

St. Tammany Parish Public School System
PROFESSIONAL SERVICES APPLICATION
RFQ – CAPITAL IMPROVEMENT PLAN 11/7/2024

JUNE, 2025

EXISTING SCHOOL FACILITIES
INFORMATION AND INSTRUCTIONS DOCUMENT
QUALIFICATIONS STATEMENTS

The RFQ response for the projects indicated in the Capital Improvement Plan 11/7/2024 as ‘School Facilities Initiative’ have been organized into 3 groups according to the primary work scope; Additions; Renovations; and projects with both Renovation and Addition.

The RFQ response forms are in **two (2)** parts:

Part 1: A set of ‘General’ evaluation criteria Qualifications Statement for all school facilities capital improvement projects. The General Qualifications Statement only needs to be filled out one time and will apply to each group of projects that are chosen to be applied for.

Part 2: ‘Specific’ evaluation criteria Qualifications Statement relative to each group; Part 2A: Additions; Part 2B: Renovations and Additions and Part 2C: Renovations.

We have grouped these to solicit more clarity of applicants’ experience relative to the specific considerations of the type of project. Please review these carefully and be aware that projects range greatly in complexity, amount of work, and construction estimated cost within each group.

If you have any questions or need clarification, please reach out to the St. Tammany Parish Construction Department 985-898-3287; construction@stpsb.org.

St. Tammany Parish School Board

RFQ – Capital Improvement Projects Professional Services PART 2A GROUP: ADDITIONS

PROJECT	APPROXIMATE S.F.	ESTIMATED COST FOR CONSTRUCTION	ESTIMATED PROFESSIONAL SERVICES FEE
Bonne Ecole Elementary		\$10,725,000	\$750,000
12 Classroom Addition	15000		
Addition to Kitchen for Storage and Walk-In Replace Cooler/Freezer			
Demolish Existing Modular Wing and Portable Classroom Buildings			
Temporary Modular Classrooms may be required to facilitate construction			
Fifth Ward Junior High		\$1,570,000	\$120,000
Addition to provide for SWE Classroom Suite Space to replace Portable Building	2500		
Folsom Junior High		\$5,575,000	\$400,000
6 Classroom Addition to replace 4 Portable Classroom Buildings	8000		
Temporary Modular Classrooms may be required during Construction			
Pearl River High		\$6,740,000	\$550,000
4-6 Classroom Addition including SWE	8500		
Locker Room for Female Sports	3500		
Demolition of Wood/Portable Buildings			
Salmen High		\$6,560,000	\$500,000
Raised Structure for New Classroom Wing	13500		
Approximately 4-6 Classrooms and Restrooms Built-out	7500		

Scope and fee are subject to change relative to building site, temporary modulators, scope and difficulty factor.

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

St. Tammany Parish School Board

RFQ – Capital Improvement Projects Professional Services PART 2B GROUP: RENOVATIONS AND ADDITIONS

PROJECT	APPROXIMATE S.F.	ESTIMATED COST FOR CONSTRUCTION	ESTIMATED PROFESSIONAL SERVICES FEE
Abita Springs Elementary		\$12,625,000	\$1,000,000
New 4-6 Classroom Addition	7500		
Renovations to Classrooms and Library Building	28000		
Temporary Modular Classrooms may be required during Renovation			
Bayou Lacombe Middle		\$3,815,000	\$300,000
Renovation of Gym Locker Room Area into 2 classrooms	1585		
Provide for a staff single ADA RR in a classroom wing	100		
3-4 Classroom Addition to Classroom Wing	4000		
Demolish Portable Classroom Buildings	1500		
Chahta Ima Elementary		\$9,525,000	\$750,000
Provide for 3 classrooms to replace Portable Classroom Buildings	3000		
Cafeteria and Gymnasium Renovation and Addition	15000		
Honey Island Elementary		\$3,850,000	\$325,000
Provide for 4 classrooms to replace Portable Classroom Buildings	5000		
Renovations to Administration and Entry Area	3000		
Demolish Portable Classroom Buildings			
Lyon Elementary		\$11,775,000	\$675,000
New Gymnasium	8500		
Renovations/Additions to provide for space to replace Portable Classroom Buildings	4000		
Renovations to Existing Classroom Building for HVAC and Windows, Restrooms	12500		
Madisonville Elementary		\$9,500,000	\$725,000
8 Classroom Wing Addition	9500		
Addition to Cafeteria Seating Area	2500		
Renovations to Original Classroom Wing	9500		
Mandeville Elementary		\$14,340,000	\$1,000,000
Kitchen Addition and Associated Renovations	8000		
Renovations to 1972 Classroom Wing	22750		
Temporary Modular Wing is anticipated to be required for Classroom Renovations			

GROUP: RENOVATIONS AND ADDITIONS			
Mandeville High			\$12,725,000
Renovations to Existing Area for Prostart and Choral	6500		
Renovations and Additions to Existing Area for Band and Kitchen	12500		
Driveway/Service Yard Area			
Pine View Middle			\$18,750,000
Renovation of Original School Building	28000		
Renovations at Library and Gym	9000		
6 Classroom Wing Addition to replace Portable Classroom Buildings	7000		
Demolish Portable Classroom Buildings	3000		
Temporary Modulars Will be Required to Facilitate this Construction			
Sloan Middle			\$3,875,000
Renovations and Expansion of Administration Area	6250		
Provide for Library as it is impacted by Administration Alterations	3500		
St. Tammany Junior			\$5,325,000
Alterations at Entry Porch Area to Provide for Student Services/Visitor Entry	2500		
Addition for Band/Choral	3000		
Replacement of Flooring at 2 nd Floor	22500		
Woodlake Elementary			\$11,350,000
New Raised Structure 8 Classroom Addition	12000		
Alterations to a Classroom Wing Area to provide for Administration	4000		
Alterations to Existing Administration Area to provide for Classrooms	3000		

Scope and fee are 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.

St. Tammany Parish School Board

RFQ – Capital Improvement Projects Professional Services PART 2C GROUP: RENOVATIONS

PROJECT	APPROXIMATE S.F.	ESTIMATED COST FOR CONSTRUCTION	ESTIMATED PROFESSIONAL SERVICES FEE
Boyet Junior High		\$21,575,000	\$1,575,000
Renovation of 3 Original Classroom Wings	40,000		
Renovation of Library and Band/Choral Buildings	7500		
Addition/Renovation to replace 2 Portable Classroom Buildings	7500		
Temporary Modulars Will be Required to Facilitate this Construction			
Carolyn Park Middle		\$12,220,000	\$975,000
Renovation of 2 Original Classroom Wings and Building	33,000		
Temporary Modulars Will be Required to Facilitate this Construction			
Florida Avenue Elementary		\$14,625,000	\$1,250,000
Renovation of Original Classroom Wings	36,500		
Parking Lot/Paving			
Temporary Modulars Will be Required to Facilitate this Construction			
Lee Road Junior High		\$2,175,000	\$200,000
Renovations to Gymnasium Locker Room/Stage area to accommodate PE and Athletic Team Needs			
Renovation/Addition for Visitor RR at Gymnasium			
Demolish Portable Buildings utilized for Athletic Teams			
Pitcher Junior High		\$1,025,000	\$125,000
Renovation of Existing Building Area for SWE Classroom	1500		
Demolish Existing Portable Classroom Building			
Slidell High		\$3,250,000	\$275,000
Renovation to Auxiliary Gym/Classroom Building – Second FI Access and Build-out	5000		
Paving/Parking			
Some Additional Scope for AG/CTE Curriculum Needs			

Scope and fee are 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 these Capital Improvement Plan projects. A copy of the AGREEMENT is included in this RFQ. Capital Improvement Plan 11/7/2025 Professional Services Application 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.

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.

Visiting the School Sites

The 2024-25 school year ended on May 22, 2025. All school offices remain open until June 6, 2025. (High School offices remain open with limited staff throughout the summer). The school system observes a summer schedule from June 9, 2025 – July 18, 2025 which differs from the school year. It is preferable to provide notice of plans to visit school sites with the Construction Department so that we can notify the school and coordinate access. Call the Construction Department at 985-898-3287.

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 or the Professional Services Application should be directed to Cameron P. Tipton, Chief of Construction, 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.

EXISTING SCHOOL FACILITIES QUALIFICATIONS STATEMENT

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	Total Points	<u>G</u>	<u>S</u>
9.1.1/.4	GENERAL AND SPECIFIC Education/Experience of key personnel	10	5	5
9.1.2	GENERAL AND SPECIFIC General Prior/Related Work Experience	15	5	10
9.1.3	Applicant's Record of Success	0	0	0
9.1.4/.1	GENERAL Qualifications of Individual Who Will Be In Direct Charge	See 9.1.1	-	-
9.1.5/.16	GENERAL AND SPECIFIC Adequate Staff, Consultants, Facilities, Equipment	10	5	5
9.1.6	License	Mandatory	0	0
9.1.7	SPECIFIC Plan for Performing Work	5	0	5
9.1.8	Ability of Proposer to Make Effective Presentations	0	0	0
9.1.9	SPECIFIC Ability to Work with STPSB Staff and Other Public Agencies	5	0	5
9.1.10	Pertinent New or Creative Ideas	0	0	0
9.1.11	GENERAL Applicant's Knowledge of Local Conditions/Constraints	5	5	0
9.1.12	Appropriate Level of Effort	0	0	0
9.1.13	Success, Efficiency, and Workability of Facilities Designed	0	0	0
9.1.14	Applicant's Track Record of Resolving Post-Construction Problems	0	0	0
9.1.15	SPECIFIC Other Projects That Have Relationships to Project	0	0	0
9.1.16/.5	GENERAL AND SPECIFIC Applicant's Team Workload	See 9.1.5	-	-
9.1.17	SPECIFIC Applicant's Team Past Experience with Building Site	5	0	5
9.1.18/.19	GENERAL Applicant's Quality Control Program	5	5	0
9.1.19/.18	GENERAL Applicant's Record of Keeping Projects Within Budget	See 9.1.18	-	-
9.1.20	SPECIFIC Applicant's Consultants' Qualifications	15	0	15
9.1.21	GENERAL Applicant's Construction Administration Services	5	5	0
9.1.22	Financial Stability and Capacity of the Proposer	0	0	0
9.1.23	Liability, Professional Insurance and Affidavit	Mandatory	0	0
9.1.24	GENERAL AND SPECIFIC Location, Proximity to St. Tammany Parish	10	5	5
9.1.25	GENERAL Number & Size of Contracts with STPSB Within Past 6 Years	5	5	0
9.1.26/.27	SPECIFIC Other Special Characteristics	5	0	5
9.1.27/.26	Verifications of References	See 9.1.26	-	-
9.1.28	Other Factors Considered by the SEC	TBD By SEC		
9.1.29	Fees/Compensation	NA	0	0
9.1.30	Conflicts of Interest	0	0	0
TOTAL	Possible Score Based on Criteria Above	100	40	60

*G – General Qualifications S – Specific Project Type Questionnaire

[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: **GENERAL Qualifications Statement**

- Submit one (1) fully completed signed & sealed original GENERAL Qualifications Statement - ***please leave the original unbound***
- **and** seven (7) copies of the original GENERAL Qualifications Statement. *Please bind or staple each copy - tape binding, GBC, spiral binding, or stapling is acceptable.*

2. Professional Services Application: **SPECIFIC Qualifications Statements: For EACH GROUP that Applicant is submitting for:**

GROUP: Additions

GROUP: Renovations and Additions

GROUP: Renovations

- Submit one (1) fully completed signed & sealed original GROUP Qualifications Statement - ***please leave the original unbound***
- **and** seven (7) copies of the original GROUP Qualifications Statement. *Please bind or staple each copy - tape binding, GBC, spiral binding, or stapling is acceptable.*

**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
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
Professional Services
Capital Improvement Projects
JUNE, 2025**
St. Tammany Parish School Board
EXISTING SCHOOL FACILITIES


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
EXISTING SCHOOL FACILITIES
ST. TAMMANY PARISH SCHOOL BOARD
June, 2025

PART 1: GENERAL QUALIFICATIONS STATEMENT
OF

Applicant
(INSERT FIRM NAME)

Principal Office Address:

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

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.

This general qualifications statement is 1 part of a complete RFQ response for Additions, Renovations and Renovations and Additions group projects

INTRODUCTION/OVERVIEW

Please provide an introduction/overview of your firm and qualifications for these projects in general.

**It is acceptable to add photos, use brochure sheets, etc. (This should not be more than three pages front and back or 6 pages front only)*

**If this is an association of two firms, please indicate the planned organization and assigned duties of each firm as part of this response.*

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

APPLICANT'S PERSONNEL AND WORK EXPERIENCE

ADEQUATE STAFF: CONSULTANTS, FACILITIES, EQUIPMENT

List by discipline the total number of personnel in the firm. DO NOT INCLUDE CONSULTANTS. On the next page, list names and disciplines of employees who are expected to be assigned to St. Tammany Parish School System project(s) if firm is selected. If this is an association, copy this table and fill out for each firm.

_____ 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:		
_____ Total Professional Personnel	_____ Total Personnel	

EQUIPMENT AND SOFTWARE:

What programs are utilized in preparation of documents, coordination with consultant and in construction administration to support and facilitate successful projects?

APPLICANT FIRM'S WORKLOAD:

How many projects is your firm currently handling?

_____ in preliminary stages – funding, programming, etc.

_____ in schematic/design development stage

_____ in construction documents stage

_____ bidding/contract award

_____ in construction administration

_____ in 1 year warranty period

List the Applicant's five (5) largest current projects that are active or are anticipated to be active in the upcoming 12-24 months.

State how the Applicant will manage the successful and timely implementation of any additional projects with the Applicant's anticipated workload.

Project Name and Location	Project Cost	Phase	Estimated Completion Date

Comments:

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(S) WHO WILL BE IN DIRECT CHARGE OVER STPSB PROJECT(S)

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. If this applies to more than one person in the firm, please duplicate this page as needed. If this is an association of firms, copy this page for associated firm information.

Name: _____

Title: _____

Years with Firm: _____ Professional License #: _____

Years with other Firms: _____ Year First Licensed: _____

Degrees Earned: _____

Continuing Education: _____

Experience Relative to
Capital Improvement
Projects for Schools:

RESUMES OF KEY PERSONNEL EXPECTED TO BE ASSIGNED TO STPSB PROJECT(S)

*Copy this page as needed. Please provide additional information relative to key personnel listed in table.

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

GENERAL PRIOR WORK EXPERIENCE: Applicant

List architectural and/or engineering projects with a construction budget/cost of (see chart below) for which applicant has been selected within six (6) years of the date of this application. If this is an association of firms, copy this page for associated firm information. Expand tables as needed.

Project Name and Location	Client	Project Description	Project Construction Cost	Current Phase	Estimated/ Completion Date of Construction
\$1 - \$5 Million					
(Bayou Lacombe Middle, Fifth Ward Jr. High, Folsom Jr. High, Honey Island Elementary, Lee Road Jr. High, Pitcher Jr. High, Slidell Jr. High, Sloan Middle, St. Tammany Jr. High)					
\$5 - \$10 Million					
(Bonne Ecole Elementary, Chahta-Ima Elementary, Madisonville Elementary, Pearl River High, Salmen High)					
\$10 - \$25 Million					
(Abita Elementary, Boyet Jr. High, Carolyn Park Middle, Florida Avenue Elementary, Lyon Elementary, Mandeville Elementary, Mandeville High, Pine View Middle, Woodlake Elementary)					

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. Provide any other information concerning managing design relative to budget funding. 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

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 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 during construction to resolve them and not potentially create delay or claims? *Use Continuation Sheet(s) as needed.*

QUALIFICATIONS OF INDIVIDUAL (S) 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: _____

Construction
Administration
Experience
(Number of years
doing CA work, size of
projects, etc.): _____

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	Final Points
3	Applicant Firm: Is principal office located in St. Tammany Parish, LA? [If yes, skip next two questions]		
2	Applicant Firm: If principal office 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: 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) received within six (6) years of the year of this qualifications statement. Include the construction cost of the project.

OTHER SPECIAL CHARACTERISTICS

Does your firm have CMAR experience with any public school system projects in Louisiana relative to RS 38:2225.2.4 or previous versions of this law? If so, indicate the project(s) and provide information about the project, process and experience. If not, does your firm have other CMAR project experience? Would your firm be open to doing a St. Tammany Parish School Board Capital Improvement project as a CMAR delivery project? Use continuation sheets as needed. Are there any particular project scopes described in the RFQ for school facilities Initiative that in your opinion would appear to benefit by this method of delivery? If so, why?

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