



SOQ No. 22-035

Consultant to Provide a Comprehensive Amendment to the Signage Regulations of the Jefferson Parish Code of Ordinances

Submission Deadline: August 11, 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, 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
Buyer Phone: (504) 364-2687**

PUBLIC NOTICE
SOQ 22-035

**Consultant to Provide a Comprehensive Amendment to the
Signage Regulations of the Jefferson Parish Code of Ordinances**

The Parish of Jefferson, authorized by **Resolution No. 139860**, is hereby soliciting Statements of Qualifications (General Professional Services Questionnaire) from persons or firms interested in providing a comprehensive amendment to the signage regulations of the Jefferson Parish Code of Ordinances, along with any other amendments necessary, to comply with all state and federal law. (Parish Wide)

DEADLINE FOR SUBMISSIONS: 3:30 p.m., August 11, 2022

The Parish Council, Planning Advisory Board and Planning Director have the authority to call planning studies related to the parish's physical and economic development or the development standards that implement plans or planning initiatives. These studies generally evaluate the Comprehensive Plan, Unified Development Code, or Comprehensive Zoning Ordinance, the key chapters of the Jefferson Parish Code of Ordinances that guide development. The signage regulation amendments should incorporate recommendations included in the recently adopted Comprehensive Plan (Envision Jefferson 2040) and incorporate current and best planning practices, as well as provide clarification and consistency, remove contradictions or obsolete regulations, and incorporate graphic illustrations, as may be appropriate. This update will involve working through a collaborative process that involves a variety of stakeholders. This process will culminate in a fully updated, user-friendly signage ordinance complete with graphics, diagrams, or examples that illustrate design standards. The resulting ordinance should be simple, flexible, easily understood by the general public, and easily administered by staff.

In cooperation with the Jefferson Parish Planning Department, the Consultant will conduct research, including data collection, coordinate and facilitate stakeholder participation, and provide analysis and recommendations for amendments to the signage regulations for Jefferson Parish. The Consultant will produce drafts of proposed amendments to the Code of Ordinances, meet as needed with Parish staff, and make presentations to the appropriate entities.

The following criteria shall be used to evaluate the Statements of Qualification of the persons or firms submitting:

- (a) Overall qualifications, specifically in relation to the minimum qualifications and criteria outlined in this request (30 points);
- (b) Professional training and experience, both generally and in relation to urban planning (25 points);

- (c) 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 (15 points);
- (d) Capacity for timely and effective completion of work, taking into consideration professional and support manpower and technological resources (10 points);
- (e) The nature and quantity of work for the Parish or for jurisdictions of similar size previously performed and presently being performed by the proposer (10 points); and
- (f) Past performance by the proposer on public contracts, including any problems with time delays, cost overruns, and/or other inadequacies in prior projects for which said proposer was held to be at fault, as evidenced by documentation provided by the administration (10 points)

The person or firm submitting a Statement of Qualifications shall have the following **minimum** qualifications:

- (a) At least one (1) person who has at least five (5) years' experience in urban planning; and
- (b) A professional with certification by the American Institute of Certified Planners (AICP). (This minimum requirement can be satisfied with a subcontractor).

Please note that submitting individual(s) or firms must identify all subcontractors who will assist in providing professional services for the project. Each subcontractor shall be required to submit a General Professional Services Questionnaire and all documents and information included in the questionnaire in order to be considered. (Refer to Jefferson Parish Code Ordinance, Section 2-928)

All individuals or firms (including subcontractors) must submit a Statement of Qualifications (Jefferson Parish General Professional Services Questionnaire) by the deadline. The latest General Professional Services Questionnaire may be obtained by contacting the Purchasing Department at (504) 364-2678 or via the Jefferson Parish website at www.jeffparish.net. This questionnaire can be accessed by hovering over "Business and Development" on the website and clicking on the Professional Services Questionnaires option under "Doing Business with the Parish".

These submissions will only be accepted electronically via the Parish's e-Procurement system, Central Bidding. Central Bidding can be accessed by visiting either www.centralauctionhouse.com or www.jeffparishbids.net. Registration is required and free for Jefferson Parish vendors by accessing the following link: www.centralauctionhouse.com/registration.php.

No submittals will be accepted after the deadline.

Affidavits are not required to be submitted with the Statement of Qualifications (Jefferson Parish General Professional Services 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 24th Judicial Court.

ADV: The New Orleans Advocate: July 6, and 13, 2022