

ST. CHARLES PARISH  
2024 PROFESSIONAL SERVICES  
REQUEST FOR QUALIFICATIONS

Architecture  
Electrical Service  
Mechanical  
Recreational Planning

SECTION 1 | GENERAL FIRM REQUIREMENTS

ST CHARLES PARISH, LOUISIANA  
100 RIVER OAKS DRIVE | DESTREHAN, LA 70047

## PROFESSIONAL SERVICES QUALIFICATIONS QUESTIONNAIRE

1.1 BASIC FIRM INFORMATION			
Firm		Contact Person	
Local Address		Title	
Corporate Address		Phone Number	
License Number		Email Address	
Parish of Issue			

1.2 LOCAL PERSONNEL (TOTAL NUMBER)					
Administrative		Construction Managers		Mechanical Engineers	
Architects		Electrical Engineers		Planners	
CADD Operators		Engineer Interns		Specification Writers	
Civil Engineers		Environmental Engineers		Structural Engineers	
Construction Inspectors		Estimators		Other	
				Staff Total (Local)	

1.3 DISCIPLINES FOR WHICH FIRM IS QUALIFIED			
Recreational Planning		Electrical Services	
Mechanical		Architecture	

### 1.4 FIRM HISTORY

In the last five years, has litigation (including arbitration and/or mitigation) arose from a project in which your firm served as Principal Engineer?		YES	
		NO	
If yes, how many projects?			
If yes, how many of these projects involved work for St. Charles Parish?			
Please provide a brief description of each project:			
In the last ten years, have any claims been made on your Professional Engineering Liability Insurance for errors and omissions?		YES	
		NO	
If yes, how many claims were made?			
If yes, how many claims involved work for St. Charles Parish?			
Please provide a brief description of each claim:			
Have you ever worked for St. Charles Parish before?		YES	
		NO	
If yes, how many projects has your firm completed in the last ten years for St. Charles Parish?			
If yes, how many projects are currently being worked on by your firm for St. Charles Parish?			
Provide Project Name	% Complete	Contract Balance	

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SECTION 2 | DISCIPLINE QUALIFICATIONS

ST CHARLES PARISH, LOUISIANA

**2.1 DISCIPLINE CATEGORY**

Discipline for which Firm is applying?	
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**2.2 SUBCONSULTANTS**

Will you use Subconsultants for any Work associated with this Discipline?	YES	
	NO	
Name of Subconsultant	Role of Subconsultant	

**2.3 KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS**

NAME OF KEY PERSONNEL	ROLE IN THIS PROJECT	EXAMPLE PROJECTS FROM PROJECT KEY IN 2.4				
		1	2	3	4	5

**2.4 EXAMPLE PROJECTS KEY**

No.	TITLE OF EXAMPLE PROJECT	No.	TITLE OF EXAMPLE PROJECT
1		4	
2		5	
3			

## 2.5 RESUMES OF KEY PERSONNEL PROPOSED FOR THIS DISCIPLINE

Name			
Firm Name			
Discipline			
Role in Discipline			
Years of Experience	Current Firm		Total
Education (Degree and Specialization)			
Current Professional Registration (State and Discipline)			
Other Professional Qualifications (Publications, Training, Awards, etc.)			
Specific Experience Relative to Discipline			

**2.5 RESUMES OF KEY PERSONNEL PROPOSED FOR THIS DISCIPLINE**

Name

Specific Experience Relative to Discipline (Continued)

## 2.6 EXAMPLE PROJECTS ILLUSTRATING FIRMS QUALIFICATIONS

Firm Name		Firm Role	
Project Title			
Project Key Number		Project Location	
Project Owner		Owner's Point of Contact	
Owner' Address		Phone Number	
		Email Address	
Services Completed		Professional Services Fee	
Construction Completed		Total Construction Cost	

Brief Description of Project and Relevance to This Discipline



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SECTION 3 | ADDITIONAL FIRM INFORMATION

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### 3.1 ADDITIONAL INFORMATION

Please provide any additional information, description of resources or supporting qualifications that you wish the Technical Evaluation Committee to consider in its evaluation



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SECTION 4 | CERTIFICATION

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4.1 CERTIFICATION

The below signature certifies that the information provided in the RFQ is true and accurate statement of facts.

Signature:	Firm:
Printed Name:	
Title:	Date: