

**PUBLIC NOTICE**  
**SOQ 23-006**

**Design and Construction Administration of a New East Bank  
Jefferson Parish Animal Adoption & Services Facility**

The Parish of Jefferson, authorized by **Resolution No. 141465** 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 architectural and engineering services related to the design and construction administration of a new East Bank Jefferson Parish Animal Adoption & Services Facility.

**Deadline for Submissions: 3:30 p.m., March 30, 2023**

**Back Ground & General Scope:**

Jefferson Protection & Animal Welfare Services, provides for the funding for the design and construction of a 20,000 square foot Animal Adoption & Services Facility to replace the existing facility located at #1 Humane Way Jefferson, LA. The Adoption Center is planned to be located on the approximate three (3) acres owned by Jefferson Protection & Animal Welfare Services.

The new facility will provide pet adoptions, humane pet housing, temporary housing of stray animals, animal transport housing, volunteer opportunities, humane services (animal control), education programs, pet owner counseling services, and a veterinary clinic for the medical services necessary for animals of Jefferson Parish. The approximate three (3) acre site will include all of the site functions required by this facility, plus areas for storage, animal enrichment, outdoor training, and animal exercise areas.

The project is expected to require the following supplemental services: Surveying, Geotechnical Investigation, and if necessary, Resident Inspection.

The firms submitting a Statement of Qualifications (Technical Evaluation Committee (TEC) Questionnaire) must identify all sub-consultant firms which they expect to use to provide professional services, and submit a Statement of Qualifications (Technical Evaluation Committee (TEC) Questionnaire) for each sub-consultant firm. (Refer to Jefferson Parish Code Ordinance, Section 2-928).

**Compensation**

Compensation for the required services will be determined by applying the construction cost estimate (including a 15% contingency), as prepared by the persons or firms and approved by Jefferson Parish, to the compensation calculation of the most current year of the State of Louisiana Facility Planning & Control formula.

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.

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 architect or 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 architect 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 architect or 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 architectural and engineering 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 architectural and engineering tasks, including project evaluation, project design, drafting of technical plans, development of technical specifications and construction administration. (Maximum points awarded shall be 10).
- (3) Capacity for timely completion of newly assigned work, considering the factors of type of architectural and engineering 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 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 Technical Evaluation Committee meeting. (Maximum points awarded shall be 10).
- (5) Location of the principal office. Preference shall be given to persons or firms 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 architectural and 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 architectural or engineering tasks.

All persons or firms (including subcontractors) must submit a Statement of Qualifications (Technical Evaluation Committee (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, 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: March 15 & 22, 2023**