

St. Tammany Parish Public School System

PROFESSIONAL SERVICE APPLICATION

RFQ – Capital Improvement Projects Plan 11/7/2024 RENOVATIONS FOR RELOCATION OF TRANSPORTATION AND INFORMATION TECHNOLOGY DEPARTMENTS

JUNE, 2025

INFORMATION AND INSTRUCTIONS DOCUMENT QUALIFICATIONS STATEMENT

The Capital Improvement Projects for which Qualifications Statements are being requested are as follows.

For these projects, St. Tammany Parish School Board staff anticipates awarding both projects to one design team to manage overall since the two projects are related. If STPSB determines a different firm for each project the two firms will have to work together on overlapping project considerations.

PROJECT	APPROXIMATE S.F.	ESTIMATED COST FOR CONSTRUCTION	ESTIMATED PROFESSIONAL SERVICES FEE
Transportation Department at Highway Department Road, Pearl River		\$4,125,000	\$350,000
Buildout Existing Warehouse Structure(s) to house Mechanic Bays for Bus Maintenance and Offices for Staff	15000		
Associated Site Improvements			
Information Technology Department and Server Room at Current Transportation Dept Building, James Street, Mandeville		\$3,400,000	\$300,000
Renovations to Existing Facility to house IT staff, District Computer Server Room, Chromebook Receiving, Repairs and Storage	15000		

Transportation and Information Technology:

The first project IS anticipated to provide space for Transportation offices at the Highway Department Road location. Additionally, mechanic bays and proper storage of parts, etc., for routine maintenance of bus fleet is part of this project scope.

****Scope:** Architectural staff, mechanical, electrical, structural and civil consultants with experience relative to designing mechanic bays and code considerations is important. ******

The second project is renovation of the existing transportation facility at James Street to accommodate Information Technology Department offices and operations. This facility has the space needed to provide for Information Technology offices as well as the spaces needed to receive, process and repair chromebooks and computer equipment. A new server room will also be required to be designed and built as a part of this relocation.

****Scope:** This project will require the Prime Architectural staff, electrical and mechanical consultants to be experienced with the specifics of computer server room requirements and code considerations. ******

Scope and fee is subject to change relative to building site, temporary modulars, scope and difficulty factor.

All respondent firms shall be currently and duly licensed by the State of Louisiana to provide Architectural Services.

Request for Qualifications Form/Format

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

Scope of Services

For Capital Improvement Projects, it is typical for the St. Tammany Parish School Board to require the selected Architect(s) to provide consultants as part of the basic services of the Designer: Civil/Site Engineering, Structural Engineering, Mechanical Engineering, Electrical Engineering, Landscape Architect and interior finish selection services. Additionally, if applicable: a Food Services Consultant, Acoustics' Consultant or other consultant specialized relative to a particular building use. It is the responsibility of the applicant to select the above sub-consultants to include in their application.

Basis for Compensation and Professional Services Agreement

The Professional Services Agreement (AGREEMENT) is the STPSB approved contract for professional A/E services. It is anticipated that this Agreement will be used for all Large Capital Improvement Projects. A copy of the AGREEMENT is included in the RFQ - Large Capital Improvement Projects Professional Services Packet. The fee calculation is addressed in the Procedure Manual attached to the AGREEMENT.

Liquidated damages in the amount of \$500.00 per day for each consecutive calendar day which the construction documents are not complete shall apply. Said sum shall in no event be construed to be a penalty, but only as damages fixed and agreed upon in advance.

Schedule should be prepared by the architect and owner prior to contract signing unless otherwise agreed upon.

Anticipated Schedule

We anticipate all projects to move forward following the selection process which should be completed by mid-September 2025. In general, it is anticipated that documents should be complete in approximately 6-18 months from award of the work depending on the scope of the project. Schedule for bidding of the work will be determined by the owner.

Insurance

All firms shall carry insurance of the type and in the amount required by the STPSB, the State of Louisiana, 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 which is attached to 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 prior to the RFQ deadline. Questions and Requests for Clarifications for specific projects should be directed to Cameron P. Tipton, Chief of Construction Services, at 985-898-3287 or 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.

Screening and Evaluation Committee

A Screening and Evaluation Committee for Professional Services will evaluate the Qualifications Statements. The evaluation of the Qualifications Statements will be based on the criteria set out as follows. It is expected that each criteria will be ranked on a point system as follows:

Criteria	Summary	Points
9.1.1/.4	Education/Experience of key personnel	5
9.1.2	General Prior / Related Work Experience	10
9.1.3	Applicant’s record of success	0
9.1.4	Qualifications of individual who will be in direct charge	See 9.1.1
9.1.5/.16	Adequate staff, consultants, facilities, equipment	5
9.1.6	License.....	Mandatory
9.1.7	Plan for performing work	0
9.1.8	Ability of proposer to make effective presentations	0
9.1.9/.11	Ability to work with STPSB staff and other public agencies.....	See 9.1.11
9.1.10	Pertinent new or creative ideas.....	0
9.1.11/.9	Applicant’s knowledge of local conditions/constraints	5
9.1.12	Appropriate level of effort	0
9.1.13	Success, efficiency, and workability of facilities designed	0
9.1.14	Applicant’s track record of resolving post-construction problems.....	0
9.1.15	Other projects that have relationship to project	0
9.1.16/.5	Applicant’s workload	See 9.1.5
9.1.17	Applicant’s past experience with building site	0
9.1.18	Applicant’s quality control program	5
9.1.19	Applicant’s record of keeping projects within budget	5
9.1.20	Applicant’s consultants’ qualifications.....	10
9.1.21	Applicant’s construction administration services	5
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	5
9.1.25	Number and size of contracts with STPSB within past 6 years**	5
9.1.26/.27	Other special characteristics.....	5
9.1.27/.26	Verification of references	See 9.1.26
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	65

[Clarifications and Definitions]

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

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 Renovations for Relocation of Transportation and Information Technology Departments.
 - Submit one (1) fully completed signed & sealed original Qualifications Statement - ***please leave the original unbound***
 - **and** ten (10) 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, Chief of Construction Services
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 **1st** day of **July, 2025**, (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" (see next page) 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

**Renovations for Relocation of Transportation and Information
Technology Departments**

JUNE, 2025

St. Tammany Parish School Board

Submitted By: _____ *Firm Name*

Firm Logo (optional)

ATTN: Ms. Cameron P. Tipton, Chief 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

RECEIVED BY STPSB:

PROFESSIONAL SERVICES APPLICATION
Capital Improvement Projects
**RENOVATIONS FOR RELOCATION OF TRANSPORTATION AND INFORMATION
TECHNOLOGY DEPARTMENTS**

ST. TAMMANY PARISH SCHOOL BOARD
June, 2025

**QUALIFICATIONS STATEMENT
OF**

(INSERT FIRM NAME)

Principal Office Address:

Local Office Address if different from Principal address. (This office shall be adequately staffed and equipped to administer this project):

Prime Professional to Contact:

Title:

Phone No.:

E-Mail Address:

Website:

Is this an association of two or more firms? Yes* No

*If yes, provide details of the association in the response to Introduction/Overview.

Feel free to create a cover design that reflects your firm. Please include all information indicated on the cover.

PROJECT TEAM

RENOVATIONS FOR RELOCATION OF TRANSPORTATION AND INFORMATION TECHNOLOGY DEPARTMENTS

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 that will be retained for this/these project(s). **All consultants must be listed. If selected, any changes or additions to this list will require the written approval of the Owner.**

CONSULTANT TYPE	CONSULTANT FIRM	LOCATION (CITY AND STATE)
MECHANICAL		
ELECTRICAL		
CIVIL		
STRUCTURAL		
LANDSCAPING		
OTHER TYPE:		
OTHER TYPE:		

** If this is an association of two firms, please indicate the planned organization and assigned duties of each firm on a continuation sheet**

Note: If more than one consultant is being considered for a particular discipline, please include at "other" line.

INTRODUCTION/OVERVIEW

Please provide an introduction/overview of your firm/team and 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)*

** It is acceptable to delete this and the above statements in the design of this response**

APPLICANT'S PERSONNEL AND WORK EXPERIENCE

Continuation Sheet if needed

Name	Title	Project Assignment	Years with Firm	Years with Other Firms	Professional License #	Year First Licensed	Degrees Earned

QUALIFICATIONS OF INDIVIDUAL 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: _____

Continuing Education: _____

Transportation/Mechanic

Bays:

Information Technology/Server

Rooms:

RESUMES OF KEY DESIGN PERSONNEL EXPECTED TO BE ASSIGNED TO STPSB PROJECT

*Copy page as needed

Name: _____
Year First
License No.: _____ Licensed:
Degrees and Certificates
Earned: _____
Other Experience relevant to Transportation/Information Technology projects including, but not limited to, formal or special training and seminars attended:

Name: _____
Year First
License No.: _____ Licensed:
Degrees and Certificates
Earned: _____
Other Experience relevant to Transportation/Information Technology projects including, but not limited to, formal or special training and seminars attended:

Name: _____
Year First
License No.: _____ Licensed:
Degrees and Certificates
Earned: _____
Other Experience relevant to Transportation/Information Technology projects including, but not limited to, formal or special training and seminars attended:

Name: _____
Year First
License No.: _____ Licensed:
Degrees and Certificates
Earned: _____
Other Experience relevant to Transportation/Information Technology projects including, but not limited to, formal or special training and seminars attended:

Name: _____
Year First
License No.: _____ Licensed:
Degrees and Certificates
Earned: _____
Other Experience relevant to Transportation/Information Technology projects including, but not limited to, formal or special training and seminars attended:

APPLICANT:

RELATED WORK EXPERIENCE: TRANSPORTATION: MECHANIC BAYS

List projects which are under contract /were completed within the past 6 years for which the Applicant firm provided the prime architectural/engineering services that are similar to the proposed project. Provide photos and information. If the project was not performed by the applicant firm, list the firm responsible in parentheses after the description. Projects by consultants should not be listed in this section.

Project Name and Location	Client	Project Description	Project Cost	Current Phase	Estimated/Completion Date

Indicate if key personnel indicated in 9.1.1/.4 worked on the projects indicated and their role.

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

APPLICANT:

RELATED WORK EXPERIENCE: INFORMATION TECHNOLOGY/SERVER ROOMS

List projects which are under contract /were completed within the past 6 years for which the Applicant firm provided the prime architectural/engineering services that are similar to the proposed project. Provide photos and information. If the project was not performed by the applicant firm, list the firm responsible in parentheses after the description. Projects by consultants should not be listed in this section.

Project Name and Location	Client	Project Description	Project Cost	Current Phase	Estimated/Completion Date

Indicate if key personnel indicated in 9.1.1/.4 worked on the projects indicated and their role.

Please insert photos (brochure sheets are acceptable)

Use additional pages if needed

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.*

Firm Name: _____

Person Responsible for
this project: _____

Title: _____

Years with Firm: _____ Professional License #: _____

Years with other Firms: _____ Year First Licensed: _____

Degrees Earned: _____

Continuing Education: _____

Experience Relative to

Transportation/Mechanic

Days:

Information Technology/Server

Rooms:

SECTION DIVIDER SHEET

ADEQUATE STAFF, CONSULTANTS, FACILITIES, EQUIPMENT AND WORKLOAD

APPLICANT'S PERSONNEL

Indicate the number of personnel by discipline in your firm. (List each person only once by primary function.)

_____ Total Personnel		
_____ Licensed Architects	_____ Intern Architects	_____ Specification Writers
_____ Construction Inspectors/Field Administrator	_____ Draftsmen/CADD Operators	_____ Designer/Technician
_____ Interior Designers	_____ Landscape Architects	_____ Licensed Civil Engineers
_____ Licensed Electrical Engineers	_____ Licensed Mechanical Engineers	_____ Environmental Engineers
_____ Other:	_____ Other:	_____ Other:
_____ Total Staff	_____ Total Licensed Professional Staff	

EQUIPMENT/SOFTWARE

Indicate your team's current use of AutoCAD/Revit/other software for production of documents and construction administration.

APPLICANT FIRM'S WORKLOAD

List the Applicant five (5) largest current projects that are active or are anticipated to be active in the upcoming months, 2025-2027. State how the Applicant will manage the successful and timely implementation with this anticipated workload.

Project Name and Location	Project Cost	Phase	Estimated Completion Date

Comments:

ADEQUATE STAFF, CONSULTANTS, FACILITIES, EQUIPMENT *Continued*

If you have proposed different consultants for different projects provide the information for each team relative to projects.
*Copy this sheet if/as needed for different projects - indicate in upper left-hand corner.

CONSULTANTS:

Firm Name	Discipline	No. of Professional Staff	No. of Other Staff

CONSULTANTS' EQUIPMENT/SOFTWARE: Are your prime consultants using software that allows them to utilize drawing files provided by your firm in production and coordination of documents? Please comment.

CONSULTANTS' WORKLOAD: Provide comments relative to Consultants' workloads and meeting Architect's production schedules. Also indicate how consultant, if applying for other STPSB projects, will handle multiple projects if awarded.

ABILITY TO WORK WITH STPSB STAFF AND OTHER PUBLIC AGENCIES

Please indicate if Applicant and Consultants Firm have worked with:

	Applicant Firm	Consultant Civil	Consultant Structural	Consultant Mechanical	Consultant Electrical
St. Tammany Parish School Board Staff					
Louisiana State Fire Marshal					
Department of Environmental Quality					
Parish of St. Tammany Government					

APPLICANT FIRM'S QUALITY CONTROL PROGRAM, COORDINATION & COMPLETENESS OF DOCUMENTS

What is your firm's method for quality control and coordination of all project information and documents through the design and construction? Also indicate how your firm reviews documents to ensure completeness of documents in house and from consultants to ensure a minimum of addenda items during bid phase and change orders items during construction administration.

APPLICANT FIRM’S RECORD OF KEEPING PROJECTS WITHIN BUDGET

List the last 5 or more projects that your firm designed and that have bid, the contract budget, and the bid amount for each project. Indicate how your firm estimates construction costs – i.e. in house or with a consultant.

Project	Construction Budget	Year of Const. Budget	Actual Bid Amount	Date of Bid

Comments:

APPLICANT FIRM'S CONSTRUCTION ADMINISTRATION SERVICES

What person(s) will provide construction administration for any STPSB projects selected? Please provide resumé information for the individual(s) who will be handling construction administration of the St. Tammany Parish School Board project(s) on the form following this page. What is your firm's method of handling Construction Administration for projects? If the same person who was in direct charge of design is not the person overseeing construction administration, provide information as to how your firm transfers/transitions between those persons. With regard to workload, please indicate if/how additional projects in your office affect the identified CA personnel's availability to effectively perform the CA tasks (in office and site related) for any STPSB projects for which you may be selected. What is your office's method of ensuring that your firm and your consultants are tracking, producing, and reviewing in a time frame that is mindful of the construction contract and schedule, shop drawings, RFI's, change proposal documents, field reports, and other CA related activities? What is your firm's contractual requirement of major consultants relative to attending job site meetings and on-site regular observations of work?

What are your contract provision(s) with consultants being on-site for construction administration of their work discipline?

Are these staff experienced to identify and manage project issues to resolve them and not potentially create delay or claims?

QUALIFICATIONS OF INDIVIDUAL WHO WILL BE HANDLING CONSTRUCTION ADMINISTRATION IN OFFICE/ON SITE. If more than one staff person, please copy this page and provide a resumé` for each.

Provide the name and a short resumé of the individual(s) within the Applicant's organization who will handle construction administration of the St. Tammany Parish School Board's work.

Name: _____

Title: _____

Years with Firm: _____ Professional License #: _____

Years with other Firms: _____ Year First Licensed: _____

Degrees Earned: _____

Continuing Education: _____

LOCATION, PROXIMITY TO ST. TAMMANY PARISH

Indicate your office’s proximity to St. Tammany Parish. If your office is not located in St. Tammany Parish, indicate if any of the key personnel that are to be assigned to the proposed projects live in/in close proximity to St. Tammany Parish. If you have a satellite office in St. Tammany Parish/Northshore Area indicate how the local office is staffed relative to the main office location.

Points Associated With a “Yes” Response*	Questions	Yes or No
3	Applicant Firm: Is principal office located in St. Tammany Parish, LA? [If yes, skip next two questions]	
2	Applicant Firm: If principal firm is not located within St. Tammany Parish, LA, is local office performing work for this project located in St. Tammany Parish or within 30 miles of the St. Tammany Parish line?	
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?	
1	Applicant Firm: Is person that will be primarily handling this project during design and construction administration, a resident of St. Tammany Parish, LA?	
1	Applicant Firm: Are 50% or more of employees associated with the office performing work for this project, residents of St. Tammany Parish, LA?	
5	Total Points Possible	

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

NUMBER AND SIZE OF CONTRACTS WITH STPSB WITHIN PAST 6 YEARS

List the St. Tammany Parish School Board Large Capital Improvement Projects (projects greater than \$5,000,000.00) received within six (6) years of the year of this qualifications statement. Include the construction cost of the project.

OTHER SPECIAL CHARACTERISTICS/SUMMARY

This continuation page may be used to tell the Evaluation and Screening Committee any information.

REFERENCES

Provide written references from current clients/similar projects. List three (3) projects of similar size and type with client/owner reference contacts.

MANDATORY FORMS AND INFORMATION

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 RFQ – Capital Improvements Plan 11/7/24 Professional Services Application Packet June 2025.

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

The following page contains an Affidavit which must be signed, notarized, and submitted as a part of this qualifications statement.

Have there been any problems with time delays, cost overruns, and/or design inadequacies on any projects for which the Applicant or any of its partners, shareholders, employees or joint ventures are in litigation or have been held to be at fault? _____ Yes _____ No

If yes, please explain.

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 _____, 2025.

NOTARY PUBLIC