



SOQ No. 24-002

Seeking Firms to Provide Technical Analysis Services Applications for  
Small Cell Telecommunication Equipment Deployments on Parish  
rights of way

Submission Deadline: FEBRUARY 02, 2024 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

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

**PUBLIC NOTICE**  
**SOQ 24-002**

**Provide Technical Analysis Services Applications for Small Cell  
Telecommunication Equipment Deployments on Parish Rights of Way**

The Parish of Jefferson **authorized by Resolution No. 144307** is hereby soliciting the submittal of a Statement of Qualifications (General Professional Services Questionnaire) for a two-year contract for firms interested in providing technical analysis services of applications for small cell telecommunication equipment deployments on Parish rights of way on an as needed basis. (Parishwide )

**Deadline for Submissions: 3:30 p.m. on February 02, 2024**

**Compensation**

Costs for performing these services shall be negotiated with the Department of Streets.

All costs associated with this project shall be subject to Jefferson Parish review and approval.

**Minimum Requirements for Selection**

1. The persons or firms under consideration shall have at least one (1) firm representative who has five (5) years of experience in the applicable field required for this project. A subcontractor may not be used to meet this requirement. (Section C. of General Professional Services Questionnaire).

**Evaluation Criteria**

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

- (1) Professional licenses, certifications, training and experience in relation to the nature of the work required for the technical analysis of applications for small cell deployment on public rights of way. This includes specific details of the firm's ability to:
  1. Demonstrable familiarity/experience with:
    - Commercial utilities (electronic, telecommunications, television)
    - Millimeter wave technology
    - Radio frequency bands/spectrum
    - Creating and reading radio frequency propagation maps
    - Deployment of broadband services
    - Analysis of placement of small cell equipment and antennas
  2. Working knowledge of FCC regulations related to small cell technology
  3. Ability to perform site surveys in the field
  4. Technical resources to review applications for locating small cell equipment, nodes and antennas within specified time limitations (Maximum points awarded shall be 30).
- (2) Size of firm considering the number of professional and support personnel required to perform the services being sought and the firm's current workload. (Maximum points awarded shall be 10).
- (3) Capacity for timely completion of newly assigned work, considering the factors of services being sought, current unfinished workload, and person or firm's available professional and support personnel. (Maximum points awarded shall be 10).
- (4) Past Performance by person or firm on projects of or similar comparable size, scope, and scale. 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 by the Chairman of the Evaluation Committee a minimum of two (2) weeks prior to the scheduled date of the Technical Evaluation Committee meeting. (Maximum points awarded shall be 15).

- (5) Location of the principal office. Preference shall be given to persons or firms 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 services sought, as defined, for which firm has provided verifiable references. (Maximum points awarded shall be 5).

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 the specified tasks.

All firms must submit a Statement of Qualifications (General Professional Services Questionnaire). Please obtain the latest General Professional Services Questionnaire, by calling the Purchasing Department at (504) 364-2678.

Submissions are to be submitted on the eProcurement site at [www.jeffparishbids.net](http://www.jeffparishbids.net).

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](http://www.centralauctionhouse.com) or [www.jeffparishbids.net](http://www.jeffparishbids.net). All vendors will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by accessing the following link: [www.centralauction.house.com/registration](http://www.centralauction.house.com/registration).

No submittals will be accepted after the deadline.

Affidavits are not required to be submitted with the Statement of Qualifications (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 24<sup>th</sup> Judicial Court.

**ADV: The New Orleans Advocate: January 17, 24 and 31, 2024**