

St. Tammany Parish Public Schools

**ADDITIONAL INFORMATION REQUEST to
RFQ – Large and Small Capital Improvement Projects Professional Services**

Dated June, 2019

**INFORMATION AND INSTRUCTIONS DOCUMENT
October, 2022**

OUTDOOR ACTIVITY/PLAYGROUND EQUIPMENT AND SURFACING FOR SCHOOLS

Description of Projects and Services Sought:

The St. Tammany Parish Public School System is utilizing ESSER Funding to provide for Outdoor Activity/Playground Equipment and Surfacing for Schools. At the October 13, 2022 meeting of the St. Tammany Parish School Board, the Board voted in favor of a modified qualifications' process which will seek additional information from those architectural firms that were previously selected and approved through an advertised qualifications' based process in 2019 for large and small capital improvements project services; This additional information will be reviewed by a screening and evaluation committee that will make a recommendation to the Board.

This modified process was supported in an effort to shorten the time for the selection process. Time is of the essence as ESSER Funding has a deadline for payment of funds by September, 2024. With consideration of design, bid and bid award process as well as lead-time for equipment, and, ultimately, project(s) closeout, our schedule expectation is for having documents ready to go out for bids as quickly as possible in 2023. It is our intent that bids for this project/projects **be awarded** no later than March/April, 2023.

The school board staff is obtaining surveys of the outdoor areas selected by the schools for the equipment and surfacing to be located and expects to have this information to coincide with the Designer Team(s) selection. The equipment selections are known and the approximate locations at each school have been selected by the schools; however, each playground will need to be reviewed overall and accessibility will be a primary consideration in the overall scope of work for each location. As such, appropriate fall zone surfacing including but not limited to poured rubber on appropriate base and connection with sidewalks will be a large portion of the scope of work.

The number of school sites is currently anticipated to be approximately 30 or more sites. The cost of this work overall is currently estimated to be in the range of \$8M-\$10M, but will be further reviewed with the Design Team(s) and development of the project. The school system anticipates that the project could be bid as one large project or split by areas. We will review this in more detail with selected Design Team(s) and are requesting the Applicant's input on the overall splitting and managing of the work both in design and construction packages relative to their team's capabilities given the time-frame and number of sites involved as part of their submitted response. The school system reserves the right to award this contract for Professional Services to one or more Design Teams as apparently best serves the needs of the school system.

The construction of this project is to be funded by ESSER. The project budget, bids and changes are subject to review by the appropriate personnel at STPSB, the Department of the State of Louisiana overseeing the ESSER Funding Grants and any other entity that may be involved with this overall process. ESSER Funding does require that the Davis Bacon Act apply to the construction work.

The school system reserves the right to award/not award this project in a manner that best serves the needs of the school system.

All respondent firms shall be currently and duly licensed by the State of Louisiana to provide Architectural Services.

Request for Qualifications Form/Format

This request for additional information for specific qualifications includes this Information and Instructions Document, all attachments, and any addenda issued prior to acceptance of the Qualifications Statement submittals. *It is acceptable to work with the Qualification Statement form provided and to format it for presentation (relative to font, page layout, tabs, etc.) however, **please keep the Qualification Statement questions in the order provided for ease of review.***

Scope of Services

For Large Capital Improvement Projects, it is typical for the St. Tammany Parish School Board to require the selected Architect(s) to provide consultants as part of the basic services of the Designer: Civil/Site Engineering, Structural Engineering, Mechanical Engineering, Electrical Engineering, Landscape Architect and interior finish selection services as applicable to the project scope of work. It is anticipated for this project that the services of a civil engineer as a primary consultant will be needed and other consultant services will be incidental to this scope of work.

Basis for Compensation and Professional Services Agreement

The Professional Services Agreement (AGREEMENT) is the STPSB approved contract for professional A/E services. It is anticipated that this Agreement will be used for this Large Capital Improvement Project. The fee calculation is addressed in the Procedure Manual attached to the AGREEMENT. Copies of the AGREEMENT and Procedure Manual are available upon request.

Liquidated damages in the amount of \$750.00 per day for each consecutive calendar day which the construction documents are not complete shall apply. Said sum shall in no event be construed to be a penalty, but only as damages fixed and agreed upon in advance.

Final approval of a designer is anticipated by mid-November with an approximate two/three month design and contract document production schedule.

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. For Architectural or Engineering Contracts, please refer to Article 15 of the St. Tammany Parish School Board Capital Improvement Projects Procedure Manual for Design and Construction which is attached to the AGREEMENT.

Visiting the School Sites

If you wish to visit a site(s), please coordinate through the St. Tammany Parish School Board Construction Department at 985-898-3287.

Questions

Respondents should review the RFQ and all attachments. Comments, matters requiring clarification or correction, and questions should be made in writing no later than 5 calendar days prior to the RFQ deadline to Construction@stpsb.org. Questions regarding the file/format of the Qualifications Statement Form should be directed to Cullie G. Catoe at Cullie.Catoe@stpsb.org.

Screening and Evaluation Committee

A Screening and Evaluation Committee for Professional Services will evaluate the Qualifications Statements. The evaluation of the Qualifications Statements will be based on the criteria set out as follows. It is expected that each criteria will be ranked on a point system as follows:

Criteria	Summary	Points
9.1.1/.4	Education/Experience of key personnel.....	5
9.1.2	General Prior / Related Work Experience- Playgrounds/Multiple Sites.....	10
9.1.3	Applicant’s record of success.....	0
9.1.4	Qualifications of individual who will be in direct charge	See 9.1.1
9.1.5/.7/.16	Adequate staff, consultants, facilities, equipment	10
9.1.6	License	Mandatory
9.1.7/.5/.16	Plan for performing work	See 9.1.5
9.1.8	Ability of proposer to make effective presentations	0
9.1.9/.11	Ability to work with STPSB staff and other public agencies.....	0
9.1.10	Pertinent new or creative ideas.....	0
9.1.11/.9	Applicant’s knowledge of local conditions/constraints	0
9.1.12	Appropriate level of effort	0
9.1.13	Success, efficiency, and workability of facilities designed	0
9.1.14	Applicant’s track record of resolving post-construction problems.....	0
9.1.15	Other projects that have relationship to project	0
9.1.16/.5	Applicant’s workload	See 9.1.5
9.1.17	Applicant’s past experience with building site	0
9.1.18	Applicant’s quality control program	0
9.1.19	Applicant’s record of keeping projects within budget	0
9.1.20	Applicant’s consultants’ qualifications.....	10
9.1.21	Applicant’s construction administration services	5
9.1.22	Financial stability and capacity of the proposer	0
9.1.23	Liability, professional insurance, affidavit	Mandatory
9.1.24	Location, proximity to St. Tammany Parish.....	15
9.1.25	Number and size of contracts with STPSB within past 6 years**	0
9.1.26	Other special characteristics- Davis Bacon Act Experience	5
9.1.27	Verification of references	0
9.1.28	Other factors considered by the SEC	To be determined by SEC
9.1.29	Fees/Compensation	NA
9.1.30	Conflicts of interest	0
TOTAL	Possible Score Based on Criteria above.....	60

[Clarifications and Definitions]

For item 9.1.25 and the General Qualifications Statement, the word “received” is to be interpreted as “performed”, “awarded”, or “under contract” within the last six years.

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

The St. Tammany Parish Public School System adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability.

Number of Originals and Copies Requested

Complete Additional Qualification Statements include the following:

I. Professional Services Application: Additional Qualifications Statement

- Submit one (1) fully completed signed & sealed original Additional Qualifications Statement - ***please leave the original unbound***
- **and** five (5) copies of the original Additional Qualifications Statement. *Please bind or staple each copy - tape binding, GBC, spiral binding, or stapling is acceptable.*
- **and** one (1) completed copy of the Submittal Cover Sheet (on outside of sealed package)

****Note:** Please save your response in a format that can be emailed or Drop Boxed to STPSB Construction Department if requested.

Submittal of Additional Qualifications Statements

Submit to: Ms. Cameron P. Tipton, Chief of Construction
St. Tammany Parish School Board
CJ Schoen Administrative Complex
321 N. Theard Street, Covington, LA 70433

The deadline for submittal of Additional Qualifications Statements is no later than **noon (12:00 p.m.)**, on the **26th** day of **October 2022**, (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.

Print one copy of the "Submittal Cover Sheet" and attach to the outside of your sealed Additional Qualifications Statement package.

The St. Tammany Parish Public School System Main Offices at 321 North Theard Street are generally closed to the public. **Sealed Additional Qualifications Statements will be received at the address indicated above at the front door of the building by the receptionist or deposited into the drop box on the south side of the School Board Offices (23rd Street side).** The reception desk and drop box will be checked at noon, 12:00 p.m. on Wednesday, October 26, 2022 for Additional Qualifications Statements in sealed packages marked as indicated in this Information and Instructions packet. Additional Qualifications Statements should be hand delivered per the instructions. **All firms shall be responsible for the timely delivery of Additional Qualifications Statements. Additional Qualifications Statements received after the date and time specified above will not be accepted.**

Please Note:

Additional Qualifications Statements may not be delivered orally, by facsimile transmission or by other telecommunications or electronic means.

Statements that have not been received by the deadline (date and time listed above) will be rejected.

Applicants assume the risk of the method of dispatch chosen. The St. Tammany Parish Public School System assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of Additional Qualification Statement by the St. Tammany Parish Public School System office.

St. Tammany Parish Public School System will not accept any amendments, revisions or alterations to Additional Qualifications Statements after the deadline for submittal. Respondents may withdraw a submitted Additional Qualifications Statements by written request, signed by an authorized representative of the company prior to the deadline for submittal of Additional Qualifications Statements.

St. Tammany Parish Public School System reserves the right to reject any and/or all of the submittals in response to the Additional Request for Qualifications.

*All Additional Qualification Statements and other materials submitted in response to the RFQ procurement process become the property of the St. Tammany Parish Public School System. Selection or rejection of a response does not affect this right. All submittal information is anticipated to be held in confidence during the evaluation process. Upon the completion of the review and evaluation process of all Additional Qualification Statements in response to the RFQ including recommendation of award to the St. Tammany Parish School Board, all responses will become public documents of the St. Tammany Parish Public School System. **By submitting an Additional Qualification Statement, the Applicant acknowledges and accepts that the full contents of the Additional Statement of Qualifications will become public record.***

Submittal of an Additional Qualification Statement shall constitute acceptance of the terms, conditions, criteria, requirements and evaluation process of the RFQ and resulting contract and operates as a waiver of any objection.

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.

SUBMITTAL COVER SHEET

**ADDITIONAL INFORMATION REQUEST to Qualifications Statement for
Large and Small Capital Improvement Projects Professional Services**

Dated June, 2019

St. Tammany Parish School Board

OCTOBER, 2022

Submitted By:

Firm Name

Firm Logo (optional)

ATTN: Ms. Cameron P. Tipton, Chief of Construction
St. Tammany Parish School Board
C.J. Schoen Administrative Complex
321 N. Theard St.
Covington, Louisiana 70433