



## 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](mailto: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](http://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](mailto: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](http://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



**ST. TAMMANY PARISH  
GOVERNMENT**

**STATEMENT OF  
QUALIFICATIONS FORM**

**1. Professional Services Category: Indicate one of the following\*.**  
**\*Note: A separate SOQ must be completed by each Individual or Firm if more than one service category is applicable. The only exception is for engineering categories. Individuals or Firms may select multiple engineering categories and submit a single SOQ.**

- |  |   |
|--|---|
| <input type="checkbox"/> Airport Engineering             | <input type="checkbox"/> Engineering Management                           |
| <input type="checkbox"/> Airport Consulting              | <input type="checkbox"/> Project/Construction Management                  |
| <input type="checkbox"/> Airport Runway/Taxiway/Lighting | <input type="checkbox"/> Construction Inspection                          |
| <input type="checkbox"/> Civil Engineering               | <input type="checkbox"/> Resident Inspection                              |
| <input type="checkbox"/> Electrical Engineering          | <input type="checkbox"/> Laboratory and/or Field Construction Testing     |
| <input type="checkbox"/> Environmental Engineering       | <input type="checkbox"/> Architectural: Vertical/Horizontal/Landscape     |
| <input type="checkbox"/> Mechanical Engineering          | <input type="checkbox"/> Environmental Study and Review                   |
| <input type="checkbox"/> Other Engineering Specialty:    | <input type="checkbox"/> Planning   |
| <input type="checkbox"/> Bridge/Road/Street              | <input type="checkbox"/> Appraisal  |
| <input type="checkbox"/> Building                        | <input type="checkbox"/> Land Acquisition, Legal and Abstract             |
| <input type="checkbox"/> Drainage/Hydraulics/Hydrology   | <input type="checkbox"/> Surveying  |
| <input type="checkbox"/> Geotechnical                    | <input type="checkbox"/> Grant Program Management (Benefit Cost Analysis) |
| <input type="checkbox"/> Recreational                    |   |
| <input type="checkbox"/> Structural                      |   |
| <input type="checkbox"/> Traffic                         |   |
| <input type="checkbox"/> Water & Sewerage                |   |

2. Individual or Firm Name and Address:	2a. Principal Contact Information:	2b. Individuals or Firms domiciled in or with branch office in Louisiana must list current Occupational License:
	Name: _____ Title: _____ Tel No.: _____ Email: _____	License No.: _____ Parish of Issue: _____

**3. Number of Personnel by Discipline: List each person only once, by primary function.**

**Note: All Architects, Engineers, and Surveyors listed must be currently registered and/or licensed for work in the State of Louisiana.**

_____ Abstractor	_____ Construction/Resident	_____ Geologists	_____ Paralegal
_____ Administrative	_____ Inspectors	_____ Geotechnical Engineer	_____ Planners: Urban/Regional
_____ Appraiser	_____ Draftsmen	_____ Hydrologists	_____ Project Manager
_____ Architects	_____ Ecologists	_____ Interior Designers	_____ Sanitary Engineers
_____ Attorney	_____ Economists	_____ Landscape Architects	_____ Soils Engineer
_____ CAD/CADD Experts	_____ Electrical Engineers	_____ Mechanical Engineers	_____ Specifications Writers
_____ Chemical Engineers	_____ Environmental Reviewer	_____ Mining Engineers	_____ Structural Engineers
_____ Civil Engineers	_____ Estimators	_____ Oceanographers	_____ Surveyors
			_____ Transportation Engineers
			_____ <b>TOTAL PERSONNEL</b>

**4. List all subcontractors anticipated for this professional services category:**

<b>Name and Address</b>	<b>Specialty</b>	<b>Worked with Prime Before (Yes or No)</b>
1)		
2)		
3)		
4)		
5)		

**5. Work by Individual or Firm which best illustrates current qualifications relevant to the professional service category indicated in Section 1. List no more than 10 projects.**

				Estimated Cost (in thousands)	
Project Name and Location	Nature of Individual or Firm's Responsibility	Project Owner's Name and Address	Completion Date (Actual or Estimated)	Entire Project	Amount for Which Individual or Firm Was/Is Responsible
1)					
2)					
3)					
4)					
5)					

				Estimated Cost (in thousands)	
Project Name and Location	Nature of Individual or Firm's Responsibility	Project Owner's Name and Address	Completion Date (Actual or Estimated)	Entire Project	Amount for Which Individual or Firm Was/Is Responsible
6)					
7)					
8)					
9)					
10)					



**6. Please provide any additional information, description of resources or supporting qualifications for the services category indicated in Section 1:**

1) General:

2) Professional Training and Experience:

3) Size of Firm:

4) Capacity for Timely Completion of the Project:

5) Past Performance on Public Sector Projects:

6) Location of Principle Office:

7) The Individual or Firm is or has been in an Adversarial Legal Proceeding and/or Dispute with the Parish within the Last Five (5) years: \_\_\_\_ YES, or \_\_\_\_ NO.

If YES, Please Provide Additional Information:

8) Prior Successful Completion of Projects of the Type and Nature of this Category of Professional Services:

9) Registered as a Disadvantaged Business Enterprise (DBE) with State of Louisiana. Registration information is available on the State DBE site:

<http://www8.dotd.louisiana.gov/ucp/> . **Please attach the Certification issued by State of Louisiana.**

**7. Contributions made to Elected Officials of St. Tammany Parish:**

Name of Elected Official:	Contribution Amount (list singly):	Date Contributed:

- **SOQs shall only be submitted in PDF format via email or compact disc. Due to system specifications, emailed SOQs documents may not exceed 20MB.**
- **Printed SOQs will not be accepted. SOQs 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.**
- **SOQs must include a completed Form W-9 available at, [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf) and as applicable, a State of Louisiana DBE Certification.**

**8. The below signatory certifies that the foregoing is a true and accurate statement of facts.**

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Printed Name** \_\_\_\_\_ **Date:** \_\_\_\_\_