

PROFESSIONAL SERVICES APPLICATION  
**Capital Improvement Projects**  
**EXISTING SCHOOL FACILITIES**  
**GROUP: RENOVATIONS**

ST. TAMMANY PARISH SCHOOL BOARD  
June, 2025

**PART 2C: SPECIFIC**  
**QUALIFICATIONS STATEMENT**  
**OF**

**(INSERT FIRM NAME)**

for

- Boyet Junior High School
- Carolyn Park Middle School
- Florida Avenue Elementary School
- Lee Road Jr. High School
- Pitcher Junior High School
- Slidell High School

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

**APPLICANT’S RELATED WORK EXPERIENCE: SCHOOL RENOVATIONS**

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 renovations) 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.

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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, 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						
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.*

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**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.

**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) to the proposed projects.

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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 (Lee Road Jr. High)					
City of Covington (Pitcher Jr. High)					
City of Slidell (Boyet Jr, Florida Ave, Carolyn Park, Slidell High)					
St. Tammany Parish School Board Staff					
Louisiana State Fire Marshal					
Louisiana Department of Environmental Quality					

**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
Boyet Junior High			
Florida Avenue Elementary			
Carolyn Park Middle			
Slidell High			
Lee Road Junior			
Pitcher Junior			

**PAST EXPERIENCE WITH BUILDING SITE: CONSULTANTS**

Site	Project Name	Project Description	Year Completed	Consultant
Boyet Junior High				
Florida Avenue Elementary				
Carolyn Park Middle				
Slidell High				
Lee Road Junior				
Pitcher Junior				

***SECTION DIVIDER SHEET***

**PLAN FOR PERFORMING WORK: RELATIVE TO RENOVATIONS**

In order to keep school operations going, planning the project's 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 phased construction in a very clear manner and with writing contract language that considers the planned schedule as well as the actual schedule as it may occur. Renovations necessitate Designer and Consultants to spend time reviewing existing conditions on site design and construction to anticipate conditions and considerations in documents and design solutions. Response to RFI's and unforeseen conditions in a time sensitive and efficient manner assists in keeping projects moving smoothly and moving forward. Please comment on your team's plan to oversee renovation type project considerations.

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**OTHER SPECIAL CHARACTERISTICS/SUMMARY**

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.

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**REFERENCES**

Please provide 3 client references for recent Renovations to Schools projects. Attach written recommendations if possible.

<b>Project</b>	<b>Current Status/ Completion Date</b>	<b>Client</b>	<b>Contact Information</b>