

**REVISED  
PUBLIC NOTICE  
SOQ 22-001**

The Parish of Jefferson is hereby soliciting Statements of Qualifications from persons or firms interested in providing professional Urban Planning services for a fee of \$150,000 or less per assignment.

(Resolution #138557

(Deadline Date: January 19, 2022)

The Parish Council, Planning Advisory Board and Planning Director have the authority to call planning studies related to the parish's physical and economic development or the development standards that implement plans or planning initiatives. These studies generally evaluate the Comprehensive Plan, Unified Development Code, or Comprehensive Zoning Ordinance, the key chapters of the Jefferson Parish Code of Ordinances that guide development. Study topics vary greatly and include migration of existing land development standards into a single Unified Development Code, new regulations to address land uses that emerge with changing market conditions, and both small- and large-scale area studies resulting in zoning and future land use map amendments.

In cooperation with the Jefferson Parish Planning Department, the Consultant will conduct research, including data collection, coordinate and facilitate stakeholder participation, and provide analysis and recommendations for plans for the parish's physical and economic development or studies of the development standards that implement plans or address planning issues. The Consultant will produce drafts of proposed plans or amendments to the Code of Ordinances, meet as needed with Parish staff, and make presentations to the appropriate entities.

The following criteria shall be used to evaluate the Statements of Qualification of the persons or firms submitting:

- (a) Overall qualifications, specifically in relation to the minimum qualifications and criteria outlined in this request (30 points);
- (b) Professional training and experience, both generally and in relation to urban planning (25 points);
- (c) Past and current accomplishments, for which references from clients or former clients and information gathered by inspection of current or recent projects may be considered (15 points);
- (d) Capacity for timely and effective completion of work, taking into consideration professional and support manpower and technological resources (10 points);
- (e) The nature and quantity of work for the Parish or for jurisdictions of similar size previously performed and presently being performed by the proposer (10 points); and
- (f) Past performance by the proposer on public

contracts, including any problems with time delays, cost overruns, and/or other inadequacies in prior projects for which said proposer was held to be at fault, as evidenced by documentation provided by the administration (10 points)

The person or firm submitting a Statement of Qualifications shall have the following **minimum** qualifications:

- (a) At least one (1) person who has at least five (5) years' experience in urban planning; and
- (b) A professional in charge with certification by the American Institute of Certified Planners (AICP).

All individuals must submit a Statement of Qualifications (Jefferson Parish Professional Services Questionnaire (REV. 07/15/15) by clicking on "Business with the Parish" under Business Services, and then clicking on "Prof. Services Questionnaire". Submissions are to be submitted on the eProcurement site at [www.jeffparishbids.net](http://www.jeffparishbids.net) no later than 3:30 P.M. on January 12, 2022.

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 statements will be accepted after the deadline.

Affidavits are not required to be submitted with the Statement of Qualifications (Jefferson Parish 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 24<sup>th</sup> Judicial Court.

(Resolution No. 138557)

Parish Wide

ADV: The New Orleans Advocate: December 15 and 22, 2021

For additional information, please visit the Purchasing Webpage at <http://purchasing.jeffparish.net> or you may call 504-364-2682.