

**PUBLIC NOTICE**  
**SOQ 22-045**

**Woodlake Estates Drainage Improvements**

**Deadline for Submissions: 3:30 p.m., September 15, 2022**

The Parish of Jefferson, authorized by **Resolution No.140204**, is hereby soliciting the submittal of a Statement of Qualifications (Technical Evaluation Committee (TEC) Questionnaire) from persons or firms interested and qualified to provide professional engineering and supplemental services for Woodlake Estates Drainage Improvements.

**General**

The scope of work associated with this project consists of the construction of a new drainage pump station in Woodlake Estates Subdivision, intake and discharge piping, and incidentals as needed.

The project is expected to require the following supplemental services: surveying, and geotechnical. 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 Requirements for Selection

1. The persons or firms under consideration shall have at least one principal who is a professional engineer who shall be registered as such in Louisiana with a minimum of ten (10) years' experience in the discipline involved. (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 (Civil or Mechanical) 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 a minimum of one 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 the program management services. (Maximum points awarded shall be 35).
- (2) Size of firm considering the number of professional and support personnel required to perform the type of program management tasks, including project evaluation, review of project design, reviewing of technical plans, development of technical specifications and construction administration. (Maximum points awarded shall be 20).
- (3) Capacity for timely completion of the work, considering the factors of type of program management 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 public contracts including any problems with 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 procedures 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 program manager 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 program management tasks.

All persons or firms (including subcontractors) must submit a Statement of Qualifications (TEC Questionnaire) by the deadline. The latest professional services questionnaire may be obtained by contacting 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".

Submissions will only be accepted electronically via Jefferson Parish's e-Procurement site, Central Bidding at [www.centralauctionhouse.com](http://www.centralauctionhouse.com) or [www.jeffparishbids.net](http://www.jeffparishbids.net). Registration is required and free for Jefferson Parish vendors by accessing the following link: [www.centralauctionhouse.com/registration.php](http://www.centralauctionhouse.com/registration.php).

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: August 24, & 31, & September 7, 2022**