



**SOQ No. 22-034**

**Water Pipeline Infrastructure Improvements Project Management  
Capital Projects**

**Submission Deadline: August 5, 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: Nicolle Whitney  
Buyer Email: [nwhitney@jeffparish.net](mailto:nwhitney@jeffparish.net)  
Buyer Phone: 504-364-2649**

**PUBLIC NOTICE**  
**SOQ 22-034**

**Program Management of Water Pipeline Infrastructure Improvements**

The Parish of Jefferson, authorized by **Resolution No. 139856**, is hereby soliciting the submittal of a Statement of Qualifications (Technical Evaluation Committee (TEC) Questionnaire) from persons or firms interested and qualified to provide professional services for the Program Management of Water Pipeline Infrastructure Improvements for projects located throughout Jefferson Parish.

**Deadline for Submissions: August 5, 2022 at 3:30 PM**

**General**

Services will be provided from the pre-design stage through construction closeout, and shall include, but not be limited to, assistance with the development of a list of water pipeline improvement projects along with scopes of work and individual project budgets, assistance with preparation and negotiation of engineering agreements, plan/specification reviews, recommendation for approval of all invoices, scheduling of design work to ensure proper review by all regulatory agencies, review and recommendation for approval of consultant's amendments and construction change orders, coordination with individual project consulting engineers to ensure acquisition of all necessary construction permits and right of way, scheduling of construction work to minimize traffic impacts and to minimize disruption to residents and businesses and preparation of projects status reports for distribution to Administration/Council and the general public.

The persons or firms selected to provide Program Management Services will not be eligible to receive professional engineering services related contracts (as a prime consultant or sub-consultant) associated with this Water Pipeline Infrastructure Improvements Program. In addition, the Program Manager selected under this Public Notice will not be allowed to manage any project associated with this Water Pipeline Infrastructure Improvements Program for which the Program Manager is already under contract for professional engineering services. These projects will be managed by appropriate personnel as determined by Jefferson Parish.

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

**Compensation**

Compensation for the required services will be made on an hourly rate basis. The firm shall be compensated 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 the latest Attachment "A" may be obtained by calling the Jefferson Parish Department of Capital Projects at (504) 736-6833.

All costs associated with this project shall be subject to Jefferson Parish review and approval. The program management contract shall include a yearly cap based on anticipated efforts required to perform required tasks and as mutually agreed between the Parish and the selected firm.

### Minimum Requirements for Selection

1. The persons or firms under consideration for program manager services shall have been in business at least five (5) years in the field or fields of expertise required for this work.
2. The persons or firms under consideration shall have at least one principal who is a professional engineer who shall be registered as such in Louisiana with a minimum of ten (10) years' experience in the discipline involved. (Section C. of TEC Professional Services Questionnaire)
3. The persons or firm(s) under consideration must assign, on a full-time basis, one (1) Program Manager for this work. The Program Manager must be a Registered Professional Civil Engineer in the State of Louisiana with a minimum of ten (10) years of verifiable experience in design, construction and management of water pipeline infrastructure improvement projects. The Program Manager must also have a minimum of five (5) years of verifiable experience in Program Management services pertaining to large infrastructure related projects relating to water utilities. The Program Manager shall be identified in the firm's Statement of Qualifications with proper experience/qualifications. (Section K. "PROFESSIONAL IN CHARGE OF PROJECT:" of TEC Professional Services Questionnaire)
4. The persons or firms under consideration must employ a supporting technical and clerical staff including at least two engineers, in addition to the Program Manager listed above, licensed in the State of Louisiana with a minimum of five (5) years' experience in the discipline involved and familiar with water pipeline infrastructure improvement projects. (Section D. of TEC Professional Services Questionnaire)
5. The persons or firms under consideration must have an established business office located within the New Orleans Metropolitan area or indicate in the Statement of Qualifications that they will establish one explicitly for this work.

### Evaluation Criteria

The following criteria will be used to evaluate each firm submitting a Statement of Qualifications:

- (1) Professional training and experience in relation to the type of work required for the program management services. (Maximum points awarded shall be 35).
- (2) Size of firm considering the number of professional and support personnel required to perform the type of program management tasks, including project evaluation, review of project design, reviewing of technical plans, development of technical specifications and construction administration. (Maximum points awarded shall be 20).
- (3) Capacity for timely completion of the work, considering the factors of type of program management task, current unfinished workload, and person or firm's available professional and support personnel. (Maximum points awarded shall be 20).
- (4) Past Performance by person or firm on public contracts including any problems with time delays, cost over-runs, and/or design inadequacies in prior work completed for the Parish shall be evidenced by substantiating documentation provided by the administration a minimum of two (2) weeks prior to the scheduled date of the Technical Evaluation Committee meeting. (Maximum points awarded shall be 10).
- (5) Location of the principal office. Preference shall be given to persons or firms with a principal business office as follows: (1) Jefferson Parish,

including municipalities located within Jefferson Parish (15 points); (2) Neighboring Parishes of the Greater New Orleans Metropolitan Region, which includes Orleans, Plaquemines, St. Bernard, St. Charles and St. Tammany Parishes (12 Points); (3) Parishes other than the foregoing (10 Points); (4) Outside the State of Louisiana (6 Points). (Maximum points awarded shall be 15).

- (6) Adversarial legal proceedings between the Parish and the person or firm performing professional services, in which the Parish prevailed or any ongoing adversarial legal procedures between the Parish and the person or firm performing professional services, excluding those instances or cases where the person or firm was added as an indispensable party, or where the person or firm participated in or assisted the public entity in prosecution of its claim. In the event that the person or firm fails to provide accurate and detailed information regarding legal proceedings with the Parish, including the absence of legal proceedings, the person or firm shall be deemed unresponsive with regard to this category, and zero (0) points shall be awarded. (Maximum points awarded shall be 15 for the lack of any such adversarial proceedings as defined).
- (7) Prior successful completion of projects of the type and nature of the program manager services, as defined, for which firm has provided verifiable references. (Maximum points awarded shall be 15).

Only those persons or firms 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 program management tasks.

All firms (including sub-consultants) must submit a Statement of Qualifications (Jefferson Parish 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 be submitted electronically only through Jefferson Parish's e-Procurement site, Central Bidding, at [www.jeffparishbids.net](http://www.jeffparishbids.net) or [www.centralauctionhouse.com](http://www.centralauctionhouse.com). Registration is required and free for Jefferson Parish vendors.

No submittals will be accepted after the deadline for submissions.

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: July 6 and 13, 2022**

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.

<b><u>PERSONNEL CLASSIFICATION</u></b>	<b><u>MAXIMUM DIRECT HOURLY RATE (\$)</u></b> (*)	<b><u>MAXIMUM PAYABLE HOURLY RATE (\$)</u></b>
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.