

# St. Tammany Parish School Board

## RFQ – Type I-B Professional Services

Rotation Pool for Small Projects of \$500,000 est. or less in construction cost

July, 2013

### INFORMATION AND INSTRUCTIONS DOCUMENT

#### Description of Projects and Services Sought:

The St. Tammany Parish School Board is requesting Qualifications Statements from Architectural, Engineering, or other professional consulting service firms for the services related to Type I-B Small Projects. Per the STPSB Policy and Procedure for Procuring Professional Services for Capital Projects (POLICY), Type I-B Projects are defined as Designer services for small projects which have an Available Funds for Construction less than \$500,000 and does not require a professional service contract with compensation of \$50,000 or more. The type of projects which typically are awarded in this category are reroofing projects, paving projects, bleacher replacement projects, small renovation projects, small new construction projects, etc. In addition to Architectural Services, the following services are anticipated to be required for miscellaneous projects: Civil Engineering, Electrical Engineering, Structural Engineering, Mechanical Engineering, Landscape Architecture, consulting Arborist.

Firms selected for Type I-B Services are placed in a pool from which the assignment of small projects are rotated to assure each firm the opportunity for comparable assignments based on number and size of assignments. **If your firm was awarded assignment to the Type I-B Services rotation pool from response to previous RFQ's, you must submit a response to this RFQ to be considered to be reassigned to the Type I-B Services rotation pool.**

In accordance with the POLICY, the period of assignment for firms selected for these services is one year. With School Board approval, the assignment may be extended up to a total of five years provided the firm annually updates its qualifications statement and the Construction Supervisor certifies the firm's satisfactory performance on work assigned during the period of assignment. New firms may be added to the list annually.

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

Consulting Arborists responding to this RFQ shall be currently and duly licensed by the State of Louisiana and shall not be associated with any company that provides treatment or cutting of trees.

#### Selection Process and Criteria

The process for selection of these services is outlined in the attached POLICY. The criteria upon which it is expected that the Screening & Evaluation Committee will base its decision are listed in Section 10.0 of the POLICY.

#### Insurance

All firms shall carry insurance of the type and in the amount required by the STPSB, the State of Louisiana, any other applicable jurisdictions, and as indicated in the Professional Services Agreement.

#### Basis for Compensation and Professional Services Agreement

The Professional Services Agreement (AGREEMENT) is the STPSB approved contract for professional A/E services. The POLICY also addresses Basic Compensation and is referenced in the AGREEMENT. It is anticipated that this Agreement will be used for all Type I-B projects. A copy of the AGREEMENT and the POLICY are attached. In some cases, the scope of work is done on an hourly basis and the hourly rate may not exceed the hourly rates indicated in AGREEMENT as additional services.

Clarifications and Definitions

In the POLICY, Item 10.1.25 and the General Qualifications Statement, the word “received” is to be interpreted as “performed”, “awarded”, or “under contract” within the last five years.

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

Questions

Questions should be directed to Cameron Tipton, Lead Construction Supervisor, St. Tammany Parish School Board, P.O. Box 940, Covington, LA 70434 (phone: 985-898-6640; fax: 985-898-3271).

Screening and Evaluation Committee

In accordance with the POLICY, a Screening and Evaluation Committee for Professional Services will evaluate the Qualification Statements. The evaluation of the Qualification Statements will be based on the criteria set out in Section 10.1 of the POLICY. It is expected that each criteria will be ranked on a point system as follows:

<b>Criteria</b>	<b>Summary</b>	<b>Points</b>
10.1.1/.4	Education/Experience of key personnel .....	15
10.1.2	General and Prior Work Experience .....	20
10.1.3	Proposer’s record of success .....	0
10.1.4/.1	Qualifications of individual who will be in direct charge .....	See 10.1.1
10.1.5/.16	Adequate staff, subconsultants, facilities, equipment.....	10
10.1.6	Professional License .....	Mandatory
10.1.7	Plan for performing work.....	0
10.1.8	Ability of proposer to make effective presentations .....	0
10.1.9	Ability to work with STPSB staff and other public agencies .....	10
10.1.10	Pertinent new or creative ideas .....	0
10.1.11	Proposer’s knowledge of local conditions/constraints .....	10
10.1.12	Appropriate level of effort .....	0
10.1.13	Success, efficiency, and workability of facilities designed .....	0
10.1.14	Proposer’s track record of resolving post-construction problems .....	0
10.1.15	Other projects that have relationship to project .....	0
10.1.16	Proposer’s workload .....	See 10.1.5
10.1.17	Proposer’s experience with renovation.....	0
10.1.18	Proposer’s quality control program .....	0
10.1.19	Proposer’s record of keeping projects within budget .....	0
10.1.20	Proposer’s consultants’ qualification.....	0
10.1.22	Financial stability and capacity of the proposer .....	0
10.1.23	Liability, professional insurance, affidavit .....	Mandatory
10.1.24	Location, proximity to St. Tammany Parish.....	20
10.1.25	Number and size of contracts with STPSB within past 5 years** .....	15
10.1.27	Verification of references .....	0
10.1.28	Other factors considered by the SEC .....	To be determined by SEC
10.1.29	Fees/Compensation .....	NA
10.1.30	Conflicts of interest.....	0
<b>TOTAL</b>	<b>Possible Score Based on Criteria above</b>	<b>100</b>

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

Number of Originals and Copies Requested

**Complete Qualification Statements include the following:**

- I.** Professional Services Application: **Qualifications Statement** for the Type I-B Projects.

Submit one (1) fully completed signed & sealed original Qualifications Statement - *please leave the original unbound*

**and** six (6) copies of the original Qualifications Statement, *please bind or staple each copy - tape binding, GBC, spiral binding, or stapling is acceptable.*

**and** a .pdf file copy of the original completed and signed qualifications statement on disk.

Submittal of Qualifications Statements

Complete Qualifications Statements (Submittal) are to be submitted to:

Mrs. Janet Stevens, Director of Purchasing  
St. Tammany Parish School Board  
C.J. Schoen Administrative Complex  
321 N. Theard St.  
Covington, Louisiana 70433

no later than 3:00 p.m., 27<sup>th</sup> day of August, 2013, (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. The submittal packaging should be marked with the following information:

Qualifications Statement for Type I-B Professional Services  
St. Tammany Parish School Board  
Date \_\_\_\_\_  
Submitted by \_\_\_\_\_ *Insert firm name*

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 prior to issuance and acceptance of any contractual agreements.