



**SOQ No. 25-042**

**Provide Professional Architectural and Engineering Services for the  
Jefferson Stadium Project**

**Submission Deadline: December 12, 2025 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: Ruby Tran  
Purchasing Specialist II: [ruby.tran@jeffparish.gov](mailto:ruby.tran@jeffparish.gov)  
Purchasing Specialist II: (504)-364-2687**

**PUBLIC NOTICE**  
**SOQ 25-042**

**Jefferson Stadium Architectural and Engineering Services**

The Parish of Jefferson, authorized by **Resolution No. 147331** is hereby soliciting a Statement of Qualifications (Technical Evaluation Committee (TEC) Questionnaire) from persons or firms interested to provide professional architectural and engineering services for the Jefferson Stadium Project, which will be located in the southeast corner of Jefferson Playground, 4100 South Drive, Jefferson, 70121.

**Deadline for Submissions: 3:30 p.m., December 12, 2025**

**General**

Scope of Services includes providing design, construction administration and related supplemental services for the Jefferson Stadium Project.

The project involves the design and construction of a complete NCAA regulation baseball facility. The scope includes installation of a synthetic turf field with removable turf at high-traffic areas such as the batter's boxes, pitcher's mound, and base lines, supported by full fencing, lighting, and scoreboard systems. The stadium will feature covered seating for 600 behind home plate, a mid-seating circulation aisle, covered seating along the third base line, and a covered pavilion on the first base line. Additional infrastructure includes recessed dugouts, bullpens, and batting cages, as well as a clubhouse with lockers, showers, training room, and team meeting space.

Supporting amenities will include a concession area with storage, public restrooms, team locker rooms with showers, umpire facilities, team and maintenance storage, and dedicated bullpen and batting areas. Site development will provide parking for 185 vehicles along the south edge of the property, along with an entry plaza to connect parking to the stadium.

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

**Compensation**

Compensation for the required 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 salary costs plus a fee to cover overhead costs and profit 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 Parks and Recreation and Capital Projects Department and shall be mutually agreeable to both parties.

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 architect or a professional engineer in the State of Louisiana. A subcontractor may not be used to meet this requirement. (Section C. of Technical Evaluation Committee (TEC) Questionnaire);
2. The persons or firms under consideration shall have a professional in charge of the Project who is a licensed, registered architect 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 (Technical Evaluation Committee (TEC) Questionnaire);
3. The persons or firms under consideration shall have one (1) employee who is a licensed, registered architect or professional engineer in the State of Louisiana in the applicable discipline involved. A subcontractor may meet this requirement (Section D. of Technical Evaluation Committee (TEC) Questionnaire).

### **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 baseball stadium design for the architectural, engineering and supplemental services. (Maximum points awarded shall be **35**).
- (2) Size of firm considering the number of professional and support personnel required to perform the type of architectural, engineering and supplemental tasks, including project evaluation, project design, drafting of technical plans, development of technical specifications and construction administration. (Maximum points awarded shall be **20**).
- (3) Capacity for timely completion of newly assigned work, considering the factors of type of architectural or engineering task, current unfinished workload, and person or firm's available professional and support personnel. (Maximum points awarded shall be **20**).
- (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 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. (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: (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 architectural or engineering services, as defined, for which firm has provided verifiable references. (Maximum points awarded shall be 15).

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 architectural or engineering tasks and shall be listed in alphabetical order in the TEC meeting minutes.

The person or firm submitting a Statement of Qualification (Technical Evaluation Committee (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 (Technical Evaluation Committee (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 (Technical Evaluation Committee (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 <https://www.jeffparish.gov/468/Statement-of-Qualifications-SOQ>.

Submissions will only be accepted electronically via Jefferson Parish's e-Procurement site, Central Bidding at [www.centralauctionhouse.com](http://www.centralauctionhouse.com) or [www.jeffparishbids.net](http://www.jeffparishbids.net). Registration is required and free for Jefferson Parish vendors by accessing the following link: [www.centralauctionhouse.com/registration.php](http://www.centralauctionhouse.com/registration.php).

No submittals will be accepted after the deadline.

Affidavits and Insurance 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 24<sup>th</sup> Judicial Court.

**ADV: The New Orleans Advocate: November 5 and 12, 2025**

ATTACHMENT "A" TO THE STANDARD PROFESSIONAL  
SERVICES AGREEMENT FOR JEFFERSON PARISH

(Res. No. 76068, dated January 25, 1994; Amended per Ord. No. 21593, dated June 5, 2002;  
Amended per Ord. No. 26578, dated March 15, 2023)

This attachment shall be a part of all professional service agreements for engineering and architectural services in Jefferson Parish.

The Statewide "DOTD Average Salary Rate" document [average rate plus one (1) standard deviation], hereinafter referred to as "DOTD Document", is to be used for establishing Maximum Direct Hourly Rate, Maximum Payable Hourly Rate, maximum overhead rate and, indirectly, the maximum multiplier for each new professional services agreement. The version of the "DOTD Document" to be used by Jefferson Parish will be that version of the document as designated by the Director of the Department of Public Works.

For all hourly rate services, including supplementary services, where payments are made on the basis of hourly rates, the **ENGINEER/ARCHITECT**, hereinafter **ENGINEER**, shall be paid on the basis of their certified and itemized direct salary costs (Direct Hourly Rates) times a **multiplier** to determine Payable Hourly Rates, which shall cover direct salary, overhead and 15% profit.

The **multiplier** shall be established from the overhead rate resulting from an audit of the **ENGINEER** performed by a Federal or State agency, or from an audit performed by a Certified Public Accountant (CPA) hired by the **ENGINEER**, provided the CPA certifies that their audit complies with the latest applicable FAR's and CFR's. In the event a satisfactory audit is not provided, the multiplier shall be **2.3**.

The **DIRECTOR** shall have the right to require the **ENGINEER** to provide sufficient documentation to support the approved multiplier.

In no case shall the overhead rate utilized to determine the multiplier be greater than the applicable overhead rate shown on the "DOTD Document" as designated by the Director of the Department of Public Works.

In no case shall the Direct Hourly Rate and Payable Hourly Rate used to pay for professional services exceed the Maximum Direct Hourly Rate and Maximum Payable Hourly Rate shown herein that have been derived from the "DOTD Document" as designated by the Director of the Department of Public Works.

For this agreement, the approved multiplier shall be established at the time the services are required.

The rates payable to sub-consultants shall be governed by the same regulations as those for the **ENGINEER**, with an overhead rate and multiplier established for each sub-consultant.

If a Personnel Classification required for a Parish project is not included in the "DOTD Document", the Parish Administration shall establish a new Personnel Classification and an appropriate maximum direct and payable hourly rate, which would be consistent with personnel categories of similar expertise found within the "DOTD Document", and include herein.

Once contract fees are negotiated, the "DOTD Document" as designated by the Director of the Department of Public Works and in effect at the time of negotiation shall be used. Those fees rates will be unaffected by subsequent versions of the "DOTD Document", except that the rates for Resident Inspection services will be those in the "DOTD Document" in effect at the time those inspection services begin. The rates in effect for this contract are included herein.

The **ENGINEER** shall be reimbursed for costs incurred by sub-consultants at the rate of 1.10 times the actual invoices of sub-consultants, up to a total amount of \$200,000.00. Thereafter, the rate shall be reduced to 1.05.

The **ENGINEER** shall be reimbursed for other direct costs charged to the project at a rate not to exceed 1.10 times the direct expenses. No reimbursement will be made without satisfactory documentation. The **DIRECTOR** reserves the right to have the **ENGINEER** provide proof that direct expenses charged to the project are not included in **ENGINEER'S** overhead.

The **ENGINEER** shall be reimbursed for actual mileage expenses incurred while performing work directly related to this contract; however, the reimbursement rate shall not exceed the Jefferson Parish mileage rate in effect at that time.

On all contracts for which the Council has selected two or more consultants to share the work, the Council shall specify the prime, or lead, consultant, and this consultant shall perform a larger percentage of the basic design services than any of the sub-consultants, but in no case shall the prime, or lead, consultant perform less than forty (40) percent of the basic design services.

The MAXIMUM DIRECT HOURLY RATE and MAXIMUM PAYABLE HOURLY RATE for each Personnel Classification shall not exceed the rates in the following chart, regardless of the audited overhead rate of the **ENGINEER**. These rates will also apply to firms incorporated out of State.

The MAXIMUM DIRECT HOURLY RATES shown below are equivalent to the Statewide DOTD Average Salary Rates, plus one (1) standard deviation, as designated by the Director of the Department of Public Works.

The MAXIMUM PAYABLE HOURLY RATES shown below are a product of the appropriate Maximum Multiplier (field or non-field) and the MAXIMUM DIRECT HOURLY RATE.

| <u>PERSONNEL<br/>CLASSIFICATION</u> | <u>MAXIMUM DIRECT<br/>HOURLY RATE (\$)</u><br>(*) | <u>MAXIMUM PAYABLE<br/>HOURLY RATE (\$)</u> |
|-------------------------------------|---------------------------------------------------|---------------------------------------------|
| Abstractor/Appraiser                | 72.95                                             | 241.81                                      |
| Accountant/Business Mgr.            | 54.46                                             | 180.52                                      |
| Administrative/Clerical             | 30.90                                             | 102.43                                      |
| Archaeologist                       | 36.83                                             | 122.08                                      |
| Architect                           | 58.91                                             | 195.27                                      |
| Biologist/Wetland Ecologist         | 41.63                                             | 138.00                                      |
| CADD Drafter                        | 29.75                                             | 98.62                                       |
| CADD Technician                     | 42.09                                             | 139.52                                      |
| Computer Analyst                    | 62.12                                             | 205.92                                      |
| Driller                             | 33.59                                             | 98.00                                       |
| Economist                           | 81.53                                             | 270.26                                      |
| Engineer (P.E.)                     | 66.82                                             | 221.49                                      |
| Engineer Intern (E.I.)              | 38.88                                             | 128.88                                      |
| Environmental Manager               | 81.30                                             | 269.49                                      |
| Environmental Pro                   | 58.60                                             | 194.25                                      |
| Geologist                           | 69.79                                             | 231.34                                      |
| GIS Analyst                         | 45.57                                             | 151.06                                      |
| Inspector                           | 35.80                                             | 104.45                                      |
| Instrument Man                      | 22.43                                             | 65.44                                       |
| Labor                               | 25.13                                             | 73.32                                       |
| Landscape Architect                 | 50.52                                             | 167.46                                      |
| Party Chief (Survey)                | 31.66                                             | 92.37                                       |
| Planner                             | 79.87                                             | 264.75                                      |
| Pre-Professional                    | 38.88                                             | 128.88                                      |
| Principal                           | 124.10                                            | 411.37                                      |
| Program Manager                     | 93.81                                             | 310.96                                      |
| Rodman                              | 17.66                                             | 51.52                                       |
| Senior Architect                    | 75.08                                             | 248.88                                      |
| Senior Landscape Architect          | 65.87                                             | 218.35                                      |
| Senior Technician                   | 50.99                                             | 169.02                                      |
| Supervisor – Engineer (P.E.)        | 93.81                                             | 310.96                                      |
| Supervisor – Other                  | 91.70                                             | 303.97                                      |
| Surveyor (P.L.S.)                   | 63.10                                             | 209.16                                      |
| Technician                          | 35.49                                             | 117.64                                      |

|                          |                                                     |
|--------------------------|-----------------------------------------------------|
| Office Overhead Rate (%) | (*) 188.24.....Maximum Multiplier (Office) = 3.3148 |
| Field Overhead Rate (%)  | (*) 153.70.....Maximum Multiplier (Field) = 2.9176  |

(\*) = Statewide DOTD Average Salary/Overhead Rate plus one (1) standard deviation obtained from document dated February 1, 2022.

## **Statement of Qualifications Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

*Instruction sheet may be omitted when submitting the affidavit*

## Statement of Qualifications

### AFFIDAVIT

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized \_\_\_\_\_ of \_\_\_\_\_ (Entity),  
the party who submitted a Statement of Qualifications (SOQ) to \_\_\_\_\_  
\_\_\_\_\_ (Briefly describe the services the SOQ  
will cover), to the Parish of Jefferson.

Affiant further said:

#### Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B** \_\_\_\_\_ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

**Choice B** \_\_\_\_\_ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

**Choice B** \_\_\_\_\_ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

Subcontractor Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned SOQ.

**Choice B** \_\_\_\_\_ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*[The remainder of this page is intentionally left blank.]*

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.