

**CORRECTED
POSTPONED DUE TO WINTER WEATHER
PUBLIC NOTICE
SOQ #25-005**

Sala Avenue Historic District Drainage Feasibility Analysis and Improvements

The Parish of Jefferson, authorized by **Resolution No 145576**, is hereby soliciting a Statement of Qualifications (TEC Professional Services Questionnaire) for persons or firms interested and qualified to provide Professional Engineering Services for the Sala Avenue Historic District Drainage Feasibility Analysis and Improvements Project (Council District 2).

Original Deadline for Submissions: 3:30 p.m., January 23, 2025

Postponed Deadline for Submissions: 3:30 p.m., February 7, 2025

General

The scope of work associated with this project consists of streetscape and drainage improvements to the Sala Avenue corridor between River Road and 4th Street in the City of Westwego. The intention for the project is to beautify and improve the drainage of the corridor for a 10-year design storm utilizing alternative drainage methods, such as green infrastructure (bioswales, permeable pavement, rain gardens, etc.). Jefferson Parish anticipates the project will require the following supplemental services: hydraulic analysis, geotechnical services, surveying, landscape architecture, and resident inspection.

Compensation

Compensation for the required design services will be made on an hourly rate basis or a fixed fee basis, or a combination of both, depending on scope and complexity of the work. The Parish reserves the right to determine the method of payment (hourly or fixed) for each individual assignment.

For hourly rate work, the firm shall be compensated by the appropriate Jefferson Parish Department on the basis of their certified and itemized burdened rate in accordance with guidelines established in Attachment "A" to the Standard Professional Services Agreement for Jefferson Parish. A copy of Attachment "A" may be obtained by calling the Jefferson Parish Department of Capital Projects at (504) 736-6833.

For fixed fee work, the fee shall be negotiated with the firm by the Jefferson Parish Department of Capital Projects and shall be mutually agreeable to both parties.

Compensation for supplemental services, if required, shall be in the form of a "lump sum" or hourly rate for each supplemental service, which shall be mutually agreeable to the Parish and the Consultant.

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) principal who is a licensed, registered professional engineer in the State of Louisiana. A subcontractor may not be used to meet this requirement. (Section C. of TEC Professional Services Questionnaire);
2. The persons or firms under consideration shall have a professional in charge of the Project who is a licensed, registered professional engineer in the State of Louisiana with a minimum of five (5) years' experience. A subcontractor may not be used to meet this requirement. (Section K. "PROFESSIONAL IN CHARGE OF PROJECT:"; of TEC Professional Services Questionnaire);
3. The persons or firms under consideration shall have one (1) employee who is a licensed, registered professional engineer in the State of Louisiana in the applicable discipline involved. A subcontractor may meet this requirement only if the advertised Project involves more than one discipline (Section D. of TEC Professional Services Questionnaire).

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.

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 and magnitude of work required for the particular project – **(Maximum points awarded shall be 35)**.
- 2) Size of firm, considering the number of professional and support personnel required to perform the type of engineering tasks, including project evaluation, project design, drafting of technical plans, development of technical specifications and construction administration – **(Maximum points awarded shall be 10)**.
- 3) Capacity for timely completion of newly assigned work, considering the factors of type of engineering task, current unfinished workload, and person or firm's available professional and support personnel – **(Maximum points awarded shall be 20)**.
- 4) Past Performance on a project in which the person or firm assisted a governmental entity in dealings with Disaster Recovery and any other projects relating to CDBG – (Respondent should provide a list of completed Disaster Recovery projects and/or similar CDBG projects for which firm has provided verifiable references) **(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: (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). Location of the principal office shall only factor into the evaluation criteria if adequate competition (two or more firms that are responsive and responsible) are located within Jefferson Parish - **(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 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. (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)**.
- 7) Prior successful completion of projects of the type and nature of engineering services, as defined, for which firm has provided verifiable references - **(Maximum points awarded shall be 5)**.

Project will include Federal Disaster and Resiliency funds and therefore will include associated federal requirements, including Section 3, as applicable. Statements of Qualifications from Minority, Female-Owned, and local firms / individuals are invited.

Each firm's lowest and highest score shall be dropped and not count towards the firm's score. Only those persons or firms receiving an overall cumulative score of at least seventy (70) percent or greater, of the total possible points for all categories to be assigned by the participating technical evaluation committee members, shall be deemed qualified to perform these professional services.

The person or firm submitting a Statement of Qualification ((TEC) Professional Services 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 (TEC) Professional Services 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 ((TEC) 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 <https://www.jeffparish.gov/27/Government>. This questionnaire can be accessed by clicking on the + next to "Doing Business in Jefferson Parish" on the website and clicking on "Professional Services Questionnaires".

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 Statements 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.

Insurances 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: January 8, & 15, 2025
Corrected Postponed Due to Winter Weather: January 29, 2025