



# **St. John the Baptist Parish Public Schools**

## **Request for Qualifications**

### **Architectural Design Services for Renovations and Additions to West St. John Elementary School**

Solicitation No. 09-06

December 12, 2008

**PUBLIC NOTICE – INVITATION FOR ARCHITECTURAL SERVICES**

The St. John the Baptist Parish Public Schools is seeking Statements of Qualifications (SOQ) from qualified Architectural Firms interested in providing Architectural Services for the following contract:

**ARCHITECTURAL DESIGN SERVICES  
FOR RENOVATIONS AND ADDITIONS TO  
WEST ST. JOHN ELEMENTARY SCHOOL  
ST. JOHN THE BAPTIST PARISH PUBLIC SCHOOLS  
Solicitation No. 09-06**

Statements of Qualifications must be submitted using the St. John the Baptist Parish Public Schools Standard Qualifications Form SJPB-AE (dated 12/12/08). A sample form is attached and a computer file can be provided upon request. Interested firms may obtain an official Request for Qualifications (RFQ) package from:

CSRS, Inc.  
Mr. Kevin Chenevert, AIA  
6767 Perkins Road, Suite 200, Baton Rouge, LA 70808  
Telephone No. (225) 769-0546

**Only those firms that have obtained the official RFQ package for this project from CSRS, Inc. will be considered by the SJPB A/E Selection Committee.**

One unbound original and fourteen (14) copies of the Statement of Qualifications (Standard Form SJPB-A/E) shall be delivered to Mr. Kevin Chenevert, AIA, 6767 Perkins Road, Suite 200, Baton Rouge, LA 70808. Statements of Qualifications for this project will be accepted until **11:00 A.M., Central Standard Time, Tuesday, January 13th, 2009.**

Statements of Qualifications that have not been received by the above aforementioned deadline date and time will be rejected. Additionally, failure to submit all of the information on Standard Form SJPB-AE shall be considered non-responsive and may result in the Qualifications Statement being rejected.

The St. John the Baptist Parish Public Schools is an Equal Opportunity Employer. Therefore, all respondents are encouraged to utilize minority participation to the extent possible through the use of small, disadvantaged, and women-owned businesses as suppliers or sub-consultants.

Additionally, the members of the Facilities Committee request that the consultants submit Form SJPB-AE only. Unless otherwise stated or required by the instructions, all other attachments or embellishments shall be excluded. It is also requested that Form SJPB-AE not be bound in a booklet, but simply stapled in the top left corner.

Proposal respondents, their consultants, sub-consultants, or other parties representing the proposer for this solicitation may not contact any member of the St. John the Baptist Parish School Board or the Facilities Committee concerning this project from the date of advertisement until after the date of selection.

The St. John the Baptist Parish School Board reserves the right to reject any and/or all of the submittals in response to this Request for Qualifications.

## **PROJECT DESCRIPTION/LOCATION**

The St. John the Baptist Parish Public School System is seeking qualifications from professionally licensed architectural firms interested in providing design services for renovations and additions to West St. John Elementary School. West St. John Elementary School is located at 2555 La. Hwy. 18, Edgard, LA 70049.

The proposed project includes the renovation of classrooms, restrooms, offices as well as mechanical and electrical systems. A new two story classroom building will be constructed to replace the existing two story classroom wing to be demolished as part of this project. Minor paving, grading, and adjustments to the site drainage adjacent to the new classroom building and around the campus will also be included in the project.

The Architect selected will be the Architect of Record and will be responsible for assembling a team of consultants that will include the design and production of all required documents, unless specifically noted herein. The St. John the Baptist Parish School Board reserves the right to review the proposed design team and reject any consultants identified to be part of the Architectural team due to poor past performance.

Depending on capability and performance under this project, the successful firm may be offered the opportunity to design additional projects on this campus and/or sign an Indefinite Delivery Contract for additional work orders on this campus and throughout the school system.

## **Project Funding**

The proposed project is being funded as part of the St. John the Baptist Parish Public Schools Master Plan. The funds for this project are provided from the successful passage of a bond issue on November 4, 2008.

The amount available for construction of this project is \$8,700,000.00.

## **Contract Duration**

The project is on a constrained time schedule and work will begin immediately upon award of the contract.

## **SCOPE OF SERVICES**

The selected Architect shall be responsible for providing professional design services including Program Completion, Schematic Design, Construction Documents, Bidding, Construction Administration and a one-year Correction Period Inspection.

The selected Professional shall provide as part of the design team: Civil, Structural, Mechanical, and Electrical Engineering and Landscape Design.

Consultants to be provided by the Owner and coordinated by the Architect if required by the work include: Land Surveyor, Geotechnical Engineer and any other special consultants not identified above that may be required.

## **STATEMENT OF QUALIFICATIONS STANDARD FORM SJPB-AE (12/12/08)**

### **Statement of Qualifications Deadline and Submittal**

One unbound original and fourteen (14) copies of the Statements of Qualifications Standard Form SJPB-AE (12/12/08) shall be submitted to Mr. Kevin Chenevert, AIA, Project Manager, St. John the Baptist Parish Public Schools, 6767 Perkins Road, Suite 200, Baton Rouge, LA 70808. Statements of Qualifications for this project will be accepted until **11:00: AM, Central Standard Time, on Tuesday, January 13th, 2008**. Proposal Respondents shall respond to the written RFQ and any exhibits, attachments, or amendments. Statement of Qualifications that have not been received by the deadline date and time will be rejected. Additionally, failure to submit all of the information on Standard Form SJPB-AE shall be considered non-responsive and the response will be disqualified.

Proposal Respondents assume the risk of the method of dispatch chosen. The St. John the Baptist Parish Public Schools and CSRS, Inc. assume no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual proposal receipt by CSRS, Inc. Late Statements of Qualifications shall not be accepted nor shall additional time be granted to any potential Proposal Respondent. Statements of Qualifications may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

### **Participation**

Architectural firms are limited to one\* proposal, either alone or as a key sub-consultant. If a firm submits more than one (1) application for this project, all Qualification Statements that the firm is associated with will be rejected.

\*This rule is not intended to limit specialty firms from entering into nonexclusive agreements as a sub-consultant with more than one Proposal Respondent. The limit of one proposal for this project is not intended to limit prime consultants from submitting for other RFQ's currently being advertised by the SJPB.

### **Purpose**

The purpose of this RFQ is to select the most qualified firm or team to accomplish the scope of the project within the proposed budget and schedule. The RFQ format is intended to provide the A/E Selection Committee with a complete, concise understanding of the firm's qualifications as it relates specifically to this project.

### **Point-Of-Contact**

The main point of contact for this RFQ is:

**Mr. Kevin Chenevert, AIA**

**CSRS, Inc.,**

**6767 Perkins Road, Suite 200, Baton Rouge, LA 70808**

**Ph: (225) 769-0546**

**Fx: (225) 767-0060**

**Email: [chenevert@csrsonline.com](mailto:chenevert@csrsonline.com)**

\*All written or verbal correspondence regarding the RFQ should be directed to the RFQ Point of Contact.

### **Proposal Preparation Costs**

The St. John the Baptist Parish Public Schools is not responsible for any costs associated with the preparation, submittal, or presentation of any proposal.

**Nondiscrimination**

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the St. John the Baptist Parish Public Schools' contracted programs or activities on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal constitutional statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the St. John the Baptist Parish Public Schools or in the employment practices of the St. John the Baptist Parish Public Schools' contractors. Accordingly, all Proposal Respondents entering contracts with the St. John the Baptist Parish Public Schools shall, upon request, be required to show proof of such nondiscrimination.

**Minority and Women-Owned Business Participation**

The St. John the Baptist Parish Public Schools encourages participation from minority-owned, and women-owned businesses. The team will be evaluated in this area on the extent to which Proposal Respondents identify and commit to minority-owned and/or women-owned businesses, whether as a prime, joint venture teaming arrangement, or through the use of sub-consultants.

**Required Review and Waiver of Objections By Proposers**

Proposal Respondents should carefully review this RFQ and all attachments for defects, objections, or any other matter requiring clarification or correction. Comments concerning RFQ objections must be made in writing at least 72 hours prior to the RFQ deadline. This will allow issuance of any necessary written amendments. Amendments will be issued to everyone who has picked up an official RFQ Package.

Protests based on any objection shall be considered waived and invalid if these faults have not been brought to the attention of the St. John the Baptist Parish Public Schools in writing prior to the RFQ deadline.

Submittal of a Statement of Qualifications shall constitute acceptance of the terms, conditions, criteria, requirements, and evaluation process of the RFQ and resulting award of a contract, and represents a waiver of any such objection.

**Statement of Qualifications Withdrawal**

Proposal Respondents may withdraw a submitted Statement of Qualifications at any time up to the deadline for submitting Standard Form SJPB-AE. To withdraw a Statement of Qualifications, the Proposal Respondent must submit a written request, signed by an authorized representative, to the RFQ point of contact before the deadline for submitting Statements of Qualifications. After withdrawing a previously submitted Statement of Qualifications, the Proposal Respondent, may submit another Statement of Qualifications at any time up to the deadline for submitting Statements of Qualifications.

**Statement of Qualifications Amendments and Errors**

The St. John the Baptist Parish Public Schools shall not accept any amendments, revisions, or alterations to Statements of Qualifications after the deadline for submittal.

Proposal Respondents are liable for all errors or omissions contained in their Statements of Qualifications. Proposal Respondents shall not be allowed to alter Statements of Qualifications, Standard Form SJPB-AE documents after the deadline for submittal.

**Property of Statement of Qualifications**

All Statements of Qualifications and other materials submitted in response to this RFQ procurement process become the property of the St. John the Baptist Parish Public Schools and are public documents. Selection or rejection of a response does not affect this right. All submittal information shall be held in confidence during the evaluation process and prior to the time a Notice of Award is issued. Upon the completion of the review and evaluation of all Statements of Qualifications submitted in response to the RFQ, all responses shall become public documents of the St. John the Baptist Parish Public Schools and open for review by the public. By submitting a Statement of Qualifications, the Submitter acknowledges and accepts that the full contents of the Statement of Qualifications shall become a public record open to public inspection. The wishes of any Proposal Respondents marking a Statement of Qualifications, or any part of a Statement of Qualifications as proprietary and/or confidential shall be neither accepted nor honored.

**Insurance Requirements**

The selected architect shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work herein by the architect, his agents, representatives, employees, or sub-consultants.

Minimum Limits of Insurance:

Architect shall maintain limits no less than:

Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.

Professional Liability: \$1,000,000 combined single limit per occurrence for errors and omissions.

Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.

Workers' Compensation and Employers Liability: Limits as required by the Labor Code of the State of Louisiana and Employers Liability Coverage.

The General Liability and Automobile Liability coverages shall contain, or be endorsed to contain the following provisions:

*The St. John the Baptist Parish Public Schools, its officers, officials, employees, and program manager shall be added as "additional insureds" with respect to liability arising out of activities performed by or on behalf of the Architect.*

\* No deductible shall be in excess of five percent (5%) of the amount of the policy.

**SJBP-AE Standard Form & Instructions**

Refer to Exhibit "A" of this solicitation for Instructions on completing the SJBP-AE Prime and Sub-consultant/Associate forms.

## **EVALUATION CRITERIA AND SELECTION PROCESS**

### **Evaluation Criteria**

The following general criteria will be used in evaluating the Qualifications Statements.

1. Recent firm experience with similar types of projects.
2. Quality of projects previously undertaken.
3. Assigned personnel's professional qualifications (including LEED AP) and their availability for the project.
4. Capability of firm resources to perform the services required for the project.
5. Past experience with projects on this campus or in the SJBP.
6. Minority and Women Owned Business Participation.
7. Qualifications and experience of sub-consultants' proposed for the project team.
8. Responsiveness to problems/requirements.
9. Ability to maintain schedules, deadlines, and budgets on multi-project assignments simultaneously.
10. Current workload relative to timely performance.

### **Right To Reject Statements of Qualifications**

The St. John the Baptist Parish Public Schools reserves the right, at its sole discretion, to reject any and/or all Statements of Qualifications or to cancel this RFQ in its entirety.

Any submittal that does not meet the requirements of this RFQ may be considered to be non-responsive, and the proposal may be rejected. Proposal Respondents must comply with all of the terms of this RFQ and all applicable local, state, and federal laws and regulations. The St. John the Baptist Parish Public Schools may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFQ.

### **Selection Process**

The contract(s) for this project will be awarded through a qualifications-based selection process. All qualification statements will be reviewed by the St. John the Baptist Parish Public Schools Facilities Committee.

1. The Facilities Committee will carefully review and rank all proposals according to the aforementioned evaluation criteria.
2. The highest ranking firms from the Committee evaluation will be asked to make an oral presentation to the Committee. Based on ranking of the proposal and presentation by the firm, the Finance Committee will make a selection and forward that recommendation to the full St. John the Baptist Parish School Board for consideration and public comment.
3. The full board will consider the recommendation and vote to select a firm(s). Once the full board awards the contract, the standard SJBP contract will be executed between the board and the selected firm.

**SCHEDULE OF EVENTS**

The following RFQ Schedule of Events represents the St. John the Baptist Parish Public Schools' best estimate of the schedule that shall be followed.

The St. John the Baptist Parish Public Schools reserves the right at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the schedule of events shall be provided to all Proposal Respondents.

<b>Event</b>	<b>Date</b>	<b>Time</b>
Advertise Solicitation	12/12/08	N/A
Receipt of Statements of Qualifications	01/13/09	11:00am
Interview/Oral Presentation (at Committee's discretion)	01/29/09	4:00pm
Recommendations Presented to Board	02/05/09	7:00pm
Full Board Votes to Award	02/05/09	7:00pm