



ST. TAMMANY PARISH

PATRICIA P. BRISTER
PARISH PRESIDENT

STATEMENTS OF QUALIFICATIONS PROFESSIONAL SERVICES

St. Tammany Parish Government (Parish) is soliciting Statements of Qualifications (SOQs) from individuals or firms interested in providing services in any of the following categories:

SOQ Categories:

- ❖ 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

SOQs will be formally evaluated by an evaluation committee. SOQs receiving an overall score of at least seventy-five (75) points, based on all evaluation criteria, will be deemed qualified and may be considered for contracts. There is no limit to the number of individuals or firms who may qualify in any particular category.

Please be advised, this solicitation is to establish a new pre-qualified list of firms. Firms presently on the pre-qualified list **must** submit a new SOQ for any category(ies) in which they wish to be evaluated.

SOQ Evaluation Criteria:

Criteria	Possible Points
Professional training and experience relative to the type of work required for the category of service.	35
Size of firm, number of professional and support personnel on staff to perform the type of work for the category of service.	10
Past performance by individual 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), or outside of Louisiana (6 points).	15
Adversarial legal proceedings and/or disputes between the Parish and the individual or firm to perform the services.	10
Prior successful completion of projects of the type and nature of the service to be performed.	15
Registered as a Disadvantaged Business Enterprise (DBE) with State of Louisiana. Certification Form issued by the State of Louisiana provided.	5

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

Please note that submission of an SOQ does not imply that the individual or firm submitting an SOQ will be notified of any contract(s) issued by the Parish, nor does the submission of an 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 an individual or firm in connection therewith.

All individuals or firms submitting an SOQ:

- may obtain the current SOQ form at <http://www.stpgov.org/departments/procurement>;
- must submit the SOQ on the Parish provided Statement of Qualifications Form with no additional supporting documentation except for the W-9 and DBE Certification Form;
- must submit the SOQ via email to soq@stpgov.org , Subject: “**Statement of Qualification Submission – Professional Services**” or on a compact disc, labeled with the “**Company Name and Statement of Qualification – Professional Services**”, to the Department of Procurement, St. Tammany Parish Government, 21454 Koop Drive, Suite 2F, Mandeville, LA 70471; and
- must submit no later than 4:30 p.m., **Friday, November 22, 2019.**

SOQs shall be **only** submitted in PDF format via email or compact disc. Due to system specifications, emailed SOQs 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 , and as applicable, a State of Louisiana DBE Certification Form.

Procurement Department
St. Tammany Parish Government