

# St. Tammany Parish School Board

## RFQ – Large Capital Improvement Projects Professional Services

JUNE, 2019

### INFORMATION AND INSTRUCTIONS DOCUMENT

Description of Projects and Services Sought:

The St. Tammany Parish School Board is requesting Qualifications Statements from Professionally Licensed Architectural and Architectural/Engineering Firms for the design and construction administration of Large Capital Improvement Projects as described in the Capital Improvement Plan dated December 6, 2018, which was passed by the Voters of St. Tammany Parish on May 4, 2019. The Large Capital Improvement 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 COST FOR CONSTRUCTION	ESTIMATED PROFESSIONAL SERVICES FEE
<b>1. Abita Springs Middle</b>		\$4,550,000.00	\$335,000.00
6-8 Classroom Wing Addition	7,000-9,000		
Renovation to some existing areas relative to new addition			
<b>2. Abney Elementary/Abney Early Childhood Center</b>		\$10,220,000.00	\$720,000.00
New Classroom Wing to replace modular wing/portable classrooms	18,500		
(Possible replacement of existing gym/music for location of new Classroom Wing)*	(7,500)		
Temporary Modulares During Construction*			
Parking Lot			
<b>Abney Early Childhood Center</b>			
Addition of 4 Modular Classrooms (2 buildings), Walkway			
Parking Lot			
<b>3. Bayou Woods Elementary</b>		\$4,750,000.00	\$350,000.00
New Classroom Wing to replace Modular Wing	14,000		
Paving			
<b>4. Covington Elementary</b>		\$8,500,000.00	\$605,000.00
New Classroom Building to replace Modular Wing/Portable Classrooms	23,830		
Temporary Modulares During Construction*			
<b>5. Covington High</b>		\$19,194,000.00	\$1,300,000.00
New Classroom Building to Replace Modular Buildings/Portable Classrooms	48,000+		
<b>6. Cypress Cove Elementary</b>		\$6,690,000.00	\$480,000.00
New Classroom Wing to replace Modular Wing/Portable Classrooms	18,000		
Temporary Modulares during Construction*			

PROJECT	APPROXIMATE S.F.	ESTIMATED COST FOR CONSTRUCTION	ESTIMATED PROFESSIONAL SERVICES FEE
<b>7. Fifth Ward Junior High</b>		\$1,645,000.00	\$130,000.00
New Agriculture Building	3,000-4,300		
Temporary Modulares during Construction*			
<b>8. Florida Avenue Elementary</b>		\$5,395,000.00	\$400,000.00
Replacement of breezeway with Enclosed Hall			
Gymnasium/Cafeteria Renovations			
<b>9. Folsom Elementary</b>		\$2,550,000.00	\$200,000.00
Renovation of 300 Wing and New Restrooms	4,500		
Temporary Modulares during Construction*			
<b>9. Fontainebleau High</b>		\$19,654,000.00	\$1,325,000.00
New Classroom Wing to replace a portion of Modular/Portable Classrooms, including Band/Choral; renovation of existing band/choral classrooms Relocate/provide new greenhouses, etc. depending on building site	47,000+		
<b>11. Lee Road Junior High</b>		\$7,320,000.00	\$550,000.00
New Classroom Wing Addition to replace some Portable Classrooms; Renovation of some existing classroom spaces; Cafeteria Renovation and Addition	15,000 New 14,000 Reno		
<b>12. Little Oak Middle</b>		\$15,000,000.00	\$1,030,000.00
New Classroom Building to replace Modular Classrooms; (Possible replacement of Gymnasium/Arts Building - Depending on building site)*	35,000 (12,000)		
<b>13. Magnolia Trace Elementary</b>		\$16,000,000.00	\$1,095,000.00
Replace Modular Classroom Wings with Conventional Construction	47,000		
<b>14. Northshore High</b>		\$3,240,000.00	\$245,000.00
Classroom Addition to Replace Portable Classrooms	8,750		
<b>15. Salmen High</b>		\$1,450,000.00	\$115,000.00
Buildout of existing space into Welding Shop and Votech Classrooms			

*\*Scope and fee is subject to change relative to building site, temporary modulares, 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 Large 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 all Large Capital Improvement Projects. A copy of the AGREEMENT is included in the RFQ - Large Capital Improvement Projects Professional Services 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.

Schedule should be prepared by the architect and owner prior to contract signing unless otherwise agreed upon.

### Anticipated Schedule

We anticipate all projects to move forward following the selection process which should be completed by mid-September 2019. 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.

### 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 2018-2019 school year ends on May 24, 2019. All school offices remain open until June 7, 2019. (High School offices remain open with limited staff throughout the summer). If you visit school site(s) in preparation of the qualification statements, you must check-in at the main office upon arrival, if it is open. If your visit occurs after the office has closed, it is preferable to provide notice of plans to visit a location with the Construction Department so that we can notify the school. Call the Construction Department at 985-898-3287. Your visit will be accommodated as best as possible, but, must not be disruptive to school operations.

### 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 should be directed to Cameron P. Tipton, Lead Construction Supervisor, at 985-898-3287 or [Construction@stpsb.org](mailto: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](mailto:Cullie.Catoe@stpsb.org).

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:

<b>Criteria</b>	<b>Summary</b>	<b>Points</b>
9.1.1/.4	Education/Experience of key personnel .....	10
9.1.2	General Prior / Related Work Experience .....	10
9.1.3	Applicant’s record of success .....	0
9.1.4	Qualifications of individual who will be in direct charge .....	See 9.1.1
9.1.5/.16	Adequate staff, consultants, facilities, equipment .....	10
9.1.6	License.....	Mandatory
9.1.7/.18/.19	Plan for performing work .....	See 9.1.18
9.1.8	Ability of proposer to make effective presentations .....	0
9.1.9/.11	Ability to work with STPSB staff and other public agencies.....	See 9.1.11
9.1.10	Pertinent new or creative ideas .....	0
9.1.11/.9	Applicant’s knowledge of local conditions/constraints .....	10
9.1.12	Appropriate level of effort .....	0
9.1.13	Success, efficiency, and workability of facilities designed .....	0
9.1.14	Applicant’s track record of resolving post-construction problems.....	0
9.1.15	Other projects that have relationship to project .....	0
9.1.16/.5	Applicant’s workload .....	See 9.1.5
9.1.17	Applicant’s past experience with building site .....	5
9.1.18/.19/.7	Applicant’s quality control program .....	10
9.1.19/.18/.7	Applicant’s record of keeping projects within budget .....	See 9.1.18
9.1.20	Applicant’s consultants’ qualifications.....	10
9.1.21	Applicant’s construction administration services .....	5
9.1.22	Financial stability and capacity of the proposer .....	0
9.1.23	Liability, professional insurance, affidavit .....	Mandatory
9.1.24	Location, proximity to St. Tammany Parish .....	10
9.1.25	Number and size of contracts with STPSB within past 6 years** .....	10
9.1.26	Other special characteristics.....	10
9.1.27	Verification of references .....	0
9.1.28	Other factors considered by the SEC .....	To be determined by SEC
9.1.29	Fees/Compensation .....	NA
9.1.30	Conflicts of interest .....	0
TOTAL	Possible Score Based on Criteria above .....	100

[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: **Qualifications Statement** for Large Projects.
  - Submit one (1) fully completed signed & sealed original Qualifications Statement - ***please leave the original unbound***
  - **and** seven (7 ) copies of the original Qualifications Statement. *Please bind or staple each copy - tape binding, GBC, spiral binding, or stapling is acceptable.*
  - **and** two (2) completed copies of the Submittal Cover Sheet

**\*\*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, Lead Supervisor 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 **27th** day of **June, 2019**, (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" 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  
Large Capital Improvement Projects Professional Services  
JUNE, 2019  
St. Tammany Parish School Board**

Submitted By:                     *Firm Name*                    

*Firm Logo (optional)*

**ATTN:** Ms. Cameron P. Tipton, Lead Supervisor 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**

<p><b>RECEIVED BY STPSB:</b></p>
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