shall be used for professional services related to architecture, engineering, or survey projects.
- **The TEC Questionnaire should be completely filled out. Complete and attach ALL sections. Insert "N/A" or "None" if a section does not apply or if there is no information to provide.**
- Questionnaire must be dated and signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the TEC Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisment shall result in disqualification of proposer pursuant to J.P. Code of Ordianances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

TEC Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

B. Firm Name & Address where Project work will be performed:

C. Name, title and contact information of Principal, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, who is a registered, licensed architect, professional engineer, or surveyor in the State of Louisiana:

D. Name and contact information of employee who is a registered and licensed architect, professional engineer, or surveyor in the State of Louisiana in the applicable discipline. A subcontractor may be substituted here only if the advertised Project requires more than one discipline.

E. Please provide the number of employees whose primary function corresponds with each category:

___ Administrative
___ Architects (Licensed)
___ Chemical Engineers
___ Civil Engineers
___ Construction Inspectors
___ Ecologists
___ Electrical Engineers
___ Engineer Intern
___ Professional Land Surveyors
___ Estimators
___ Geologists
___ Geotechnical Engineers
___ Interior Designers
___ Landscape Architects
___ Land Surveyor
___ Mechanical Engineers
___ Environmental Engineers
___ Specification Writers
___ Structural Engineers
___ Graduate Engineers
___ Project Managers
___ Clerical
___ Grant/Funding Specialist
___ Sanitary Engineers

___ **TOTAL**

F. Is this submittal by a JOINT-VENTURE? Please check: YES ☐ **NO** ☐

If marked "No" skip to Section I. If marked "yes" complete Sections G-H.

Revised 07/24/2015

TEC Professional Services Questionnaire

G. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.

1.

2.

H. Has this JOINT-VENTURE previously worked together? Please check:
YES [ ] **NO** [ ]

I. List all subcontractors anticipated for this Project. Please note that <u>all subcontractors must submit a fully completed copy of this questionnaire</u>, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1.		
2.		
3.		

J. Please specify the total number of support personnel that may assist in the completion of this Project:

_____

TEC Professional Services Questionnaire

K. List the professional in charge, key persons, specialists, and individual consultants anticipated for this Project and provide their relevant information below. If necessary, please attach additional documentation (i.e. resume) that demonstrates the employment history and experience of the Firm's key persons that may assist in the completion of this Project. Please attach additional pages if necessary.
PROFESSIONAL IN CHARGE OF PROJECT:
Name & Title:
Project Assignment:
Name of Firm with which associated:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Active registration: Year first registered/discipline:
Other experience and qualifications relevant to the proposed Project:

TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:
Name & Title:
Project Assignment:
Name of Firm with which associated:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Active registration: Year first registered/discipline:
Other experience and qualifications relevant to the proposed Project:

TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:
Name & Title:
Project Assignment:
Name of Firm with which associated:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Active registration: Year first registered/discipline:
Other experience and qualifications relevant to the proposed Project:

TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:
Name & Title:
Project Assignment:
Name of Firm with which associated:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Active registration: Year first registered/discipline:
Other experience and qualifications relevant to the proposed Project:

TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:
Name & Title:
Project Assignment:
Name of Firm with which associated:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Active registration: Year first registered/discipline:
Other experience and qualifications relevant to the proposed Project:

TEC Professional Services Questionnaire

L. Work by Firm or Joint-Venture members which best illustrates current qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.		
PROJECT NO. 1		
Project Name, Location and Owner's contact information:	**Nature of Firm's Responsibility:**	
Completion Date (Actual or estimated):	**Estimated Cost:**	
	Entire Project:	**Work for which Firm was Responsible:**

PROJECT NO. 2		
Project Name, Location and Owner's contact information:	**Nature of Firm's Responsibility:**	
Completion Date (Actual or estimated):	**Estimated Cost:**	
	Entire Project:	**Work for which Firm was Responsible:**

TEC Professional Services Questionnaire

PROJECT NO. 3		
Project Name, Location and Owner's contact information:	**Nature of Firm's Responsibility**	
Completion Date (Actual or estimated)	**Estimated Cost:**	
	Entire Project:	**Work for which Firm was Responsible:**

PROJECT NO. 4		
Project Name, Location and Owner's contact information:	**Nature of Firm's Responsibility:**	
Completion Date (Actual or estimated):	**Estimated Cost:**	
	Entire Project:	**Work for which Firm was Responsible:**

TEC Professional Services Questionnaire

PROJECT NO. 5		
Project Name, Location and Owner's contact information:	**Nature of Firm's Responsibility:**	
Completion Date (Actual or estimated):	**Estimated Cost:**	
	Entire Project:	**Work for which Firm was Responsible:**

PROJECT NO. 6		
Project Name, Location and Owner's contact information:	**Nature of Firm's Responsibility:**	
Completion Date (Actual or estimated):	**Estimated Cost:**	
	Entire Project:	**Work for which Firm was Responsible:**

TEC Professional Services Questionnaire

PROJECT NO. 7		
Project Name, Location and Owner's contact information:	**Nature of Firm's Responsibility:**	
Completion Date (Actual or estimated):	**Estimated Cost:**	
	Entire Project:	**Work for which Firm was Responsible:**

PROJECT NO. 8		
Project Name, Location and Owner's contact information:	**Nature of Firm's Responsibility:**	
Completion Date (Actual or estimated):	**Estimated Cost:**	
	Entire Project:	**Work for which Firm was Responsible:**

TEC Professional Services Questionnaire

PROJECT NO. 9		
Project Name, Location and Owner's contact information:	**Nature of Firm's Responsibility:**	
Completion Date (Actual or estimated):	**Estimated Cost:**	
	Entire Project:	**Work for which Firm was Responsible:**

PROJECT NO. 10		
Project Name, Location and Owner's contact information:	**Nature of Firm's Responsibility:**	
Completion Date (Actual or estimated):	**Estimated Cost:**	
	Entire Project:	**Work for which Firm was Responsible:**

TEC Professional Services Questionnaire

M. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.

Parties:		Status/Result of Case:
Plaintiff:	**Defendant:**	
1.		
2.		
3.		
4.		

N. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

O. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature: _____ **Print Name:** _____

Title: _____ **Date:** _____

ATTACHMENT "A"TO THE STANDARD PROFESSIONAL SERVICES AGREEMENT FOR JEFFERSON PARISH

(Amended per Ord, No. 21593. dated June 5,2002)

This attachment shall be a part of all professional service agreements for engineering and architectural services in Jefferson Parish.

The Statewide "DOTD Average Salary Rate" document [average rate plus one (1) standard deviation], hereinafter referred to as "DOTD Document", is to be used for establishing Maximum Direct Hourly Rate, Maximum Payable Hourly Rate, maximum overhead rate and, indirectly, the maximum multiplier for each new professional services agreement, using the then current official publication of the "DOTD Document".

For all hourly rate services, including supplementary services, where payments are made on the basis of hourly rates, the **ENGINEER/ARCHITECT**, hereinafter **ENGINEER**, shall be paid on the basis of their certified and itemized direct salary costs (Direct Hourly Rates) times a **multiplier** to determine Payable Hourly Rates, which shall cover direct salary, overhead and 15% profit.

The **multiplier** shall be established from the overhead rate resulting from an audit of the **ENGINEER** performed by a Federal or State agency, or from an audit performed by a Certified Public Accountant (CPA) hired by the **ENGINEER**, provided the CPA certifies that their audit complies with the latest applicable FAR's and CFR's. In the event a satisfactory audit is not provided, the multiplier shall be 2.3.

The **DIRECTOR** shall have the right to require the **ENGINEER** to provide sufficient documentation to support the approved multiplier.

In no case shall the overhead rate utilized to determine the multiplier be greater than the applicable overhead rate shown on the then current official publication of the "DOTD Document".

In no case shall the Direct Hourly Rate and Payable Hourly Rate used to pay for professional services exceed the Maximum Direct Hourly Rate and Maximum Payable Hourly Rate shown herein that have been derived from the then current official publication of the "DOTD Document".

For this agreement, the approved multiplier shall be established at the time the services are required.

The rates payable to sub-consultants shall be governed by the same regulations as those for the **ENGINEER**, with an overhead rate and multiplier established for each sub-consultant.

If a Personnel Classification required for a Parish project is not included in the "DOTD Document", the Parish Administration shall establish a new Personnel Classification and appropriate maximum direct and payable hourly rates, which would be consistent with personnel categories of similar expertise found within the "DOTD Document", and include herein.

Once contract fees are negotiated using the "DOTD Document" in effect at the time of negotiation, those fees will be unaffected by subsequent versions of the "DOTD Document", except that the rates for Resident Inspection services will be those in the "DOTD Document" in effect at the time those services begin. The rates in effect for this contract are included herein.

The **ENGINEER** shall be reimbursed for costs incurred by sub-consultants at the rate of 1.10 times the actual invoices of sub-consultants, up to a total amount of $200,000.00. Thereafter, the rate shall be reduced to 1.05.

The **ENGINEER** shall be reimbursed for other direct costs charged to the project at a rate not to exceed 1.10 times the direct expenses. No reimbursement will be made without satisfactory documentation. The DIRECTOR reserves the right to have the **ENGINEER** provide proof that direct expenses charged to the project are not included in **ENGINEER'S** overhead.

The **ENGINEER** shall be reimbursed for actual mileage expenses incurred while performing work directly related to this contract; however, the reimbursement rate shall not exceed the Jefferson Parish mileage rate in effect at that time.

On all contracts for which the Council has selected two or more consultants to share the work, the Council shall specify the prime, or lead, consultant, and this consultant shall perform a larger percentage of the basic design services than any of the sub-consultants, but in no case shall the prime, or lead, consultant perform less than forty (40) percent of the basic design services.

The MAXIMUM DIRECT HOURLY RATE and MAXIMUM PAYABLE HOURLY RATE for each Personnel Classification shall not exceed the rates in the following chart, regardless of the audited overhead rate of the **ENGINEER**. These rates will also apply to firms incorporated out of State.

The MAXIMUM DIRECT HOURLY RATES shown below are equivalent to the Statewide DOTD Average Salary Rates, plus one (1) standard deviation, which were current at the time fees for this agreement were negotiated.

The MAXIMUM PAYABLE HOURLY RATES shown below are a product of the appropriate Maximum Multiplier (field or non-field) and the MAXIMUM DIRECT HOURLY RATE.

PERSONNEL CLASSIFICATION	MAXIMUM DIRECT HOURLY RATE ($) (*)	MAXIMUM PAYABLE HOURLY RATE ($)
Accountant/Business Mgr	**38.61**	**130.79**
Abstractor/Appraiser	**58.47**	**198.06**
Archaeologist	**26.36**	**89.29**
Archaeologist Technician	**14.47**	**49.02**
Architect	**58.24**	**197.28**
Biologist/Wetland Ecologist	**36.45**	**123.47**
CADD Drafter	**28.50**	**96.54**
CADD Technician	**34.03**	**115.27**
Chainman/Rodman	**13.81**	**34.15**
3-Man Survey Crew	**60.74**	**150.18**
4-Man Survey Crew	**74.70**	**184.70**
Clerical/Administrative	**26.51**	**89.80**
Computer Analyst	**37.89**	**128.35**
Driller	**25.39**	**62.78**
Economist	**64.02**	**216.86**
Engineer	**56.29**	**190.68**
Environmental Manager	**55.76**	**188.88**
Environmental Pro	**59.50**	**201.55**
Geologist	**49.75**	**168.52**
Historian	**24.96**	**84.55**
Industrial Hygienist	**43.44**	**147.15**
Inspector	**32.99**	**81.57**
Instrument Man	**18.90**	**46.73**
Labor	**14.98**	**37.04**
Land Surveyor	**57.02**	**140.98**
Landscape Architect	**61.51**	**208.36**
Party Chief (Survey)	**27.76**	**68.64**
Planner	**49.87**	**168.93**
Pre-Professional	**37.77**	**127.94**
Principal	**92.51**	**313.37**
Senior Technician	**48.27**	**163.51**
Supervisor-Engineer	**76.24**	**258.26**
Supervisor-Other	**68.03**	**230.44**
Technician	**27.73**	**93.93**

Average Overhead Rate (%) **(*) 194.56.....Maximum Multiplier (non-field) = 3.3874**
Field Overhead Rate (%) **(*) 115.00.....Maximum Multiplier (field) = 2.4725**

(*) = Statewide DOTD Average Salary/Overhead Rate plus one (1) standard deviation obtained from document dated February 1, 2013.