

## PUBLIC NOTICE

The Parish of Jefferson 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 engineering services related to the design of Dickory Avenue Extension to Jefferson Highway.(Deadline Date 12/26/19)

### General

Specific Scope of Services includes providing professional engineering services related to the design of Dickory Avenue Extension to Jefferson Highway. The approximate limits of the project are along Dickory Avenue from Hickory Ridge Lane to Jefferson Highway. The project is to be designed in accordance with Louisiana DOTD and FHWA applicable standards and will be subject to review and approval by Louisiana DOTD.

Construction Engineering and Inspection services may be provided by DOTD. However, the project may require that the design engineer provide full or limited administration services during construction.

Resident inspection services are not expected to be a part of this project.

The project is expected to require the following supplemental services: Environmental, Surveying, Geotechnical Investigation, and Traffic Engineering.

The 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 design 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 negotiated compensation curve of the 1981 Edition of the Consulting Engineering Guide for the Engagement of Engineering Services (ASCE Manual No. 45).

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 professional civil engineer who shall be registered in the State of Louisiana (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 professional civil engineer who shall be registered as such in Louisiana with a minimum of five (5) years of experience. (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 professional civil 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.) (Section D. of TEC Professional Services Questionnaire).

Principal is defined as 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.

### 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 routine engineering services - 35 points;
- 2) 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;
- 3) Location of the principal office where work will be performed - 15 points. Preference shall be given to persons or firms with a principal business office at which the work will be performed 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).;
- 4) 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.);
- 5) Prior successful completion of projects of the type and nature of routine engineering services, as defined, for which firm has provided verifiable references - 15 points;
- 6) 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;
- 7) 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.

Only those persons or firms receiving an overall cumulative score of at least seventy percent (70%) 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 the engineering tasks required.

All firms must submit a Statement of Qualifications (TEC Questionnaire). Please obtain the latest TEC Questionnaire by calling the Parish Clerk's Office at (504) 364-2626 or using our web address: [jeffparish.net](http://jeffparish.net). Interested firms must submit one (1) original and fourteen (14) copies of this Statement of Qualifications (TEC Questionnaire) to the Jefferson Parish Council, c/o Ms. Eula A. Lopez, Parish

Clerk, General Government Building, 200 Derbigny Street, Suite 6700, Gretna, Louisiana, 70053, no later than 4:30 p.m. on Thursday, December 26, 2019, 2019. No submittals will be accepted after the deadline.

All disputes/protests relating to this procurement must be submitted in writing to the Parish Attorney's Office within 48 hours of the Technical Evaluation Committee meeting.

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 134700