

ST. CHARLES PARISH
2024 PROFESSIONAL SERVICES
REQUEST FOR QUALIFICATIONS

Architecture
Electrical Services
Mechanical
Recreational Planning

INSTRUCTIONS

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

**ST. CHARLES PARISH
2024 PROFESSIONAL SERVICES**

REQUEST FOR QUALIFICATIONS

St. Charles Parish is issuing a Request for Qualifications (RFQs) from individuals and/or firms interested in providing services in the following categories:

Architecture
Electrical Services
Recreational Planning
Mechanical

The minimum requirements for selection shall be as follows:

1. The firm must have a minimum of 5 years of experience in providing the professional services for each category in which they wish to qualify.
2. The firm must hold all licenses necessary to legally provide the related services in the State of Louisiana.
3. The lead Professional for each category must be a licensed Professional in that area with a minimum of 10 years of experience in the category in which he/she will be the person in responsible charge.
4. For each classification in which the firm requests to be qualified, examples of 3 to 5 projects completed by the firm in the local area should be provided.
5. In addition to the lead Professional, resumes for any key staff who will be responsible for the work should be provided.

A Technical Evaluation Committee (TEC) will formally evaluate each RFQ. Where more than one discipline is specified by the applicant, the RFQ will be evaluated in each discipline for which a firm applies. RFQs receiving an overall score of at least seventy-five (75) points in a specific discipline, based on all evaluation criteria, will be deemed qualified and may be considered for contracts in the discipline specified. There is no limit to the number of firms who may qualify in any particular category. Firms selected as qualified in each category will be placed in a pool for subsequent project assignments. Firms shall indicate which categories in which they wish to be qualified.

Please be advised that this solicitation is to establish a new prequalified list of firms. All firms presently on the Parish's pre-qualified list **must** submit a new RFQ for the discipline(s) in which they wish to be evaluated.

RFQ EVALUATION CRITERIA:

| Criteria | Possible Points |
|---|-----------------|
| Firm Experience relative to the type of work required for the selected discipline. | 25 |
| Key Staff Experience and Training on public sector projects under the selected discipline. | 20 |
| Performance on previous projects in the selected discipline and other disciplines: For excellent completion record (12 pts.); satisfactory completion record (8 pts.); poor completion record (4 pts.); and unacceptable completion (0 pts.). 3 Points will be added if the work is in the selected discipline. | 15 |
| Current Workload on projects with St Charles Parish | 12 |
| Location of principal office where the work will be performed: St. Charles Parish (8Pts); within 70 miles of St. Charles Parish (7 Pts); any other Louisiana Parish (4 Pts); or outside Louisiana (1 Pts). | 8 |
| Size of firm, number of professional and support personnel on staff to perform the type of work for the selected discipline. | 10 |
| Adversarial legal proceedings and/or disputes between the Parish and the individual or firm submitting to perform under this RFQ. | 10 |

NOTE: Five (5) points will be added to the scores for registered Disadvantaged Business Enterprise (DBE) with the State of Louisiana. The response must include a Certification Form issued by the State of Louisiana

Projects will be within St. Charles Parish and on an “as-needed” basis. The estimated fees for the projects may vary among the different contracts, and no individual contract will be less than \$10,000 nor more than \$350,000, exclusive of resident inspection services.

PLEASE NOTE – The submission of an RFQ does not imply that the individual or firm submitting an RFQ will be notified of any contract(s) issued by the Parish to other firms, nor does the submission of an RFQ by an individual or firm guarantee that the firm will be selected for work by the Parish.

The Parish RFQ process is not subject to the Louisiana Public Bid Law or the Louisiana Procurement Code. As such, respondents have not been granted and otherwise processes, procedures, methodology or results of the RFQ process or the selection of an individual or firm in connection therewith.

All individuals or firms submitting an RFQ:

- May obtain the current RFQ forms from the St. Charles Parish Website or from the St. Charles Parish Public Works Office at 100 River Oaks, Destrehan 70047.
- Must submit the RFQ on the Parish provided forms included in the 2024 Professional Services Request for Qualifications. No additional supporting documentation except the W-9 and the DBE Certification Form are permitted:

- Must submit one (1) marked original, one (1) copy, and an electronic scanned PDF file (on either DVD or USB thumb drive) of their submittal to St. Charles Parish Public Works Office no later than 10:00 AM on Thursday, May 23, 2024.
- All submittals must be in a binder or be bound along the left edge.

RFQs will not be accepted after the deadline.

Individuals or firms evaluated as qualified must be Active and “In Good Standing” with the Louisiana Secretary of State and licensed to do business in the State of Louisiana.

RFQs must include a completed W-9, available at www.irs.gov/pub/irs-pdf/fw9.pdf, and as applicable, a State of Louisiana DBE Certification Form.

The following instructions are provided to assist applicants in completing the forms required for the Request for Qualifications. Missing information may result in disqualification.

SECTION 1:

Fill out this Section completely.

In Section 1.1, provide the basic firm information and the contact information of the individual who should be contacted if a project is awarded by the Parish.

In Section 1.2, indicate the number of employees in each category in your firm. These numbers should not include individuals from non-local offices. If staff is used from non-local offices to support this RFQ, please indicate this in Section 3. Please provide the total number of local staff. (Note: For the purpose of this RFQ, “Local” is defined as the office submitting the RFQ.)

In Section 1.3, place an “X” to the right of all disciplines for which you wish to be considered.

In Section 1.4, provide answers to the questions. If the answers are yes to any of the questions, please provide the details as requested.

SECTION 2:

For each discipline for which a firm is requesting qualification, the applicant should fill out the forms in Section 2 (i.e. If the applicant is requesting qualification in three disciplines, separate forms should be filled out for each discipline). Please place a separator between sets of forms.

In Section 2.1, indicate which discipline the forms are for in that section.

In Section 2.2, indicate whether subconsultants will be used to complete work as part of that particular discipline. Note that the Parish is soliciting requests for qualification for surveying, geotechnical, and traffic engineering, so these services will not be needed as subconsultant services.

In Section 2.3, indicate the Key Personnel who will work on projects associated with the discipline in which the applicant is requesting consideration. Provide a maximum of eight individuals and indicate the role each will play in providing services on this type of project. Also indicate in which of the Example Projects the Key Personnel were involved. Resumes for the Key Personnel will be provided on the forms found in Section 2.5. **ADDITIONAL PERSONNEL WILL NOT BE CONSIDERED IN THE PARISH'S REVIEW.**

In Section 2.4, provide the titles of the five (5) Example Projects the applicant wishes the Parish to consider as part of their review of the applicant. Details of Example Projects will be provided on the forms found in Section 2.6. **ADDITIONAL PROJECTS WILL NOT BE CONSIDERED AS PART OF THE PARISH'S REVIEW.**

In Section 2.5, provide a resume for each of the Key Personnel shown in Section 2.3. The resume should be a maximum of two (2) pages and must be completed using the forms provided by the Parish. Resumes for additional personnel will not be considered.

In Section 2.6, provide a project description for each of the five (5) projects shown in Section 2.4. The project description should be a maximum of one (1) page and must be completed using the forms provided by the Parish. Descriptions of additional projects will not be considered.

SECTION 3:

Please provide any additional information about your firm that you would like the TEC to consider in evaluating your firm.

SECTION 4:

Fill out the Certification. The form will not be considered complete if the form is not signed and dated.