



SOQ No. 23-026

**Seeking Individuals to sit as an Ad Hoc Hearing Officer on the West
Bank of Jefferson Parish**

Submission Deadline: SEPTEMBER 22, 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**

**Purchasing Specialist II: Donna M. Evans
Purchasing Specialist II Email: DMEvans@jeffparish.net
Purchasing Specialist II Phone: (504)364-2691**

PUBLIC NOTICE
SOQ 23-026

The Parish of Jefferson, authorized by Resolution No. 142576, is hereby soliciting Statements of Qualification (General Professional Services Questionnaire) from individuals to sit as an ad hoc hearing officer for the Bureau of Administrative Adjudication to adjudicate cases referred to the Bureau of Administrative Adjudication on the West Bank of Jefferson Parish.

Deadline for Submissions: September 22, 2023 at 3:30 P.M.

Scope of Services shall include the following:

- (A) The preferred candidate will be familiar with the Jefferson Parish Code of Ordinances, the Jefferson Parish Department of Inspection and Code Enforcement and the Jefferson Parish Department of Property Maintenance Zoning and Quality of Life.
- (B) The preferred candidate will understand and have a working knowledge of the blight and code enforcement issues surrounding neighborhoods on the West Bank of Jefferson Parish.
- (C) The candidate must be an active member of the Louisiana State Bar Association in good standing for a minimum of five (5) years.
- (D) The candidate shall propose a price per case and a flat monthly amount. Payments shall be made monthly based upon an average case number per month of 110.
- (E) The selected candidate shall not assign, transfer or subcontract, in whole or in part, the scope of professional services underlying the ensuing agreement.

The following ranking criteria, listed in order of importance, will be used to evaluate the submittals from each firm:

- (A) Proposer's qualifications (35 points);
- (B) Demonstrated ability to provide the required services, including past governmental regulatory experience (30 points);
- (C) Demonstrated ability to respond to Jefferson Parish's needs on a timely basis, including weekly hearings of at least two (2) dockets per week (25 points);
- (D) Familiarity with the Jefferson Parish Code of Ordinances, the Departments of Inspection and Code Enforcement and Property Maintenance Zoning/Quality of Life and knowledge of blight and code enforcement issues surrounding neighborhoods on the West Bank of Jefferson Parish (10 points)

All persons or firms must submit a Statement of Qualifications (General Professional Services 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".

The person or firm submitting a Statement of Qualification (General Professional Service Questionnaire) shall not use a subcontractor to assist in providing professional services for the project.

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, including any subs.

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: September 13 and 20, 2023