

PUBLIC NOTICE
REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR PROFESSIONAL A/E SERVICES

Notice is hereby given that the City of Slidell, LA is soliciting Statements of Qualifications from highly qualified Architects, Engineers, and Landscape Architects professional consultants. The city is creating a Professional Services Lists/data base. The responses will be categorized by specialty and will remain valid for a period of twelve months. Consultant services will be utilized on an as-needed basis. No work or a contract is guaranteed. As a project arises, the top three most qualified firms for the type project may be selected. Those firms will be given a scope of work and an opportunity to submit proposals. The proposal that best meets the city's needs at a fair and reasonable negotiated price may be selected. The following is a list of desired areas of expertise to utilize as a guideline.

Buildings - construction and renovation
Street construction, repair, and overlays
Drainage construction and repairs
Drainage pumps station design or rehab
Traffic analysis and improvements
Sewer and water system construction, repairs, or evaluation
Wastewater treatment plant upgrade
Sewer pumps station design or rehab
Storm water pollution prevention permit, projects, and reporting
Bridge design
Hazard mitigation plans update and related hazard mitigation projects
Water system modeling
Sewer system modeling
Recreation projects, such as ball fields, lighting, and tennis courts
General mechanical engineering
General plumbing engineering
General electrical engineering
General structural engineering
Landscaping engineering
Airport runways, taxiways, and lighting

Interested firms are required to complete the city's Statement of Qualification questionnaire. The questionnaire may be obtained by contacting the Purchasing Department at (985) 646-4250, which is located 1329 Bayou Lane, Slidell, LA 70460 or request via email to: lvanderklis@cityofslidell.org

It is the policy of the city to provide equal opportunity in its professional services contracts. The city encourages participation by Minority and Disadvantaged Business Enterprises firms.

From time to time projects may be funded with federal grant funds. All applicable federal, state, and local laws, ordinances, rules, regulations and special provisions of all authorities having jurisdiction over such projects shall apply to the contract throughout.

Each submittal containing two (2) copies shall be in a sealed envelope and must be clearly marked:

**STATEMENT OF QUALIFICATION:
SOQ # 16-S001 ANNUAL A/E FILE**

Statement of Qualification questionnaire shall be submitted either by mail or hand delivery to:

City of Slidell
Sharon Howes
Director of Finance
Slidell City Council &
Administrative Center
2045 2nd St. (second floor)
Suite # 214 Slidell, LA 70458

Submissions shall be turned in no later than 2:00 pm CST on Friday (MAY 22, 2015).

Advertise 1 time: May 7th 2015

Each submittal containing two (2) copies shall be in a sealed envelope and must be clearly marked:

**STATEMENT OF QUALIFICATION:
SOQ #16-S001 ANNUAL A/E FILE**

MAIL

City of Slidell
Sharon Howes
Director of Finance
2045 Second Street
Suite 214
Slidell, LA 70458

DELIVERY

City of Slidell
Sharon Howes
Director of Finance
2045 Second Street
Suite 214
Slidell, LA 70458

CITY OF SLIDELL

STATEMENT OF QUALIFICATION

A/E PROFESSIONAL SERVICES #16-S001

Each person or firm to be solicited to perform professional services for the City of Slidell or any of its departments, districts, boards, or commissions shall be considered and selected from the established professional service list of those submitting Statements of Qualifications. Your submission does not guarantee any work with the city. Please present an overview and be brief in your submittal; the completed questionnaire, SF 255 or SF 330 and one notarized affidavit are required documents. Two (2) copies are required, one shall be marked "original" and one marked "copy".

Firm Name: _____

Address: _____

City, State, and Zip: _____

Telephone Number: _____

Fax Number _____

Contact: _____

Email: _____

Primary Professional Service Type: Architect Engineer Landscape Architect

Initial Submission Revised / Renewal Submission

Business Classification:

No Yes Disadvantaged, Women or Minority Owned (This data is utilized for federally funded projects).

No Yes Individual

No Yes Partnership

No Yes Corporation

Other:

Do you have experience with federally funded projects? No Yes

Are you interested in federally funded projects? No Yes If yes:

You must submit Standard Form SF 255 or SF 330 Architect-Engineer Qualifications Questionnaire which is available online at the GSA Form Library at www.gsa.gov/forms.

1. Are you currently licensed to do business in the state of Louisiana? No Yes License Number _____

2. Have you been in continuous business in the state of Louisiana for two years or more? No Yes

3. Professional Training and Experience (Degrees, training, licenses, awards, experience, etc.):

Continuation Page Attached

4. Capacity for Timely Project Completion (Professional Staff and Support Manpower):

Continuation Page Attached

5. List past professional public projects undertaken:

Continuation Page Attached

6. List current professional public projects:

Continuation Page Attached

7. List names, positions, and qualifications of key personnel who will be assigned to public projects:

Continuation Page Attached

8. List any other information you feel that may be of use in our qualification process:

Continuation Page Attached

9. Has the firm ever been disqualified or debarred by any public agency from public contracts? No Yes-
Explain:

Continuation Page Attached

10. Do you maintain Professional Liability, Errors & Omission Insurance? No Yes-Type & Amounts:

Continuation Page Attached

11. List any personal business dealings or relationships with any city or elected official of the City of Slidell Government:

Continuation Page Attached

12. Are there any potential conflict of interests conducting business with city? No Yes-Explain

Continuation Page Attached

13. Have you or any of your officers, directors, or owners been involved in litigation with any public agency regarding a public contract? No Yes-Explain

Continuation Page Attached

***CHECKLIST FOR
AREAS OF EXPERTISE***

- Buildings – construction, renovation, or evaluation
- Street construction, repair, or overlays
- Drainage construction and repairs
- Drainage pumps station design or rehab
- Sewer and water system construction, repairs, or evaluation
- Wastewater treatment plant upgrade
- Sewer pumps station design or rehab
- Storm water pollution prevention permit, projects, and reporting
- Bridge design and evaluation
- Hazard mitigation plans or updates
- Hazard mitigation project applications
- Water system modeling
- Sewer system modeling
- Airport runways, taxiways, and lighting
- Traffic analysis and improvements
- Recreation projects, such as ball fields, lighting, and tennis courts
- General mechanical engineering
- General plumbing engineering
- General electrical engineering
- General structural engineering
- Landscape Architecture
- Environmental report, studies, etc.
- Other _____

Company _____

**AFFIDAVIT
CITY OF SLIDELL
PARISH OF ST. TAMMANY
STATE OF LOUISIANA**

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND APPEARED, AFFIANT, WHO, BEING DULY DEPOSED AND SWORN, DID STATE THAT HE IS THE _____, OF _____; AND:

(1) THAT AFFIANT HAS NOT AND WILL NOT EMPLOY ANY PERSON, CORPORATION, FIRM, ASSOCIATION, OR OTHER ORGANIZATION, EITHER DIRECTLY OR INDIRECTLY, TO SECURE THE PUBLIC CONTRACT UNDER WHICH HE IS TO RECEIVE PAYMENT, OTHER THAN PERSONS REGULARLY EMPLOYED BY THE AFFIANT WHOSE SERVICES IN CONNECTION WITH THE PROJECT OR IN SECURING THE PUBLIC CONTRACT ARE IN THE REGULAR COURSE OF THEIR DUTIES FOR AFFIANT; AND

(2) THAT NO PART OF THE CONTRACT PRICE WAS PAID OR WILL BE PAID TO ANY PERSON, CORPORATION, FIRM, ASSOCIATION, OR OTHER ORGANIZATION FOR SOLICITING THE CONTRACT, OTHER THAN THE PAYMENT OF THEIR NORMAL COMPENSATION TO PERSONS REGULARLY EMPLOYED BY THE AFFIANT WHOSE SERVICES WITH THE PROJECT ARE IN THE REGULAR COURSE OF THEIR DUTIES FOR AFFIANT.

NAME: _____

SIGNATURE: _____

FIRM: _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS
_____ DAY OF _____, 20____.

NOTARY PUBLIC

THIS AFFIDAVIT IS REQUIRED PER LOUISIANA REVISED STATUTE 38:2224 PERTAINING TO CONTRACTS FOR CONSTRUCTION, ALTERATIONS OR DEMOLITION OF A PUBLIC BUILDING OR PROJECT. CONTRACTS WILL NOT BE AWARDED TO ANY PERSON, CORPORATION, FIRM, ASSOCIATIONS, OR OTHER ORGANIZATIONS REFUSING TO EXECUTE THIS AFFIDAVIT.

GUIDELINES FOR SELECTION

IT IS THE POLICY TO SELECT DESIGN PROFESSIONAL SERVICES BASED ON COMPETENCE AND QUALIFICATIONS FOR A FAIR REASONABLE PRICE.

THE FOLLOWING GUIDES, AMONG OTHER FACTORS THAT THE CITY OF SLIDELL GOVERNMENT DEEMS APPROPRIATE, SHALL BE USED IN SELECTING FIRMS OR PERSONS FOR PROFESSIONAL SERVICES:

1. PROFESSIONAL TRAINING AND EXPERIENCE, BOTH GENERALLY AND IN RELATION TO THE TYPE AND MAGNITUDE OF WORK REQUIRED FOR PARTICULAR PROJECT.
2. CAPACITY FOR TIMELY COMPLETION OF THE WORK, TAKING INTO CONSIDERATION THE PERSON'S OR FIRM'S CURRENT AND PROJECTED WORKLOAD AND PROFESSIONAL AND SUPPORT MANPOWER.
3. PAST AND CURRENT PROFESSIONAL ACCOMPLISHMENTS, FOR WHICH OPINIONS OF CLIENTS OR FORMER CLIENTS AND INFORMATION GATHERED BY INSPECTION OF CURRENT OR RECENT PROJECTS MAY BE CONSIDERED.
4. THE NATURE, QUANTITY AND VALUE OF AGENCY WORK PREVIOUSLY PERFORMED AND PRESENTLY BEING PERFORMED BY THE PERSON, IT BEING GENERALLY DESIRABLE TO ALLOCATE SUCH WORK AMONG PERSONS WHO ARE DESIROUS AND QUALIFIED TO PERFORM SUCH WORK.
5. PAST PERFORMANCE BY THE PERSON OR FIRM ON PUBLIC CONTRACTS, INCLUDING ANY PROBLEMS WITH TIME DELAYS, COST OVERRUNS, AND DESIGN INADEQUACIES FOR WHICH SAID PERSON WAS HELD TO BE AT FAULT, INVOLVED IN PRIOR PROJECTS AS EVIDENCED BY DOCUMENTATION PROVIDED BY THE ADMINISTRATION.
6. AN ANALYSIS OF WHETHER PROBLEMS AS INDICATED IN ITEM (5) HEREIN RESULTED IN LITIGATION BETWEEN THE PUBLIC ENTITY AND THE PERSON PERFORMING PROFESSIONAL SERVICES, PARTICULARLY IF HE IS CURRENTLY INVOLVED IN UNSETTLED LITIGATION WITH A PUBLIC ENTITY OR HAS BEEN INVOLVED IN LITIGATION WITH A PUBLIC ENTITY WHERE THE PUBLIC ENTITY PREVAILED; THE CITY OF SLIDELL SHALL NOT CONSIDER ANY PERSON WHO DOES NOT HAVE THE APPROPRIATE PROFESSIONAL LICENSE AND/OR OCCUPATIONAL LICENSE AS REQUIRED BY LAW; NOR SHALL THE CITY OF SLIDELL GOVERNMENT CONSIDER ANY PERSON WHO DOES NOT SUBMIT THE QUESTIONNAIRE AND AFFIDAVIT REQUIRED OR WHO SUBMITS AN INCOMPLETE QUESTIONNAIRE OR AFFIDAVIT. ANY FALSE OR MISLEADING INFORMATION ON ANY QUESTIONNAIRE OR AFFIDAVIT SHALL BE A BASIS FOR VOIDING THE CONTRACT AND PROHIBITING THE AFFIANT FROM BEING CONSIDERED ON ANY FUTURE PROJECT FOR A PERIOD OF 24 MONTHS.

THE CITY OF SLIDELL GOVERNMENT MAY, FOR EACH INDIVIDUAL JOB OR PROJECT, ESTABLISH THOSE QUALIFICATIONS AND GUIDE LINES, WHICH IT DEEMS NECESSARY TO SELECT THE PERSON OR FIRM TO BE RETAINED OR EMPLOYED FOR SUCH JOB OR PROJECT. THESE PROVISIONS SHALL ALSO BE APPLICABLE TO ANY PERSON SEEKING CITY OF SLIDELL GOVERNMENT APPROVAL FOR THE EXTENSION OF AN EXISTING PROFESSIONAL SERVICES CONTRACT, OR OTHERWISE SEEKING THE EXERCISE OF ANY OPTION CLAUSE, WHICH REQUIRED ADMINISTRATION OR COUNCIL APPROVAL.