

TYPE I-A PROFESSIONAL SERVICES APPLICATION

Infrastructure Projects: Large HVAC Replacements/Water & Sewer Utilities

ST. TAMMANY PARISH SCHOOL BOARD

July, 2013

QUALIFICATIONS STATEMENT
OF

(INSERT FIRM NAME)

for

Covington High School

Slidell Jr. High School

Bonne Ecole Elementary

Boyet Jr./Little Oak Middle

Mailing Address: _____

Street Address: _____

Contact Person: _____
Title: _____

Phone No.: _____

Fax No.: _____

E-Mail Address: _____

Is this an association of two or more firms? _____ Yes* _____ No

*If yes, provide details of the association as indicated on the next page 'Project Team'.

PROJECT TEAM*

It is anticipated that the Covington High, Slidell Jr. High and Bonne Ecole Elementary projects will be primarily mechanical engineering projects which may have an architect as prime or as a consultant since the phasing and coordination of these projects will be critical and documents for providing for temporary classroom space may be part of the project. For these projects, on a continuation sheet, provide a description of the project team’s organization and the role of each firm in providing for successful design and construction administration of the project. The Boyet Jr./Little Oak project is seen as a civil engineering project primarily.

Covington High
 Slidell Jr. High
 Bonne Ecole Elementary
 Boyet Jr./Little Oak Middle

ARCHITECT/ENGINEER Firm that will sign contract with St. Tammany Parish School Board: _____

Associated Firm & Address (if applicable)**: _____

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

Consultant Type	Consultant Firm Name	Location (City & State)
ARCHITECTURAL		
MECHANICAL		
CIVIL		
ELECTRICAL		
STRUCTURAL		
OTHER Type: _____		
OTHER Type: _____		

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

**If this is an association of two firms, please indicate the planned organization and assigned duties of each firm on a separate sheet.

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

continuation sheet

PROJECT TEAM

Continuation Sheet

Name	Title	Project Assignment	Years with Firm	Years with Other Firms	Professional License #	Year First Licensed	Degrees Earned

QUALIFICATIONS OF INDIVIDUAL WHO WILL BE IN DIRECT CHARGE OVER ENTIRE PROJECT

Provide the name and resume (no more than 2 pages) of the individual within the Applicant's organization who will have direct charge of the St. Tammany Parish School Board's work.

Name: _____

Title: _____

Years with Firm: _____ Professional License #: _____

Years with other Firms: _____ Year First Licensed: _____

Degrees Earned: _____

Continuing Education: _____

Experience Relative to
Type I-A Projects:

EDUCATION/EXPERIENCE OF KEY PERSONNEL

Provide a brief resume (no more than one page) of each key professional/person who will be in charge of any/all phases of the proposed project. *Copy sheet as needed.*

Name: _____

Title: _____

Project Assignment: _____

Years with Firm: _____ Professional License #: _____

Years with other Firms: _____ Year First Licensed: _____

Degrees Earned: _____

Continuing Education: _____

Experience Relative to
Type I-A Projects:

RELATED WORK EXPERIENCE: HVAC REPLACEMENT OF 50,000 s.f. FACILITY OR LARGER Applies to Covington High, Slidell Jr. High, & Bonne Ecole Elementary

List up to six (6) projects which are under contract /were completed within the past 5 years for which the Applicant firm or consultants provided the prime architectural/engineering services that are similar to the proposed project. Indicate firm responsible in parentheses. Provide photos.

Project Name & Location (Firm Responsible)	Client	Project Description	Project Cost	Current Phase	Estimated Completion Date

Please insert photos (brochure sheets are acceptable)

RELATED WORK EXPERIENCE: WATER/SEWER UNDERGROUND PIPING, LIFT STATIONS AND TIE-IN Applies to Boyet Jr./Little Oak Middle Project

List up to six (6) projects which are under contract /were completed within the past 5 years for which the Applicant firm or consultants provided the prime architectural/engineering services that are similar to the proposed project. Indicate firm responsible in parentheses. Provide photos.

Project Name & Location (Firm Responsible)	Client	Project Description	Project Cost	Current Phase	Estimated Completion Date

Please insert photos (brochure sheets are acceptable)

ADEQUATE STAFF, CONSULTANTS, FACILITIES, EQUIPMENT AND WORKLOAD

PROPOSER’S PERSONNEL

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

_____ Total Personnel

_____ Licensed Mechanical Engineers	_____ Construction Inspectors/Field Administrator	_____ Interior Designers
_____ Licensed Civil Engineers	_____ Intern Architects/Engineers	_____ Specification Writers
_____ Licensed Electrical Engineers	_____ Draftsmen/CADD Operators	_____ Designer/Technician
_____ Licensed Architects	_____ Landscape Architects	_____ Environmental Engineers
_____ Other:		

EQUIPMENT/SOFTWARE

Indicate your firm’s current use of AutoCAD/Revit/other software for production of documents.

PROPOSER’S WORKLOAD

List the Applicant’s five (5) largest current projects that are active or are anticipated to be active in the upcoming months, 2013-14. State how the Applicant will manage the successful and timely implementation of any additional projects with the Applicant’s anticipated workload.

Project Name and Location	Project Cost	Phase	Estimated Completion Date

Comments:

ADEQUATE STAFF, CONSULTANTS, FACILITIES, EQUIPMENT Continued

If you have proposed different consultants for different projects provide the information for each team relative to projects. Duplicate this page as many times as needed.

Covington High Slidell Jr. High Bonne Ecole Elementary Boyet Jr./Little Oak Middle

CONSULTANTS

Firm Name	Discipline	No. of Professional Staff	No. of Other Staff

PRIME CONSULTANTS' WORKLOAD: Please indicate the Prime Consultant's (Architect/Mechanical for HVAC & Architect/Civil for Water/Sewer) workload and their three (3) largest projects for the upcoming 6-15 months. Include comment on workload of proposed consultants relative to meeting the Applicant's production schedules.

Project Name and Location	Project Cost	Phase	Estimated Completion Date

Comments:

CONSULTANTS' EQUIPMENT/SOFTWARE: Provide information concerning the consultant's software and equipment relative to being able to utilize and coordinate with drawings and information from Proposer's firm.

Select applicable question(s):

PLAN FOR PERFORMING WORK: RELATIVE TO PHASED CONSTRUCTION - HVAC

The HVAC projects, in particular, will require phasing of the construction and coordination with the school operations, facilities, etc. Planning the phasing and the considerations associated with this will be vital 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 schedule as it may occur. If you are using a consultant for this aspect of the scope of work, please indicate such and provide their information relative to this evaluation criteria.

PLAN FOR PERFORMING WORK: CIVIL (WATER/SEWER) PROJECT

Please comment on your experience relative to the aspect of this project in coordination with two or more local governmental agencies as well as State agencies ; and the aspect of the laying pipe and utility systems on school sites, and switching from the existing sewer treatment plant and water well to the municipal systems.

ABILITY TO WORK WITH STPSB STAFF AND OTHER PUBLIC AGENCIES

For Covington High, Slidell Jr. High, & Bonne Ecole, please indicate if Architectural/Mechanical Engineer have worked with:

	YES	NO
STPSB Staff		
Louisiana State Fire Marshal		
Department of Health and Hospitals		
Parish of St. Tammany Government (Boyet Jr./Little Oak Middle)		
City of Covington (Covington High School)		
City of Slidell (Slidell Jr. High, Bonne Ecole Elementary, Boyet Jr./Little Oak Middle)		

FOR BOYET JR. HIGH /LITTLE OAK MIDDLE project, please indicate if the Civil Engineer has worked with:

	YES	NO
STPSB Staff		
Department of Health and Hospitals		
Department of Environmental Quality		
Corps of Engineers		
Parish of St. Tammany Government		
City of Slidell		

PROPOSER’S/PRIME CONSULTANT’S PAST EXPERIENCE WITH BUILDING SITE

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.

Site	Project Name	Project Description	Year Completed
Covington High			
Slidell Jr. High			
Bonne Ecole Elementary			
Boyet Jr./Little Oak Middle			

PRIME CONSULTANT if applicable:

Site	Project Name	Project Description	Year Completed
Covington High			
Slidell Jr. High			
Bonne Ecole Elementary			
Boyet Jr./Little Oak Middle			

PROPOSER’S QUALITY CONTROL PROGRAM

What is your firm’s method for quality control and coordination of all documents through design and contract documents? How do you ensure that contract documents are complete and well coordinated to minimize addenda and change items to a project.

PROPOSER’S/PRIME CONSULTANT’S RECORD OF KEEPING PROJECTS WITHIN BUDGET

List the last 6 or more similar projects that your firm designed and that have bid, the contract budget, and the bid amount for each project.

Project	Construction Budget	Year of Const. Budget	Actual Bid Amount	Date of Bid

Comments:

PROPOSER’S CONSULTANTS’ QUALIFICATIONS

For each consultant listed in item 10.1.5 provide the following information and a one (1) page firm resume’ 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? _____

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 resume’ of this person. Also include a resume’ for person to oversee Construction Administration for Prime Consultant.

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

Include a one (1) page resume’ or brochure of this firm.

PROPOSER'S CONSULTANTS' QUALIFICATIONS

Provide a one page brief resume 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. *Copy sheet as needed for each consultant firm.*

Name: _____

Title: _____

Years with Firm: _____ Professional License #: _____

Years with other Firms: _____ Year First Licensed: _____

Degrees Earned: _____

Continuing Education: _____

Experience Relative to
Type I-A Projects:

PROPOSER'S CONSTRUCTION ADMINISTRATION SERVICES

What person(s) will provide construction administration for any STPSB projects selected? Please confirm that their resume' is attached in Section 10.1.1. What is your firm's method of handling Construction Administration for projects? If the same person who was in direct charge of design is not the person overseeing construction administration, provide information as to how your firm transfers/transitions between those persons. If applicable, what person(s) within Prime Consultants firm will provide construction administration for any STPSB projects selected? Please confirm that their resume' is included in Section 10.1.1.

LOCATION, PROXIMITY TO ST. TAMMANY PARISH

Indicate your office's and if applicable, your Prime Consultant's proximity to St. Tammany Parish and each project site for which you are applying. If the office is not located in St. Tammany Parish, indicate if any of the key personnel that are to be assigned to the proposed projects live in/in close proximity to St. Tammany Parish. If you have a satellite office in St. Tammany Parish/Northshore Area indicate how the local office is staffed relative to the main office location.

NUMBER AND SIZE OF CONTRACTS WITH STPSB WITHIN PAST 5 YEARS

List the St. Tammany Parish School Board Type I-A Projects (projects greater than \$500,000) received within five (5) years of the year of this qualifications statement. Include the construction cost of the project.

OTHER SPECIAL CHARACTERISTICS

Please indicate in 1/2 page or less any particular thoughts you have for why your firm/project team would be best suited for each project you are applying for.

Covington High	
Slidell Jr. High	
Bonne Ecole Elementary	
Boyet Jr./Little Oak Middle	

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

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 qualifications statement.

Have there been any problems with time delays, cost overruns, and/or design inadequacies on any projects for which the Applicant or any of its partners, shareholders, employees or joint ventures are in litigation or have been held to be at fault. Yes No

If yes, please explain.

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 _____, 2013.

NOTARY PUBLIC