

PUBLIC NOTICE

SOQ 23-012

Professional Master Planning Services

The Parish of Jefferson, authorized by **Resolution No. 141563**, is hereby soliciting the submittal of a Statement of Qualifications (General Professional Services Questionnaire) from persons or firms interested and qualified to Provide Professional Master Planning Services within the right-of-way of the lower level of US Highway 90 Business (Westbank Expressway) from Garden Road to Terry Parkway.

Deadline for Submissions: 3:30 p.m., June 23, 2023

General

The lower level of US Highway 90 Business (Westbank Expressway) is a roughly 5.5 mile stretch of State of Louisiana owned right-of-way located within Jefferson Parish's WestBank. The Westbank Expressway is the main east/west corridor for Jefferson Parish's WestBank region. The right-of-way consists of an existing pedestrian path, pedestrian light fixtures, drainage structures and aging landscape features. The existing right-of-way faces many horticultural challenges such as a lack of sunlight, compacted grade and inadequate access to rainwater.

Jefferson Parish is seeking a design firm to provide Master Planning services to explore possible beautification, green infrastructure, recreation and economic opportunities for this existing, underutilized, property.

The Scope of Services may include, but not be limited to, hosting public meetings, providing design work, preparation of conceptual plans and presentation drawings and related supplemental services.

The firms submitting a Statement of Qualifications (General Professional Services Questionnaire) must identify all sub-consultant firms which they expect to use to provide professional services, and submit a Statement of Qualifications (General 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 the final scope and complexity of the work. The Parish reserves the right to determine the method of payment (hourly or fixed) for the assignment.

If appropriate, 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 (1) principal who is a certified planner;
2. The persons or firms under consideration shall have a professional in charge of the Project who is a certified planner with a minimum of five (5) years' experience.

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 Master Planning 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 Master Planning services described, including project evaluation, meetings, project design and presentation drawings. (Maximum points awarded shall be 25).
- (3) Capacity for timely completion of assigned work, considering the factors of current unfinished workload and person or firm's available professional and support personnel. (Maximum points awarded shall be 15).
- (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 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 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) In addition to the Evaluation Committee outlined in Section 2-929 of the Jefferson Parish Code of Ordinances, there shall also be a representative from Council District 1, Council District 2, and Council District 3.
 - (7) 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).
 - (8) Prior successful completion of projects of the type and nature of the Master Planning 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 Evaluation Committee members shall be deemed qualified to perform Master Planning tasks.

The person or firm submitting a Statement of Qualification (General Professional Services) must identify all subcontractors who will assist in providing professional services for the project, in the professional services questionnaire. Each subcontractor shall be required to submit a General Professional Services and all documents and information included in the questionnaire. (Refer to Jefferson Parish Code Ordinance, Section 2-928)

All persons or firms (including subcontractors) must submit a Statement of Qualifications (General Professional Services) 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. 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 or www.jeffparishbids.net. Registration is required and free for Jefferson Parish vendors by accessing the following link: 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, 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.

ADV: The New Orleans Advocate: May 24, & 31, & June 7, & 14, 2023