



SOQ No. 23-032

To Provide Routine Engineering Services for Drainage Projects

Submission Deadline: December 8, 2023 at 3:30 PM

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the public notice and Jefferson Parish Code of Ordinances Section 2-926 et seq. All submissions must be received on the Purchasing Department's e-Procurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the SOQ submission deadline date and time. Late submissions will not be accepted.**

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**PUBLIC NOTICE**  
**SOQ 23-032**

**To Provide Routine Engineering Services for Drainage Projects**

The Parish of Jefferson authorized by **Resolution No. 142993** is hereby soliciting Statements of Qualifications (Jefferson Parish Technical Evaluation Committee (TEC) Professional Services Questionnaire) for additional persons or firms interested in providing routine engineering services for **Drainage Projects** in Jefferson Parish, who are not one of the fifty (50) persons or firms approved by Resolution No. 139893, dated June 29, 2022. Routine engineering services are for contracts where the total engineering fee, exclusive of resident inspection services, will not exceed \$500,000.00 per assignment. Firms deemed qualified for this work shall be eligible for award of routine drainage contracts for the remainder of the two-year period.

**Deadline for Submissions: 3:30 p.m., December 8, 2023**

The following criteria will be used to evaluate the statement of the firms submitting:

- 1) Professional training and experience in relation to the type of work required for the routine engineering services - 35 points;
- 2) Size of firm, considering the number of professional and support personnel required to perform the type of routine engineering tasks, including project evaluation, project design, drafting of technical plans, development of technical specifications and construction administration – 10 points;
- 3) Capacity for timely completion of newly assigned work, considering the factors of type of routine engineering task, current unfinished workload, and person or firm's available professional and support personnel - 20 points;
- 4) Past Performance by person or firm on Parish contracts - 10 points (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.)
- 5) Location of the principal office - 15 points (Preference shall be given to persons or firms with a principal business office as follows: (A) Jefferson Parish, including municipalities located within Jefferson Parish (15 Points); (B) Neighboring Parishes of the Greater New Orleans Metropolitan Region, which includes Orleans, Plaquemines, St. Bernard, St. Charles and St. Tammany Parishes (12 Points); (C) Parishes other than the foregoing (10 Points); (D) Outside the State of Louisiana (6 Points).);

- 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 proceedings 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 - 15 points (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.);
- 7) Prior successful completion of projects of the type and nature of routine engineering services, as defined, for which firm has provided verifiable references - 5 points;

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

1. One principal who is a professional engineer who shall be registered as such in Louisiana
2. A professional in charge of the project who is a professional engineer who shall be registered as such in Louisiana with a minimum of five (5) years experience in the disciplines involved
3. One employee who is a professional engineer registered as such in Louisiana in the field or fields of expertise required for the project (A sub-consultant may meet the requirement only if the advertised project involves more than one discipline.)

With regard to the questionnaire, **Principal** means the sole proprietor of the firm, or one who shares an ownership interest with other persons in the firm, including but not limited to, a partner in a partnership, a shareholder in a corporation, or a member of a limited liability corporation.

Each firm's lowest and highest score shall be dropped and not count towards the firm's score. Only those persons or firms receiving an overall cumulative score of at least seventy (70) percent or greater, 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, engineering, surveying, and laboratory and field services tasks.

The estimated fees for this work may vary among different assignments; however, no individual assignment can have a fee exceeding \$500,000.00, exclusive of resident inspection services. There is no limit to the number of assignments that can be awarded to a person or firm.

The person or firm submitting a Statement of Qualification (TEC Professional Services Questionnaire) 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 (TEC Professional Services Questionnaire) 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 ((TEC Professional Services 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: November 8, 15, 22, & 29, 2023**