



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

ST. TAMMANY PARISH NOTICE FOR STATEMENTS OF QUALIFICATIONS

St. Tammany Parish Government (the “Parish”) is now accepting Statement of Qualifications (“SOQ”) submissions from individuals and/or firms interested in providing services in any of the categories below:

- ❖ Airport Engineering
- ❖ Civil Engineering
- ❖ Electrical Engineering
- ❖ Environmental Engineering
- ❖ Mechanical Engineering
- ❖ Other Engineering Specialty
- ❖ Engineering Management
- ❖ Architectural: Vertical/Horizontal/Landscape
- ❖ Environmental Study and Review
- ❖ Planning
- ❖ Appraisal
- ❖ Land Acquisition, Legal and Abstract
- ❖ Surveying
- ❖ Grant Program Management (Benefit Cost Analysis)
- ❖ Laboratory and/or Field Construction Testing

This notice is to inform any individuals and/or firms that the Parish is currently accepting submissions for any vendor not already on the Parish’s pre-qualified professional services list (“PPSL”). If you would like to submit a response for any of the categories listed above you may do so at this time in accordance with the procedures below. The deadline for submitting your SOQ will be no later than **4:30 p.m. on February 19, 2021.**

Individuals and firms that were already evaluated and deemed pre-qualified by the Parish in 2020 for one or more of the above service categories need not submit a new SOQ. All vendors that were deemed pre-qualified will remain pre-qualified in 2021 with the Parish. If you need to make any changes to your address, telephone number, or name/title of principal contact, please send those requests by email to purchasing@stpgov.org . No other changes will be allowed.

Once the submission deadline is closed, all SOQ’s received will be formally evaluated. A SOQ receiving an overall cumulative score of at least seventy-five (75) points or greater for all evaluation criteria will be deemed pre-qualified and eligible to be awarded work by the Parish during 2021, or until a replacement list is established in following year. Any work awarded will be within St. Tammany Parish and on a as-needed basis. The estimated fees for work may vary among different contracts; however, no individual contract will less than \$10,000 and not more than \$350,000.



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The Parish will evaluate individuals and firm's SOQ based on the following criteria:

Criteria	Possible Points
Professional training and experience in relation to the type of work required for the service.	35
Size of firm, number of professional and support personnel required to perform the type of work required for the service.	10
Past performance by person or firm on public sector projects.	15
Location of the principal office where the work will be performed: St. Tammany Parish (15 points), any other Louisiana parish (10 points), outside of Louisiana (6 points).	15 max
Absence of adversarial legal proceedings or disputes between the Parish and the person or firm performing the services.	10
Prior successful completion of projects of the type and nature of the service performed.	15
Registered Disadvantaged Business Enterprise (DBE) in the State of Louisiana (Possible points will be given on an "all or nothing" basis)	5

- All individuals or firms submitting a SOQ must identify all sub-consultant firms which they expect to use to provide professional services.
- All individuals or firms must submit a SOQ on the form provided by the Parish. The SOQ form can be obtained by visiting www.stpgov.org or by calling the Department of Procurement at 985-898-2520.
- SOQ's must be submitted on a flash drive, disc or via other electronic media to Anthony Smith, Director of Procurement, St. Tammany Parish Government, 21454 Koop Drive, Suite 2F, Mandeville, LA 70471, or by email to purchasing@stpgov.org, Subject: "Statement of Qualification Submission 2021".
- Only electronic media and emailed submissions will be accepted. No printed copies will be accepted.
- No submissions will be accepted after the deadline.



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SOQs will be rejected by any individual or firm that is not “In Good Standing” and licensed to do business in the State of Louisiana (copy of State License(s) shall be included with the SOQ). SOQs must include a completed Form W-9 (a copy can be found at www.irs.gov/pub/irs-pdf/fw9.pdf).

It is important to note that submission of a SOQ does not imply that the individual or firm who submits a SOQ will be notified of any work awarded or contract(s) issued by the Parish, nor does the submission of a SOQ by an individual or firm guarantee work with the Parish.

The Parish’s SOQ process is not subject to the Louisiana Public Bid Law or the Louisiana Procurement Code. As such, respondents have not been granted and otherwise possess no right to protest, contest, debate, or otherwise call in question the processes, procedures, methodology or results of the SOQ process or the selection of a vendor in connection therewith.

Thank you for your interest in doing business with the Parish.

Procurement Department
St. Tammany Parish Government