

PROFESSIONAL SERVICES APPLICATION
Capital Improvement Projects
EXISTING SCHOOL FACILITIES
GROUP: ADDITIONS

ST. TAMMANY PARISH SCHOOL BOARD
June, 2025

PART 2A: SPECIFIC
QUALIFICATIONS STATEMENT
OF

(INSERT FIRM NAME)

for

- Bonne Ecole Elementary School**
- Fifth Ward Jr. High School**
- Folsom Jr. High School**
- Pearl River High School**
- Salmen High School**

*Please check the boxes of projects your firm is applying for.

APPLICANT’S RELATED WORK EXPERIENCE: SCHOOL ADDITIONS

List up to approximately ten (10) 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 (i.e. school additions) to the proposed projects. Provide photos. If the project was not performed by the applicant firm, list the firm responsible in parentheses after the description. Projects by consultants should not be listed in this section.

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

Please insert photos (brochure sheets are acceptable)
Use additional pages as needed

EDUCATION/EXPERIENCE OF KEY PERSONNEL AND INDIVIDUAL IN DIRECT CHARGE:

Indicate which of the key personnel indicated in the Part 1: General Qualifications Statement have experience working on the Applicant's related work experience project(s). For each project, indicate the key person(s) and their assignment for their project effort.

PROPOSED PROJECT TEAM

**ADEQUATE STAFF: CONSULTANTS, FACILITIES, EQUIPMENT
WORKLOAD:**

APPLICANT FIRM: _____

Proposed Consultants

List consultants that will be retained for this/these project(s). **All consultants must be listed. If selected, any changes or additions to this list will require the written approval of the Owner.**

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

Note: If more than one consultant is being considered for a particular discipline, please include at "other" line.

Consultant Type	Consultant Firm Name and Address	Person Overseeing STPSB Project For This RFQ	Number Of Licensed Staff	Number Of Staff Overall	Number of Staff That Will Be Made Available To Work On Any Projects From This RFQ	Has Applicant Worked With This Consultant Within The Last Year
Mechanical						
Electrical						
Civil						
Structural						
Landscaping						
Other Type:						
Other Type:						
Other Type:						

CONSULTANTS' WORKLOAD: Provide comments relative to Consultants' workloads in the next section.

**CONSULTANT FIRMS' INFORMATION, PERSONNEL
AND WORK EXPERIENCE**

APPLICANT'S CONSULTANTS' QUALIFICATIONS

For each consultant listed in item 9.1.5/.16 provide the following information and a one (1) page firm resumé 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? _____

If so, what Projects?

Has this Consultant worked on St. Tammany Parish School Board Projects within the last 6 years?

If so, what Projects?

CONSULTANT'S WORKLOAD: Provide comments relative to Consultants' workloads and meeting Architect's and Owner's production schedules particularly if this consultant may be part of more than one Design Team for this Owner's Projects.

CONSULTANT FIRM: _____

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 resumé for this person.

*Copy this page as needed for each consultant.

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

Provide a brief resumé 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. This should be the person whose professional stamp and signature will be affixed to the documents.

Name: _____
Title: _____

CONSULTANTS: GENERAL/SPECIFIC WORK EXPERIENCE

List up to 6 projects completed within the last 5 years for each consultant with similar scope/size for which the Applicant's Consultant firm provided services that are similar (i.e. Additions) to the proposed projects.

*Copy this page as needed for each consultant.

CONSULTANT: _____

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

Indicate which key personnel listed in the table on previous page worked on the projects listed above and what their role was/is.

CONSULTANTS: PROXIMITY TO ST. TAMMANY PARISH

CONSULTANT: _____

Is the consultant's principal office located in St. Tammany Parish?

Yes No

Is Person in charge of this project a resident of St. Tammany Parish?

Yes No

Are any key personnel residents of St. Tammany Parish?

Yes No

CONSULTANT: _____

Is the consultant's principal office located in St. Tammany Parish?

Yes No

Is Person in charge of this project a resident of St. Tammany Parish?

Yes No

Are any key personnel residents of St. Tammany Parish?

Yes No

CONSULTANT: _____

Is the consultant's principal office located in St. Tammany Parish?

Yes No

Is Person in charge of this project a resident of St. Tammany Parish?

Yes No

Are any key personnel residents of St. Tammany Parish?

Yes No

CONSULTANT: _____

Is the consultant's principal office located in St. Tammany Parish?

Yes No

Is Person in charge of this project a resident of St. Tammany Parish?

Yes No

Are any key personnel residents of St. Tammany Parish?

Yes No

CONSULTANT: _____

Is the consultant's principal office located in St. Tammany Parish?

Yes No

Is Person in charge of this project a resident of St. Tammany Parish?

Yes No

Are any key personnel residents of St. Tammany Parish?

Yes No

SECTION DIVIDER SHEET

ABILITY TO WORK WITH LOCAL PUBLIC AGENCIES

Please indicate if Applicant and Consultants Firm have worked with:

	Applicant Firm	Consultant Civil	Consultant Structural	Consultant Mechanical	Consultant Electrical
Parish of St. Tammany Government (Fifth Ward Jr. High)					
City of Slidell (Bonne Ecole Elementary and Salmen High)					
Town of Folsom (Folsom Jr. High)					
Town of Pearl River (Pearl River High)					
St. Tammany Parish School Board Staff					
Louisiana State Fire Marshal					
Louisiana Department of Environmental Quality					
Louisiana Department of Health and Hospitals					

PAST EXPERIENCE WITH BUILDING SITE: APPLICANT'S FIRM

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. If consultants have experience with location please indicate also.

Site	Project Name	Project Description	Year Completed
Bonne Ecole Elementary			
Fifth Ward Jr. High			
Folsom Jr. High			
Pearl River High			
Salmen High			

PAST EXPERIENCE WITH BUILDING SITE: CONSULTANTS

Site	Project Name	Project Description	Year Completed	Consultant
Bonne Ecole Elementary				
Fifth Ward Jr. High				
Folsom Jr. High				
Pearl River High				
Salmen High				

SECTION DIVIDER SHEET

PLAN FOR PERFORMING WORK: RELATIVE TO ADDITIONS

Although this group of projects are largely primarily additions of various sizes and budgets, all of these projects will require consideration of tight campus site, access for construction while maintaining school operations, and traffic. At Bonne Ecole Elementary and Folsom Jr. High School, a temporary modular scenario is probable in order to site the new addition. 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 these considerations in a very clear manner and with writing contract language that supports the same intent.

OTHER SPECIAL CHARACTERISTICS/SUMMARY: ADDITIONS

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 this category of projects. If you are particularly interested in or have unique qualifications for a particular project(s), please provide/emphasize that information here. Use continuation sheets as needed.

REFERENCES

Please provide 3 client references for recent Additions to Schools projects or similar type projects. Attach written recommendations if possible.

Project	Current Status/ Completion Date	Client	Contact Information