

St. Tammany Parish School Board
RFQ - Type I-A Professional Services
Renovation and Addition Projects Only
July, 2013
INFORMATION AND INSTRUCTIONS DOCUMENT

Description of Projects and Services Sought:

The St. Tammany Parish School Board is requesting Qualifications Statements from Architectural and Architectural/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
1. Pontchartrain / Tchefuncte Modular Replacement		\$14,280,000.00	\$1,010,000.00
Pontchartrain Elementary - 1500 wing	10000		
Pontchartrain Elementary - 1600 wing	9000		
Pontchartrain Elementary - 1700 wing	7000		
Tchefuncte Middle - 600 wing	11000		
Tchefuncte Middle - 700 wing	9000		
Tchefuncte Middle - 800 wing	5000		
2. Fontainebleau Jr. High Modular Replacement		\$11,200,000.00	\$800,000.00
300 wing	11000		
400 wing	10000		
Band/Choral	5000		
150 Wing	7000		
250 Wing	7000		
3. Pearl River High Renovations		\$11,095,000.00	\$850,000.00
Classrooms/Admin	15000		
Classrooms/Library	18000		
P.E. Dressing Rooms/Lobby	10000		
Cafeteria/Band	13000		
4. Clearwood Jr. High Addition & Renovations		\$7,162,500.00	\$435,000.00
Ceiling/Floor Replacement	65000		
Fire Sprinkler System	65000		
8 Classroom Wing Addition	9500		
5. Mandeville Elementary Modular Replacement		\$5,600,000.00	\$405,000.00
401-406 Wing	10000		
407-418 Wing	10000		

(Continuation)

Project	Approximate s.f.	Estimated Construction Budget	Estimated Professional Services Fee
6. Abney Elementary Additions & Renovations		\$5,155,000.00	\$400,000.00
New Cafetorium	11000		
Renovations	6500		
7. Slidell High Renovations & Additions		\$5,090,000.00	\$440,000.00
Cafeteria/Kitchen Renovation	10000		
Temp Kitchen	2000		
P.E. Dressing Rooms Renovation	7500		
2 Classroom Addition (Replace Instr. Portables)	2300		
8. Northshore High Renovations		\$4,050,000.00	\$330,000.00
Ceiling/Floor Replacement	65000		
Consumer Science Classroom			
9. Lyon Elementary Modular Replacement		\$3,640,000.00	\$275,000.00
400 Wing	13000		
10. Madisonville Elementary Modular Replacement & Additions*		*\$3,080,000.00	*\$250,000.00
300 Wing	*11000		
*It is anticipated that this project may be increased in scope and budget through other funding to address growth at the school.			
11. Carolyn Park Middle Renovations		\$2,960,000.00	\$265,000.00
Cafeteria Renovation	7000		
Temp Cafeteria; Ren Gym/Library	9000		
12. Mandeville Junior High Renovations		\$2,429,000.00	\$210,000.00
Classroom Wing	14200		
Classroom Wing	14000		
Classroom Wing	6500		
13. Fontainebleau High Renovations		\$2,125,000.00	\$160,000.00
Exterior Renovations			
14. Chahta-Ima Elementary Addition & Renovations		\$1,400,000.00	\$125,000.00
New Administration	4000		
Renovation of Existing Admin Area	2000		

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:

Criteria	Summary	Points
10.1.1/4	Education/Experience of key personnel	10
10.1.2	General Prior / Related Work Experience	10
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	10
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	5
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.....	5
10.1.25	Number and size of contracts with STPSB within past 5 years**	10
10.1.26	Other special characteristics	10
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
TOTAL	Possible Score Based on Criteria above	100

** 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 Qualifications 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., 27th 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.