



SOQ No. 22-024

**Architectural and Engineering Design Services for the EAT Fat City Center, a Community Campus for Entrepreneurship, Art, & Technology**

**Submission Deadline: June 2, 2022 at 3:30 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the public notice and Jefferson Parish Code of Ordinances Section 2-926 et seq. All submissions must be received on the Purchasing Department's e-Procurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the SOQ submission deadline date and time. Late submissions will not be accepted.**

**Jefferson Parish Purchasing Department  
General Government Building  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053  
Buyer Name: Melissa Ovalle  
Buyer Email: [MOvalle@jeffparish.net](mailto:MOvalle@jeffparish.net)  
Buyer Phone: 504-364-2687**

**PUBLIC NOTICE  
SOQ NO. 22-024**

**Architectural and Engineering Design Services for the EAT Fat City Center, a  
Community Campus for Entrepreneurship, Art, & Technology**

The Parish of Jefferson, authorized by **Resolution No. 139667**, is hereby soliciting the submittal of a Statement of Qualifications [Technical Evaluation Committee (TEC) Questionnaire] from person(s) or firm(s) interested and qualified to provide professional architectural and engineering services related to the design and construction of the EAT Fat City Center, a community campus for entrepreneurship, art, & technology and its associated transportation hub/parking garage. (Council District 5)

**DEADLINE FOR SUBMISSIONS: 3:30 p.m., June 2, 2022**

**General Information and Project Background**

Jefferson Parish drives economic growth across Greater New Orleans and the State of Louisiana, serving as the logistical hub of the ten-parish region and home to one of the fastest growing airports in the United States with strategic access to major highways, railways, and waterways, including the Mississippi River. To foster its ongoing success, it would be beneficial for unincorporated Jefferson Parish to improve Fat City as its “city center”— an urban community that is its social, economic, and cultural core, stimulating the creative economy, offering urban living, attracting new residents, incubating start-ups, and growing business.

To this end, Jefferson Parish has developed a vision for the EAT Fat City Center, a campus of activity that facilitates the respective advancement and positive interaction of various agencies, offices, organizations, community leaders, industry experts, and the public-at-large across numerous fields and disciplines, especially in relation to: Entrepreneurship, Art, and Technology.

It is anticipated that the EAT Fat City Center will link together an array of public and private entities, increasing their proximity to people who need their services most. Whether someone is starting a business, looking for workers, seeking job training, or looking for a new career path, the EAT Fat City Center will act as a one-stop resource center for economic development.

Planned partners include: a technology library & makerspace, a workforce development office, an east bank satellite office for the Jefferson Parish Economic Development Commission (JEDCO), an office for the Metairie Business Development District (MBDD), a business incubator space, a co-working space, hot desk space, offices for local business organizations and associations, a transportation hub/public parking garage, and various shared amenities, including an ample amount of flexible meeting rooms to accommodate the region’s fluctuating business and community needs. Additionally, community leaders have expressed an interest in partnering to further expand the arts offerings within the EAT Fat City Center campus, especially with respect to digital, technological, visual, performing, and collaborative arts.

It is further planned that the EAT Fat City Center building will relate to an adjacent, to-be-designed outdoor recreational park, thereby allowing the two sites to be thoughtfully integrated and to collectively serve as a cohesive campus for shared hosting of community events and festivals. The current total campus footprint for the structures is approximately 49,000 sq. ft., adjacent to an additional outdoor park space of approximately 32,000 sq. ft. The anticipated size of the EAT Fat City Center building is 35,000–40,000 sq. ft.

The EAT Fat City Center will also include a structured parking garage/transportation hub with a target size of approximately 250 parking spaces. This structure may or may not be connected to the aforementioned EAT Fat City Center building. The structured parking will meet a core need to support the redevelopment of the neighborhood.

These square footage approximations for the building structures and park may be adjusted to enlarge the park/building footprint by potentially relocating the transportation hub/parking garage onto a separate nearby site so as to better serve both the EAT Fat City Center as well as the surrounding Fat City neighborhood.

Due to the unique, multidisciplinary nature of the EAT Fat City Center, Jefferson Parish is seeking a Statement of Qualifications from person(s) or firm(s) interested in and qualified to provide architectural and engineering services for the design and construction of the EAT Fat City Center. The proposed building may consider some or all of the following design goals (the "Design Criteria"):

- Access to light and air;
- Communal spaces and opportunities for cross-program interactions;
- A clear sense of materiality;
- A strong façade and street presence;
- Thoughtful integration of parking;
- Carefully siting and coordination with park design;
- Flexibility for use to change over time;
- Thematic integration toward promoting Entrepreneurship, Arts, & Technology;
- Efficient layout and compact core(s);
- Efficient construction (esp. structure and envelope);
- Integration of passive solar, daylighting, and environmental strategies; and
- Low operating and maintenance costs.

The EAT Fat City Center will be the first development in a renewed Fat City. It shall be a trendsetter and a trailblazer; and it must embrace the community and draw residents to the area, especially with respect to entrepreneurship, arts, & technology. The design should respond to this great responsibility to create a building/campus that is sophisticated, of its place, layered, well-detailed, comfortable to occupy, and efficient to operate.

The project is expected to include the following supplemental services:

- Structural Engineering;
- MEP Engineering;
- Civil Engineering; and
- Landscape Architecture.

Additionally, the project may include the following supplemental services:

- Surveying Services; and
- Geotechnical Engineering Services.

The person(s) or firm(s) submitting a Statement of Qualifications (TEC Questionnaire) must identify all sub-consultant person(s) or firm(s) which they expect to use to provide professional services, and submit a Statement of Qualifications (TEC Questionnaire) for each sub-consultant person or firm. (Refer to Jefferson Parish Code Ordinance, Section 2-928).

It is further anticipated that the project may involve a construction management at risk (CMAR) delivery method. In this delivery method, a construction manager will be selected early in the design phase and will work in a design-assist role. The architect and its consultants shall coordinate with the CMAR throughout the design process to help ensure quality, budget conformance, and constructability.

### Preliminary Project Schedule

The anticipated schedule for overall delivery of the Project is as follows. Jefferson Parish reserves the right to modify this schedule if it is in the best interest of the Parish and Project:

Selection/Contracting of A/E Team.....	June 2022
Commencement of Design Services.....	July 2022
Acceptance of Guaranteed Maximum Price (GMP).....	December 2022
Commencement of Construction Phase Services.....	January 2023
Substantial Completion.....	March 2024

### Preliminary Project Budget

The preliminary estimated construction cost budget for the Project is fifteen million dollars (\$15,000,000.00).

### Compensation

Compensation for the required design services will be made on an hourly rate basis or a fixed fee basis, or a combination of both, depending on scope and complexity of the work. The Parish reserves the right to determine the method of payment (hourly or fixed) for each individual assignment.

For hourly rate work, the person(s) or firm(s) shall be compensated by the appropriate Jefferson Parish Department on the basis of their certified and itemized salary costs plus a fee to cover overhead costs and profit in accordance with guidelines established in Attachment “A” to the Standard Professional Services Agreement for Jefferson Parish. A copy of Attachment “A” may be obtained by calling the Jefferson Parish Department of Capital Projects at (504) 736-6833.

For fixed fee work, the fee shall be negotiated with the person(s) or firm(s) by the Jefferson Parish Dept. of Capital Projects and shall be mutually agreeable to both parties.

Compensation for supplemental services, if required, shall be in the form of a “lump sum” for each supplemental service, which shall be mutually agreeable to the Parish and the Consultant.

All costs associated with this project shall be subject to Jefferson Parish review and approval.

### Minimum Requirements for Selection

1. The person(s) or firm(s) under consideration shall have at least one (1) principal who is a licensed, registered architect or professional engineer in the State of Louisiana (Section C. of TEC Professional Services Questionnaire);
2. The person(s) or firm(s) under consideration shall have a professional in charge of the Project who is a licensed, registered architect in the State of Louisiana with a minimum of five (5) years’ experience (Section K. “**PROFESSIONAL IN CHARGE OF PROJECT:**” of TEC Professional Services Questionnaire);
3. The person(s) or firm(s) under consideration shall have one (1) employee who is a licensed, registered architect or professional engineer in the State of Louisiana in the applicable discipline involved. A subcontractor may meet this requirement only if the advertised Project involves more than one discipline (Section D. of TEC Professional Services Questionnaire)
4. The person(s) or firm(s) under consideration must have an established business office located within the New Orleans–Metairie metropolitan statistical area or indicate in the Statement of Qualifications that they will establish one explicitly for this work; and

5. The person(s) or firm(s) under consideration must be qualified to provide or include the following sub-consultants:
  - structural engineer;
  - MEP engineer;
  - landscape designer; and
  - civil engineer.

#### Evaluation Criteria

1. Professional training and experience, both generally and in relation to the type and magnitude of work required for the particular project (10 points);
2. The nature, quantity, and value of work previously performed and presently being performed by the person(s) or firm(s) submitting (10 points);
3. Past and current accomplishments, for which references from clients or former clients and information gathered by inspection of current or recent projects may be considered (10 points);
4. Past performance by the person(s) or firm(s) on public contracts including any problems with time delays, cost overruns, and/or design inadequacies in prior projects for which said person(s) or firm(s) were held to be at fault, as evidenced by documentation provided by the administration (10 points);
5. Demonstrated expertise and/or experience in programming complex and innovative buildings, with additional consideration given to any such programming involving libraries, educational buildings, conference/event/meeting spaces, multi-tenant commercial buildings, parks, and/or multi-site campus developments (10 points);
6. Demonstrated expertise and/or experience in designing and providing design services for libraries, educational buildings, commercial buildings, parking garages, and/or conference/event/meeting spaces (15 points);
7. A narrative by the person(s) or firm(s) submitting demonstrating an understanding of the project and an alignment with Jefferson Parish's vision for the project (15 points);
8. Proposed project schedule to provide full design services from concept and programming through construction administration; and capacity for timely completion of the work, taking into consideration the current/projected workload and professional/support manpower (10 points); and
9. Additional Considerations: an additional skill, resource, or area of expertise which makes this person(s) or firm(s) uniquely qualified to deliver a high level of service and/or meet the project requirements (10 points).

Only the person(s) or firm(s) receiving an overall cumulative score of at least seventy percent (70%) or greater, with their highest and lowest score not counted, of the total possible points for all categories to be assigned by the participating Technical Evaluation Committee members shall be deemed qualified to perform professional services tasks.

#### Additional Requirements and Submission Guidelines

All persons and firms must submit a Statement of Qualifications (TEC) Questionnaire and must identify all sub-consultant persons and firms which they expect to use to provide professional services, and submit a Statement of Qualifications (TEC Questionnaire) for each sub-consultant person or firm. (Refer to Jefferson Parish Code Ordinance, Section 2-928).

All persons and firms (including sub-consultants) must submit a Statement of Qualifications (TEC Questionnaire) by the deadline. Please obtain the latest questionnaire form by contacting the Purchasing Department by telephone at (504) 364-2678 or via the Jefferson Parish website at [www.jeffparish.net](http://www.jeffparish.net).

Submissions shall only be submitted electronically via Jefferson Parish's E-Procurement site, Central Bidding at: [www.jeffparishbids.net](http://www.jeffparishbids.net) or [www.centralauctionhouse.com](http://www.centralauctionhouse.com). All vendors will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free at: [www.centralauctionhouse.com/registration.php](http://www.centralauctionhouse.com/registration.php).

No submittals will be accepted after the deadline of **3:30 p.m. on June 2, 2022**.

Affidavits are not required to be submitted with the Statement of Qualifications (TEC Questionnaire) but shall be submitted prior to contract approval.

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

**ADV: The New Orleans Advocate: May 18, and 25, 2022**

## **Technical Evaluation Committee (TEC) Questionnaire**

### **Instructions**

- The Technical Evaluation Committee (TEC) Questionnaire shall be used for professional services related to architecture, engineering, or survey projects.
- **The TEC Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the TEC Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

## TEC Professional Services Questionnaire

**A. Project Name and Advertisement Resolution Number:**

**B. Firm Name & Address:**

**C. Name, title and contact information of Principal, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, who is a registered, licensed architect, professional engineer, or surveyor in the State of Louisiana:**

**D. Name and contact information of employee who is a registered and licensed architect, professional engineer, or surveyor in the State of Louisiana in the applicable discipline. A subcontractor may be substituted here only if the advertised Project requires more than one discipline.**

**E. Please provide the number of employees whose primary function corresponds with each category:**

<input type="checkbox"/> Administrative	<input type="checkbox"/> Estimators	<input type="checkbox"/> Specification Writers
<input type="checkbox"/> Architects (Licensed)	<input type="checkbox"/> Geologists	<input type="checkbox"/> Structural Engineers
<input type="checkbox"/> Chemical Engineers	<input type="checkbox"/> Geotechnical Engineers	<input type="checkbox"/> Graduate Engineers
<input type="checkbox"/> Civil Engineers	<input type="checkbox"/> Interior Designers	<input type="checkbox"/> Project Managers
<input type="checkbox"/> Construction Inspectors	<input type="checkbox"/> Landscape Architects	<input type="checkbox"/> Clerical
<input type="checkbox"/> Ecologists	<input type="checkbox"/> Land Surveyor	<input type="checkbox"/> Grant/Funding Specialist
<input type="checkbox"/> Electrical Engineers	<input type="checkbox"/> Mechanical Engineers	<input type="checkbox"/> Sanitary Engineers
<input type="checkbox"/> Engineer Intern	<input type="checkbox"/> Environmental Engineers	
<input type="checkbox"/> Professional Land Surveyors		<input type="checkbox"/> <b>TOTAL</b>

**F. Is this submittal by a JOINT-VENTURE? Please check: YES \_\_\_\_\_ NO \_\_\_\_\_**

**If marked "No" skip to Section I. If marked "yes" complete Sections G-H.**



**TEC Professional Services Questionnaire**

**G. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.**

1.

2.

**H. Has this JOINT-VENTURE previously worked together? Please check:  
YES \_\_\_\_\_ NO \_\_\_\_\_**

**I. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.**

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1.		
2.		
3.		

**J. Please specify the total number of support personnel that may assist in the completion of this Project:**

\_\_\_\_\_

**TEC Professional Services Questionnaire**

**K. List the professional in charge, key persons, specialists, and individual consultants anticipated for this Project and provide their relevant information below. If necessary, please attach additional documentation (i.e. resume) that demonstrates the employment history and experience of the Firm's key persons that may assist in the completion of this Project. Please attach additional pages if necessary.**

**PROFESSIONAL IN CHARGE OF PROJECT:**

**Name & Title:**

**Project Assignment:**

**Name of Firm with which associated:**

**Years' experience with this Firm:**

**Education: Degree(s)/Year/Specialization:**

**Active registration: Year first registered/discipline:**

**Other experience and qualifications relevant to the proposed Project:**

**TEC Professional Services Questionnaire**

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>
<b>Name &amp; Title:</b>
<b>Project Assignment:</b>
<b>Name of Firm with which associated:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Active registration: Year first registered/discipline:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

**TEC Professional Services Questionnaire**

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>
<b>Name &amp; Title:</b>
<b>Project Assignment:</b>
<b>Name of Firm with which associated:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Active registration: Year first registered/discipline:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

**TEC Professional Services Questionnaire**

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>
<b>Name &amp; Title:</b>
<b>Project Assignment:</b>
<b>Name of Firm with which associated:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Active registration: Year first registered/discipline:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

**TEC Professional Services Questionnaire**

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>
<b>Name &amp; Title:</b>
<b>Project Assignment:</b>
<b>Name of Firm with which associated:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Active registration: Year first registered/discipline:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

**TEC Professional Services Questionnaire**

**L. Work by Firm or Joint-Venture members which best illustrates current qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.**

**PROJECT NO. 1**

<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

**PROJECT NO. 2**

<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

**TEC Professional Services Questionnaire**

<b>PROJECT NO. 3</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility</b>	
<b>Completion Date (Actual or estimated)</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

<b>PROJECT NO. 4</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>



**TEC Professional Services Questionnaire**

<b>PROJECT NO. 5</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

<b>PROJECT NO. 6</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

**TEC Professional Services Questionnaire**

<b>PROJECT NO. 7</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

<b>PROJECT NO. 8</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

**TEC Professional Services Questionnaire**

<b>PROJECT NO. 9</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

<b>PROJECT NO. 10</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

**TEC Professional Services Questionnaire**

**M. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.**

<b>Parties:</b>		<b>Status/Result of Case:</b>
<b>Plaintiff:</b>	<b>Defendant:</b>	
1.		
2.		
3.		
4.		

**N. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.**



**O. To the best of my knowledge, the foregoing is an accurate statement of facts.**

**Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

ATTACHMENT "A" TO THE STANDARD PROFESSIONAL  
SERVICES AGREEMENT FOR JEFFERSON PARISH  
(Amended per Ord. No. 21593. dated June 5, 2002)

This attachment shall be a part of all professional service agreements for engineering and architectural services in Jefferson Parish.

The Statewide "DOTD Average Salary Rate" document [average rate plus one (1) standard deviation], hereinafter referred to as "DOTD Document", is to be used for establishing Maximum Direct Hourly Rate, Maximum Payable Hourly Rate, maximum overhead rate and, indirectly, the maximum multiplier for each new professional services agreement, using the then current official publication of the "DOTD Document".

For all hourly rate services, including supplementary services, where payments are made on the basis of hourly rates, the **ENGINEER/ARCHITECT**, hereinafter **ENGINEER**, shall be paid on the basis of their certified and itemized direct salary costs (Direct Hourly Rates) times a **multiplier** to determine Payable Hourly Rates, which shall cover direct salary, overhead and 15% profit.

The **multiplier** shall be established from the overhead rate resulting from an audit of the **ENGINEER** performed by a Federal or State agency, or from an audit performed by a Certified Public Accountant (CPA) hired by the **ENGINEER**, provided the CPA certifies that their audit complies with the latest applicable FAR's and CFR's. In the event a satisfactory audit is not provided, the multiplier shall be 2.3.

The **DIRECTOR** shall have the right to require the **ENGINEER** to provide sufficient documentation to support the approved multiplier.

In no case shall the overhead rate utilized to determine the multiplier be greater than the applicable overhead rate shown on the then current official publication of the "DOTD Document".

In no case shall the Direct Hourly Rate and Payable Hourly Rate used to pay for professional services exceed the Maximum Direct Hourly Rate and Maximum Payable Hourly Rate shown herein that have been derived from the then current official publication of the "DOTD Document".

For this agreement, the approved multiplier shall be established at the time the services are required.

The rates payable to sub-consultants shall be governed by the same regulations as those for the **ENGINEER**, with an overhead rate and multiplier established for each sub-consultant.

If a Personnel Classification required for a Parish project is not included in the "DOTD Document", the Parish Administration shall establish a new Personnel Classification and appropriate maximum direct and payable hourly rates, which would be consistent with personnel categories of similar expertise found within the "DOTD Document", and include herein.

Once contract fees are negotiated using the "DOTD Document" in effect at the time of negotiation, those fees will be unaffected by subsequent versions of the "DOTD Document", except that the rates for Resident Inspection services will be those in the "DOTD Document" in effect at the time those services begin. The rates in effect for this contract are included herein.

The **ENGINEER** shall be reimbursed for costs incurred by sub-consultants at the rate of 1.10 times the actual invoices of sub-consultants, up to a total amount of \$200,000.00. Thereafter, the rate shall be reduced to 1.05.

The **ENGINEER** shall be reimbursed for other direct costs charged to the project at a rate not to exceed 1.10 times the direct expenses. No reimbursement will be made without satisfactory documentation. The **DIRECTOR** reserves the right to have the **ENGINEER** provide proof that direct expenses charged to the project are not included in **ENGINEER'S** overhead.

The **ENGINEER** shall be reimbursed for actual mileage expenses incurred while performing work directly related to this contract; however, the reimbursement rate shall not exceed the Jefferson Parish mileage rate in effect at that time.

On all contracts for which the Council has selected two or more consultants to share the work, the Council shall specify the prime, or lead, consultant, and this consultant shall perform a larger percentage of the basic design services than any of the sub-consultants, but in no case shall the prime, or lead, consultant perform less than forty (40) percent of the basic design services.

The MAXIMUM DIRECT HOURLY RATE and MAXIMUM PAYABLE HOURLY RATE for each Personnel Classification shall not exceed the rates in the following chart, regardless of the audited overhead rate of the **ENGINEER**. These rates will also apply to firms incorporated out of State.

The MAXIMUM DIRECT HOURLY RATES shown below are equivalent to the Statewide DOTD Average Salary Rates, plus one (1) standard deviation, which were current at the time fees for this agreement were negotiated.

The MAXIMUM PAYABLE HOURLY RATES shown below are a product of the appropriate Maximum Multiplier (field or non-field) and the MAXIMUM DIRECT HOURLY RATE.

<u>PERSONNEL CLASSIFICATION</u>	<u>MAXIMUM DIRECT HOURLY RATE (\$)</u> (*)	<u>MAXIMUM PAYABLE HOURLY RATE (\$)</u>
Accountant/Business Mgr	39.79	134.78
Abstractor/Appraiser	72.95	247.11
Archaeologist	29.34	99.39
Archaeologist Technician	17.09	57.89
Architect	56.88	192.68
Biologist/Wetland Ecologist	38.63	130.86
CADD Drafter	29.62	100.33
CADD Technician	36.18	122.56
Chainman/Rodman	14.89	36.82
3-Man Survey Crew	63.27	156.44
4-Man Survey Crew	78.16	193.25
Clerical/Administrative	27.73	93.93
Computer Analyst	52.43	177.60
Driller	33.36	82.48
Economist	73.47	248.87
Engineer	58.63	198.60
Environmental Manager	61.17	207.21
Environmental Pro	60.46	204.80
Geologist	53.99	182.89
Historian	29.72	100.67
Inspector	35.97	88.94
Instrument Man	19.65	48.58
Labor	21.74	53.75
Land Surveyor	56.13	138.78
Landscape Architect	49.90	169.03
Party Chief (Survey)	28.73	71.03
Planner	60.11	203.62
Pre-Professional	40.67	137.77
Principal	101.04	342.26
Program Manager	78.05	264.39
Senior Architect	75.72	256.49
Senior Landscape Architect	66.43	225.02
Senior Technician	49.50	167.68
Supervisor-Engineer	78.05	264.39
Supervisor-Other	72.54	245.72
Technician	30.20	102.30

Average Overhead Rate (%) (\*) 194.56.....Maximum Multiplier (non-field) = 3.3874  
 Field Overhead Rate (%) (\*) 115.00.....Maximum Multiplier (field) = 2.4725

(\*) = Statewide DOTD Average Salary/Overhead Rate plus one (1) standard deviation obtained from document dated August 1, 2016.

## **Statement of Qualifications Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

*Instruction sheet may be omitted when submitting the affidavit*

**Statement of Qualifications**

**AFFIDAVIT**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized \_\_\_\_\_ of \_\_\_\_\_ (Entity),  
the party who submitted a Statement of Qualifications (SOQ) to \_\_\_\_\_  
\_\_\_\_\_ (Briefly describe the services the SOQ  
will cover), to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B** \_\_\_\_\_ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.



Affiant further said:

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

**Choice B** \_\_\_\_\_ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

**Choice B** \_\_\_\_\_ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

Subcontractor Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned SOQ.

**Choice B** \_\_\_\_\_ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*[The remainder of this page is intentionally left blank.]*

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.