

PUBLIC NOTICE

SOQ EVENT NO. 154 PROVIDE COURT REPORTING SERVICES ON AN AS NEEDED BASIS FOR THE PARISH OF JEFFERSON

The Parish of Jefferson, authorized by **Resolution No. 149077** is hereby soliciting a Statement of Qualifications (Jefferson Parish General Professional Services Questionnaire) from professional firms interested and qualified to Provide Court Reporting Services on an as Needed Basis for the Parish of Jefferson including but not limited to all Parish departments, boards and commissions.

Deadline for Submissions: 3:30 p.m., September 17, 2026

General

The firms submitting a Statement of Qualifications (Jefferson Parish General 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 General Professional Services Questionnaire) for each sub-consultant firm. (Refer to Jefferson Parish Code Ordinance, Section 2-928).

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.

Compensation

The cost of these Laboratory Services will be negotiated by the Jefferson Parish Department of Engineering.

Minimum Requirements for Selection

1. one **principal** who is a professional engineer, who shall be registered as such in Louisiana.
2. a professional in charge of the project who is a professional engineer, who shall be registered as such in Louisiana, with a minimum of five (5) years of experience in the disciplines involved.
3. one employee who is a professional engineer, who shall be registered as such in Louisiana in the field or fields of expertise required for the project (A sub-consultant may meet the requirement only if the advertised project involves more than one discipline.)

Evaluation Criteria

The following criteria will be used to evaluate the statement of the firms submitting:

- 1) Professional training and experience in relation to the type of work required for laboratory testing services for inspection of materials and equipment - **35 points.**
- 2) Size of firm, considering the number of professional and support personnel required to perform laboratory testing tasks, including drafting of reports – **10 points.**
- 3) Capacity for timely completion of newly assigned work, considering the factors of current unfinished workload, and person or firm's available professional and support personnel - **20 points.**
- 4) Past Performance by person or firm on projects of similar or comparable size, scope, and scale - **10 points** (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 - 15 points (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 - 15 points (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 requiring laboratory testing services for which firm has provided verifiable references - 15 points.

The maximum cumulative fee that can be charged for all work on this contract shall not exceed \$500,000 per year unless increased by contract amendment approved by the Jefferson Parish Council. There is no limit to the number of assignments that can be awarded to a firm.

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 laboratory testing services tasks.

All firms (including sub-consultants) must submit a Statement of Qualifications (Jefferson Parish General Professional Services Questionnaire). Please obtain the latest questionnaire form by calling the Purchasing Department by telephone at (504) 364-2678 or using our web address: jeffparish.gov. Submissions shall be submitted on the eProcurement site at www.JeffParish.gov/Supplier.

The firms submitting a Statement of Qualifications (Jefferson Parish General 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 General Professional Services Questionnaire) for each sub-consultant firm. (Refer to Jefferson Parish Code Ordinance, Section 2-928).

Proposals are to be submitted on the new Supplier Portal and eProcurement site at www.jeffparish.gov/supplier. Submissions will only be accepted electronically via the Parish's e-Procurement system. Suppliers are able to browse solicitations anonymously, but will be required to register for free in order to submit for any solicitation.

Affidavits and Proof of Insurance are not required to be submitted with the Statement of Qualifications (Jefferson Parish General Professional Services Questionnaire) but shall be submitted prior to contract approval.

No Statements will be accepted after the deadline.

Disputes/protests relating to the decisions by the evaluation committee or by the Jefferson Parish Council shall be brought before the 24th Judicial Court.

(Resolution No. 149077).
Parish-Wide.

ADV: The New Orleans Advocate: September 2, and September 9, 2026