

PROFESSIONAL SERVICES APPLICATION
Capital Improvement Projects
EXISTING SCHOOL FACILITIES
GROUP: RENOVATIONS AND ADDITIONS ON SAME SITE

ST. TAMMANY PARISH SCHOOL BOARD
June, 2025

PART 2B: SPECIFIC
QUALIFICATIONS STATEMENT
OF

(INSERT FIRM NAME)

for

- Abita Elementary School
- Bayou Lacombe Middle School
- Chahta-Ima Elementary School
- Honey Island Elementary School
- Lyon Elementary School
- Madisonville Elementary School
- Mandeville Elementary School
- Mandeville High School
- Pine View Middle School
- Sloan Middle School
- St. Tammany Jr. High School
- Woodlake Elementary School

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

(Renovations and Additions – Same Site) Evaluation Criteria 9.1.2
Points 10

APPLICANT’S RELATED WORK EXPERIENCE: SCHOOL RENOVATIONS AND 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. renovations and additions on same site) to the proposed projects (i.e. school renovations and additions). 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. Projects involving Kitchen design/renovation will require a Food Facility Consultant. Projects involving band/choral will require an acoustics consultant.**

* If different project teams are planned for different projects, identify which projects and copy this sheet and include respective project team information.

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						
Food Facility Consultant (Mandeville Elementary and Mandeville High)						
Acoustical Consultant (Mandeville High and St. Tammany Jr. High)						
Other Type:						
Other Type:						
Other Type:						

CONSULTANT'S 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?

Evaluation Criteria 9.1.5/.16
Points 5

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.

(Renovations and Additions – Same Site) Evaluation Criteria 9.1.20
Points 15

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 one-page 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. renovations and additions on same site) 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

(Renovations and Additions – Same Site) Evaluation Criteria 9.1.9
Points 5

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 (Bayou Lacombe Middle, Chahta-Ima Elementary, Honey Island Elementary, Lyon Elementary*, Madisonville Elementary and Sloan Middle)					
City of Covington (Pineview Middle and Lyon Elementary*)					
City of Slidell (St. Tammany Jr. High)					
City of Mandeville (Mandeville Elementary, Mandeville High and Woodlake Elementary)					
Town of Abita Springs (Abita Elementary)					
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					

*Lyon Elementary campus proper is within City of Covington. However, the adjacent property and existing parking lot are Parish of St. Tammany (Fairgrounds).

(Renovations and Additions) Evaluation Criteria 9.1.17
Points 5

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
Abita Elementary			
Bayou Lacombe Middle			
Chahta-Ima Elementary			
Honey Island Elementary			
Lyon Elementary			
Madisonville Elementary			
Mandeville Elementary			
Mandeville High			
Pine View Middle			
Sloan Middle			
St. Tammany Jr. High			
Woodlake Elementary			

PAST EXPERIENCE WITH BUILDING SITE: CONSULTANTS

Site	Project Name	Project Description	Year Completed	Consultant
Abita Elementary				
Bayou Lacombe Middle				
Chahta-Ima Elementary				
Honey Island Elementary				
Lyon Elementary				
Madisonville Elementary				
Mandeville Elementary				
Mandeville High				
Pine View Middle				
Sloan Middle				
St. Tammany Jr. High				
Woodlake Elementary				

SECTION DIVIDER SHEET

PLAN FOR PERFORMING WORK: RELATIVE TO RENOVATIONS AND ADDITIONS ON SAME SITE

All of these projects require both renovations and additions on the same school site. In most cases, this work is likely to require multiple phases, and potentially temporary modulars. Please indicate your experience with planning, writing clear contractual requirements relative to the complex considerations to maintain schools schedule and operations relative to construction access and construction work areas for projects such as these.

OTHER SPECIAL CHARACTERISTICS/SUMMARY: RENOVATIONS AND ADDITIONS ON SAME SITE

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.

(Renovations and Additions) Evaluation Criteria 9.1.26/9.1.27
Points 5

REFERENCES

Please provide 3 client references for recent Renovations and Additions to a school site or similar projects. Attach written recommendations if possible.

Project	Current Status/ Completion Date	Client	Contact Information