

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 services related to a Level of Service Assessment for the Department of Sewerage. (Deadline Date: 1/12/17)

General

The Department of Sewerage has determined that in order to fulfill its mission to provide reliable wastewater service to the people of Jefferson Parish, it will need a Level of Service Assessment that will outline a path forward that provides the Department with adequate financial means to execute capital projects in a timely manner, sustain ongoing operations and maintenance activities, and produce financial results that will allow for continuing access to credit. The proposer is expected to identify the key issues to be resolved, recommend an implementation plan, present the recommendations to the Parish Administration in collaboration with the Department of Sewerage, and be prepared to monitor progress and recommend course corrections over time if necessary.

The Department of Sewerage desires to establish a two-year contract with a qualified consultant to identify, recommend, monitor, and improve on the level of services offered that will provide sufficient financial capacity while addressing affordability and related local concerns. The primary objective is to increase the ability of the Department of Sewerage to issue and sustain new debt proceeds while assessing the level of service currently offered.

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

Compensation

Compensation for the required services will be based on a "lump sum" fixed engineering fee. 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

Firm must be experienced at providing consulting solutions similar in nature and complexity; and meet the following criteria:

1. Demonstrate knowledge of the industry-accepted approaches for Level of Service Assessments on wastewater utilities.
2. Substantial experience in implementing financial solutions for large wastewater agencies.
3. Expertise in measuring wastewater service affordability in large metropolitan areas.
4. Experience presenting complex financial solutions to elected bodies and stakeholders with limited understanding and experience with these issues.

5. Demonstrated sustained success of proposed solutions resulting in increased financial capacity with successful outcomes for other agencies.
6. Ability to provide a minimum of one professional engineer licensed in the State of Louisiana employed by the prime consultant who has a minimum of ten years of experience in wastewater system modeling, design, maintenance, and operations to support the needs of the engagement.

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. (Maximum points awarded shall be 35).
- (2) Size of firm considering the number of professional and support personnel required to perform the type of required tasks. (Maximum points awarded shall be 15).
- (3) Capacity for timely completion of newly assigned work, considering the factors of type of 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.

All firms must submit a Statement of Qualifications (Technical Evaluation Committee (TEC) Questionnaire). Please obtain the latest Technical Evaluation Committee (TEC) Questionnaire, 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 and fourteen (14) copies of this Statement of Qualifications (Technical Evaluation Committee (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, January 12, 2017. No submittals will be accepted after the deadline. Resolution 128410