



SOQ No. 23-013

Seeking Individuals or firms interested in contracting with the Parish of Jefferson to provide Professional Surveying Services for the Department of Public Works on an as needed basis for a period of two (2)years

Submission Deadline: June 29, 2023 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: Donna M. Evans
Buyer Email: DMEvans [@jeffparish.net](mailto:DMEvans@jeffparish.net)
Buyer Phone: (504)364-2691**

PUBLIC NOTICE

SOQ # 23-013

Provide Professional Surveying Services on an as needed basis for Public Works Projects for the Jefferson Parish Department of Public Works- Engineering for a period of Two (2) Years

The Parish of Jefferson, authorized by **Resolution No. 142008** is hereby soliciting Statements of Qualifications (Jefferson Parish Technical Evaluation Committee (TEC) Professionals Questionnaire from individuals or firms interested in contracting with the Parish of Jefferson **to Provide Professional Surveying Services on an as Needed Basis for Public Works Projects for a period of two (2) years** by mutual consent of the Parties and approval by the Parish Council (Parishwide).

Deadline for Submissions: 3:30 p.m. June 29, 2023

General

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

With regard to the questionnaire, **Principal** means the sole proprietor of the firm, or one who shares an ownership interest with other persons in the firm, including but not limited to, a partner in a partnership, a shareholder in a corporation, or a member of a limited liability corporation.

Compensation

The cost of these surveying services will be negotiated by the Jefferson Parish Department of Engineering. As determined by the Engineering Department, services will be paid for on a lump sum fee basis or on the basis of the person or firm's certified and itemized salary costs plus a fee to cover overhead cost and profit in accordance with guidelines established in Attachment "A" to the Standard Professional Services Agreement for Jefferson Parish. Copy of Attachment "A" may be obtained by calling the Jefferson Parish Engineering Department at (504) 736-6505.

Minimum Requirements for Selection

1. The persons or firm under consideration shall have at least One (1) **principal** who is a professional land surveyor, who shall be registered as such in Louisiana. (Section C of TEC Professional Services Questionnaire).
2. The persons or firm under consideration shall have a professional in charge of the project who is a professional land surveyor, who shall be registered as such in Louisiana, with a minimum of five (5) years of experience in the disciplines involved. (Section K. "**PROFESSIONAL IN CHARGE OF PROJECT:**" of TEC Questionnaire).
3. The persons or firms under consideration shall have one employee who is a professional land surveyor, who shall be registered as such in Louisiana in the field or fields of expertise required for the project (A sub-consultant may meet the requirement only if the advertised project involves more than one discipline.)

Evaluation Criteria

The following criteria will be used to evaluate the statement of the firms submitting:

- 1) Professional training and experience in relation to the type of work required for surveying services (Maximum points awarded shall be 35 points).
- 2) Capacity for timely completion of newly assigned work, considering the factors of current unfinished workload, and person or firm's available professional and support personnel (Maximum points awarded shall be 20 points).
- 3) Location of the principal office where work will be performed - 15 points (Preference shall be given to persons or firms with a principal business office at which the work will be performed as follows: (A) Jefferson Parish, including municipalities located within Jefferson Parish (15 Points); (B) Neighboring Parishes of the Greater New Orleans Metropolitan Region, which includes Orleans, Plaquemines, St. Bernard, St. Charles and St. Tammany Parishes (12 Points); (C) Parishes other than the foregoing (10 Points); (D) Outside the State of Louisiana (6 Points).).
- 4) Adversarial legal proceedings between the Parish and the person or firm performing professional services, in which the Parish prevailed or any ongoing adversarial legal proceedings 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 - Maximum points awarded should be 15 points (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.).
- 5) Prior successful completion of projects requiring surveying services for which firm has provided verifiable references (Maximum points awarded should be 15 points).
- 6) Size of firm, considering the number of professional and support personnel required to perform surveying tasks, including drafting of survey plans (Maximum points awarded should be 10 points).
- 7) Past Performance by person or firm on Parish contracts - 10 points (Assertions of fault by a person or firm, which shall include 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 Director of Public Works for the requesting department or the Director of Engineering and received by the Chairman of the Evaluation Committee a minimum of two (2) weeks prior to the scheduled date of the Technical Evaluation Committee Meeting.)

The person or firm submitting a Statement of Qualification (Jefferson Parish TEC Questionnaire) must identify all subcontractors who will assist in providing professional services for the project, in the professional services questionnaire. Each subcontractor shall be required to submit a Jefferson Parish TEC Questionnaire and all documents and information included in the questionnaire. (Refer to Jefferson Parish Code Ordinance, Section 2-928)

All persons or firms (including subcontractors) must submit a Statement of Qualifications (Jefferson Parish TEC Questionnaire) by the deadline. The latest 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 in Jefferson Parish".

Submissions will only be accepted electronically via Jefferson Parish's e-Procurement site, Central Bidding at 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, 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: June 07, 14 and 21, 2023