

**PUBLIC NOTICE
RFQ NO. 22-029**

Construction Management at Risk (CMAR) Services for the EAT Fat City Center

The Parish of Jefferson is hereby requesting the submittal of a Request for Qualifications from person(s) or firm(s) interested and qualified to provide Construction Management at Risk (CMAR) services for the EAT Fat City Center, a community campus for entrepreneurship, art, & technology and its associated transportation hub/parking garage. (Council District 5) (Resolution No. 139770)

DEADLINE FOR SUBMISSIONS: 3:30 p.m., Friday, July 1, 2022

**REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION MANAGEMENT AT RISK
(CMAR) SERVICES
FOR THE
EAT Fat City Center**

A community campus for Entrepreneurship, Art, & Technology and its associated transportation hub/parking garage

JEFFERSON PARISH

June 1, 2022

ARTICLE I PROJECT DEFINITION OVERVIEW

1.1 INVITATION

Jefferson Parish's vision is to create a collaborative resource center that will make available opportunities to explore options in entrepreneurship, the arts, and technology sectors. The owner, Jefferson Parish ("Parish"), is issuing this Request for Qualifications ("RFQ") for Construction Management at Risk (CMAR) services, for a new multi-faceted municipal building described herein as the project ("Project").

In response to this RFQ, in accordance with Louisiana Revised Statute 38:2225.2.4, the intent is to receive a Request for Qualifications ("RFQ") from qualified respondents ("Proposers"). Each RFQ must be submitted in strict accordance with the conditions prescribed herein.

Proposers are required to have recent experience performing Preconstruction Phase Services and Construction Phase Services for comparable projects to the facility required by this Project. Only those Proposers who have experience and qualified staff under current employment will be considered. A Selection Review Committee ("Evaluation Committee") will evaluate the RFQs and the Jefferson Parish Council will thereafter select the Preconstruction Manager ("PCM") as described herein.

Architectural services are being solicited, and the successful PCM will join the Parish and Architect as a member of the project delivery team. The Parish has also secured ReForm RES, LLC who will serve as a representative of the Parish through a Project Management Contract and as the Project's Program Manager ("Program Manager").

1.2 PROJECT OBJECTIVES

The Parish's objective in issuing this RFQ is to identify a qualified Louisiana State Licensed General Contractor to join the Parish and Architect to perform Preconstruction Phase Services as the Preconstruction Manager ("PCM"). Should the Parish accept a Guaranteed Maximum Price ("GMP") proposal from the PCM, the intent is to enter into a Construction Phase Services contract with the PCM as the Construction Manager at Risk ("CMAR"). The benefit of this objective is concurrent collaboration through design and construction to reduce overall project risks, schedule, and cost. The Parish desires to minimize potential for design and construction disputes inherent in conventional project delivery methods.

1.3 PROJECT SCOPE

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.

1.4 PRELIMINARY PROJECT SCHEDULE

The schedule for submission of the General Professional Services Questionnaire in response to this RFQ is included herein at Section 3.5. The anticipated schedule for overall delivery of the Project is as follows. The Parish reserves the right to modify this schedule if it is in the best interest of the Parish and Project:

Selection/Contracting of PCM/CMAR.....	July 2022
Commencement of Preconstruction Phase Services	August 2022
Acceptance of Guaranteed Maximum Price.....	December 2022
Commencement of Construction Phase Services.....	January 2023
Substantial Completion.....	March 2024

1.5 PRELIMINARY PROJECT BUDGET

The preliminary construction cost budget for the Project is Fifteen Million Dollars (\$15,000,000.00). It does not include fees for Preconstruction Phase Services.

1.6 PRECONSTRUCTION PHASE COMPENSATION

The Parish will compensate the PCM a fixed fee not to exceed \$40,000 for satisfactory prosecution of the Preconstruction Phase Services defined herein. It shall be the responsibility of the PCM to engage key subcontractors and agree on compensation terms with those key subcontractors:

- 1.6.1 PCM to invoice the Parish monthly.
- 1.6.2 The Program Manager shall review PCM invoices and make payment recommendation to the Parish.
- 1.6.3 The Parish reserves final approval rights of PCM invoices.
- 1.6.4 PCM shall submit timesheets with billing according to the negotiated fee schedule.

1.7 OVERVIEW OF THE PROCESS

- 1.7.1 Qualified interested parties shall attend the **Mandatory Pre-Proposal Conference at 2:00 pm on Wednesday, June 15, 2022 in the Joseph S. Yenni Building, located at 1221 Elmwood Park Blvd., Suite 405, Jefferson, LA 70123**. All proposers must attend the Mandatory pre-proposal conference and will be required to sign in and out as evidence of attendance. In accordance with LA R.S. 38:2212(I), all prospective proposers shall be present at the beginning of the Mandatory pre-proposal conference and shall remain in attendance for the duration of the conference. Any prospective proposers who fails to attend the conference

or remain for the duration shall be prohibited from submitting a proposal for the project.

- 1.7.2 Qualified interested parties submit a General Professional Services Questionnaire, including professional license information, in response to this RFQ.
- 1.7.3 A Selection Review Committee (“Evaluation Committee”) organized by the Parish will evaluate and score qualified RFQs received in response to this RFQ. Oral interviews, by invitation, will be based on RFQ evaluation scores and may be a part of the evaluation process.
- 1.7.4 In accordance with Louisiana Revised Statute 38:2225.2.4, the Selection Review Committee (“Evaluation Committee”) shall be comprised of no more than five (5) individuals as follows:
 - One (1) design professional in the discipline of but not involved in the project;
 - One (1) licensed contractor in the discipline of but not involved in the project;
 - One (1) representative of the owner, i.e. Jefferson Parish; and
 - Two (2) members at large.
- 1.7.5 Considering Recommendation(s) by the Program Manager, the Parish will select one Proposer for Preconstruction Phase Services. The successful Proposer will join the existing project delivery team and fulfill the duties of the PCM.
- 1.7.6 Preconstruction Phase Services performed by the PCM include tabulation and submission of probable construction cost estimates through the design phase, including a GMP proposal addressing final project cost, scope, and schedule. A detailed probable cost estimate shall be submitted, at a minimum, at end of the Schematic Design and Design Development Phase Submittals and 90% Construction Document Phase.
- 1.7.7 Should the Parish accept the GMP proposal, the Parish intends to amend the Preconstruction Phase Services contract to engage PCM to perform Construction Phase services. At such time the PCM will become the CMAR and will proceed with construction of the Project.
- 1.7.8 Should the Parish not accept the GMP proposal, the Preconstruction Phase Services contract will terminate; and the Parish will issue the Project for public bid in a conventional manner. The former PCM will be ineligible to bid on the project.

ARTICLE II CONTRACTUAL INFORMATION

2.1 GENERAL SCOPE OF WORK

The Parish desires that the PCM (and, subsequently, the CMAR) become integral members of the existing project delivery team and be actively involved in all aspects of the process related to the design, bidding, award, construction, and occupancy of the Project, exercising duties as required and as generally defined: (a) in this RFQ; (b) in The American Institute of Architects (AIA) Document: A133-2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price (“AIA Document A133–2019”); and in its associated Document A201-2017 General Conditions of the Contract for Construction (“General Conditions”). AIA Document A133–2019 and its General Conditions are both accessible online at: <https://www.aiacontracts.org/>. The PCM/CMAR is expected to fully cooperate with and maintain a high degree of professionalism with the entire project delivery team.

2.1.1 *Preconstruction Phase.* The successful Proposer will join the existing project delivery team and fulfill the duties of the Preconstruction Manager (PCM). Duties of the PCM and general scope of work for Preconstruction Phase Services are defined in Articles 2 & 3 of AIA Document A133–2019. Additional requirements are discussed in this RFQ.

2.1.2 *Construction Phase.* Should the Parish accept a GMP proposal from the PCM, the finalized Contract between the Parish and PCM will be amended to authorize the PCM to perform construction phase services as the CMAR. Duties of the CMAR and general scope of work for the construction phase are defined in Articles 2 & 3 of AIA Document A133–2019 and subject to compliance with its General Conditions. Additional requirements are discussed in this RFQ.

2.1.3 *Other Services.* PCM and/or CMAR may be asked to perform other duties or provide other services related to the scope of this project, subject to mutual agreement regarding exact scope, schedule, costs, and fees.

2.2 SELECTION OF KEY SUBCONTRACTORS

After the PCM is awarded a contract, it shall be the responsibility of the PCM to present the key subcontractors. The PCM subcontractor selections shall strive to ensure an appropriate fit for the Project with the alignment of relevant sections of AIA Document A133–2019 and its General Conditions.

2.3 INSURANCE REQUIREMENTS

Successful Proposer will be required to provide insurance coverages anticipated as follows (final requirements subject to revision):

- 2.3.1 *Worker's Compensation*. Statutory, with Employer's Liability of one million dollars (\$1,000,000.00).
- 2.3.2 *Commercial General Liability*. Combined Single Limit per occurrence of four million dollars (\$4,000,000.00) each occurrence and eight million dollars (\$8,000,000.00) project aggregate.
- 2.3.3 *Automobile Liability*. Combined Single Limit of one million dollars (\$1,000,000.00) per accident.
- 2.3.4 *Excess Umbrella Insurance*. May be used to meet minimum requirements for Commercial General Liability and Automobile Liability only.
- 2.3.5 *Builder's Risk*. In an amount equal to the Guaranteed Maximum Price ("GMP").

2.4 OTHER REQUIREMENTS

- 2.4.1 If awarded a contract to provide construction phase services for the Project, CMAR shall obtain payment and performance bonds from an approved surety, which bonds shall name the Parish (or its designee) as an obligee. The performance bond and the payment bond shall each be in an amount equal to 100% of the Guaranteed Maximum Price ("GMP") and shall serve as security for the payment of all labor, materials, equipment, and supplies as well as the full and complete performance of the entire work and services to be performed by the CMAR. The performance bond and payment bond shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Services list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide. Proposer shall include in the RFQ information on its surety including the name, address, telephone number, contact person, and duration of relationship.
- 2.4.2 Proposer shall include in its RFQ evidence of its ability to obtain the required insurance coverages on the Project by PCM/CMAR and all contractors that the Proposer identifies as members of its team. A letter from the surety shall acknowledge the Proposers bonding capacity. If awarded a contract to provide construction management services for the Project, PCM/CMAR shall deliver to the Parish a complete certified copy of all insurance policies prior to commencing work and as a condition precedent to any payment. The Parish (or its designee) shall be named as an additional insured, without restriction to cross claims, on all policies of insurance except for

professional liability. Proposer shall be required to carry Builder's Risk Insurance at all times during construction until Substantial Completion and final acceptance of the completed facility.

- 2.4.3 If awarded a contract to provide construction phase services for the Project, PCM/CMAR shall provide all insurance coverages required by the Parish.
- 2.4.4 All contractors and subcontractors identified as part of PCM/CMAR's team must, as of the date of this RFQ, and continuing through final completion and final acceptance of the Project, be duly licensed and registered by the Louisiana State Licensing Board for Contractors as provided for in La. R.S. 37:2150 et seq. and its implementing rules and regulations. Copies of all professional licenses, current and valid in accordance with all applicable Louisiana laws, shall be submitted by the Proposer with its RFQ. A Commercial Louisiana Contractors License in the category of **Building Construction** is required for this RFQ. The license number must be entered in the appropriate field in the electronic procurement system. Failure to comply shall cause the RFQ to be rejected.
- 2.4.5 To avoid any conflict of interest or the appearance of any conflict of interest in connection with this RFQ, the Proposer must disclose in its RFQ any relationship the Proposer, its parent or subsidiary, its current or former owners, officers, directors, employees, members of Proposer's team, and/or others affiliated with Proposer have or in the past have had with: (a) a current or former Jefferson Parish Councilmember or Parish President or relatives of said Councilmembers or Parish President; or (b) anyone who has a contract or other relationship with a current or former Jefferson Parish Councilmember or Parish President or who was significantly involved in the organization, preparation, or administration of this RFQ or otherwise was in a position to significantly affect the RFQ either through a decision-making capacity or through a review process.
- 2.4.6 If Proposer is a joint venture or intends to form a joint venture for purposes of this Project, it is not necessary for the joint venture to be registered with the Louisiana Secretary of State at the time of submission of Proposer's RFQ. However, if such Proposer is awarded a contract to provide construction management services for the Project, the joint venture shall be registered at the execution of the contract.

2.5 COMPENSATION FOR CONSTRUCTION PHASE SERVICES

The CMAR fee shall be considered the Project's Overhead & Profit ("OH&P"). The OH&P shall be a set percentage established and presented as part of the GMP. An itemized list of personnel and equipment required for daily jobsite use shall be submitted as back-up showing the hourly and or monthly rates for all items.

ARTICLE III ADMINISTRATIVE INFORMATION

3.1 GENERAL

To become eligible to submit an RFQ for this Project, Proposers shall comply with all requirements in this RFQ and all applicable laws and regulations. Any RFQ submitted must comply with all instructions and contain all required information in order to be considered responsive. Parish reserves the right to reject any non-responsive RFQ.

3.2 COMMUNICATIONS REGARDING RFQ & SUBMISSION OF RFQ

Inquiries regarding the RFQ shall be submitted to the Project's Program Manager in writing by email. Questions shall be received no later than 4:00 p.m. on the date indicated in the Schedule for Submission of RFQ herein (see Section 3.5).

Questions regarding this RFQ shall be emailed to the Project's Program Manager at: Info@ReFormRES.com. Email subject line shall be: "EAT Fat City Center RFQ."

3.3 REQUEST FOR QUALIFICATION SUBMISSION

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

Additionally, the most current General Professional Services Questionnaire must be submitted with all Request for Qualifications. A copy of the questionnaire may be obtained by calling the Jefferson Parish Purchasing Department at (504) 364-2678 or via the Jefferson Parish website at www.jeffparish.net by clicking on "Business & Development", and then clicking on "Professional Services Questionnaire."

The submitting individuals or firms must identify all subcontractors who would assist in providing professional services for the project. Each subcontractor shall submit a General Professional Services Questionnaire and all documents and information included in the questionnaire. Interested candidates must submit one (1) submission electronically on the Jefferson Parish eProcurement site, Central Bidding.

Submissions shall only be submitted electronically via Jefferson Parish's E-Procurement site, Central Bidding at: www.jeffparishbids.net or 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 or www.centralauctionhouse.com/SignUp.

No submittals will be accepted after the deadline of: **3:30 p.m. on Friday, July 1, 2022.**

Affidavits are not required to be submitted with the Request for Qualifications but shall be submitted prior to contract approval, including any sub-contractors.

3.4 COMMUNICATIONS PROTOCOL

All communications concerning this solicitation, its evaluation, and negotiations are formal. All correspondence must be in writing and transmitted by email directly to the Project's Program Manager as indicated herein. Other than the prescribed method of posing inquiries to the Program Manager, Proposers are not permitted to ask questions about other proposals or to seek information from the Parish, its officers, employees, or consultants regarding this RFQ or the evaluation results. If at any time any Proposer is approached by any party other than the Program Manager with information or questions concerning this RFQ, the Proposer shall immediately contact the Program Manager for direction. Failure to abide by this formal communication requirement may cause the Parish to disqualify affected RFQs from further consideration.

3.5 SCHEDULE FOR SUBMISSION OF RFQ

The Parish intends to adhere to the following schedule, subject to modifications at Parish's sole discretion if in best interest of the Project:

Mandatory Pre-Proposal Conference.....	2:00 p.m., Wed., June 15, 2022
Deadline to Submit Written Inquiries.....	3:30 p.m., Wed., June 22, 2022
Deadline for Parish's Response to Inquiries.....	3:30 p.m., Tues., June 28, 2022
Deadline to Submit RFQ.....	3:30 p.m., Friday, July 1, 2022
Oral Interviews of Shortlisted Proposers	To Be Announced
Selection of Successful Proposer.....	Wednesday, July 27, 2022

Announcement of successful Proposer is anticipated within forty-five (45) days of date of RFQ submission.

3.6 ADDENDA

The Parish may modify the RFQ, prior to the date fixed for submission of the responses, by issuance of an addendum to all parties who have formally requested a copy of the RFQ. Any supplemental instructions, answers to written questions, or interpretations of the meaning of the RFQ will be made in the form of a written addendum to the RFQ, which if issued will be emailed to all prospective Proposers who have requested an RFQ within a period of at least seventy-two (72) hours prior to the due date for responses, excluding Saturdays, Sundays, and any other legal holidays.

3.7 RFQ DISCREPANCIES, ERRORS, AND/OR OMISSIONS

Proposers shall promptly report in writing (via email to Info@ReFormRES.com with email subject line: "EAT Fat City Center RFQ") any discrepancies, errors, and/or omissions

detected in this RFQ to the Parish. No Proposer will be entitled to additional compensation or consideration for any discrepancy, error, and/or omission in this RFQ whether or not reported to the Parish.

3.8 RFQ DISCREPANCIES, ERRORS, AND/OR OMISSIONS

The Parish will not be liable for any errors or omissions in RFQs submitted in response to this RFQ. Proposer will not be allowed to alter its RFQ after the deadline for submission, except under the following circumstances: RFQs containing patently obvious, unintentional, and substantial mechanical, clerical, or mathematical errors, or errors of unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the RFQ, may be withdrawn by the Proposer if clear and convincing sworn, written evidence of such errors is furnished to the Parish within forty-eight (48) hours of the deadline for submitting RFQs, excluding Saturdays, Sundays, and legal holidays. The Parish, at its option, has the right to request clarification or additional information from the Proposer.

3.9 WITHDRAWAL, MODIFICATION, & RESUBMISSION OF SOQ

A Proposer may withdraw or modify a submitted RFQ at any time prior to RFQ submission deadline by contacting the Project's Program Manager in writing (via email to Info@ReFormRES.com and the Jefferson Buyer, MCamardelle@jeffparish.net, with email subject line: "EAT Fat City Center RFQ"). Modifications to a submitted RFQ must be completed prior to RFQ submission date. Withdrawn RFQs may be resubmitted at any time prior to RFQ submission deadline.

3.10 VALID PERIOD

Proposer's RFQ shall remain valid and binding, and shall not be withdrawn, for a period not less than ninety (90) calendar days following RFQ submission deadline.

3.11 OWNERSHIP OF RFQ

All materials submitted in response to this RFQ become property of the Parish and public record, regardless of whether or not RFQ is selected or rejected. No materials will be returned to Proposers.

3.12 PROPRIETARY DATA

This RFQ and all RFQs submitted in response hereto are subject to the Louisiana Public Records Law, La. R.S. 44:1 et seq. Pursuant to the Louisiana Public Records Law, all proceedings, records, contracts, and other public documents relating to this RFQ shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this RFQ may not be subject to public disclosure, protections must be claimed by the Proposer at the time of submission

of its RFQ. Proposers should refer to the Louisiana Public Records Law for further clarification.

3.12.1 The Proposer must clearly designate the part(s) of its RFQ that contains a trade secret and/or privileged or confidential proprietary information as “confidential” to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the RFQ with the following legend, specifying the section(s) of his RFQ sought to be restricted in accordance with the conditions of the legend:

“The data contained in page(s) _____ of this RFQ have been submitted in confidence and contain trade secrets and/or privileged or confidential information; and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this RFQ the Parish shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the Parish’s right to use or disclose data obtained from any source, including the Proposer, without restrictions.”

3.12.2 Further, to protect privileged or confidential proprietary information, each page containing such information shall be specifically identified and marked: “CONFIDENTIAL.”

3.12.3 Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing Proposer or other person seeks review or copies of another Proposer's confidential data, the Parish will notify the Proposer of the asserted data requested. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify the Parish and hold the Parish harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order the Parish to disclose the information. If the owner of the asserted data refuses to indemnify and hold the Parish harmless, the Parish may disclose the information.

3.12.4 The Parish reserves the right to make any RFQ, including proprietary information contained therein, available to members of the Parish’s Evaluation Committee responsible for evaluating the RFQs, State agencies, and/or other organizations for the sole purpose of assisting in evaluation of the RFQ. The Parish shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

3.12.5 If Proposer's RFQ contains confidential information, Proposer shall also submit a redacted copy of the RFQ. When submitting the redacted copy, Proposer should clearly mark the cover as such: "REDACTED COPY." The redacted copy should also state which section(s) or information has been removed. Respondents will need to submit an electronic copy of all information required for RFQ or proposal and electronic copy that has been redacted from respondent.

3.13 REJECTION OF RFQ

It is the policy of the Parish not to solicit RFQs unless there is a bona fide intention to contract with a qualified Proposer. However, the Parish reserves the right to reject any and all RFQs for any reason(s) permitted by law, including but not limited to the following:

3.13.1 Proposer's RFQ contains false and misleading statements and/or references which, in the sole judgment of the Parish, do not support an attribute or condition contended by the Proposer.

3.13.2 Upon disclosure of personal relationships established in RFQ Item 2.4.5, the Parish shall evaluate grounds of rejection based on the recommendation of the Evaluation Committee.

3.13.3 Principals and/or employees of any member of Proposer's team have, or in the past have had, an undisclosed relationship with a current or former Parish employee or relative of said officer or employee, or anyone who has a contract or other relationship with a current or former Jefferson Parish Councilmember or Parish President or employee or relative of said officer or employee who is or was significantly involved in the organization, preparation, or administration of this RFQ or otherwise was in a position to significantly affect the RFQ either through a decision-making capacity or through a review process.

3.13.4 Acceptance of the terms, conditions, or obligations of Proposer's RFQ may or would cause the Parish to be in default of existing contractual obligations.

3.13.5 Proposer and/or any member of Proposer's team has been involved, within the last five (5) years, in litigation and/or claims submitted to formal dispute resolution (arbitration, mediation, or otherwise) related to previous construction projects and was found to be at fault and/or liable for amounts deemed to be, in the sole discretion of the Parish, NOT immaterial.

3.13.6 Any executive official, proprietor, partner, incorporator, director, manager, officer, organizer, or member of Proposer or any member of Proposer's team has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes: public bribery, corrupt influencing, extortion, money laundering, theft,

identity theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery, contractors misapplication of payments, or malfeasance in office.

3.14 EXCEPTIONS TO TERMS & CONDITIONS

The contract between the Parish and the Proposer arising from this selection process shall be based on the terms and conditions as outlined within this RFQ. However, the Parish reserves its right to negotiate the terms of the contract and/or services as generally referred to in this RFQ prior to execution of the contract. It is anticipated that the Parish, in consultation with the successful Proposer, will modify the AIA Document A133–2019 and its General Conditions to reflect mutually agreed upon terms and conditions with respect to the Project and to ensure compliance with all Parish rules and regulations.

3.15 DISPUTES/PROTESTS

In accordance with Louisiana Revised Statute 38:2225.2.4, there shall be no challenge by any legal process to the choice of the successful PCM/CMAR except for fraud, bias for pecuniary or personal reasons not related to the taxpayers' interest, or arbitrary and capricious selection by the owner.

Disputes/protests relating to the decisions by the Evaluation Committee or by the Jefferson Parish Council shall be brought before the 24th Judicial District Court.

3.16 RFQ ADVERTISEMENTS

Advertise:

The New Orleans Advocate: June 1, 2022;
The New Orleans Advocate: June 8, 2022; and
The New Orleans Advocate: June 15, 2022.

**ARTICLE IV
MINIMUM REQUIREMENTS & EVALUATION CRITERIA**

4.1 MINIMUM REQUIREMENTS FOR EVALUATION & SELECTION

The persons or firms submitting a Request for Qualifications shall have the following minimum qualifications:

- a) A minimum of five (5) years of experience as a licensed General Contractor.
- b) Experience in new construction or renovation of commercial, educational, and/or similar facilities, with size, scale and complexity of projects comparable to this Project. Such projects must have had activity within the past ten (10) years. Completed projects or projects in-progress are acceptable.
- c) Proposers shall demonstrate satisfactory experience in the delivery of similar projects using the Construction Management at Risk delivery method and/or other collaborative alternative project delivery methods.
- d) Proposers shall certify that the legal entity executing any contract emanating from this RFQ is a duly-licensed General Contractor as required by the State of Louisiana. If the Proposer is a joint-venture or other combination of two or more companies, each of the companies must hold the proper license for the required minimum duration of five (5) years.

4.2 EVALUATION CRITERIA

The following general criteria will be used in evaluating Request for Qualifications:

A. Qualifications and Experience (70 points)

- a) Location of General Contractor's office and distance to project site (5 points);
- b) Business organization and history of the Proposer (5 points);
- c) Professional training and experience of key personnel assigned to the Project, including resumes and lists of projects (30 points); and
- d) Past performance on projects of a similar nature to the Project (30 points).

B. General Construction Team (50 points)

- a) Workload of General Contractor, including number of current projects, value, and available staff (30 points); and
- b) Preconstruction Phase Staffing and Construction Phase Staffing Plans (20 points).

C. Methodology and Approach (80 points)

- a) Preconstruction Phase Management and Construction Phase Management Plan Approach (17 points);
- b) Cost, Schedule, and Quality Controls Plan (17 points);
- c) Capabilities and Resources for implementation (17 points);
- d) Safety Management Plan Approach and Implementation (17 points); and
- e) Cost mitigation strategies due to potential supply chain interruptions (12 points).

The highest possible score is two hundred (200) points. The Evaluation Committee may elect, at their discretion, to hold interviews with the top three (3) scored respondents.

General Professional Services Questionnaire Instructions

- The General Professional Services Questionnaire shall be used for all professional services except outside legal services and architecture, engineering, or survey projects.
- **The General Professional Services 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 General Professional Services 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.

General Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

B. Firm Name & Address:

C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:

D. Address of principal office where Project work will be performed:

E. Is this submittal by a JOINT-VENTURE? Please check:

YES _____ NO _____

If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.

F. 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.

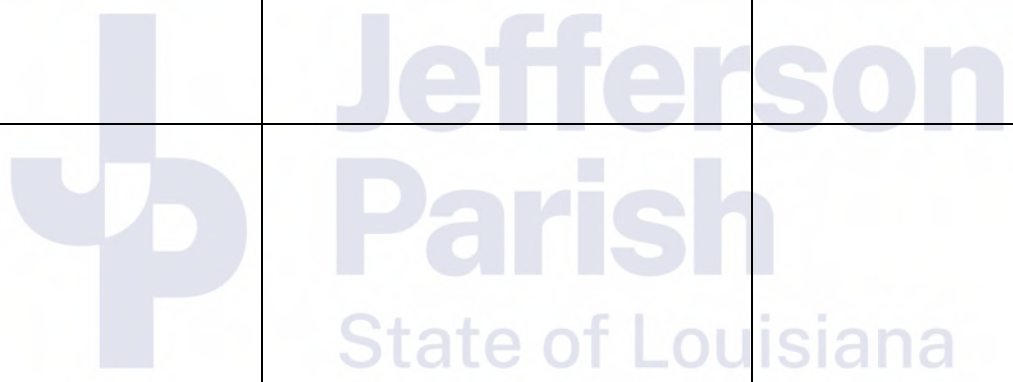
2.

General Professional Services Questionnaire

G. Has this JOINT-VENTURE previously worked together? Please check: YES _____ NO _____

H. 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.		
4.		
5.		



General Professional Services Questionnaire

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

J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.

PROFESSIONAL NO. 1

Name & Title:

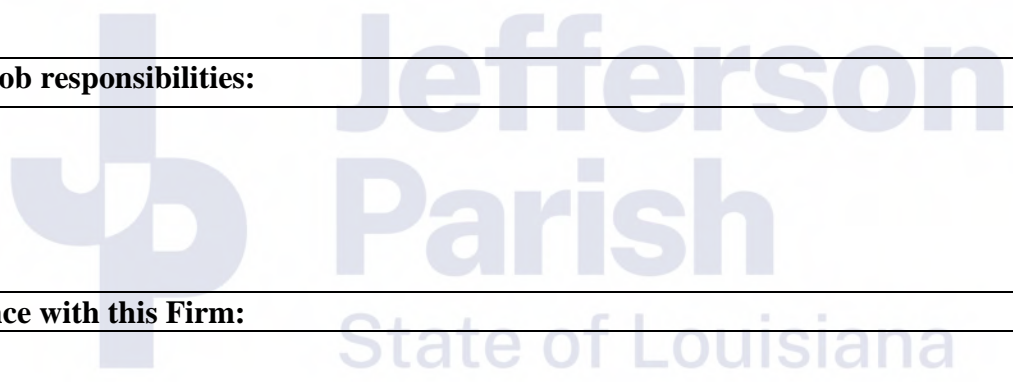
Name of Firm with which associated:

Description of job responsibilities:

Years' experience with this Firm:

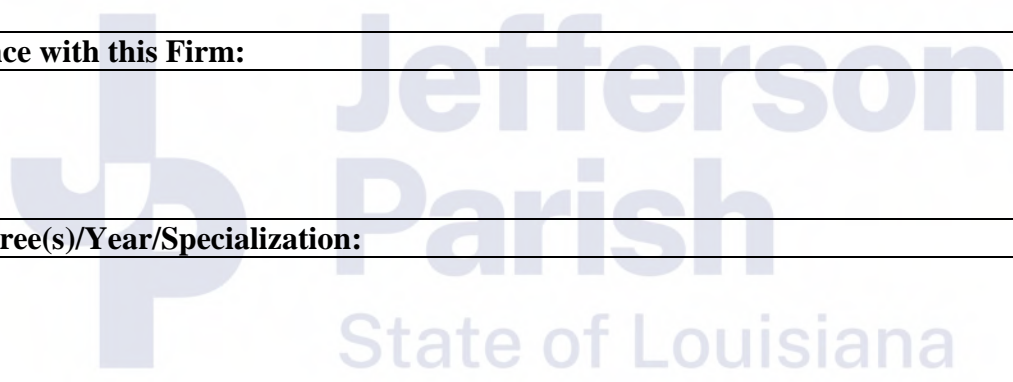
Education: Degree(s)/Year/Specialization:

Other experience and qualifications relevant to the proposed Project:



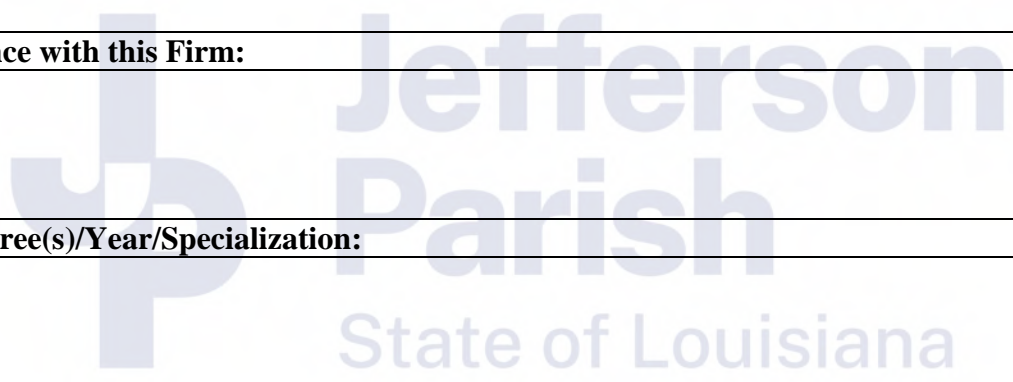
General Professional Services Questionnaire

PROFESSIONAL NO. 2
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:



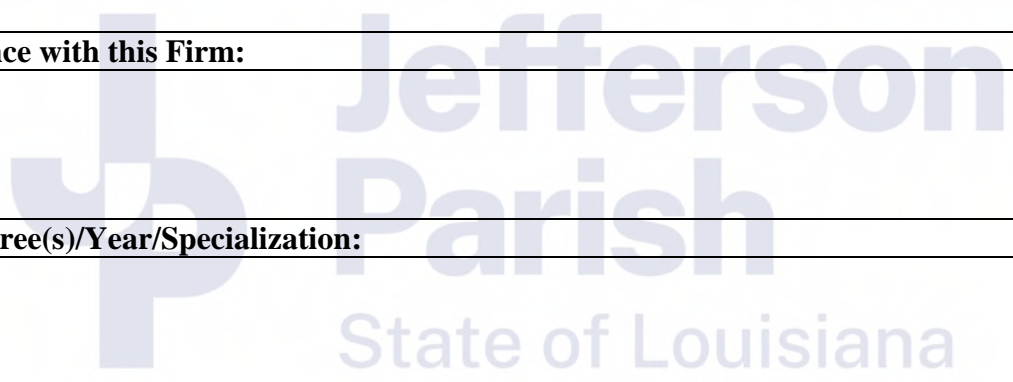
General Professional Services Questionnaire

PROFESSIONAL NO. 3
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:



General Professional Services Questionnaire

PROFESSIONAL NO. 5
Name & Title:
Name of Firm with which associated:
Description of job responsibilities:
Years' experience with this Firm:
Education: Degree(s)/Year/Specialization:
Other experience and qualifications relevant to the proposed Project:



General Professional Services Questionnaire

K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.

PROJECT NO. 1

Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 3	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 4	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 5	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 6	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 7	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 8	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

PROJECT NO. 9	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

PROJECT NO. 10	
Project Name, Location and Owner's contact information:	Description of Services Provided:
Length of Services Provided:	Cost of Services Provided:

General Professional Services Questionnaire

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

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

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

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

Signature: _____ **Print Name:** _____

Title: _____ **Date:** _____

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 _____.

END OF REQUEST FOR QUALIFICATIONS