



SOQ No. 23-037

Provide Professional Traffic Engineering Services
for a period of two (2) years

Submission Deadline: January 25, 2024 at 3:30 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the public notice and Jefferson Parish Code of Ordinances Section 2-926 et seq. All submissions must be received on the Purchasing Department's e-Procurement site, www.jeffparishbids.net, by the SOQ submission deadline date and time. Late submissions will not be accepted.

Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Suite 4400
Gretna, LA 70053

Purchasing Specialist II Name: Shanna Folsie
Purchasing Specialist II Email: sfolsie@jeffparish.net
Purchasing Specialist II Phone: (504)-364-2680

PUBLIC NOTICE
SOQ 23-037

Traffic Engineering Services

The Parish of Jefferson, authorized by **Resolution No.143314**, is hereby soliciting a Statement of Qualifications (TEC Professional Services Questionnaire) from persons or firms interested in providing Professional Traffic Engineering Services for the Department of Public Works on an as-needed basis for a period of two (2) years with maximum allowable fees of \$500,000.00 per year.

Deadline for Submissions: 3:30 p.m., January 25, 2024

General

The firms submitting a Statement of Qualifications (Jefferson Parish Technical Evaluation Committee (TEC) Questionnaire) must identify all sub-consultant firms which they expect to use to provide professional services, and submit a Statement of Qualifications (Jefferson Parish TEC Questionnaire) for each sub-consultant firm. (Refer to Jefferson Parish Code Ordinance, Section 2-928).

With regard to the questionnaire, **Principal** means the sole proprietor of the firm, or one who shares an ownership interest with other persons in the firm, including but not limited to, a partner in a partnership, a shareholder in a corporation, or a member of a limited liability corporation.

Compensation

The cost of these traffic engineering services will be negotiated by the Jefferson Parish Department of Engineering. As determined by the Engineering Department, services will be paid for on a lump sum fee basis or on the basis of the person or firm's certified and itemized salary costs plus a fee to cover overhead cost and profit in accordance with guidelines established in Attachment "A" to the Standard Professional Services Agreement for Jefferson Parish. Copy of Attachment "A" may be obtained by calling the Jefferson Parish Engineering Department at (504) 736-6505.

Minimum Requirements for Selection

1. One **principal** who is a professional civil engineer who shall be registered as such in Louisiana
2. A professional in charge of the project who is a professional civil engineer who shall be registered as such in Louisiana with a minimum of five (5) years' experience in the disciplines involved
3. One employee who is a professional civil engineer registered as such in Louisiana in the field or fields of expertise required for the project (A sub-consultant may meet the requirement only if the advertised project involves more than one discipline.)

Evaluation Criteria

The following criteria will be used to evaluate the statement of the firms submitting:

- 1) Professional training and experience in relation to the type of work required for the traffic engineering services - 35 points.
- 2) Size of firm, considering the number of professional and support personnel required to perform traffic engineering tasks, including project evaluation, project design, drafting of technical plans, development of technical specifications, and construction administration – 10 points.

3) Capacity for timely completion of newly assigned work, considering the factors of type of engineering task, current unfinished workload, and person or firm's available professional and support personnel - 20 points.

4) Past Performance by person or firm on projects of similar or comparable size, scope, and scale - 10 points (Assertions of fault by a person or firm, which shall include time delays, cost over-runs, and or design inadequacies in prior work completed for the Parish shall be evidenced by substantiating documentation provided by the Director of Public Works for the requesting department or the Director of Engineering and received by the Chairman of the Evaluation Committee a minimum of two (2) weeks prior to the scheduled date of the Technical Evaluation Committee Meeting.).

5) Location of the principal office - 15 points (Preference shall be given to persons or firms as follows: (A) Jefferson Parish, including municipalities located within Jefferson Parish (15 Points); (B) Neighboring Parishes of the Greater New Orleans Metropolitan Region, which includes Orleans, Plaquemines, St. Bernard, St. Charles and St. Tammany Parishes (12 Points); (C) Parishes other than the foregoing (10 Points); (D) Outside the State of Louisiana (6 Points)).

6) Adversarial legal proceedings between the Parish and the person or firm performing professional services, in which the Parish prevailed or any ongoing adversarial legal proceedings between the Parish and the person or firm performing professional services, excluding those instances or cases where the person or firm was added as an indispensable party, or where the person or firm participated in or assisted the public entity in prosecution of its claim - 15 points (In the event that the person or firm fails to provide accurate and detailed information regarding legal proceedings with the Parish, including the absence of legal proceedings, the person or firm shall be deemed unresponsive with regard to this category, and zero (0) points shall be awarded.).

7) Prior successful completion of projects of the type and nature of the traffic engineering services, as defined, for which firm has provided verifiable references - 15 points.

The maximum cumulative fee that can be charged for all work on this contract shall not exceed \$500,000 per year unless increased by contract amendment approved by the Jefferson Parish Council. There is no limit to the number of assignments that can be awarded to a person or firm.

Each firm's lowest and highest score shall be dropped and not count towards the firm's score. Only those persons or firms receiving an overall cumulative score of at least seventy (70) percent or greater, of the total possible points for all categories to be assigned by the participating technical evaluation committee members shall be deemed qualified to perform professional traffic engineering services tasks.

The person or firm submitting a Statement of Qualification (TEC Professional Services Questionnaire) must identify all subcontractors who will assist in providing professional services for the project, in the professional services questionnaire. Each subcontractor shall be required to submit a (TEC Professional Services Questionnaire) and all documents and information included in the questionnaire. (Refer to Jefferson Parish Code Ordinance, Section 2-928)

All persons or firms (including subcontractors) must submit a Statement of Qualifications (TEC Professional Services Questionnaire) by the deadline. The latest professional services questionnaire may be obtained by contacting the Purchasing Department at (504) 364-2678 or via the Jefferson Parish website at www.jeffparish.net. This questionnaire can be accessed by hovering over "Business and Development" on the website and clicking on the Professional Services Questionnaires option under "Doing Business in Jefferson Parish".

Submissions will only be accepted electronically via Jefferson Parish's e-Procurement site, Central Bidding at www.centralauctionhouse.com or www.jeffparishbids.net.

Registration is required and free for Jefferson Parish vendors by accessing the following link: www.centralauctionhouse.com/registration.php.

No submittals will be accepted after the deadline.

Affidavits are not required to be submitted with the Statement of Qualifications, but shall be submitted prior to contract approval.

Disputes/protests relating to the decisions by the evaluation committee or by the Jefferson Parish Council shall be brought before the 24th Judicial Court.

ADV: The New Orleans Advocate: January 10, 17, & 24, 2024

ATTACHMENT "A" TO THE STANDARD PROFESSIONAL
SERVICES AGREEMENT FOR JEFFERSON PARISH

(Res. No. 76068, dated January 25, 1994; Amended per Ord. No. 21593, dated June 5, 2002;
Amended per Ord. No. 26578, dated March 15, 2023)

This attachment shall be a part of all professional service agreements for engineering and architectural services in Jefferson Parish.

The Statewide "DOTD Average Salary Rate" document [average rate plus one (1) standard deviation], hereinafter referred to as "DOTD Document", is to be used for establishing Maximum Direct Hourly Rate, Maximum Payable Hourly Rate, maximum overhead rate and, indirectly, the maximum multiplier for each new professional services agreement. The version of the "DOTD Document" to be used by Jefferson Parish will be that version of the document as designated by the Director of the Department of Public Works.

For all hourly rate services, including supplementary services, where payments are made on the basis of hourly rates, the **ENGINEER/ARCHITECT**, hereinafter **ENGINEER**, shall be paid on the basis of their certified and itemized direct salary costs (Direct Hourly Rates) times a **multiplier** to determine Payable Hourly Rates, which shall cover direct salary, overhead and 15% profit.

The **multiplier** shall be established from the overhead rate resulting from an audit of the **ENGINEER** performed by a Federal or State agency, or from an audit performed by a Certified Public Accountant (CPA) hired by the **ENGINEER**, provided the CPA certifies that their audit complies with the latest applicable FAR's and CFR's. In the event a satisfactory audit is not provided, the multiplier shall be **2.3**.

The **DIRECTOR** shall have the right to require the **ENGINEER** to provide sufficient documentation to support the approved multiplier.

In no case shall the overhead rate utilized to determine the multiplier be greater than the applicable overhead rate shown on the "DOTD Document" as designated by the Director of the Department of Public Works.

In no case shall the Direct Hourly Rate and Payable Hourly Rate used to pay for professional services exceed the Maximum Direct Hourly Rate and Maximum Payable Hourly Rate shown herein that have been derived from the "DOTD Document" as designated by the Director of the Department of Public Works.

For this agreement, the approved multiplier shall be established at the time the services are required.

The rates payable to sub-consultants shall be governed by the same regulations as those for the **ENGINEER**, with an overhead rate and multiplier established for each sub-consultant.

If a Personnel Classification required for a Parish project is not included in the "DOTD Document", the Parish Administration shall establish a new Personnel Classification and an appropriate maximum direct and payable hourly rate, which would be consistent with personnel categories of similar expertise found within the "DOTD Document", and include herein.

Once contract fees are negotiated, the "DOTD Document" as designated by the Director of the Department of Public Works and in effect at the time of negotiation shall be used. Those fees rates will be unaffected by subsequent versions of the "DOTD Document", except that the rates for Resident Inspection services will be those in the "DOTD Document" in effect at the time those inspection services begin. The rates in effect for this contract are included herein.

The **ENGINEER** shall be reimbursed for costs incurred by sub-consultants at the rate of 1.10 times the actual invoices of sub-consultants, up to a total amount of \$200,000.00. Thereafter, the rate shall be reduced to 1.05.

The **ENGINEER** shall be reimbursed for other direct costs charged to the project at a rate not to exceed 1.10 times the direct expenses. No reimbursement will be made without satisfactory documentation. The **DIRECTOR** reserves the right to have the **ENGINEER** provide proof that direct expenses charged to the project are not included in **ENGINEER'S** overhead.

The **ENGINEER** shall be reimbursed for actual mileage expenses incurred while performing work directly related to this contract; however, the reimbursement rate shall not exceed the Jefferson Parish mileage rate in effect at that time.

On all contracts for which the Council has selected two or more consultants to share the work, the Council shall specify the prime, or lead, consultant, and this consultant shall perform a larger percentage of the basic design services than any of the sub-consultants, but in no case shall the prime, or lead, consultant perform less than forty (40) percent of the basic design services.

The MAXIMUM DIRECT HOURLY RATE and MAXIMUM PAYABLE HOURLY RATE for each Personnel Classification shall not exceed the rates in the following chart, regardless of the audited overhead rate of the **ENGINEER**. These rates will also apply to firms incorporated out of State.

The MAXIMUM DIRECT HOURLY RATES shown below are equivalent to the Statewide DOTD Average Salary Rates, plus one (1) standard deviation, as designated by the Director of the Department of Public Works.

The MAXIMUM PAYABLE HOURLY RATES shown below are a product of the appropriate Maximum Multiplier (field or non-field) and the MAXIMUM DIRECT HOURLY RATE.

<u>PERSONNEL CLASSIFICATION</u>	<u>MAXIMUM DIRECT HOURLY RATE (\$)</u>	<u>MAXIMUM PAYABLE HOURLY RATE (\$)</u>
	(*)	
Abstractor/Appraiser	72.95	241.81
Accountant/Business Mgr.	54.46	180.52
Administrative/Clerical	30.90	102.43
Archaeologist	36.83	122.08
Architect	58.91	195.27
Biologist/Wetland Ecologist	41.63	138.00
CADD Drafter	29.75	98.62
CADD Technician	42.09	139.52
Computer Analyst	62.12	205.92
Driller	33.59	98.00
Economist	81.53	270.26
Engineer (P.E.)	66.82	221.49
Engineer Intern (E.I.)	38.88	128.88
Environmental Manager	81.30	269.49
Environmental Pro	58.60	194.25
Geologist	69.79	231.34
GIS Analyst	45.57	151.06
Inspector	35.80	104.45
Instrument Man	22.43	65.44
Labor	25.13	73.32
Landscape Architect	50.52	167.46
Party Chief (Survey)	31.66	92.37
Planner	79.87	264.75
Pre-Professional	38.88	128.88
Principal	124.10	411.37
Program Manager	93.81	310.96
Rodman	17.66	51.52
Senior Architect	75.08	248.88
Senior Landscape Architect	65.87	218.35
Senior Technician	50.99	169.02
Supervisor – Engineer (P.E.)	93.81	310.96
Supervisor – Other	91.70	303.97
Surveyor (P.L.S.)	63.10	209.16
Technician	35.49	117.64

Office Overhead Rate (%) (*) 188.24.....Maximum Multiplier (Office) = 3.3148
 Field Overhead Rate (%) (*) 153.70.....Maximum Multiplier (Field) = 2.9176

(*) = Statewide DOTD Average Salary/Overhead Rate plus one (1) standard deviation obtained from document dated February 1, 2022.