

PUBLIC NOTICE

The Parish of Jefferson Parish is hereby soliciting the submittal of a Statement of Qualifications (TEC Professional Questionnaire) from firms interested and qualified to provide professional engineering services for the design and construction contract management of generator transfer switches at four Jefferson Parish gymnasiums. (Deadline Date: 7/10/20)

GENERAL

The specific scope of work includes the design, engineering, preparation of the construction bid materials, and construction contract management for the addition and installation of transfer switches to connect electrical services to existing portable generators at the following four Jefferson Parish Playgrounds: 1) Kings Grant, 2) PARD, 3) Mike Miley, 4) Little Farms.

This project may require the following supplemental Services: surveying, geotechnical and materials testing services.

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

All proposals must include proof of professional liability insurance with combined single limits of one million (\$1,000,000.00) dollars for the entire contract period, per Parish ordinances.

COMPENSATION

The design and construction of this project will be funded with FEMA Funds under a Hazard Mitigation Grant Program. Therefore, the compensation for the required design services will include providing Contract Documents which meet Federal requirements. This compensation will be based on a "lump sum" fixed fee which will be negotiated with the Department of Public Safety Grants and Administration and eventually will have to be reviewed and approved by the funding agency and in accordance with their guidelines.

Compensation for supplemental services 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 and approved by the funding agency and in accordance with their guidelines.

Compensation for resident inspection services (if necessary) shall be made on an hourly basis based on the firm's certified and itemized salary costs plus a fee to cover overhead costs and profit as limited by Jefferson Parish approved rates.

All fee negotiations will be handled by the Jefferson Parish Department of Public Safety Grants and Administration. All costs associated with this project shall be subject to Jefferson Parish review and approval.

MINIMUM REQUIREMENTS FOR SELECTION

The firms 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 electrical 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.)

EVALUATION CRITERIA

The following criteria will be used to evaluate each firm submitting a Statement of Qualifications:

- (A) Professional training and experience, both generally and in relation to the type and magnitude of work required for the project - **30 points**
- (B) The nature, quantity, and value of parish work previously performed and presently being performed by the person and/or firm submitting, with the intent being to provide maximum opportunity for different firms to work for the Parish - **20 points**
- (C) Capacity for timely completion of the work, taking into consideration the person's or firm's current and projected workload and professional and support manpower - **20 points**
- (D) Past performance by the person or firm on public contracts, including any problems with time delays, cost overruns, and incomplete or incorrect appraisals in prior projects for which said person or firm was held to be at fault - **15 points**

- (E) An analysis of any work by the person or firm submitting which resulted in litigation between the public entity and the person or firm performing professional services, including but not limited to ongoing litigation with a public entity or involvement in litigation with a public entity in which the public entity prevailed – **10 points**
- (F) Past and current professional accomplishments, for which references from clients or former clients and information gathered by inspection of current or recent projects may be considered - **5 points**

A current TEC Professional Services Questionnaire must be submitted. A copy of the TEC Professional Questionnaire may be obtained by calling the Purchasing Department at (504) 364-2682 or online at jeffparish.net. The submitting firms must identify all subcontractors who would assist in providing professional services for the project. Each subcontractor must also submit a current TEC Professional Services Questionnaire. Interested firms must submit fourteen (14) copies each of their TEC Professional Services Questionnaire to the Jefferson Parish Purchasing Department C/O Ms. Sidney Duffy, Buyer II,

Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123 Or the General Government Building, 200 Derbigny Street, Suite 4400, Gretna, LA 70053 Or by emailing to: SDuffy@jeffparish.net no later than 4:30 p.m. on July 10, 2020.

No statements will be accepted after the deadline.

Disputes/protests relating to the decisions by the evaluation committee or by the Jefferson Parish Council shall be brought before the 24th Judicial Court.

(Resolution No. _135854 Adopted on 6/03/2020)
Council Districts 2, 3

Note: Please be advised as of November 1, 2020, submittals will be required to be submitted electronically.

In accordance with provisions of the American with Disabilities Act Amendments Act of 2008, as amended, Jefferson Parish shall not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices, or other reasonable accommodation under the ADA Amendments Act, please submit your request to the ADA Coordinator at least forty-eight (48) hours in advance or as soon as practical. A seventy-two (72) hour advanced notice is required to request Certified ASL interpreters.

**ADA Coordinator/Office of Citizens with Disabilities
1221 Elmwood Park Blvd., Suite 210, Jefferson, LA 70123
(504) 736-6086, ADA@jeffparish.net**