

## 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 Nursery & Poplar and Metairie Court & Poplar Lift Station Rehabilitation. (Revised Deadline Date: 3-19-2020)

### General

The scope of work associated with this project consists of design, bidding and construction administrative services associated with the design of Nursery & Poplar and Metairie Court & Poplar Lift Station Rehabilitation.

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

The firms submitting a Statement of Qualifications (Technical Evaluation Committee 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 Questionnaire) for each sub-consultant firm. (Refer to Jefferson Parish Code Ordinance, Section 2-928).

### Compensation

Compensation for the required design services will be based on a "lump sum" fixed engineering fee. The fixed fee will be based on the percentage shown on the 1981 Consulting engineering guide for the engagement of engineering services (ASCE manual – No. 45) Curve "A" when applied to an estimated construction cost (including a 15% contingency) prepared by the consultant and approved by Jefferson Parish.

Resident Inspection will be a part of the supplemental services and will be based on certified and itemized salary costs times an approved multiplier which shall cover salary, overhead costs, and profit.

Compensation for supplemental services (surveying, geotechnical), shall be in the form of a "lump sum" for each supplemental service, which shall be mutually agreeable to the Parish and to the Consultant.

Fees for professional services required for this project will be established based on negotiations with the Jefferson Parish Department of Capital Projects.

All costs associated with this project shall be subject to Jefferson Parish review and approval.

No work will be authorized until a funding source is identified.

### Minimum Requirements for Selection

1. The persons or firms under consideration shall have at least one (1) principal who is a registered professional engineer in the State of Louisiana.
2. The persons or firms under consideration shall have a professional in charge of the Project who is a registered professional engineer in the State of Louisiana with a minimum of five (5) years' experience.

3. The persons or firms under consideration shall have one (1) employee who is a registered 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.

### Evaluation Criteria

The following criteria shall 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 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 engineering tasks, including project evaluation, project design, drafting of technical plans, development of technical specifications and construction administration. (Maximum points awarded shall be 20).
- (3) Capacity for timely completion of newly assigned work, considering the factors of type of 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 where work will be performed. Preference shall be given to persons or firms with a principal business office at which the work will be performed 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 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. 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 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, of the total possible points for all categories to be assigned by the participating Technical Evaluation Committee members shall be deemed qualified to perform engineering tasks.

All firms (including sub-consultants) must submit a Statement of Qualifications (Jefferson Parish TEC Questionnaire). Please obtain the latest questionnaire

form 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 hard copy, one (1) additional hard copy, and fourteen (14) electronic copies (14 CDs or 14 USB drives) 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, March 19, 2020. No statements will be accepted after the deadline. Resolution 135189