

ARCHITECTURAL SERVICES WANTED

Applications for ARCHITECTURAL Services for the following projects will be accepted until **2:00 p.m., Tuesday, November 04, 2025.**

(Your attention is called to the 2:00 p.m. deadline -- exceptions **WILL NOT** be made). Applications shall be submitted on the standard LSB - 1 (September 2019 edition) only, with no additional pages attached. Please be sure to use an up-to-date copy of the form. These forms are available at the Office of Facility Planning and Control and on the Selection Board page of the Facility Planning & Control website at <https://www.doa.la.gov/doa/fpc/selection-boards/>. Do not attach any additional pages to this application. **Applications with attachments in addition to the pre-numbered sheets or otherwise not following this format will be discarded.** One fully completed signed copy of each application shall be submitted. The copy may be printed and mailed or printed and delivered or scanned in PDF format and e-mailed. Printed submittals shall not be bound or stapled. E-mailed PDF copies, as well as printed copies, shall be received by Facility Planning & Control within the deadline stated above. The date and time the e-mail is received in the Microsoft Outlook Inbox at Facility Planning & Control shall govern compliance with the deadline for e-mailed applications. Timely delivery by whatever means is strictly the responsibility of the applicant. By e-mailing an application the applicant assumes full responsibility for timely electronic delivery. **DO NOT** submit both printed and e-mail copies. Any application submitted by both means will be discarded.

1. Elevator Replacement, Administration Offices Building and Annex Building, Louisiana Workforce Commission, Baton Rouge, Louisiana, Project No. 01-107-24-03, F.01004728.

This project consists of the replacement of four existing elevators at two Louisiana Workforce Commission Headquarters Buildings. Each building currently has two Montgomery elevators, with the Administration Office Building comprising of two traction pull-cable elevators, original to the building and installed in 1960s, and the Annex Building comprising of two hydraulic elevators, also original to the building and installed in 1980s. The scope includes, but is not limited to, the replacement of all four existing malfunctioning elevators with new ones. The project also includes repair of shaft walls, whether existing or caused during construction, necessary modifications to the equipment rooms, any necessary fire alarm modifications pertaining to the elevator replacements and addressing a reported oil leak in the Annex elevator 2 shaft. The project must comply with the American with Disabilities standards. The Designer shall retain an accredited LDEQ Asbestos Inspector to complete an inspection of all suspect building materials that will be removed/impacted by this project as a reimbursable expense. If any materials are found to contain asbestos, the Designer shall provide, as part of their basic services, an accredited LDEQ Asbestos Designer to design the asbestos abatement specifications. If asbestos air monitoring will be required during abatement activities, the Designer will obtain an air-monitoring firm as a reimbursable expense. The Designer will survey the site for other hazardous materials and include in the specifications. If lead-based paint or mold inspections are required, these will be provided as a reimbursable expense. If any materials are found to contain lead-based paint or mold, the Designer shall provide, as part of their basic services, an industrial hygienist to design the abatement specifications. This project will require the services of an owner contracted third-party Commissioning Agent. The Designer will be required to coordinate with this separately contracted party and the participation and oversight of the third-party Commissioning Agent is to be expected in all phases of the project. The Designer shall prepare and submit all required drawings to Facility Planning & Control in AutoCAD and hard copy. Drawings shall follow the format specified in the "Instructions to Designers for AutoCAD Drawings Submittal". The available funds for construction (AFC) are approximately **\$1,250,000.00** with a fee of approximately **\$99,377.00**. Contract design time is **250** consecutive calendar days; including **83** days review time. Thereafter, liquidated damages in the amount of **\$125.00** per day will be assessed. Further information is available from **June Tran, Facility Planning & Control, june.tran@la.gov, (225) 342-2069.**

2. ADA Upgrades and Drainage Improvements, Louisiana Political Museum & Hall of Fame, Office of State Museum, Winnfield, Louisiana, Project No. 01-107-24-03, F.01004707.

This project consists of the reconfiguration of existing paving at the Louisiana Political Museum & Hall of Fame in Winnfield to improve ADA accessibility and site drainage. In addition, the project will provide new accessible restrooms and install covered pathways, as needed, to ensure protected, accessible connections between buildings. The Design will include all investigative site surveys as necessary including, but not limited to, topographic, geotechnical, survey, drainage and other investigations as required. Investigative services may be authorized as an increase to the Designer's fee. Design and construction will take into account that the building will remain occupied for the duration of the project with protection of the occupants to be of the utmost importance. The Designer shall retain an accredited LDEQ Asbestos Inspector to complete an inspection of all suspect building materials that will be removed/impacted by this project as a reimbursable expense. If any materials are found to contain asbestos, the Designer shall provide, as part of their basic services, an accredited LDEQ Asbestos Designer to design the asbestos abatement specifications. If asbestos air monitoring will be required during abatement activities, the Designer will obtain an air-monitoring firm as a reimbursable expense. The Designer will survey the site for other hazardous materials and include them in the specifications. If lead-based paint or mold inspections are required, these will be provided as a reimbursable expense. If any materials are found to contain lead-based paint or mold, the Designer shall provide, as part of their basic services, an industrial hygienist to design the abatement specifications. Design services shall be limited to the Program Completion through the Construction Documents Approval phases (60% of basic services) according to the Louisiana Capital Improvement Projects Procedure Manual for Design and Construction, 2020 Edition. The fee and design time have been adjusted to account for this. At the Owner's option, the design contract may be amended to include the additional phases of basic design services with the corresponding fee and design time adjustment. The Designer shall prepare and submit all required drawings to CRT in AutoCAD and hard copy. Drawings shall follow the format specified in the "Instructions to Designers for AutoCAD Drawings Submittal". The available funds for construction (AFC) are approximately **\$950,000.00** with a fee of approximately **\$51,112.00**. Contract design time is **225** consecutive calendar days; including **75** days review time. Thereafter, liquidated damages in the amount of **\$125.00** per day will be assessed. Further information is available from **Scott Treadaway, CRT, streadaway@crt.la.gov, (225) 276-0418**.

GENERAL REQUIREMENTS APPLICABLE TO ALL PROJECTS:

Applicants are advised that design time ends when the Documents are "complete, coordinated and **ready for bid**" as stated in to Article 3.3.1 (4) of the Capital Improvements Projects Procedure Manual for Design and Construction. Documents will be considered to be "complete, coordinated and ready for bid" only if the advertisement for bid can be issued with no further corrections to the Documents. Design time will not necessarily end at the receipt of the initial Construction Documents Phase submittal by Facility Planning and Control. Any re-submittals required to complete the documents will be included in the design time.

In addition to the statutory requirements, professional liability insurance covering the work involved will be required in an amount specified in the following schedule. This will be required at the time the Designer's contract is signed. Proof of coverage will be required at that time.

SCHEDULE

LIMITS OF PROFESSIONAL LIABILITY

<u>Construction Cost</u>	<u>Limit of Liability</u>
\$0 to \$10,000,000	\$1,000,000
\$10,000,001 to \$20,000,000	\$1,500,000
\$20,000,001 to \$50,000,000	\$3,000,000
Over \$50,000,000	To be determined by Owner

Applicant firms should be familiar with the above stated requirements prior to application. The firm(s) selected for the project(s) will be required to sign the State's standard Contract Between Owner and Designer. When these projects are financed either partially or entirely with Bonds, the award of the contract is contingent upon the sale of bonds or the issuance of a line of credit by the State Bond Commission. The State shall incur no obligation to the Designer until the Contract Between Owner and Designer is fully executed.

Firms will be expected to have all the expertise necessary to provide all architectural services required by the Louisiana Capital Improvement Projects Procedure Manual for Design and Construction for the projects for which they are applying. Unless indicated otherwise in the project description, there will be no additional fee for consultants.

Facility Planning and Control is a participant in the Small Entrepreneurship Program (the Hudson Initiative) and applicants are encouraged to consider participation. Information is available from the Office of Facility Planning and Control or on its website at <https://www.doa.la.gov/doa/fpc/>.

Applications shall be delivered or mailed or emailed to:

LOUISIANA ARCHITECTURAL SELECTION BOARD
c/o FACILITY PLANNING AND CONTROL

E-Mail:

selection.board@la.gov

Mail:

Post Office Box 94095

Baton Rouge, LA 70804-9095

Deliver:

1201 North Third Street

Claiborne Office Building

Seventh Floor, Suite 7-160

Baton Rouge, LA 70802

Use this e-mail address for applications only. Do not send any other communications to this address.

The meeting date for the Louisiana Architectural Selection Board is **Wednesday, November 19, 2025 at 10:00 AM** in room **1-100 Louisiana Purchase Room** of the Claiborne Building, 1201 North Third Street, Baton Rouge, LA 70802.

If you have a disability and would like to request an accommodation in order to participate in this meeting, please contact Christina Cardona at Christina.Cardona@la.gov or (225) 342-6060 as soon as possible but no later than 48 hours before the scheduled meeting.