

**St. Tammany Parish School Board**  
**RFQ - Type I-A Professional Services**  
**Infrastructure Projects: Large HVAC Replacements/Water & Sewer Utilities**  
**July, 2013**  
**INFORMATION AND INSTRUCTIONS DOCUMENT**

Description of Projects and Services Sought:

The St. Tammany Parish School Board is requesting Qualifications Statements from Architectural or Engineering Firms for the design and construction administration of Type I-A Projects as described in the Capital Improvement Plan dated March 7, 2013, which was passed by the Voters of St. Tammany Parish on May 4, 2013. The Type I-A Projects for which Qualifications Statements are being requested are as follows. Information sheets providing an overview of each project are attached.

Project	Approximate s.f.	Estimated Construction Budget	Estimated Professional Services Fee
<b>1. Covington High</b>		\$7,750,000.00	\$540,000.00
Chiller System/Ceiling Replacement	100000		
Fire Sprinkler System	100000		
Building Reroofing			
<b>2. Slidell Jr. High School</b>		\$2,500,000.00	\$200,000.00
Chiller System/Ceiling Replacement	50000		
<b>3. Bonne Ecole Elementary School</b>		\$2,100,000.00	\$165,000.00
Chiller System/Ceiling Replacement	42000		
<b>4. Boyet Jr. High/Little Oak Middle Schools</b>		\$1,250,000.00	\$100,000.00
Sewer/Water Systems tie in to Municipal			

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

Selection Process and Criteria

The process for selection of design services is outlined in the attached ST. TAMMANY PARISH SCHOOL BOARD POLICY AND PROCEDURE FOR PROCURING PROFESSIONAL SERVICES FOR CAPITAL PROJECTS (POLICY). The criteria upon which it is expected that the Screening & Evaluation Committee will base its decision are listed in Section 10.0 of the POLICY.

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.

Basis for Compensation and Professional Services Agreement

The Professional Services Agreement (AGREEMENT) is the STPSB approved contract for professional A/E services. The POLICY also addresses Basic Compensation and is referenced in the AGREEMENT. It is anticipated that this Agreement will be used for all Type I-A projects. A copy of the AGREEMENT and the POLICY are included in the RFQ - Type I-A Professional Services Packet.

Liquidated damages in the amount of \$200.00 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. In general, it is anticipated that documents should be complete in approximately 6-15 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.

#### Clarifications and Definitions

In the POLICY, Item 10.1.25 and the General Qualifications Statement, the word “received” is to be interpreted as “performed”, “awarded”, or “under contract” within the last five years.

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

#### Questions

Questions should be directed to Cameron Tipton, Lead Construction Supervisor, St. Tammany Parish School Board, P.O. Box 940, Covington, LA 70434 (phone: 985-898-6440; fax: 985-898-3271).

The 2013-14 school year begins August 9, 2013. School offices opened on or before August 26, 2013. If you visit school site(s) in preparation of the qualification statements, **you must check-in at the school's main office upon arrival.** Your visit will be accommodated as best possible but must not be disruptive to school operations.

Screening and Evaluation Committee

In accordance with the POLICY, 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 in Section 10.1 of the POLICY. It is expected that each criteria will be ranked on a point system as follows:

<b>Criteria</b>	<b>Summary</b>	<b>Points</b>
10.1.1/4	Education/Experience of key personnel .....	10
10.1.2	General Prior / Related Work Experience .....	15
10.1.3	Proposer’s record of success .....	0
10.1.4	Qualifications of individual who will be in direct charge .....	See 10.1.1
10.1.5/16	Adequate staff, consultants, facilities, equipment .....	10
10.1.6	License .....	Mandatory
10.1.7	Plan for performing work .....	5
10.1.8	Ability of proposer to make effective presentations .....	0
10.1.9	Ability to work with STPSB staff and other public agencies .....	5
10.1.10	Pertinent new or creative ideas .....	0
10.1.11	Proposer’s knowledge of local conditions/constraints .....	5
10.1.12	Appropriate level of effort .....	0
10.1.13	Success, efficiency, and workability of facilities designed .....	0
10.1.14	Proposer’s track record of resolving post-construction problems .....	0
10.1.15	Other projects that have relationship to project .....	0
10.1.16/5	Proposer’s workload .....	See 10.1.5
10.1.17	Proposer’s past experience with building site .....	5
10.1.18/19	Proposer’s quality control program .....	5
10.1.19/18	Proposer’s record of keeping projects within budget .....	See 10.1.18
10.1.20	Proposer’s consultants’ qualifications .....	10
10.1.21	Proposer’s construction administration services .....	10
10.1.22	Financial stability and capacity of the proposer .....	0
10.1.23	Liability, professional insurance, affidavit .....	Mandatory
10.1.24	Location, proximity to St. Tammany Parish.....	10
10.1.25	Number and size of contracts with STPSB within past 5 years** .....	5
10.1.26	Other special characteristics .....	5
10.1.27	Verification of references .....	0
10.1.28	Other factors considered by the SEC.....	To be determined by SEC
10.1.29	Fees/Compensation .....	NA
10.1.30	Conflicts of interest .....	0
<b>TOTAL</b>	<b>Possible Score Based on Criteria above .....</b>	<b>100</b>

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

Number of Originals and Copies Requested

**Complete Qualifications Statements include the following:**

- I. Professional Services Application: **Qualifications Statement** for the Type I-A Professional Services.

Submit one (1) fully completed signed & sealed original Qualifications Statement - *please leave the original unbound*

**and** six (6) copies of the original Qualifications Statement, *please bind or staple each copy - tape binding, GBC, spiral binding, or stapling is acceptable.*

**and** a .pdf file copy of the original completed and signed qualifications statement on disk.

Submittal of Qualification Statements

Complete Qualifications Statements (Submittal) are to be submitted to:

Mrs. Janet Stevens, Director of Purchasing  
St. Tammany Parish School Board  
C.J. Schoen Administrative Complex  
321 N. Theard St.  
Covington, Louisiana 70433

no later than 3:00 p.m., 27<sup>th</sup> day of August, 2013, (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. The submittal packaging should be marked with the following information:

Qualifications Statement for Type I-A Professional Services  
St. Tammany Parish School Board

\_\_\_\_\_ Date  
Submitted by \_\_\_\_\_ *Insert firm name*

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 prior to issuance and acceptance of any contractual agreements.