

## PUBLIC NOTICE

The Parish of Jefferson is hereby soliciting a Statement of Qualifications from persons or firms interested in providing professional electrical engineering services for work associated with miscellaneous street lighting projects and other electrical related work, for the Department of Public Works, on an as-needed basis, for a period of two (2) years, with maximum allowable fees of \$300,000.00 per year. (Deadline Date: April 2, 2020)

### General

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

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.

Affidavits **are not required** to be submitted with the Statements of Qualification (TEC Questionnaire) but shall be submitted prior to contract approval.

### Compensation

The cost of these electrical engineering services will be negotiated by the Jefferson Parish Department of Engineering. As determined by the Engineering Department, services will be paid for on a lump sum fee basis or on the basis of the person or firm's certified and itemized salary costs plus a fee to cover overhead cost and profit in accordance with guidelines established in Attachment "A" to the Standard Professional Services Agreement for Jefferson Parish. Copy of Attachment "A" may be obtained by calling the Jefferson Parish Engineering Department at (504) 736-6505.

### Minimum Requirements for Selection

1. one principal who is a professional engineer who shall be registered as such in Louisiana (Section C. of TEC Professional Services Questionnaire)
2. a professional in charge of the project who is a professional electrical engineer who shall be registered as such in Louisiana with a minimum of five (5) years experience in the disciplines involved (Section K. "**PROFESSIONAL IN CHARGE OF PROJECT:**" of TEC Professional Services Questionnaire)
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.) (Section D. of TEC Professional Services Questionnaire)

### Evaluation Criteria

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 electrical engineering services - 35 points.
- 2) Capacity for timely completion of newly assigned work, considering the factors of 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 requiring electrical engineering services for which firm has provided verifiable references - 15 points.

6) Size of firm, considering the number of professional and support personnel required to perform electrical 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.).

The maximum cumulative fee that can be charged for all work on this contract shall not exceed \$300,000 per year unless increased by contract amendment approved by the Jefferson Parish Council.

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. 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, April 2, 2020. No statements will be accepted after the deadline. Resolution 135487

Disputes/protests relating to this procurement must be 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.