

PROFESSIONAL SERVICES APPLICATION
Large Capital Improvement Projects

ST. TAMMANY PARISH SCHOOL BOARD
June, 2019

**QUALIFICATIONS STATEMENT
OF
Dammon Engineering**

for

- | | |
|---|--|
| <input type="checkbox"/> Abita Springs Middle | <input type="checkbox"/> Folsom Elementary |
| <input type="checkbox"/> Abney Elementary/Abney ECC | <input type="checkbox"/> Fontainebleau High |
| <input type="checkbox"/> Bayou Woods Elementary | <input type="checkbox"/> Lee Road Junior High |
| <input type="checkbox"/> Covington Elementary | <input type="checkbox"/> Little Oak Middle |
| <input type="checkbox"/> Covington High | <input type="checkbox"/> Magnolia Trace Elementary |
| <input type="checkbox"/> Cypress Cove Elementary | <input type="checkbox"/> Northshore High |
| <input type="checkbox"/> Fifth Ward Junior High | <input type="checkbox"/> Salmen High |
| <input type="checkbox"/> Florida Avenue Elementary | |
- ALL OF THE ABOVE**

Mailing Address: _____

Street Address: _____

Contact Person: _____
Title: _____

Phone No.: _____

E-Mail Address: _____

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

*If yes, provide details of the association on a continuation sheet as indicated on the next page "Project Team".

PROJECT TEAM*

- | | | |
|---|--|---|
| <input type="checkbox"/> Abita Springs Middle | <input type="checkbox"/> Cypress Cove Elementary | <input type="checkbox"/> Lee Road Junior High |
| <input type="checkbox"/> Abney Elementary/Abney ECC | <input type="checkbox"/> Fifth Ward Junior High | <input type="checkbox"/> Little Oak Middle |
| <input type="checkbox"/> Bayou Woods Elementary | <input type="checkbox"/> Florida Avenue Elementary | <input type="checkbox"/> Magnolia Trace |
| <input type="checkbox"/> Covington Elementary | <input type="checkbox"/> Folsom Elementary | <input type="checkbox"/> Northshore High |
| <input type="checkbox"/> Covington High | <input type="checkbox"/> Fontainebleau High | <input type="checkbox"/> Salmen High |
| <input type="checkbox"/> ALL OF THE ABOVE | | |

ARCHITECT/ENGINEER (Designer-Prime Professional) Firm that will sign contract with St. Tammany Parish School Board:

Associated Firm & Address (if applicable)**:

Proposed Consultants

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. Projects involving Kitchen design/renovation will require a Food Facility Consultant. Projects involving band/choral will require an acoustics consultant.**

Consultant Type	Consultant Firm Name	Location (City & State)
MECHANICAL		
ELECTRICAL		
CIVIL		
STRUCTURAL		
LANDSCAPING		
FOOD FACILITY CONSULTANT (projects with kitchen facilities only)		
ACOUSTICS CONSULTANT (projects with band/choral)		
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 continuation sheet.

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

INTRODUCTION/OVERVIEW

Please provide an introduction/overview of your firm/team and qualifications for these projects.

**It is acceptable to add photos, use brochure sheets, etc. (This should not be more than two pages front and back or 4 pages front only)*

** It is acceptable to delete this and the above statements in the design of this response**

APPLICANT'S PERSONNEL AND WORK EXPERIENCE

Continuation Sheet if needed

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 resumé (no more than 2 pages) of the individual within the Applicant Firm who will have direct charge of the St. Tammany Parish School Board’s work. This should be the person whose professional stamp and signature will be affixed to the documents.

Name: _____

Title: _____

Years with Firm: _____ Professional License #: _____

Years with other Firms: _____ Year First Licensed: _____

Degrees Earned: _____

Continuing Education: _____

Experience Relative to
Large Capital
Improvement Projects:

RELATED WORK EXPERIENCE: SCHOOL ADDITIONS

Applies to Abita Middle, Abney Elementary, Bayou Woods Elementary, Covington Elementary, Covington High, Cypress Cove Elementary, Fontainebleau High, Lee Road Junior High, Little Oak Middle, Magnolia Trace Elementary and Northshore High.

List up to approximately six (6) 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 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 if needed

RELATED WORK EXPERIENCE: SCHOOL RENOVATIONS

Applies to Folsom Elementary and Florida Avenue Elementary

List up to approximately six (6) 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 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 if needed

RELATED WORK EXPERIENCE: AGRICULTURE

Applies to Fifth Ward Junior High – Building is expected to include classroom space and meat processing space. Existing woodworking shop will be reviewed in relation to this building.

List up to approximately six (6) projects which are under contract /were completed within the past 10 years for which the Applicant firm provided the prime architectural/engineering services that are similar 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 if needed

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

APPLICANT'S CONSULTANTS' QUALIFICATIONS

Provide a one page 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. *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: _____

CONSULTANTS: GENERAL/SPECIFIC WORK EXPERIENCE

List up to 10 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 to the proposed projects. Provide photos. *Copy sheet as needed for each consultant firm.*

CONSULTANT: _____

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

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

SECTION DIVIDER SHEET

- All Projects
 - Project(s) as listed below*:
-

Evaluation Criteria 9.1.5/9.1.16
Points 10

ADEQUATE STAFF, CONSULTANTS, FACILITIES, EQUIPMENT Continued

If you have proposed different consultants for different projects provide the information for each team relative to projects. *Copy this sheet if/as needed for different projects - indicate in upper left hand corner.

CONSULTANTS

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

CONSULTANTS' EQUIPMENT/SOFTWARE: Are your prime consultants using software that allows them to utilize drawing files provided by your firm in production and coordination of documents? Please comment.

CONSULTANTS' WORKLOAD: Provide comments relative to Consultants' workloads and meeting Architect's production schedules.

ABILITY TO WORK WITH STPSB STAFF AND OTHER PUBLIC AGENCIES

Please indicate if Applicant and Consultants Firm have worked with:

	Applicant Firm	Consultant Civil	Consultant Structural	Consultant Mechanical	Consultant Electrical
St. Tammany Parish School Board Staff					
Louisiana State Fire Marshal					
Louisiana Department of Environmental Quality					
Louisiana Department of Health and Hospitals					
Louisiana Department of Transportation					
Corps of Engineers (Wetlands)					
Parish of St. Tammany Government <small>(Cypress Cove Elementary, Fifth Ward Junior High, Fontainebleau High, Lee Road Junior High, Magnolia Trace Elementary)</small>					
Abita Springs Historic Commission <small>(Abita Springs Middle)</small>					
City of Covington <small>(Covington Elementary, Covington High)</small>					
City of Mandeville					
City of Slidell <small>(Abney Elementary, Bayou Woods Elementary, Florida Avenue Elementary, Little Oak Middle, Northshore High)</small>					
Town of Abita Springs <small>(Abita Springs Middle)</small>					
Village of Folsom <small>(Folsom Elementary)</small>					

APPLICANT FIRM’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. If consultants have experience with location please indicate also.

Site	Project Name	Project Description	Year Completed
Abita Springs Middle			
Abney Elementary/Abney ECC			
Bayou Woods Elementary			
Covington Elementary			
Covington High			
Cypress Cove Elementary			
Fifth Ward Junior High			
Florida Avenue Elementary			
Folsom Elementary			
Fontainebleau High			
Lee Road Junior High			
Little Oak Middle			
Magnolia Trace Elementary			
Northshore High			
Salmen High			

APPLICANT FIRM'S QUALITY CONTROL PROGRAM, COORDINATION & COMPLETENESS OF DOCUMENTS

What is your firm's method for quality control and coordination of all project information and documents through the design and construction? Also indicate how your firm reviews documents to ensure completeness of documents in house and from consultants to ensure a minimum of addenda items during bid phase and change orders items during construction administration.

PLAN FOR PERFORMING WORK: RELATIVE TO PHASED CONSTRUCTION

Many of these projects 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 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.

APPLICANT FIRM’S RECORD OF KEEPING PROJECTS WITHIN BUDGET

List the last 5 or more projects that your firm designed and that have bid, the contract budget, and the bid amount for each project. Indicate how your firm estimates construction costs – i.e. in house or with a consultant.

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

Comments:

APPLICANT FIRM'S CONSTRUCTION ADMINISTRATION SERVICES

What person(s) will provide construction administration for any STPSB projects selected? Please provide resumé information for the individual(s) who will be handling construction administration of the St. Tammany Parish School Board project(s) on the form following this page. 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. With regard to workload, please indicate if/how additional projects in your office affect the identified CA personnel's availability to effectively perform the CA tasks (in office and site related) for any STPSB projects for which you may be selected. What is your office's method of ensuring that your firm and your consultants are tracking, producing, and reviewing in a time frame that is mindful of the construction contract and schedule, shop drawings, RFI's, change proposal documents, field reports, and other CA related activities.

QUALIFICATIONS OF INDIVIDUAL WHO WILL BE HANDLING CONSTRUCTION ADMINISTRATION IN OFFICE/ON SITE. If more than one staff person, please copy this page and provide a resumé` for each.

Provide the name and a short resumé of the individual(s) within the Applicant’s organization who will handle construction administration 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: _____

LOCATION, PROXIMITY TO ST. TAMMANY PARISH

Indicate your office's proximity to St. Tammany Parish. If your 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.

Indicate your consultant firms' proximity to St. Tammany Parish/if any of their personnel live in/close proximity to St. Tammany Parish.

NUMBER AND SIZE OF CONTRACTS WITH STPSB WITHIN PAST 6 YEARS

List the St. Tammany Parish School Board Large Capital Improvement Projects (projects greater than \$500,000) received within six (6) years of the year of this qualifications statement. Include the construction cost of the project.

OTHER SPECIAL CHARACTERISTICS

What is your firm's and your consultants' experience with meeting energy star label, building sustainably/green and designing to CHPS criteria or other criteria such as LEED, Green Globes, etc.?

OTHER SPECIAL CHARACTERISTICS

Does your firm have CMAR experience with any public school system projects in Louisiana relative to RS 38:2225.2.4 or previous versions of this law? If so, indicate the project(s) and provide information about the project, process and experience. If not, does your firm have other CMAR project experience? Would your firm be open to doing a St. Tammany Parish School Board Capital Improvement project as a CMAR delivery project? Use continuation sheets as needed.

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 these 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.

MANDATORY FORMS AND INFORMATION

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 _____, 2019.

NOTARY PUBLIC