

TANGIPAHOA PARISH GOVERNMENT
Request for Qualification Statements
For Architectural Design Services for Tangipahoa Parish Jail Roof

The Tangipahoa Parish Government is interested in procuring the services of an architectural firm to assist the Parish with design of replacement of Parish Jail roof(s) to include flashing, coping, new insulation, lightning protection system, and substrate replacement as necessary at 101 Campo Lane, Amite, LA. The Parish will be using federal funding for this project, from design to public bidding, and construction administration. Especially important is the architect's experience with public building and roofing projects and understanding cost reasonableness considerations in negotiating professional fees as acceptable to the Parish.

The procedures for the selection of this firm will be in accordance with the procurement requirements of the Federal 2CFR200 standards, and Tangipahoa Parish procurement criteria. All responses received will be evaluated in accordance with the selection criteria identified in the request for qualifications information available from the Parish. That information also identifies the scope of services to be performed by the selected firm if the project is funded.

The Parish will award a selection to the respondent obtaining the highest recommendations and points based upon a selection committee review of the submitted, written RFQs and work references.

Interested parties are invited to secure an informational package from Donna Domiano at the Parish of Tangipahoa, P.O. Box 215, 206 E. Mulberry Street, Amite, La. 70422 or by calling (985) 748-3211. The response to this request must be hand-delivered or mailed to the above-named person at the above-named address in such a manner that it is **received no later than 3:00 p.m. on Tuesday, June 25, 2024.** The Parish of Tangipahoa is an Equal Opportunity Employer and encourages the submission by DBE certified firms and the use of DBE subcontractors.

DAILY STAR
PLEASE PUBLISH JUNE 6, 2024

TANGIPAHOA PARISH GOVERNMENT
TANGIPAHOA PARISH JAIL ROOF REPLACEMENT
Request for Qualification Statements
For Architectural Services

The Parish of Tangipahoa is interested in procuring the services of an architectural firm to assist the Parish with a roof renovation project located in Amite, LA. The scope of work for the Design Team shall be the existing condition verification, design and construction administration services for a roof renovation project of the Tangipahoa Parish Jail located at 101 Campo Lane, Amite, LA. The Parish will be using federal funding for this project, from design to public bidding, and construction administration.

PART 1 - Management

The overall project management and level and scope of services will be determined by the Parish. A fixed sum contract on a cost reimbursement basis will be negotiated with the selected firm for the project. The Parish will review any proposed fee tables provided by the selected engineering company(s) for cost reasonableness.

PART 2 – Request for Qualification Statements

RFQs will be accepted by the Parish until **3:00 p.m. on Tuesday, June 25, 2024**. To be considered, proposals must be received by the Parish prior to the time and date specified herein at the location specified herein. The Parish reserves the right to reject any or all responses for late or incomplete submission. All responses shall be sealed, and the outside of the envelope marked: ***"TANGIPAHOA PARISH JAIL ROOF REPLACEMENT"***

All submittals will be ranked by a selection committee, with the highest rated firm being awarded a contract. The proposal must include a brief history of the firm and a resume of each person in the firm who will be assigned to the project. Also include all experience with in phased institutional roofing/reroofing projects within the South Louisiana region. Roofing projects for local governments and public agencies should also be noted.

A Time Schedule for preparing the project design, and construction bid documents must also be included in the submittal, along with proposed fee schedules typically charged (not a lump sum price at this time), including a description of extra costs not in the typical design fee. Also, please provide information as to any subconsultants that may be used. Specify if any of the subs are considered approved DBE firms.

Three (3) printed copies of the RFQ package must be provided by mail or hand-carried to the attention of Donna Domiano, Purchasing Agent for Tangipahoa Parish, P.O. Box 215, 206 E. Mulberry Street, Amite, La. 70422. An emailed response is not accepted.

The services to be provided to the Parish through this RFQ will include, but not necessarily be limited to:

1. Cost Estimates, preliminary and final design improvements, choosing materials, construction plans, and construction inspection review. This project will be a phased replacement of the jail's entire existing flat roof, consisting of five (5) areas. Work to include installation of all necessary flashing, coping, new insulation and substrate replacement as necessary. Replacement of the existing lightning

protection system. Replacement of all existing smoke purges. Replacement of two (2) existing skylights. Replacement of rooftop guard tower.

2. Preparation of preliminary project site information, design and the construction bid package in conformance with applicable federal requirements. Supervising the bid advertising, tabulation, and award process, including preparing the pre-bid meeting (if necessary), preparation of advertisements for bid solicitation, and conducting the bid opening.
3. On-site review of construction work, and preparation of written inspection reports.
4. Reviewing and approving all contractor requests for payment and submitting approved requests to the Parish.
5. In coordination with subconsultants (if used), preparing and submitting all applications for the various permits to various agencies, including building permits or other, on an as-needed basis.
6. Conducting final inspection and recommendation of acceptance of work.

PART 3 - SELECTION CRITERIA

All responses to this solicitation will be evaluated according to the following criteria and will be evaluated on the bases of any written materials submitted, along with a Parish verification of previous job references. Incomplete or misleading/incorrect information may result in disqualification of a submittal. After initial qualification, the highest scoring firm will be interviewed for reasonable cost negotiation and pricing considerations in relationship to approved project fees.

EVALUATION CONSIDERATIONS

1. Experience of the firm in successfully providing architectural services in the implementation of other similar projects.
(up to 30 points)
2. Knowledge and background of assigned staff members or sub-consultants that are involved with the project. **(up to 30 points)**
Include a listing and background of which staff members will be involved with this submittal and knowledge of similar projects.
3. Timeliness and methods in being able to quickly complete design and project plans, based upon a written schedule to be included by the respondent. **(up to 10 points)**
4. Qualification as a DBE company or use of DBE sub-consultants for significant roles in the project. **(up to 5 points)**

Consultant fees will be negotiated with the highest rated firm(s) based upon cost reasonableness and typical architectural fee scales, which must be included in the project submission (typical fees and costs, not specific project lump sum prices).

Questions concerning this proposal should be addressed to Donna Domiano at (985) 748-3211. Email questions should be sent to ddomiano@tangipahoa.org.

Google Maps

Tangipahoa Parish Jail - 101 North Campo Drive

