



ST. TAMMANY PARISH
DEPARTMENT OF PROCUREMENT

**NOTICE BY ST. TAMMANY PARISH
FOR STATEMENTS OF QUALIFICATIONS**

St. Tammany Parish Government (STPG) is now soliciting SOQs responses from individuals or firms interested in providing services in any of the categories below:

- Engineering Services (Roads, Bridges, Traffic, Airport Runways, Airport Taxiways, Airport Lighting, Recreation, Buildings, Geotechnical, Electrical, Water and Sewer, Structural and Mechanical)
- Environmental Study and Review Services
- Drainage/Hydraulics/Hydrology
- Appraisal Services
- Land Acquisition, Legal and Abstract Services
- Planning Services
- Architectural Services (Vertical, Horizontal and Landscape)
- Laboratory and Field Construction Testing
- Registered/Licensed Surveyor
- Project Management/Construction Management

During the year of 2015, individuals and firms that submitted their Statements of Qualifications (SOQs) were evaluated and potentially deemed as pre-qualified vendors by St. Tammany Parish Government (STPG) in one or more of the above service categories. Those vendors pre-qualified will remain pre-qualified in 2016 to do business with STPG in the areas you were pre-qualified for during the period of 2015, unless you otherwise notify us in writing by **Friday, March 18, 2016** that you would like to withdraw your company or firm. If you need to make any changes to your address, telephone number, or name/title of principal contact, please send those by email to purchasing@stpgov.org. No other changes will be allowed. If you would like to submit for any categories listed above that you are not currently pre-qualified for, you may do so in accordance with the procedures below.

Submitted SOQs will be formally evaluated by an evaluation committee. SOQs receiving an overall cumulative score of at least seventy-five (75) points or greater for all evaluation criteria will be deemed qualified and will be considered for contracts for a period of 2016 or until a replacement list is established in the following year. There is no limit to the number of individuals or firms who may qualify in any category of service in the given year. These projects will be within St. Tammany Parish and are on an as-needed basis. The estimated fees for this work may vary among different contracts; however, no individual contract will be less than \$10,000 and not more than \$350,000, exclusive of resident inspection services.



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SOQs will be evaluated 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 an SOQ must identify all sub-consultant firms which they expect to use to provide professional services.
- All individuals or firms must submit an SOQ in the form provided by the Parish.
- Please obtain the current SOQ form by visiting www.stpgov.org or by calling the Department of Procurement at 985-898-2520.
- Interested individuals or firms must submit Statement of Qualifications 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 emailing them to purchasing@stpgov.org , Subject: “General Statement of Qualification Submission 2016”, no later than 4:30 p.m. on **Friday, April 1, 2016**.
- Only Electronic media and emailed submissions will be accepted. No printed copies will be accepted.
- No SOQs will be accepted after the deadline.

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



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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.

Procurement Department
St. Tammany Parish Government