



SOQ No. 26-014

Coastal Engineering and Consulting Services

Submission Deadline: May 29 , 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, 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
Purchasing Specialist II: (504)-364-2691**

PUBLIC NOTICE

SOQ 26-014

Coastal Engineering and Consulting Services

The Parish of Jefferson, authorized by **Resolution No. 148422** is hereby soliciting the submittal of a Statement of Qualifications (**Jefferson Parish Technical Evaluation Committee** (TEC) Professional Services Questionnaire) from additional persons or firms interested and qualified in providing **Coastal Engineering and Consulting Services** on an as-needed basis for miscellaneous projects located throughout Jefferson Parish for the Department of Coastal Management on an as-needed basis for the remainder of the three year period, which terminates on April 5, 2028, with maximum annual allowable fees of \$500,000.00 per project. (Parishwide)

The thirty-three (33) persons or firms currently approved by Council Resolution No. 144094, dated September 10, 2024 should not respond to this advertisement, which is for the sole purpose of approving additional persons or firms qualified to provide routine engineering services for Coastal Engineering Consulting Services in Jefferson Parish.

Deadline for Submissions: 3:30 p.m., May 29, 2026

General

Specific scope of coastal engineering consulting services may include civil, hydraulic, hydrologic, environmental, mapping and CAD support. Work may include planning, permitting, design, bidding and construction administration and related supplemental services on an as-needed basis for projects located throughout the Parish as selected by the Parish Council.

This scope for coastal restoration and protection services includes but is not limited to marsh and ridge restoration, shoreline stabilization and protection, beneficial use of dredge material, living shoreline design, hydrologic and hydraulic modeling, design analysis and reports, biological and environmental assessments of wetlands, technical evaluations, cost estimates, opinions of probable construction cost and field investigations. In addition to technical services, the scope includes coastal grant writing, outreach and educational support and development of associated marketing materials.

Projects may include the following supplemental services: surveying (including bathymetric) and onshore and nearshore geotechnical services.

The Council, at its discretion, may choose one or more qualified firms to provide the services.

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 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) 736-6779.

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

Compensation for supplemental services, if required, shall be in the form of a “lump sum” 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.

A maximum yearly cap established by Jefferson Parish based on anticipated needs for these services shall be \$500,000 per engineering contract, and the established cap shall not be increased without Council approval.

Minimum Requirements for Selection

1. The persons or firms under consideration shall have at least one (1) principal who is a licensed, a professional engineer in the State of Louisiana (**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 engineer in the State of Louisiana with a minimum of five (5) years' experience (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 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**).

Principal is defined as 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 shall be used to evaluate each firm submitting a Statement of Qualifications:

- (1) Professional training and experience in relation to coastal engineering including, but not limited to, coastal planning, permitting, design, marsh and ridge restoration, shoreline stabilization and protection, beneficial use of dredge material, living shoreline design, hydrologic and hydraulic modeling, biological and environmental assessments of wetlands, design analysis and reports, technical evaluations, cost estimates, field investigations, coastal grant writing, outreach and educational support (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 shall be 20).
- (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 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: (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 for the lack of any such adversarial proceedings as defined).
 - (7) Prior successful completion of projects of the type and nature of the engineering services, as defined, for which firm has provided verifiable references (Maximum points awarded shall be 15).

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.

All firms (including sub-consultants) must submit a Statement of Qualifications (**Jefferson Parish TEC Questionnaire**). Firms must identify all subcontractors who would assist in providing professional services for the project, in the professional services questionnaire (Jefferson Parish TEC Questionnaire). Each subcontractor shall submit all documents and information required by the prime, including but not limited to identifying all licenses a subcontractor is purporting to fill. Substitutions or subsequent addition of subcontractors to the project must be ratified by council resolution. Please obtain the latest questionnaire form by calling the Purchasing Department by telephone at (504) 364-2678 or using our web address: www.jeffparish.gov. This questionnaire can be accessed by clicking departments then clicking purchasing then clicking procurement opportunities then SOQs.

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 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 24th Judicial Court.

ADV: The New Orleans Advocate: May 20, 2026

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 _____.