

St. Tammany Parish School Board

RFQ – Small Projects Professional Services

Rotation Pool for Small Projects of \$500,000 estimated cost of construction or less (ECC)

JUNE, 2019

INFORMATION AND INSTRUCTIONS DOCUMENT

Description of Projects and Services Sought:

The St. Tammany Parish School Board is requesting Qualifications Statements from Professionally Licensed Architectural and Engineering firms, for the Designer services related to Small Projects. Small Projects are defined as Designer services for small projects which have an Estimated Cost for Construction of less than \$500,000. The type of projects which typically are awarded in this category are reroofing projects, paving projects, site improvements, bleacher replacement projects, small renovation projects, small new construction projects, etc. In addition to Architectural Consulting Services, Engineering Consulting Services are anticipated to be required for miscellaneous projects.

Firms selected for Small Project Services are placed in a pool from which the assignments of small projects are made. **If your firm was awarded assignment to the Small Project Services' rotation pool from response to previous RFQ's, you must submit a response to this RFQ to be considered to be reassigned to the Small Project Services' rotation pool.**

Firms selected for Small Projects will be placed in a pool from which the assignment of small projects may be rotated to allow Consultants the opportunity for assignments of projects depending on availability of projects, funding, the scope of any project, past work performed by a Professional Consultant and any other relevant matter pertaining to the project. Inclusion in a rotation pool for services does not necessarily result in work being awarded during the period of time of the appointment.

Architects and Engineers responding to this RFQ shall be currently and duly licensed by the State of Louisiana to provide such Professional Services.

Insurance

All firms shall carry insurance of the type and in the amount required by the St. Tammany Parish School Board, the State of Louisiana and any other applicable jurisdictions and as indicated in the Professional Services Agreement. For Architectural or Engineering Contracts, please refer to Article 15 of the St. Tammany Parish School Board Capital Improvement Projects Procedure Manual for Design and Construction attached to the sample Professional Services Agreement for projects with a construction cost of \$500,000.00 or less.

Basis for Compensation and Professional Services Agreement

The Professional Services Agreement (AGREEMENT) is the St. Tammany Parish School Board approved contract for professional A/E services. It is anticipated that this Agreement or a Letter of Agreement will be used for all Small Projects. A copy of the AGREEMENT is attached. In some cases, the scope of work is done on an hourly basis and the hourly rate is typically based upon additional service's rates listed in the AGREEMENT.

Questions

Respondents should review the RFQ and all attachments. Comments, matters requiring clarification or correction and questions should be made in writing no later than 7 calendar days to the RFQ deadline. Questions, Requests for Clarifications, etc., should be directed to Cameron Tipton, Lead Construction Supervisor, St. Tammany Parish School Board, 321 N. Theard St., Covington, LA 70433; Phone: 985-898-3287; E-mail: Construction@stpsb.org.

Questions regarding the .pdf file/format of the Qualifications Statement Form should be directed to Cullie G. Catoe at Cullie.Catoe@stpsb.org. It is acceptable to work with the Qualification Statement form provided and to format it for presentation (relative to font, page layout, tabs, etc.) however, **please keep the Qualification Statement questions in the order provided for ease of review.**

Screening and Evaluation Committee

A screening and Evaluation Committee for Professional Services will evaluate the Qualification Statements. The evaluation of the Qualification Statements will be based on the following criteria as follows:

Criteria	Summary	Points
9.1.1/.4	Education/Experience of key personnel.....	10
9.1.2	General and Prior Work Experience.....	10
9.1.3	Proposer’s record of success	0
9.1.4/.1	Qualifications of individual who will be in direct charge	See 9.1.1
9.1.5/.16	Adequate staff, sub-consultants, facilities, equipment	10
9.1.6	Professional License	Mandatory
9.1.7	Plan for performing work	0
9.1.8	Ability of proposer to make effective presentations	0
9.1.9	Ability to work with STPSB staff and other public agencies.....	10
9.1.10	Pertinent new or creative ideas	0
9.1.11	Proposer’s knowledge of local conditions/constraints	10
9.1.12	Appropriate level of effort	0
9.1.13	Success, efficiency, and workability of facilities designed	0
9.1.14	Proposer’s track record of resolving post-construction problems.....	0
9.1.15	Other projects that have relationship to project	0
9.1.16	Proposer’s workload.....	See 9.1.5
9.1.17	Proposer’s experience with renovation	0
9.1.18	Proposer’s quality control program	0
9.1.19	Proposer’s record of keeping projects within budget.....	0
9.1.20	Proposer’s consultants’ qualification	0
9.1.22	Financial stability and capacity of the proposer.....	0
9.1.23	Liability, professional insurance, affidavit.....	Mandatory
9.1.24	Location, proximity to St. Tammany Parish.....	25
9.1.25	Number and size of contracts with STPSB within past 6 years**	15
9.1.26	Overview/Summary.....	10
9.1.27	Verification of references.....	0
9.1.28	Other factors considered by the SEC.....	To be determined by SEC
9.1.29	Fees/Compensation	NA
9.1.30	Conflicts of interest	0
TOTAL	Possible Score Based on Criteria above	100

** The stated purpose of these criteria is to distribute work within the community. Firms with little or no work will receive higher points than those firms with previous work.

Clarifications and Definitions

In Item 9.1.25 and the General Qualifications Statement, the word “received” is to be interpreted as “performed”, “awarded”, or “under contract” within the last six years.

The Request for Qualifications includes this Information and Instructions Document, all attachments, and any addenda issued prior to acceptance of the Qualification Statement Submittals.

The St. Tammany Parish Public School System adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability.

Number of Originals and Copies Requested

Complete Qualification Statements include the following:

- I. Professional Services Application: **Qualifications Statement** for Small Projects.
 - Submit one (1) fully completed signed & sealed original Qualifications Statement - ***please leave the original unbound***
 - **and** seven (7) copies of the original Qualifications Statement. *Please bind or staple each copy - tape binding, GBC, spiral binding, or stapling is acceptable.*
 - **and** two (2) completed copies of the Submittal Cover Sheet

****Note:** Please save your response in a format that can be emailed or Drop Boxed to STPSB Construction Department if requested

Submittal of Qualifications Statements

Submit to: Ms. Cameron P. Tipton, Lead Supervisor of Construction
St. Tammany Parish School Board
CJ Schoen Administrative Complex
321 N. Theard Street, Covington, LA 70433

The deadline for submittal of Qualifications Statements is no later than **4:00 p.m.**, on the **27th** day of **June, 2019**, (Time shall be established by the PBX clock at the Reception Desk at the above referenced place). Each submittal should be packaged in such a manner that the submittal is sealed.

Print **TWO** copies of the "Submittal Cover Sheet" and have in hand to be date/time stamped upon submittal (this will serve as your receipt). If you choose to use a delivery service such as Fed Ex or other similar, include 2 copies of the submittal cover sheet and one copy will be returned to you after receipt.

Please Note:

Qualifications Statements may not be delivered orally, by facsimile transmission or by other telecommunications or electronic means.

Statements that have not been received by the deadline (date and time listed above) will be rejected.

Applicants assume the risk of the method of dispatch chosen. The St. Tammany Parish Public School System assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of Qualification Statement by the St. Tammany Parish Public School System office.

St. Tammany Parish Public School System will not accept any amendments, revisions or alterations to Qualifications Statements after the deadline for submittal. Respondents may withdraw a submitted Qualifications Statements by written request, signed by an authorized representative of the company prior to the deadline for submittal of Qualifications Statements.

St. Tammany Parish Public School System reserves the right to reject any and/or all of the submittals in response to the Request for Qualifications.

*All Qualification Statements and other materials submitted in response to the RFQ procurement process become the property of the St. Tammany Parish Public School System. Selection or rejection of a response does not affect this right. All submittal information is anticipated to be held in confidence during the evaluation process. Upon the completion of the review and evaluation process of all Qualification Statements in response to the RFQ including recommendation of award to the St. Tammany Parish School Board, all responses will become public documents of the St. Tammany Parish Public School System. **By submitting a Qualification Statement, the Applicant acknowledges and accepts that the full contents of the Statement of Qualifications will become public record.***

Submittal of a Qualification Statement shall constitute acceptance of the terms, conditions, criteria, requirements and evaluation process of the RFQ and resulting contract and operates as a waiver of any objection.

The St. Tammany Parish School Board will not be responsible for any expenses incurred by any firm(s) in the development of a response to this request. Further, the School Board reserves the right to cancel at any time the work described herein.

SUBMITTAL COVER SHEET

**Qualifications Statement for
SMALL Projects Professional Services
JUNE, 2019
St. Tammany Parish School Board**

Submitted By: *Firm Name*

Firm Logo (optional)

ATTN: Ms. Cameron P. Tipton, Lead Supervisor of Construction
St. Tammany Parish School Board
C.J. Schoen Administrative Complex
321 N. Theard St.
Covington, Louisiana 70433

BOX BELOW FOR STPSB USE ONLY

<p>RECEIVED BY STPSB:</p>
