

## **PUBLIC NOTICE**

The Parish of Jefferson is hereby soliciting a Statement of Qualifications from persons or firms interested in providing professional surveying services for the Department of Public Works on an as-needed basis for a period of two (2) years. (Deadline Date: 1/12/17)

### General

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).

### Compensation

The cost of these surveying 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 land surveyor, who shall be registered as such in Louisiana.
2. a professional in charge of the project who is a professional land surveyor, who shall be registered as such in Louisiana, with a minimum of five (5) years of experience in the disciplines involved.
3. one employee who is a professional land surveyor, who shall be 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 the statement of the firms submitting:

- 1) Professional training and experience in relation to the type of work required for surveying services - 35 points.
- 2) Size of firm, considering the number of professional and support personnel required to perform surveying tasks, including drafting of survey plans – 10 points.
- 3) 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.
- 4) 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.)
- 5) 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).).

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 - 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.).

7) Prior successful completion of projects requiring surveying services for which firm has provided verifiable references - 15 points.

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 Professional Services 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 and fourteen (14) copies of their submittals to the Jefferson Parish Council, c/o Eula Lopez, Parish Clerk, General Government Building, 200 Derbigny Street, Suite 6700, Gretna, LA 70053 no later than 4:30 p.m. on Thursday, January 12, 2017. No statements will be accepted after the deadline. Resolution 128409