

PROFESSIONAL SERVICES APPLICATION

ST. TAMMANY PARISH PUBLIC SCHOOLS

October, 2022

ADDITIONAL QUALIFICATIONS STATEMENT
OF

(INSERT FIRM NAME)

For

Outdoor Activity/Playground Equipment and Surfacing for Schools

Mailing Address: _____

Street Address: _____

Contact Person: _____

Title: _____

Phone No.: _____

E-Mail Address: _____

PROJECT TEAM*

ARCHITECT/ENGINEER (Designer-Prime Professional) Firm that will sign contract with St. Tammany Parish School Board:

Associated Firm & Address (if applicable)**:

Proposed Consultants

List consultants for this project.

Consultant Type	Consultant Firm Name	Location (City & State)

**This only applies to Architect Firms who previously submitted and were approved based upon an association with another firm.

INTRODUCTION/OVERVIEW

Please provide an introduction/overview of your firm/team's qualifications for this project. **It is acceptable to add photos, use brochure sheets, etc. (This should not be more than two pages front and back or 4 pages front only)*

QUALIFICATIONS OF INDIVIDUAL(S) WHO WILL BE IN DIRECT CHARGE OVER ENTIRE PROJECT

Provide the name and resumé (no more than 2 pages) of the individual within the Applicant Firm who will have direct charge of the St. Tammany Parish School Board's work. This should be the person whose professional stamp and signature will be affixed to the documents.

Name: _____

Title: _____

Years with Firm: _____ Professional License #: _____

Years with other Firms: _____ Year First Licensed: _____

Degrees Earned: _____

Experience Relative to
Outdoor Activity
Equipment Design and
Installation

RELATED WORK EXPERIENCE: OUTDOOR ACTIVITY/PLAYGROUND EQUIPMENT/MULTIPLE SITES – APPLICANT FIRM

List up to approximately six (6) projects which are under contract /were completed within the past approximately 7 (seven) years for which the Applicant firm provided the prime architectural/engineering services that are similar to the proposed projects. Provide photos. If the project was not performed by the applicant firm, list the firm responsible in parentheses after the description.

Project Name and Location	Client*	Project Description	Project Cost	Approximate Completion Date

Please insert photos (brochure sheets are acceptable)
Use additional pages as needed

Provide references for 2 of the most recent projects

APPLICANT’S CONSULTANTS’ QUALIFICATIONS

For each consultant listed provide the following information.

Copy sheet as needed for each consultant firm.

Consultant Information:

Discipline/Project Assignment: _____

Firm Name: _____

Address: _____

Contact Person: _____

Title: _____

Has Applicant worked with this Consultant in last year? _____ last 3 years? _____

For each consultant, list all Key Personnel that will be assigned to the proposed project. Place an asterisk* by the name of the person who will have direct charge of the project and provide a one page resumé for this person.

Name	Title	Project Assignment	Years with Firm	Professional License #	Experience with Outdoor Activity/Playground Design

APPLICANT'S CONSULTANTS' QUALIFICATIONS

Provide a one page brief resumé of the person who will have direct charge of the proposed project in the Consultant's Firm who will be assigned to the proposed project. This should be the person whose professional stamp and signature will be affixed to the documents. *Copy sheet as needed for each consultant firm.*

Name: _____

Title: _____

Years with Firm: _____ Professional License #: _____

Years with other Firms: _____ Year First Licensed: _____

Degrees Earned: _____

Experience Relative to
Outdoor
Activity/Playground
Design and Installation

CIVIL ENGINEER: RELATED WORK EXPERIENCE SPECIFIC TO OUTDOOR ACTIVITY/PLAYGROUND EQUIPMENT/MULTIPLE SITES

List up to 6 (six) projects completed within the last 7 (seven) years with similar scope for which the Applicant’s Civil Engineering Firm Consultant firm provided services that are similar to the proposed project. Provide photos.

Project Name and Location	Client*	Project Description	Project Cost	Approximate Completion Date

Please insert photos (brochure sheets are acceptable)

Use additional pages if needed

Provide references for 2 of the most recent projects

ADEQUATE STAFF, CONSULTANTS, FACILITIES, EQUIPMENT /PLAN FOR PERFORMING WORK/WORKLOAD

Please provide information relative to your office's and your consultants' offices, workloads, staffing, etc. and the availability and commitment to meet the schedule anticipated by the Owner for this project. Provide any considered thoughts on the best way your team can scope, manage, and plan this project overall from the Design and Documents Phase through Construction Administration and Efficient Closeout relative to the ability to handle all of the work or to handle a portion of the work.

CONSTRUCTION ADMINISTRATION SERVICES

Please consider and provide information on how your office's and your consultant's office's will provide construction administration services relative to a multiple sites. Please provide information on staff that will be managing the project during construction.

LOCATION, PROXIMITY TO ST. TAMMANY PARISH

Points Associated With a "Yes" Response*	Questions	Yes or No	Final Points
3	Applicant Firm: Is Main Office located in St. Tammany Parish, LA?		
2	Applicant Firm: If not located within St. Tammany Parish, LA, is office performing work for this project located within 30 miles of the St. Tammany Parish line/ is Associated Architect (only if originally submitted in 2019 as an Association) located within St. Tammany Parish, LA?		
1	Applicant Firm: If not located within St. Tammany Parish, LA, is office that is performing work for this project located over 30 miles from the St. Tammany Parish line?		
2	Applicant Firm: Is person that will be primarily handling this project during design and construction administration, a resident of St. Tammany Parish, LA?		
3	Applicant Firm: Are majority of employees associated with the office performing work for this project, residents of St. Tammany Parish, LA?		
3	Civil Consultant(s)**: Is Main Office of one or more consultants located in St. Tammany Parish, LA?		
2	Civil Consultant: If not located within St. Tammany Parish, LA, is office that is performing work for this project located within 30 miles of the Parish line?		
1	Civil Consultant: If not located within St. Tammany Parish, LA, is office that is performing work for this project located over 30 miles from the St. Tammany Parish line?		
1	Civil Consultant: Is person that will be primarily handling this project during design and construction administration, a resident of St. Tammany Parish, LA?		
3	Civil Consultant(s)**: Are majority of employees associated with office(s) performing work for this project, residents of St. Tammany Parish, LA?		
15	Total Points Possible		

*A "Yes" Response = full number of points indicated for the question; A "No" Response = 0 points for the question.

*If proposing to utilize more than one civil consultant, fill out form for the one consultant that yields the most points accordingly.

OTHER SPECIAL CHARACTERISTICS- DAVIS BACON ACT EXPERIENCE

Please provide information relative to your firm's/main person managing this project's experience with Davis Bacon Act. While the STPSB does intend to engage a consultant to monitor the prevailing wage/payroll process associated with this requirement, Design Team experience and familiarity with the process is appreciated and important to making sure that this requirement is met properly.

I certify that I am an architect or engineer and a principal (principal is defined as a licensed architect or engineer who has the right and authority to exercise control over the project; who shares in profits, losses, and responsibility for incurred liabilities), with the firm applying for this project, that the foregoing information is accurate and complete to the best of my knowledge, and that I have read the information contained in the Request for Qualifications Package.

Signature of Principal: _____

Date: _____

Typed Name and Title of Principal: _____

Louisiana License Number: _____

PLACE STAMP/SEAL HERE

Attach the following Information:

CURRENT LICENSE

Attach a copy of the document that your firm receives from the licensing board indicating your firm's current license to practice in the State of Louisiana.

LIABILITY AND PROFESSIONAL INSURANCE

Indicate your ability to provide all insurance required by the Professional Services Agreement. Attach a copy of your current insurance coverages from your insurance company. If your current coverages are less than those required, provide a certified letter from your insurance company verifying that you can meet the coverages required.

AFFIDAVIT

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned authority, personally came and appeared _____

_____ of _____

(hereinafter referred to as "affiant"), who after being by me duly sworn, deposed and said that affiant has read this affidavit and does hereby agree under oath to comply with the applicable provisions of law set forth herein and affiant further states that Affiant or affiant's firm is seeking to be selected by the St. Tammany Parish School Board to provide services to be rendered in connection with a contract for construction, alteration or demolition of a public building or project or in connection with providing services in a particular field or specialty for work to be performed on behalf of the St. Tammany Parish School Board and neither he or she or his or her firm has paid any individual or firm to solicit the contract on his or her or its behalf nor has he or she or his or her firm paid a Board member or employee or a Committee member to secure a contract.

Signature of Affiant

Sworn to and subscribed before me this ____ Day of _____, 2022.

NOTARY PUBLIC