PUBLIC NOTICE

SOQ Event No. 407
Routine Engineering Services for Streets Projects

The Parish of Jefferson, authorized by **Resolution #149086** is hereby soliciting Statements of Qualifications (TEC) Professional Services Questionnaire) for **additional** persons or firms interested in providing routine engineering services for **Streets Projects** in Jefferson Parish, who are not one of the fifty (50) persons or firms approved by Resolution No. 148942, dated August 26, 2026.

Deadline for Submissions: 3:30 p.m., December 10, 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 streets contracts for the remainder of the two-year period beginning on August 26, 2026.

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

Compensation

The cost of these services will be negotiated by the appropriate Jefferson Parish Department. 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.

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

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. 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’ experience in the disciplines involved;
3. One employee who is a professional engineer registered as such in Louisiana in the field or fields of expertise required for the project (A sub-consultant may meet this requirement only if the advertised project involves more than one discipline).

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).**

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 architectural, engineering tasks under this Statement of Qualifications solicitation.

All firms (including sub-consultants) must submit a Statement of Qualifications (TEC) 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: www.jeffparish.gov.

The firms submitting a Statement of Qualifications (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 (TEC) 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.

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.

No submittals will be accepted after the deadline.

Affidavits and Proof of Insurance are not required to be submitted with the Statement of Qualifications (TEC) 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. 149086).
Parish-Wide.

ADV: The New Orleans Advocate: November 18 and 25, 2026