

PUBLIC NOTICE

The Parish of Jefferson is hereby soliciting Statements of Qualifications from persons or firms interested in being placed on a Supplemental List to provide routine engineering services for **Sewer Projects** in Jefferson Parish. Routine engineering services are for contracts where the total engineering fee, exclusive of resident inspection services, will not exceed \$300,000.00 per assignment. Persons or firms deemed qualified for this work shall be eligible for award of routine engineering services contracts for Sewer projects until July 27, 2017. (Deadline Date: 1/5/17)

The forty-three (43) persons or firms currently on the Sewer list approved by Council Resolution No. 127388, dated July 27, 2016 should not respond to this advertisement, which is for the sole purpose of creating a Supplemental List of persons or firms that were unable to submit in time to make the first list.

The following criteria will be used to evaluate the statements submitted:

- 1) Professional training and experience in relation to the type of work required for the routine engineering services - 35 points;
- 2) Size of firm, considering the number of professional and support personnel required to perform the type of routine engineering tasks, including project evaluation, project design, drafting of technical plans, development of technical specifications and construction administration – 10 points;
- 3) Capacity for timely completion of newly assigned work, considering the factors of type of routine engineering task, 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 of the type and nature of routine engineering services, as defined, for which firm has provided verifiable references - 15 points.

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

The person or firm 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 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.)

The estimated fees for this work may vary among different assignments; however, no individual assignment can have a fee exceeding \$300,000.00, exclusive of resident inspection services. There is no limit to the number of assignments that can be awarded to a person or firm.

All firms (including sub-consultants) must submit a Statement of Qualifications (Jefferson Parish TEC Professional Services Questionnaire). Please obtain the latest Questionnaire by calling the office of the Parish Clerk at (504) 364-2626 or using our web address: jeffparish.net. Interested persons or firms must send 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 5, 2017. No Statements will be accepted after the deadline. Resolution 128399