



SOQ No. 24-001

To Provide Pavement Testing and Pavement Management Services

Submission Deadline: February 9, 2024 at 3:30 PM

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the public notice and Jefferson Parish Code of Ordinances Section 2-926 et seq. All submissions must be received on the Purchasing Department's e-Procurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the SOQ submission deadline date and time. Late submissions will not be accepted.**

Jefferson Parish Purchasing Department  
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**PUBLIC NOTICE**  
**SOQ 24-001**

**To Provide Pavement Testing and Pavement Management Services**

The Parish of Jefferson authorized by **Resolution No. 143306** is hereby soliciting the submittal of a Statement of Qualifications (Technical Evaluation Committee (TEC) Questionnaire) from persons or firms interested and qualified to provide Pavement Testing and Pavement Management Services throughout the Parish of Jefferson.

**Deadline for Submissions: 3:30 p.m. February 9, 2024**

**General**

The specific scope of services includes the following tasks:

**Pavement Management System Review and Support**

- A review of the Parish's existing Pavement Management System (PMS), StreetSaver, including discovery sessions and updates to the system to meet the Parish's current needs
- Provide technical support services and training for Jefferson Parish employees using StreetSaver to understand the essential skills needed to operate the current PMS

**Data Collection, Analysis and Capital Improvement Plan Development**

- Data Collection Services for all Jefferson Parish-owned streets and import that data into the PMS with the new roadway ratings
- PMS Analysis and Capital Improvement Plan (5-Year Plan) to provide valid treatment decisions and work plans

The persons or firms submitting a Statement of Qualifications (TEC 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 work. The Parish reserves the right to determine method of payment (hourly or lump sum).

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

For fixed fee contracts, the fee shall be negotiated with the selected firm by the appropriate Parish use 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 Requirements 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.

A subcontractor may not be used to meet this requirement. (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. A subcontractor may not be used to meet this requirement. (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 in the applicable discipline involved. 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 will be used to evaluate each firm submitting a Statement of Qualifications:

- (1) Professional training and experience in relation to the type of work required for Pavement Testing and Management Services - (Maximum points awarded shall be 35).
- (2) Size of firm considering the number of professional and support personnel required to perform the Pavement Management Data Collection including analysis, pavement management inventory and asset management inventory systems - (Maximum points awarded shall be 20).
- (3) Capacity for timely completion of newly assigned work, considering the factors of type of task, current unfinished workload, and person or firm's available professional and support personnel. (Maximum points awarded shall be 20).
- (4) Past Performance by person or firm on projects of or similar comparable size, scope, and scale. 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 administration a minimum of two (2) weeks prior to the scheduled date of the Technical Evaluation Committee meeting. (Maximum points awarded shall be 10).
- (5) Location of the principal office. Preference shall be given to persons or firms with a principal business office as follows: (1) Jefferson Parish, including municipalities located within Jefferson Parish (15 points); (2) Neighboring Parishes of the Greater New Orleans Metropolitan Region, which includes Orleans, Plaquemines, St. Bernard, St. Charles and St. Tammany Parishes (12 Points); (3) Parishes other than the foregoing (10 Points); (4) Outside the State of Louisiana (6 Points). (Maximum points awarded shall be 15).
- (6) 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. 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. (Maximum points awarded shall be 15 for the lack of any such adversarial proceedings as defined).

- (7) Prior successful completion of projects of the type and nature of the engineering services, as defined, for which firm has provided verifiable references. (Maximum points awarded shall be 15).

Only those persons or firms receiving an overall cumulative score of at least seventy percent (70%) or greater, with their highest and lowest score not counted, of the total possible points for all categories to be assigned by the participating Technical Evaluation Committee members shall be deemed qualified to perform Pavement Management Services.

All firms must submit a Statement of Qualifications (TEC Questionnaire). Please obtain the latest TEC Questionnaire, by calling the Purchasing Department at (504) 364-2678 or via the Jefferson Parish website at [www.jeffparish.net](http://www.jeffparish.net). This questionnaire can be accessed by hovering over "Business and Development" on the website and clicking on the Professional Services Questionnaires option under "Doing Business in Jefferson Parish".

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](http://www.centralauctionhouse.com) or [www.jeffparishbids.net](http://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](http://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 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 24<sup>th</sup> Judicial Court.

**ADV: The New Orleans Advocate: January 24, and 31, 2024**