

PUBLIC NOTICE
SOQ 22-034

Program Management of Water Pipeline Infrastructure Improvements

The Parish of Jefferson, authorized by **Resolution No. 139856**, 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 services for the Program Management of Water Pipeline Infrastructure Improvements for projects located throughout Jefferson Parish.

Deadline for Submissions: August 5, 2022 at 3:30 PM

General

Services will be provided from the pre-design stage through construction closeout, and shall include, but not be limited to, assistance with the development of a list of water pipeline improvement projects along with scopes of work and individual project budgets, assistance with preparation and negotiation of engineering agreements, plan/specification reviews, recommendation for approval of all invoices, scheduling of design work to ensure proper review by all regulatory agencies, review and recommendation for approval of consultant's amendments and construction change orders, coordination with individual project consulting engineers to ensure acquisition of all necessary construction permits and right of way, scheduling of construction work to minimize traffic impacts and to minimize disruption to residents and businesses and preparation of projects status reports for distribution to Administration/Council and the general public.

The persons or firms selected to provide Program Management Services will not be eligible to receive professional engineering services related contracts (as a prime consultant or sub-consultant) associated with this Water Pipeline Infrastructure Improvements Program. In addition, the Program Manager selected under this Public Notice will not be allowed to manage any project associated with this Water Pipeline Infrastructure Improvements Program for which the Program Manager is already under contract for professional engineering services. These projects will be managed by appropriate personnel as determined by Jefferson Parish.

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 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. The firm shall be compensated 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 the latest Attachment "A" may be obtained by calling the Jefferson Parish Department of Capital Projects at (504) 736-6833.

All costs associated with this project shall be subject to Jefferson Parish review and approval. The program management contract shall include a yearly cap based on anticipated efforts required to perform required tasks and as mutually agreed between the Parish and the selected firm.

Minimum Requirements for Selection

1. The persons or firms under consideration for program manager services shall have been in business at least five (5) years in the field or fields of expertise required for this work.
2. 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)
3. The persons or firm(s) under consideration must assign, on a full-time basis, one (1) Program Manager for this work. The Program Manager must be a Registered Professional Civil Engineer in the State of Louisiana with a minimum of ten (10) years of verifiable experience in design, construction and management of water pipeline infrastructure improvement projects. The Program Manager must also have a minimum of five (5) years of verifiable experience in Program Management services pertaining to large infrastructure related projects relating to water utilities. The Program Manager shall be identified in the firm's Statement of Qualifications with proper experience/qualifications. (Section K. "PROFESSIONAL IN CHARGE OF PROJECT:" of TEC Professional Services Questionnaire)
4. The persons or firms under consideration must employ a supporting technical and clerical staff including at least two engineers, in addition to the Program Manager listed above, licensed in the State of Louisiana with a minimum of five (5) years' experience in the discipline involved and familiar with water pipeline infrastructure improvement projects. (Section D. of TEC Professional Services Questionnaire)
5. The persons or firms under consideration must have an established business office located within the New Orleans Metropolitan area or indicate in the Statement of Qualifications that they will establish one explicitly for this work.

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 firms (including sub-consultants) must submit a Statement of Qualifications (Jefferson Parish TEC Questionnaire) by the deadline. Please obtain the latest questionnaire form by contacting the Purchasing Department by telephone at (504) 364-2678 or via the Jefferson Parish website at www.jeffparish.net. Submissions shall be submitted electronically only through Jefferson Parish's e-Procurement site, Central Bidding, at www.jeffparishbids.net or www.centralauctionhouse.com. Registration is required and free for Jefferson Parish vendors.

No submittals will be accepted after the deadline for submissions.

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 24th Judicial Court.

ADV: The New Orleans Advocate: July 6 and 13, 2022