



SOQ No. 26-007

**Provide Routine Engineering Services for Water Projects**

**Submission Deadline: May 01 , 2026 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: [donna.evans@jeffparish.gov](mailto:donna.evans@jeffparish.gov)  
Purchasing Specialist II: (504)-364-2691**

**PUBLIC NOTICE**  
**SOQ 26-007**

**Provide Routine Engineering Services for Water Projects**

The Parish of Jefferson, authorized by **Resolution No. 148228** is hereby soliciting a Statement of Qualifications (TEC Professional Services Questionnaire) from persons or firms interested in being placed on a New List to provide routine engineering services for water projects for a fee of \$500,000.00 or less per assignment in Jefferson Parish for the Jefferson Parish Department of Engineering.

**Deadline for Submissions: 3:30 p.m., May 01, 2026**

---

General

Routine engineering services are for contracts where the total engineering fee, exclusive of resident inspection services, will not exceed \$500,000.00 per assignment. Firms deemed qualified for this work shall be eligible for award of routine water contracts for a two-year period.

The firms submitting a Statement of Qualifications (Jefferson Parish TEC Professional Services 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 Professional Services Questionnaire) for each sub-consultant firm. (Refer to Jefferson Parish Code of Ordinances, 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 appropriate Jefferson Parish Department and shall be mutually agreeable to both parties.

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

The estimated fees for this work may vary among different assignments; however, no individual assignment can have a fee exceeding \$500,000.00, exclusive of resident inspection services. There is no limit to the number of assignments that can be awarded to a person or firm.

Minimum Requirements for Selection

1. The persons or firms under consideration shall have at least one (1) principal who is a professional engineer who shall be registered as such 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 professional engineer who shall be registered as such in the State of Louisiana with a minimum of five (5) years of experience in the disciplines involved. A subcontractor may not be used to meet this requirement (Section K. “**PROFESSIONAL IN CHARGE:**” of TEC Professional Questionnaire);
3. The persons or firms under consideration shall have one (1) employee who is a professional engineer registered as such in the State of Louisiana in the field or fields of expertise required for the project. A subcontractor may meet this requirement only if the advertised project involves more than one discipline (Section D. of the 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 of work required for the routine engineering services (Maximum points awarded shall be thirty-five (35));
- (2) Size of firm, considering the number of professional and support personnel required to perform the type of routine engineering tasks, including project evaluation, project design, drafting of technical plans, development of technical specifications and construction administration (Maximum points awarded shall be ten (10));
- (3) Capacity for timely completion of newly assigned work, considering the factors of type of routine engineering task, current unfinished workload, and person or firm’s available professional and support personnel (Maximum points awarded shall be twenty 20);
- (4) Past Performance by person or firm on Parish contracts (Maximum points awarded shall be ten (10)) (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.);
- (5) Location of the principal office (Maximum points awarded shall be fifteen (15)) (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).);
- (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 (Maximum points awarded shall be fifteen (15)) (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.);

- (7) Prior successful completion of projects of the type and nature of routine engineering services, as defined, for which firm has provided verifiable references (Maximum points awarded shall be five (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 routine engineering 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/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: April 01, 08, and 15, 2026**

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 CLASSIFICATION</u> | <u>MAXIMUM DIRECT HOURLY RATE (\$)</u><br>(*) | <u>MAXIMUM PAYABLE 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**

This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. 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.

**The Affidavit MUST comply with the following requirements to be accepted.**

- Must be signed by an authorized representative of the entity.
- Must be notarized by a notary with proper jurisdiction who must sign and print name, and include bar/notary number.
- Location where the notarization is taking place should be filled in at the top of the affidavit – not the location of the contract services.
- MUST select either Choice A or B when required.
- If choice A is selected, it must include an attachment.

**Affidavits with the following WILL NOT be accepted.**

- If both choice A and B are selected, the affidavit will not be accepted.
- An affidavit marked N/A will not be accepted.
- An affidavit missing attachment(s) when required will not be accepted.
- An affidavit that is notarized by a notary who does not have jurisdiction in the place where notarized or is not active will not be accepted.
- Affidavits that are older than six (6) months will not be accepted.

*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 duly sworn by me, deposed and said that  
he/she is the fully authorized \_\_\_\_\_ of \_\_\_\_\_ (Entity),  
who submitted a Statement of Qualifications (SOQ) to the Parish of Jefferson to \_\_\_\_\_  
\_\_\_\_\_ (Briefly describe the services.).

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. 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, if known to the Affiant, the date of any such solicitation shall be 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 \_\_\_\_\_.