

PUBLIC NOTICE

SOQ Event No. 247

Statement of Qualifications from qualified professional consulting firms interested in providing professional consulting services for a Parishwide Comprehensive Water and Sewer Rate Study and Financial Review

Jefferson Parish is hereby soliciting statements of qualifications from vendor(s) interested and qualified in providing professional consulting services for a Parishwide Comprehensive Water and Sewer Rate Study and Financial review for Jefferson Parish (Parishwide).

Deadline for Submissions: 3:30 p.m. November 16, 2026

The Jefferson Parish Council may award these contract services to one or more vendors as they deem appropriate based on the submittals received

General:

The Jefferson Parish water and sewer utility system currently serves approximately 160,000 active water customer accounts and approximately 116,000 active sewer accounts across the East and West Banks of Jefferson Parish.

The purpose of this study is to provide Jefferson Parish with an independent, comprehensive evaluation of its existing water and sewer rate structure and financial requirements. The study will assist the Parish in determining whether its current rates are appropriate to support the ongoing operation, maintenance, repair, replacement, and future infrastructure needs of the Parish's water and sewer systems.

Scope of Work:

The selected consultant will be expected to conduct a comprehensive review and analysis of the Parish's water and sewer systems and associated financial and rate structures. The general scope may include, but is not necessarily limited to:

- Review of existing water and sewer rates, rate structures, policies, and financial practices;
- Review of previously performed utility financial planning management studies and infrastructure assessment reports;
- Review and analysis of historical and projected operating and maintenance costs;
- Evaluation of existing and projected capital improvement and infrastructure needs;
- Review of system revenues, expenditures, debt obligations, reserves, and other relevant financial information;
- Analysis of water consumption, customer classifications, usage patterns, and other factors affecting revenues and rate requirements;
- Evaluation of alternative water and sewer rate structures and conduct regional and national comparative analysis;
- Evaluation of the adequacy and sustainability of existing rates to meet current and future system needs;
- Development and evaluation of alternative water and sewer rate structures and potential rate adjustments;

- Development of financial projections and recommendations regarding appropriate rates and revenue requirements;
- Preparation of a final report presenting findings, alternatives, and recommendations to Jefferson Parish.

In addition, the selected consultant may be expected to evaluate recent billing and collections activity including, but is not necessarily limited to:

- Review of collection rates and delinquency trends;
- Review of billing practices and procedures;
- Identification of unusual or inconsistent billing patterns;
- Analysis of water usage data for anomalies.

The selected consultant shall work with Jefferson Parish departments and staff to obtain and evaluate relevant operational, financial, customer, infrastructure, and capital improvement information necessary to complete the study.

The scope is intended to provide a general description of the anticipated services. Jefferson Parish may refine the scope of services with the selected consultant based upon the proposed approach, qualifications, and recommendations.

The firms submitting a Jefferson Parish General Professional Services Questionnaire must identify all sub-consultant firms which they expect to use to provide professional services, and submit a General Professional Services Questionnaire for each sub-consultant firm. (Refer to Jefferson Parish Code Ordinance, Section 2-928).

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 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.

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 “lump sum” or “hourly, not-to-exceed” for each supplemental service, which shall be agreeable to both parties.

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

Minimum Qualifications:

In order to be considered the proposer must meet the following:

1. The persons or firms under consideration for professional services shall have at least one (1) firm representative who has at least five (5) years' experiences in the field or fields of expertise required for the project;
2. The persons or firms under consideration for services shall have been in business at least five (5) years in the field or fields of expertise required for the project.

Persons or Firms responding to this solicitation should also demonstrate:

- Significant experience conducting municipal water and sewer rate studies with experience in Louisiana or Gulf Coast region utilities.
- Experience with large utility systems (100,000+ accounts)
- Experience analyzing utility billing data and consumption trends
- Expertise in municipal finance and infrastructure funding
- Experience working with public sector utilities

Evaluation Criteria:

Statements of Qualifications shall be submitted on the Jefferson Parish General Professional Services Questionnaire and shall demonstrate the firm's qualifications, professional training and experience, past and current accomplishments, relevant references, available professional and technical resources, and experience performing similar services for Jefferson Parish or jurisdictions of similar size.

The following criteria shall be used to evaluate each firm submitting a Statement of Qualifications:

1. Overall qualifications, specifically in relation to the minimum qualifications and criteria outlined in this request; **(# 35 points)**
2. Professional training and experience; **(# 35 points)**
3. Past and current accomplishments, for which references from clients or former clients and information gathered by inspection of current or recent projects may be considered; **(# 10 points)**
4. Capacity for timely completion of the work, taking into consideration the professional and support manpower and technological resources; **(# 10 points)**
5. The nature and quantity of work for the Parish or for jurisdictions of similar size previously performed and presently being performed by the proposer; **(# 10 points)**

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.

All vendors must submit a Statement of Qualifications (Jefferson Parish General Professional Services Questionnaire). A copy of the Jefferson Parish General Professional Services Questionnaire may be obtained by calling the Jefferson Parish Purchasing Department at (504) 364-2678 or the Jefferson Parish website at www.jeffparish.gov.

All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the Jefferson Parish General Professional Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928

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.

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. 149087 & 149230).
Parish-Wide.

ADV: The New Orleans Advocate: October 14, 21, and October 28, 2026