

TYPE I-A PROFESSIONAL SERVICES APPLICATION
Renovations and Additions Projects

ST. TAMMANY PARISH SCHOOL BOARD
July, 2013

**QUALIFICATIONS STATEMENT
OF**

(INSERT FIRM NAME)

for

- | | | | |
|--------------------------|----------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Pontchartrain / Tchefuncte | <input type="checkbox"/> | Fontainebleau Jr. High |
| <input type="checkbox"/> | Pearl River High | <input type="checkbox"/> | Clearwood Jr. High |
| <input type="checkbox"/> | Mandeville Elementary | <input type="checkbox"/> | Abney Elementary |
| <input type="checkbox"/> | Slidell High | <input type="checkbox"/> | Northshore High |
| <input type="checkbox"/> | Lyon Elementary | <input type="checkbox"/> | Madisonville Elementary |
| <input type="checkbox"/> | Carolyn Park Middle | <input type="checkbox"/> | Mandeville Jr. High |
| <input type="checkbox"/> | Fontainebleau High | <input type="checkbox"/> | Chahta-Ima Elementary |
| <input type="checkbox"/> | ALL OF THE ABOVE | | |

Mailing Address: _____

Street Address: _____

Contact Person: _____

Title: _____

Phone No.: _____

Fax No.: _____

E-Mail Address: _____

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

*If yes, provide details of the association as indicated on the next page 'Project Team'.

PROJECT TEAM*

- | | | | | |
|---|---|---|--|--|
| <input type="checkbox"/> Pontchartrain / Tchefuncte | <input type="checkbox"/> Fontainebleau Jr. High | <input type="checkbox"/> Pearl River High | <input type="checkbox"/> Clearwood Jr. High | <input type="checkbox"/> Mandeville Elementary |
| <input type="checkbox"/> Abney Elementary | <input type="checkbox"/> Slidell High | <input type="checkbox"/> Northshore High | <input type="checkbox"/> Lyon Elementary | <input type="checkbox"/> Madisonville Elementary |
| <input type="checkbox"/> Carolyn Park Middle | <input type="checkbox"/> Mandeville Jr. High | <input type="checkbox"/> Fontainebleau High | <input type="checkbox"/> Chahta-Ima Elementary | <input type="checkbox"/> ALL OF THE ABOVE |

ARCHITECT/ENGINEER Firm that will sign contract with St. Tammany Parish School Board: _____

Associated Firm & Address (if applicable)**: _____

List consultants that will be retained for this project. **All consultants must be listed. If selected, any changes or additions to this list will require the written approval of the Owner. Projects involving Kitchen design/renovation will require a Food Facility Consultant.**

Consultant Type	Consultant Firm Name	Location (City & State)
MECHANICAL		
ELECTRICAL		
CIVIL		
STRUCTURAL		
LANDSCAPING		
FOOD FACILITY CONSULTANT <small>(projects with kitchen facilities only)</small>		
OTHER Type: _____		

* If different project teams are planned for different projects, copy this sheet and include respective project team information.

**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.

Continuation Sheet

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 resume (no more than 2 pages) of the individual within the Applicant's organization who will have direct charge 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: _____

Experience Relative to
Type I-A Projects:

EDUCATION/EXPERIENCE OF KEY PERSONNEL

Provide a brief resume (no more than one page) of each key professional/person who will be in charge of any/all phases of the proposed project. (Do not include consultants) *Copy sheet as needed.*

Name: _____

Title: _____

Project Assignment: _____

Years with Firm: _____ Professional License #: _____

Years with other Firms: _____ Year First Licensed: _____

Degrees Earned: _____

Continuing Education: _____

Experience Relative to
Type I-A Projects:

RELATED WORK EXPERIENCE: SCHOOL ADDITIONS

Applies to Pontchartrain/Tchefuncte, Fontainebleau Jr., Lyon Elementary, Madisonville Elementary, Mandeville Elementary, Clearwood Jr.

List up to six (6) projects which are under contract /were completed within the past 5 years for which the Applicant firm provided the prime architectural/engineering services that are similar to the proposed project. Provide photos.

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

Please insert photos (brochure sheets are acceptable)

RELATED WORK EXPERIENCE: SCHOOL RENOVATIONS

Applies to Pearl River High, Slidell High, Northshore High, Mandeville Jr. High, Clearwood Jr. High

List up to six (6) projects which are under contract /were completed within the past 5 years for which the Applicant firm provided the prime architectural/engineering services that are similar to the proposed project. Provide photos.

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

Please insert photos (brochure sheets are acceptable)

RELATED WORK EXPERIENCE: KITCHEN/CAFETERIA/PROSTART: NEW/RENOVATION

Applies to Pearl River High, Slidell High, Northshore High, Carolyn Park Middle, Abney Elementary

List up to six (6) projects which are under contract /were completed within the past 5 years for which the Applicant firm provided the prime architectural/engineering services that are similar to the proposed project. Provide photos.

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

Please insert photos (brochure sheets are acceptable)

RELATED WORK EXPERIENCE: NEW ADMINISTRATION/FRONT ENTRY TO SCHOOL

Applies to Chahta-Ima Elementary, Pearl River High

List up to six (6) projects which are under contract /were completed within the past 5 years for which the Applicant firm provided the prime architectural/engineering services that are similar to the proposed project. Provide photos.

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

Please insert photos (brochure sheets are acceptable)

RELATED WORK EXPERIENCE: EXTERIOR MASONRY RESTORATION, PAINTING, ROOF RECOATING Applies to Fontainebleau High

List up to six (6) projects which are under contract /were completed within the past 5 years for which the Applicant firm provided the prime architectural/engineering services that are similar to the proposed project. Provide photos.

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

Please insert photos (brochure sheets are acceptable)

Continuation sheet

- All Projects
- Project(s) as listed below*:

Evaluation Criteria 10.1.5/10.1.16

Points 10

ADEQUATE STAFF, CONSULTANTS, FACILITIES, EQUIPMENT Continued

If you have proposed different consultants for different projects provide the information for each team relative to projects. *If personnel to be assigned varies by project(s), copy this sheet and list particular projects as indicated 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: Comments relative to Consultants' workloads and meeting Architect's production schedules.

PLAN FOR PERFORMING WORK: RELATIVE TO COORDINATION & COMPLETENESS OF DOCUMENTS For Additions/Renovations Projects

Indicate how your firm handles dissemination of project information to consultants, Owner representatives, governmental agencies, etc. for project coordination. How do you track and follow up that this information was incorporated into plans and specifications.

PLAN FOR PERFORMING WORK: RELATIVE TO PHASED CONSTRUCTION

For Additions/Renovations Projects

Many of these projects will require phasing of the construction and coordination with the school operations, facilities, etc. Planning the phasing and the considerations associated with this will be critical to the success of the project(s) and administration of the contract. Please indicate your ability and experience with providing documents that define phased construction in a very clear manner and with writing contract language that considers the planned schedule as well as the schedule as it may occur.

ABILITY TO WORK WITH STPSB STAFF AND OTHER PUBLIC AGENCIES

Please indicate if you have worked with:

	YES	NO
STPSB Staff		
Louisiana State Fire Marshal		
Department of Health and Hospitals		
Louisiana Department of Transportation		
Corps of Engineers (Wetlands)		
Parish of St. Tammany Government (Chahta-Ima Elementary, Fontainebleau Jr. High, Fontainebleau High, Madisonville Elementary)		
City of Mandeville (Mandeville Elementary, Mandeville Jr. High)		
City of Slidell (Slidell High, Northshore High, Carolyn Park Middle, Abney Elementary, Clearwood Jr. High)		
Town of Pearl River (Pearl River High)		

PROPOSER’S PAST EXPERIENCE WITH BUILDING SITE

Please indicate if your firm has done any work at the location of these projects previously. If so, indicate the project name, description of the project, and year completed.

Site	Project Name	Project Description	Year Completed
Pontchartrain / Tchefuncte			
Fontainebleau Jr. High			
Pearl River High			
Clearwood Jr. High			
Mandeville Elementary			
Abney Elementary			
Slidell High			
Northshore High			
Lyon Elementary			
Carolyn Park Middle			
Madisonville Elementary			
Mandeville Jr. High			
Fontainebleau High			
Chahta-Ima Elementary			

PROPOSER’S QUALITY CONTROL PROGRAM

What is your firm’s method for quality control and coordination of all 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.

PROPOSER’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.

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

Comments:

PROPOSER’S CONSULTANTS’ QUALIFICATIONS

For each consultant listed in item 10.1.5 provide the following information and a one (1) page firm resume’ or brochure for each consultant. *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 resume’ of this person.

Name	Title	Project Assignment	Years with Firm	Professional License #	Year First Licensed	Degrees Earned	Continuing Education

Include a one (1) page resume’ or brochure of this firm.

PROPOSER’S CONSULTANTS’ QUALIFICATIONS

Provide a one page brief resume 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. *Copy sheet as needed for each consultant firm.*

Name: _____

Title: _____

Years with Firm: _____

Professional License #: _____

Years with other Firms: _____

Year First Licensed: _____

Degrees Earned: _____

Continuing Education: _____

Experience Relative to
Type I-A Projects:

PROPOSER'S CONSTRUCTION ADMINISTRATION SERVICES

What person(s) will provide construction administration for any STPSB projects selected? Please confirm that their resume' is attached in Section 10.1.1. What person(s) within consultants firms will provide construction administration for any STPSB projects selected? 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.

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.

NUMBER AND SIZE OF CONTRACTS WITH STPSB WITHIN PAST 5 YEARS

List the St. Tammany Parish School Board Type I-A Projects (projects greater than \$500,000) received within five (5) years of the year of this qualifications statement. Include the construction cost of the project.

OTHER SPECIAL CHARACTERISTICS

What is your firm's and your consultants' experience with meeting energy star label, building sustainably/green and designing to CHPS criteria or other criteria such as LEED, Green Globes, etc.?

OTHER SPECIAL CHARACTERISTICS

Please indicate in 1/2 page or less any particular thoughts you have for why your firm/project team would be best suited for each project you are applying for.

Pontchartrain / Tchefuncte	
Fontainebleau Jr. High	
Pearl River High	
Clearwood Jr. High	

OTHER SPECIAL CHARACTERISTICS

Please indicate in 1/2 page or less any particular thoughts you have for why your firm/project team would be best suited for each project you are applying for. (continued)

Mandeville Elementary	
Abney Elementary	
Slidell High	
Northshore High	
Lyon Elementary	

OTHER SPECIAL CHARACTERISTICS

Please indicate in 1/2 page or less any particular thoughts you have for why your firm/project team would be best suited for each project you are applying for. (continued)

Carolyn Park Middle	
Madisonville Elementary	
Mandeville Jr. High	
Fontainebleau High	
Chahta-Ima Elementary	

OTHER SPECIAL CHARACTERISTICS

This continuation page may be used to tell the Evaluation & Screening Committee any information you would like relative to your firm, your design team, and the qualifications you bring relative to the planning, design, and administration of these projects.

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

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 _____, 2013.

NOTARY PUBLIC