

St. Tammany Parish School Board
RFQ – Small Projects Professional Services Packet

Small Projects Professional Services

AUGUST, 2024

Packet includes:

1. Advertisement for Request for Qualifications
2. RFQ – Small Project Professional Services Information and Instructions Document
3. Small Projects Professional Services Application: General Qualifications Statement Form
4. Sample Professional Services Agreement
5. Submittal Cover Sheet

If the packet that you received does not include all of the above listed items, please notify the St. Tammany Parish School Board, Construction Department at 985-898-3287.

Thank you,



CAMERON TIPTON

Chief of Construction Services

St. Tammany Parish School Board

RFQ – Small Projects Professional Services
Rotation Pool for Small Projects of \$1,500,000.00 estimated cost of construction or less (ECC)

AUGUST, 2024

INFORMATION AND INSTRUCTIONS DOCUMENT

Description of Projects and Services:

The St. Tammany Parish School Board (STPSB) is requesting Qualifications Statements from Professionally Licensed Architectural and Engineering firms, for the Designer services related to Small Projects. Small Projects are defined as Designer services for projects which have an Estimated Cost for Construction of less than \$1,500,000.00. The type of projects which typically are awarded in this category are reroofing projects, paving projects, site improvements, bleacher replacement projects, HVAC Replacement projects, drainage projects, small renovation projects, small new construction projects, etc. Projects may also be very small requiring more effort than projects such as reviewing existing conditions, submittals to Fire Marshal, details drawings for STPSB staff use in self performance value of work. In addition to Architectural Consulting Services, Engineering Consulting Services are anticipated to be required for miscellaneous projects. It is the intent of STPSB to qualify one or more firm(s) to provide services on an as needed basis.

Firms selected for Small Project Services are placed in a pool from which the assignments of projects are made. **If your firm was awarded assignment to the Small Project Services' pool from response to previous RFQ's, you must submit a response to this RFQ to be considered to be reassigned to the Small Projects Services' pool.**

Firms selected for Small Projects will be placed in a pool from which the assignment of small projects may be rotated to allow Consultants the opportunity for assignments of projects depending on availability of projects, funding, the scope of any project, past work performed by a Professional Consultant and any other relevant matter pertaining to the project. Inclusion in a pool for services does not necessarily result in work being awarded during the period of time of the appointment. Firms selected for small projects will serve up to 5 1 year increments unless otherwise shortened or extended. *

Architects and Engineers responding to this RFQ shall be currently and duly licensed by the State of Louisiana to provide such Professional Services.

Insurance

All firms shall carry insurance of the type and in the amount required by the St. Tammany Parish School Board, the State of Louisiana and any other applicable jurisdictions and as indicated in the Professional Services Agreement. See attached.

Basis for Compensation and Professional Services Agreement

The Professional Services Agreement (AGREEMENT) is the St. Tammany Parish School Board approved contract for professional A/E services. It is anticipated that this Agreement or a Letter of Agreement will be used for all Small Projects. A copy of the AGREEMENT is attached. In some cases, the scope of work is done on an hourly basis and the hourly rate is typically based upon additional service's rates listed in the AGREEMENT.

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 to the RFQ deadline. Questions, Requests for Clarifications, etc., should be directed to Cameron Tipton, Chief of Construction Services, St. Tammany Parish School Board, 321 N. Theard St., Covington, LA 70433; Phone: 985-898-3287; E-mail: Construction@stpsb.org.

Questions regarding the .pdf file/format of the Qualifications Statement Form should be directed to Cullie Catoe at Cullie.Catoe@stpsb.org. 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.**

*Firms selected for small projects may also be invited to apply for any medium size projects (\$1,500,000.00 - \$5,000,000.00) if identified during this RFQ period. *

Screening and Evaluation Committee

Qualifications will be evaluated by a committee of at least three (3) members appointed by the STPSB Superintendent. A Screening and Evaluation Committee for Professional Services will evaluate the Qualification Statements. The evaluation of the Qualification Statements will be based on the following criteria as follows:

Criteria	Summary	Points
9.1.1/.4	Education/Experience of key personnel	10
9.1.2	General and Prior Work Experience	10
9.1.3	Proposer’s record of success	0
9.1.4/.1	Qualifications of individual who will be in direct charge	See 9.1.1
9.1.5/.16	Adequate staff, sub-consultants, facilities, equipment	10
9.1.6	Professional License	Mandatory
9.1.7	Plan for performing work	10
9.1.8	Ability of proposer to make effective presentations	0
9.1.9	Ability to work with STPSB staff and other public agencies	10
9.1.10	Pertinent new or creative ideas	0
9.1.11	Proposer’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	Proposer’s track record of resolving post-construction problems.....	0
9.1.15	Other projects that have relationship to project.	0
9.1.16	Proposer’s workload	See 9.1.5
9.1.17	Proposer’s experience with renovation	0
9.1.18/.19	Proposer’s quality control program	10
9.1.19/.18	Proposer’s record of keeping projects within budget.....	See 9.1.8
9.1.20	Proposer’s consultants’ qualification	0
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	15
9.1.25	Number and size of contracts with STPSB within past 5 years**	5
9.1.26	Overview/Summary	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

** The stated purpose of these criteria is to distribute work within the community. Firms with little or no work will receive higher points than those firms with previous work.

Clarifications and Definitions

In Item 9.1.25 and the General Qualifications Statement, the word “received” is to be interpreted as “performed”, “awarded”, or “under contract”.

The Request for Qualifications includes this Information and Instructions Document, all attachments, and any addenda issued prior to acceptance of the Qualification Statement Submittals.

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.

INSURANCE REQUIREMENTS

Professional Consultants selected for these services shall procure and maintain Errors and Omissions/Professional Liability, Worker's Compensation and Auto Liability coverage for the duration of the assignment to provide services and offer proof of such coverage as outlined below.

Proof of the following insurance coverages by insurance companies authorized in the State of Louisiana should be provided. Insurance is to be placed with insurers with an A. M. Best's rating of no less than A-. This rating requirement will be waived for the workers' compensation coverage and policies written through Lloyds of London or Institute of London Underwriter (ILU) companies.

It is agreed that the scope and limits of insurance coverage specified below are minimum requirements and shall in no way limit or exclude the St. Tammany Parish School Board from additional limits and coverage provided in the Professional Consultant's policies.

Insurance

Professional Liability Insurance with a minimum limit of liability of \$1,000,000.00 per occurrence.

Comprehensive General Liability with minimum limits of \$1,000,000.00 per accident/occurrence, with the Owner named as an additional insured under the policy.

Comprehensive Automobile Liability Insurance with minimum limits of \$1,000,000.00 per contained limit.

Certificate of insurance as proof Workmen's Compensation coverage.

Umbrella Policy in the amount of \$1,000,000.

All insurance policies shall incorporate a provision requiring written notice to the Owner at least 30 days prior to any cancellation, non-renewal or material modification of the policies. Any deductible shall be the responsibility of the Consultant and no deductible shall be in excess of 10% of the amount of the policy. If the deductible is in excess of \$50,000, then the policy shall be written with the first defense coverage endorsement. A copy of each policy and a certificate of insurance shall be provided to the Owner listing the Owner as a certificate holder and additional named insured.

The Professional Consultant shall be responsible for any and all deductibles arising from insurance required for these services.

The Professional Consultant agrees to defend, indemnify, hold harmless and protect Owner and Owner's agents, representatives and any affiliated or related entities against any and all claims, losses, liabilities, damages, costs and expenses, including reasonable attorney's fees, arising from negligence or fault of the Professional Consultant, its agents, consultants, employees, or representatives, or arising from what is alleged to be the negligence, fault or breach of any contractual or legal duty of the Professional Consultant, its agents, consultants, employees, or representatives.

Professional Consultant shall provide that all insurance policies include a waiver of subrogation clause that states that it is agreed that in no event shall the insurance company have any right of recovery against the St. Tammany Parish School Board.

Complete Qualification Statements include the following:

- I. Professional Services Application: **Qualifications Statement** for Small Projects.
 - Submit one (1) fully completed signed & sealed original Qualifications Statement - ***please leave the original unbound***
 - **and** five (5) copies (color preferred if applicable) 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, Chief of Construction Services
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 **3:00 p.m.**, on the **30th** day of **August, 2024**, (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
SMALL Projects Professional Services**

AUGUST, 2024

St. Tammany Parish School Board

Submitted By:

Firm Name

Firm Logo (optional)

ATTN: Ms. Cameron P. Tipton, Chief of Construction Services
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
Small Projects

ST. TAMMANY PARISH SCHOOL BOARD
AUGUST, 2024

**QUALIFICATIONS STATEMENT
OF**

(INSERT FIRM NAME)

For

Services provided by your firm:

- Architectural
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Landscape Architecture
- Other _____

Mailing Address: _____

Street Address: _____

Contact Person: _____
Title: _____

Phone No.: _____

E-Mail Address: _____

INTRODUCTION/OVERVIEW

Please provide firm resumé', overview or brochure of your firm and qualifications for these projects.

**It is acceptable to add photos, use brochure sheets, etc. (This should not be more than two pages front and back or 4 pages front only)*

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

QUALIFICATIONS OF INDIVIDUAL WHO WILL BE IN DIRECT CHARGE

Provide the name and resumé of the individual within the Applicant's organization who will have direct charge of the St. Tammany Parish School Board's work.

Name: _____

Title: _____

Project Assignment: _____

Years with Firm: _____

Professional License #: _____

Year First Licensed: _____

Degrees Earned: _____

Continuing Education: _____

Experience Relative to

Small Projects:

(projects less than \$1,500,000.00
estimate)

GENERAL PRIOR WORK EXPERIENCE

Please insert photographs/project information of approximately six (6) projects for which you provided services (brochure sheets are acceptable) which best illustrate Applicant's general qualifications for small projects. Include name of project, year completed, and a brief description of the project.

ADEQUATE STAFF, CONSULTANTS, FACILITIES, EQUIPMENT

PERSONNEL

Indicate the number of personnel by discipline in your firm. (List each person only once by primary function.)

- | | | |
|--|--|---|
| <input type="text"/> Total Personnel | | |
| <input type="text"/> Licensed Architects | <input type="text"/> Intern Architects/Engineers | <input type="text"/> Specification Writers |
| <input type="text"/> Construction Inspectors/Field Administrator | <input type="text"/> Draftsmen/CADD Operators | <input type="text"/> Designer/Technician |
| <input type="text"/> Interior Designers | <input type="text"/> Landscape Architects | <input type="text"/> Licensed Civil Engineers |
| <input type="text"/> Licensed Electrical Engineers | <input type="text"/> Licensed Mechanical Engineers | <input type="text"/> Environmental Engineers |
| <input type="text"/> Administrative Support | <input type="text"/> Licensed Arborist | |
| <input type="text"/> Other: | | |

PROPOSER'S WORKLOAD

Please comment on your ability to provide services for small projects with your typical workload.

PLAN FOR PERFORMING WORK

Please address the aspect of being responsive to meeting the need to complete design prior to and construction efforts during the very short time frame for summer break and your ability to prioritize the design bid schedule and importance of the construction administration activities to support this effort.

ABILITY TO WORK WITH STPSB STAFF AND OTHER PUBLIC AGENCIES

Please indicate if you have worked with:

	YES
St. Tammany Parish School Board Staff	
Louisiana State Fire Marshal	
Parish of St. Tammany Government	
Louisiana Department of Environmental Quality	
Louisiana Department of Health and Hospitals	
Louisiana Department of Transportation	
Corps of Engineers (Wetlands)	
Town of Abita Springs	
City of Covington	
Village of Folsom City of Slidell	
Town of Madisonville	
City of Mandeville	
Town of Pearl River	
City of Slidell	

Continuation Sheet

Project Name	Project Location	Construction Cost	Current Status

QUALITY CONTROL AND KEEPING PROJECTS WITHIN BUDGET

Please provide information and examples of your firm's method for quality control, estimating cost of a scope of work and evidence of your cost estimates being within established budgets and minimal change orders.

LOCATION, PROXIMITY TO ST. TAMMANY PARISH

Indicate your office's proximity to St. Tammany Parish. Indicate if any staff as well as any of the key personnel that are to be assigned to the proposed projects live in/in close proximity to St. Tammany Parish.

Points Associated With a "Yes" Response*	Questions	Yes or No	Final Points
5	Applicant Firm: Is Main Office located in St. Tammany Parish, LA?		
3	Applicant Firm: If not located within St. Tammany Parish, LA, is office performing work for this project located in St. Tammany Parish or within 30 miles of the St. Tammany Parish line?		
1	Applicant Firm: If not located within St. Tammany Parish, LA, is office that is performing work for this project located over 30 miles from the St. Tammany Parish line?		
5	Applicant Firm: Is person that will be primarily handling this project during design and construction administration, a resident of or property owner in St. Tammany Parish, LA?		
5	Applicant Firm: Are 50% or more of employees associated with the office performing work for this project, residents of St. Tammany Parish, LA?		
3	If not, 25%-50% of employees residents of St. Tammany Parish?		
1	If not, 5%-25% of employees residents of St. Tammany Parish?		
15	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 5 YEARS

List the St. Tammany Parish School Board **Small Projects** (less than \$1,500,000.00) received within five (5) years of the year of this RFQ.

OVERVIEW/SUMMARY

Please provide a summary of your firm's experience with and ability to accommodate small projects and anything else you want the committee to know relative to your interest/response to this RFQ.

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

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 qualification statement.

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 _____, 2024.

NOTARY PUBLIC

PROFESSIONAL SERVICES AGREEMENT

AN AGREEMENT made and entered into this day of _____, 2024, by and between:

ST. TAMMANY PARISH SCHOOL BOARD, 321 North Theard Street, Covington, Louisiana 70433, a political subdivision of the State of Louisiana, herein represented by **Frank J. Jabbia**, Superintendent, duly authorized, hereinafter called the Owner; and

DESIGNER, whose address is ADDRESS represented by **CONTACT**, its **TITLE**, hereinafter called the Designer.

The Designer shall provide all professional services for the following Project:

SCHOOL, PROJECT DESCRIPTION
STPSB Project No. PROJECT NO.

The terms and conditions agreed to by the Owner and Designer are referenced in the St. Tammany Parish School Board Capital Improvement Projects Procedure Manual for Design and Construction, 2019 Edition attached to this Agreement.

ESTIMATED COSTS FOR CONSTRUCTION

The Estimated Costs for Construction for the Project is \$_____.

A difficulty multiplier of ____ will be applied to this project.

Designer shall, at all times during the term of the Agreement, designate and have in place a professional of record duly licensed in accordance with State law and regulation.

This Agreement, in triplicate original, entered as of the day and year first written above.

OWNER:
ST. TAMMANY PARISH SCHOOL BOARD

DESIGNER:
FIRM NAME

BY: _____
FRANK J. JABBIA, Superintendent

BY: _____
CONTACT, Title

WITNESSES:

CULLIE. G. CATOE

LEXI D. BYRON

SUBMITTAL COVER SHEET

**Qualifications Statement for
SMALL Projects Professional Services
AUGUST, 2024
St. Tammany Parish School Board**

Submitted By: _____

Firm Logo (optional)

ATTN: Ms. Cameron P. Tipton, Chief of Construction Services
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: