



PARISH SCHOOL BOARD

REQUEST FOR QUALIFICATIONS

RFQ-23

**Professional Services for
2020 Bond Funded Projects and Facilities
Maintenance Projects**

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A SPECIAL COMMITTEE OF
ASCENSION PUBLIC SCHOOL STAFF MEMBERS
OCTOBER 22, 2020

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REQUEST FOR QUALIFICATIONS FOR

Professional Services for 2020 Bond Funded Projects and Facilities Maintenance Projects

PART I. ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Background

The Ascension Parish School System is seeking Statements of Qualifications from professionally licensed firms interested in providing Professional Services for 2020 Bond Funded Projects and Facilities Maintenance Projects, which are:

- RFQ-23-001 – East Ascension High School Renovations
- RFQ-23-002 – Gonzales Middle School Renovations
- RFQ-23-003 – St. Amant Primary Classroom Edition
- RFQ-23-004 – St. Amant Middle School Classroom Buildings A & B Renovations & Mechanical Upgrades
- RFQ-23-005 – Dutchtown Middle School Classroom Buildings A & B Renovations& Mechanical Upgrades
- RFQ-23-006 – Donaldsonville High School Improvements
- RFQ-23-007 – Information Technology Building
- RFQ-23-008 – Security Projects – Phase 2
- RFQ-23-009 – Lowery Middle School Library and Teacher’s Lounge Upgrades
- RFQ-23-010 – Dutchtown High School Rear Access Road
- RFQ-23-011 – Roofing Replacement at and St. Amant High School
- RFQ-23-012 – Indefinite Deliveries Contract – Architectural Services
- RFQ-23-013 – Indefinite Deliveries Contract – Professional Services
- RFQ-23-014 – Indefinite Deliveries Contract – Food Services
- RFQ-23-015 – Indefinite Deliveries Contract – Project Management Services

Applications will be received by the Ascension Parish School Board, Attention Carl W. Fontenot, Purchasing Department, 932 Orice Roth Rd, Gonzales, LA 70737, not later than 2:00 p. m., November 19, 2020.

The applications will be opened at the Ascension Parish School Board Distribution Center, following the deadline for receiving the request for qualifications, on the above noted date.

Detailed specifications and project list may be obtained by visiting the website at www.apsb.org/aeselection2020 or emailing Leslie Landry at purchasing@apsb.org, Purchasing Secretary, 932 Orice Roth Rd, Gonzales, LA 70737, 225/391-7134.

It is the policy of the Ascension Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabilities, or veteran status in educational programs and activities. This includes, but is not limited to, admissions, educational services financial aid and employment.

Respondents, their consultants, sub-consultants, or other parties representing the Respondent for this solicitation may not contact any member of the RFQ Selection Board concerning this project from the date of advertisement until after the date of selection.

The Ascension Parish School Board reserves the right to reject any and/or all of the submittals in response to this Request for Qualifications.

The Ascension Parish School Board reserves the right to accept one or multiple teams for this project.

The firm(s) selected for each RFQ will be responsible for assembling the sub consultants necessary to meet the requirements of the RFQ. The Ascension Parish School Board reserves the right to review the proposed firm/team and reject any consultants identified to be part of the applicant's team due to poor past performance.

1.2 Purpose

Descriptions for these projects and Indefinite Delivery Contracts are available in Appendix A of this document.

Funding for this project is through 2020 Bond funds, General Funds, and Maintenance Funds. The successful firm(s) shall understand that the fees associated with projects RFQ-23-001 – 011 will be based on a fee percentage in accordance with the Owner-approved fee schedule as follows:

Construction Contract Sum	Fee Percentage
\$0 – \$1,000,000	9.0%
\$1,000,001 – \$5,000,000	8.0%
\$5,000,001 - \$10,000,000	7.5%
\$10,000,001 - \$20,000,000...	7.0%
Over \$20,000,000	6.5%

The successful firm(s) shall understand the fees associated with projects RFQ-23-012 – 015 will be negotiated with the Owner for each task order. Consideration of the Owner-approved fee schedule, Facility Planning and Construction Fee Percentage, and scope of work for each will be taken into consideration.

1.3 Goals and Objectives

For Architectural Projects in this RFQ, it is typical for APSB to require the selected Architect(s) to provide as part of the design team: Civil/Site Engineering, Structural Engineering, Mechanical Engineering, Electrical Engineering, and an Interior Designer. If the project requires Landscaping, it is typical for the Architect to subcontract with a Landscape Architect. It is the responsibility of the applicant to select the above sub consultants they wish to include in their application.

For Indefinite Delivery Contracts in this RFQ it is typical for APSB to hire multiple firms for this service.

If required by the scope of work, the following Consultants will be provided by the Owner (under separate contract) and coordinated by the Architect: Land Surveyor, Geotechnical Engineer, Environmental Engineer, Food Service Consultant, Security Professional and any other special consultants not identified above that may be required.

1.4 – Definitions

- A. Shall – The term “shall” denotes mandatory requirements.
- B. Must - The terms “must” denotes mandatory requirements.
- C. May - The term “may” denotes an advisory or permissible action.
- D. Should – the term “should” denotes desirable.
- E. Allows - The term “allows” denotes desirable.
- F. Contractor – Any person having a contract with a governmental body.
- G. APSB - Ascension Parish School Board
- H. Proposer - Vendor/Company who is quoting on the RFQ.
- I. Discussions - A formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFQ.
- J. Provide(s) - The term “provides” denotes desirable

1.5 - Schedule of Events

<u>Event</u>	<u>Date</u>
1. RFQ Advertisement Dates	10/22/2020, 10/29/2020, 11/5/2020
2. Deadline to receive written inquiries	11/12/2020, 2:00 PM
3. Deadline to answer written inquiries	11/16/2020, 2:00 PM
4. Receipt of Qualification Date	11/19/2020, 2:00 PM
5. Anticipated Selection Committee Review Meeting	TBD
6. Notice of Intent to Award	TBD

NOTE: The Ascension Parish School Board reserves the right to deviate from these dates.

1.6 - Proposal Submittal

All proposals shall be received by the Parish School Board Purchasing Department no later than the date and time shown in the Schedule of Events.

PLEASE NOTE: RESPONDENT MUST SUBMIT A SEPARATE PROPOSAL FOR EACH PROJECT. FOR EXAMPLE, IF RESPONDENT WANTS TO SUBMIT PROPOSALS ON THREE SEPARATE PROJECTS, RESPONDENT WILL BE SUBMITTING 3 SEPARATE PROPOSALS, 6 COPIES EACH, FOR A TOTAL OF 18 PROPOSALS.

- The outside of the RFQ envelope/box (or outermost envelope/box if mailed by and delivered by United States Mail, Express Mail, Priority Mail, UPS, Federal Express, and all other similar types of carrier delivery,) **must be labeled with the following information:**
 - **Owner's Name**
 - **Company Name**
 - **Request for Proposal Number** (See acceptable formats below):
 - **RFQ-23**
 - **RFQ23**
 - **Request for Qualification RFQ-23**
 - **Request for Qualification RFQ23**
 - **Request for Qualification 23**
 - **Louisiana Contractor's license number of the Bidder** (if applicable)

Failure to label all envelopes or boxes exactly as stated above shall result in a **MANDATORY** rejection of this bid. APSB does not have the right to waive informalities as dictated by public bid law. Sole responsibility for properly labeling, mailing, and delivering of bids is that of the bidder. Below is a sample of a correctly worded label, this label can be cut out and used as your label(s) if desired.

Preferred method is to label 2 sides of all envelopes/boxes.

Request for Qualification RFQ-23

Company Name: _____

Address 1: _____

Address 2: _____

LA License #: _____

**Ascension Parish School Board
APSB Distribution Center
932 W. Orice Roth Road
Gonzales, LA 70737**

Proposals will only be accepted from the following three options:

1. **Hand Delivery – 932 W. Orice Roth Road, Gonzales, LA 70737**
2. **Sent by registered or certified mail with a return receipt requested, to: 932 W. Orice Roth Road, Gonzales, LA 70737**
3. **Electronic Submission via BidSync.com**
PLEASE BE AWARE THAT THE SUBMISSION OF BIDS/PROPOSALS VIA BIDS SYNC WILL REQUIRE A CREATION OF A DIGITAL SIGNATURE. THIS CAN TAKE UP TO SEVEN (7) DAYS TO COMPLETE. CONTACT BID SYNC FOR DETAILS (1-800-990-9339)

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The Ascension Parish School Board is not responsible for any delays caused by the proposer’s chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

COPIES OF PROPOSALS REQUIRED IF HAND DELIVERED OR MAILED:
QUANTITY (6) PROPOSALS STAPLED AT UPPER LEFT CORNER ONLY.

QUANTITY (1) PROPOSAL SHOULD BE SUBMITTED IN DIGITAL FORMAT (i.e. CD or USB DRIVE).

PROPOSALS SHALL BE OPENED PUBLICLY AND ONLY PROPOSERS SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD. PRICES SHALL NOT BE READ.

1.7 - Proposer Inquiries

The single point of contact for the Ascension Parish School Board concerning this RFQ shall be Mr. Carl W. Fontenot, Supply Chain Supervisor, (225) 391-7133. Proposers shall **NOT** contact any other APSB employee concerning this specific RFQ during the Proposal process without submitting the request for information in writing to Mr. Fontenot. **FAILURE TO COMPLY WITH THIS AND ANY OTHER PROPOSAL INSTRUCTIONS DETAILED IN THIS RFQ WILL BE REFLECTED IN THE GRADING CRITERIA LISTED AS COMPLIANCE WITH RFQ INSTRUCTIONS (5) POINTS.**

1.8 - Proposer Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the RFQ documents and to submit any written questions relative thereto. *Without exception*, all questions **MUST** be in writing (even if an answer has already been given to an oral question during a Pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth in the Calendar of Events (*). Initial inquiries shall not be entertained thereafter.

The APSB shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement. The APSB reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

Further, we realize that additional questions or requests for clarification may be generated from the APSB addendum responses to the inquiries received during the initial inquiry period. Therefore, a final 3-day inquiry period shall be granted. Questions relative to the addendum shall be submitted by the close of business three working days from the date the addendum. If necessary, another addendum will be issued to address the final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum issued as a result of the final inquiry period.

No negotiations, decisions, or actions shall be executed by any proposer as a result of any oral discussions with any APSB employee. The APSB shall only consider written and timely communications from proposers.

Inquiries shall be submitted in writing by an authorized representative of the proposer, clearly cross-referenced to the relevant solicitation section. Only those inquiries received by the established deadline shall be considered by the APSB. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all prospective proposers.

Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, hand, or fax to:

Ascension Parish School Board
Attention: Carl W. Fontenot
932 W. Orice Roth Road
Gonzales, LA 70737

E-Mail: purchasing@apsb.org
Fax: (225) 391-7132
Phone: (225) 391-7133

1.9 - Proposal Response Format

Proposals submitted for consideration shall only be accepted on the STANDARD FORM APSB Professional Services found within this RFQ.

Ascension Parish School Board does reserve the right to reject submissions that are not in correct format.

1.10 - Legibility/Clarity

Responses to the requirements of this RFQ in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer's response is to demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFQ are also desired. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.11 - Errors and Omissions in Proposal

The APSB will not be liable for any error in the proposal. Proposer will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: The APSB reserves the right to make corrections or clarifications due to patent errors identified in proposals by the APSB or the Proposer. The APSB, at its option, has the right to request clarification or additional information from the Proposer.

1.12 - Changes, Addenda, Withdrawals

The APSB reserves the right to change the calendar of events or issue Addenda to the RFQ at any time. The APSB also reserves the right to cancel or reissue the RFQ.

If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, cross-referenced clearly to the relevant proposal section, prior to the proposal opening, and should be submitted in a sealed envelope. Such shall meet all requirements for the proposal.

1.13 - Withdrawal of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the APSB, Attn: Carl W. Fontenot, Purchasing Department.

1.14 - Material in the RFQ

Proposals shall be based only on the material contained in this RFQ. The RFQ includes official responses to questions, addenda, and other material, which may be provided by the APSB pursuant to the RFQ. Proposer should clearly identify those services or hardware being proposed. (For clarity, it is also recommended that the proposer list those not being submitted.)

1.15 - Confidential Information, Trade Secrets, and Proprietary Information

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the proposal. The cost proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse. For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the Proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification. The Proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The Proposer should mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of their proposal sought to be restricted in accordance with the conditions of the legend: "The data contained in specific sections, as deemed by the proposer, will be submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the Ascension Parish School Board shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the Ascension Parish School Board's right to use or disclose data obtained from any source, including the Proposer, without restrictions." Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL". Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing Proposer or other person seeks review or copies of another Proposer's confidential data, the Ascension Parish School Board will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify the Ascension Parish School Board and hold the Ascension Parish School Board harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order the Ascension Parish School Board to disclose the information. If the owner of the asserted

data refuses to indemnify and hold the Ascension Parish School Board harmless, the Ascension Parish School Board may disclose the information. The Ascension Parish School Board reserves the right to make any proposal, including proprietary information contained therein, available to Ascension Parish School Board committee personnel, consultants, for the sole purpose of assisting the Ascension Parish School Board in its evaluation of the proposal. The Ascension Parish School Board shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations. Additionally, any proposal that fails to follow this section and/or La. R.S. 44:3.2.(D)(1) shall have failed to properly assert the designation of trade secrets and/or privileged or confidential proprietary information and the information may be considered public records. If your proposal contains confidential information, you should submit a redacted copy along with your proposal. If you do not submit the redacted copy, you will be required to submit such a copy within 48 hours of notification from the Ascension Parish School Board, if you intend to maintain confidentiality. When submitting your redacted copy, you should clearly mark the cover as such - "REDACTED COPY" - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed.

1.16 - Proposal Rejection

Issuance of this RFQ in no way constitutes a commitment by the APSB to award a contract. The APSB reserves the right to accept or reject any or all proposals submitted or to cancel this RFQ if it is in the best interest of the APSB to do so. APSB will accept or reject the various components and services in the manner deemed to best support APSB. The APSB may select multiple or a single proposer as best suits the district's objectives for any components or services

1.17 - Ownership of Proposal

All materials (paper content only) submitted in response to this request become the property of the APSB. Selection or rejection of a response does not affect this right. All proposals submitted will be retained by the APSB and not returned to proposers. Any copyrighted materials in the response are not transferred to the APSB.

1.18 - Cost of Offer Preparation

The APSB is not liable for any costs incurred by prospective Proposers or Contractors prior to issuance of or entering into a Contract. Costs associated with developing the proposal, preparing for oral presentations (if needed), and any other expenses incurred by the Proposer in responding to the RFQ are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the APSB.

1.19 - Proposal Validity

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal response. However, the APSB reserves the right to reject a proposal if the Proposer's response is unacceptable and the Proposer is unwilling to extend the validity of its proposal. The proposer must provide a term for possible additional purchases. APSB prefers that prices be valid for six (6) months.

1.20 - Prime Contractor Responsibilities

The selected Proposer shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. The APSB shall consider the selected Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

1.21 - Use of Subcontractors

Each Contractor/Proposer shall serve as the single prime contractor for all work performed pursuant to its contract. That prime contractor shall be responsible for all deliverables referenced in this RFQ. This general requirement notwithstanding, proposers may enter into subcontractor arrangements. Proposers must identify subcontractor(s), provided that the prime contractor acknowledges total responsibility for the entire contract.

If it becomes necessary for the prime contractor to use subcontractors, the APSB urges the prime contractor to use Louisiana vendors, including small and emerging businesses, if practical. In all events, any subcontractor used by the prime should be identified in the RFQ.

Information required of the prime contractor under the terms of this RFQ, is also required for each subcontractor and the subcontractors must agree to be bound by the terms of the contract. The prime contractor shall assume total responsibility for compliance.

1.22 - Written or Oral Discussions/Presentations

If needed, written or oral discussions may be conducted with Proposers who submit proposals determined to be reasonably susceptible of being selected for award. The APSB reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final written contract.

Written or oral discussions/presentations for clarification may be conducted to enhance the APSB understanding of any or all of the proposals submitted. Proposals may be accepted without such discussions. **APSB RESERVES THE RIGHT TO RECORD (VIDEO/AUDIO) ALL MEETINGS AND/OR CALLS DURING THIS RFQ PROCESS.**

1.23- Acceptance of Proposal Content

The mandatory RFQ requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposers to accept these obligations shall result in the rejection of the proposal.

1.24 - Evaluation and Selection

All responses received as a result of this RFQ are subject to a consensus evaluation by the APSB Evaluation Committee for the purpose of selecting the Proposer or Proposers with whom the APSB shall contract.

To evaluate all proposals, a committee whose members have expertise in various areas has been selected. This committee will determine which proposals are reasonably

susceptible of being selected for award. If required, written or oral discussions may be conducted with any or all of the Proposers to make this determination.

Written recommendation for award shall be made to the APSB Superintendent for the Proposer or Proposers whose proposals, conforming to the RFQ, will be the most advantageous to the APSB, price and other factors considered.

The committee may reject any or all proposals if none are considered in the best interest of the APSB

1.25 - Contract Negotiations

If for any reason the Proposer whose proposal is most responsive to the APSB needs, price and other evaluation factors set forth in the RFQ considered, does not agree to a contract, that proposal shall be rejected and the APSB may negotiate with the next most responsive Proposer. Negotiation may include revision of non-mandatory terms, conditions, and requirements. APSB Purchasing Department must approve the final contract form and issue a purchase order, if applicable, to complete the process.

1.26 - Contract Award and Execution

The APSB reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.

The RFQ, and any addendums, the proposal of the selected Contractor or Contractors will become part of any contracts initiated by the APSB.

If the contract negotiation period exceeds 14 days or if the selected Proposer fails to sign the contract within **seven calendar** days of delivery of it, the APSB may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

Award shall be made to the Proposer whose proposal, conforming to the RFQ, will be the most advantageous to the APSB with the highest points, considering price and other factors considered.

Contract term is the length of time necessary to complete the all phases of the contract.

1.27 - Notice of Intent to Award

Upon review and approval of the evaluation committee's recommendation for award, APSB Purchasing Department will issue a Notice of Intent to Award letter to the apparent successful Proposer. A contract shall be completed and signed by all parties concerned on or before the date indicated in the Schedule of Events. If this date is not met, through no fault of the APSB, the APSB may elect to cancel the Notice of Intent to Award letter and make the award to the next most advantageous Proposer.

APSB will also notify all unsuccessful Proposers as to the outcome of the evaluation process. The evaluation factors, points, evaluation committee member names, and the completed evaluation summary and recommendation report will be made available to all interested parties after the Intent to Award letter has been issued.

1.28 - Insurance Requirements

Contractor shall furnish the APSB with certificates of insurance. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the APSB before work commences. The APSB reserves the right to require complete certified copies of all required policies, at any time.

1.29 - Subcontractor Insurance

The Contractor shall include all subcontractors as insurers under its policies or shall insure that all subcontractors satisfy the same insurance requirements stated herein for the contractor.

1.30 - Indemnification and Limitation of Liability

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under this Agreement.

Contractors shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the APSB from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractors, their agents, employees, partners or subcontractors in the performance of this contract, without limitation; provided, however, that the Contractors shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the APSB.

Contractors will indemnify, defend and hold the APSB harmless, ***without limitation***, from and against any and all damages, expenses (including reasonable attorneys' fees), claims judgments, liabilities and costs which may be finally assessed against the APSB in any action for infringement of a United States Letter Patent with respect to the Products, Materials, or Services furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the APSB shall give the Contractors: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractors' sole expense, and (iii) assistance in the defense of any such action at the expense of Contractors. Where a dispute or claim arises relative to a real or anticipated infringement, the APSB may require any Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractors shall not be obligated to indemnify that portion of a claim or dispute based upon: i) APSB unauthorized modification or alteration of a Product, Material, or Service; ii) APSB use of the Product, Material, or Service in combination with other products, materials, or services not furnished by a Contractor; iii) APSB use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if a Contractor believes that it may be enjoined, that Contractor shall have the right, at its own expense and sole discretion as the APSB exclusive remedy to

take action in the following order of precedence: (i) to procure for the APSB the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the APSB up to the dollar amount of the Contract. For all other claims against the Contractor where liability is not otherwise set forth in the Agreement as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability **for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges for products, materials, or services rendered by the Contractor under the Contract.** Unless otherwise specifically enumerated herein mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The APSB may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due the Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

1.31 - Payment for Services

As identified in the APSB B101 Standard Form of Agreement Between Owner and Architect, excluding the following projects:

- RFQ-23-013 – Indefinite Deliveries Contract – Professional Services
- RFQ-23-014 – Indefinite Deliveries Contract – Food Services
- RFQ-23-012 – Indefinite Deliveries Contract – Project Management Services

1.32 - TERMINATION OF THIS AGREEMENT FOR CAUSE

APSB may terminate this agreement for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this agreement, provided that the APSB shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the APSB may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate

for cause upon the failure of the APSB to comply with the terms and conditions of this agreement, provided that the Contractor shall give the APSB written notice specifying the APSB'S failure and a reasonable opportunity for the APSB to cure the defect.

1.33 - No Guarantee of Quantities

The quantities referenced in the RFQ are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by the APSB to increase or decrease the amount, at the unit prices stated in the proposals selected to purchase some devices over time during any agreed term that prices will be valid.

1.34 - Content of Contract/ Order of Precedence

In the event of an inconsistency between the contract, the RFQ and/or the Contractor's Proposal, the inconsistency shall be resolved by giving precedence first to the final contract, then to the RFQ and subsequent addenda (if any) and finally, the Contractor's Proposal. Anything in the final contract that will NOT agree with this RFQ should be clearly noted in the proposer's response.

1.35 - Contract Changes

No additional changes, enhancements, or modifications to any contract resulting from this RFQ shall be made without the prior approval of APSB Purchasing Department.

Changes to the contract include any change in compensation; beginning/ ending date of the contract; scope of work; and/or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

PART 2. EVALUATION

2.0 Evaluation Criteria / Scoring Weights

Criteria listed below (with the scoring weight assigned to each) will be used to evaluate proposals. These criteria will be applied and interpreted solely at the discretion of Ascension Parish School Board (APSB). Proposals should include all information necessary to demonstrate the ability to satisfy these criteria. APSB may request additional information required for the evaluation. Each section of the proposal may be evaluated separately.

RFQ Selection Board Score Card

SCORECARD FACTORS

	Weight/Pts
1. Firm/Team Qualifications and Experience	0-30 pts.
<ul style="list-style-type: none">○ Firm/Team shall be evaluated based on project specific artificial turf experience and resources. Include as much information on the artificial turf system types used, without indicating a specific manufacturer.○ Reputation of the firm (applicant) and sub consultants for personal and professional integrity and competence.○ Primary focus should be on Prime Consultants Experience however the other team members (sub consultants) must be considered.○ Comparison of budget amount versus contract award on cited project.	
2. Key Personnel Qualifications and Experience	0-15 pts
<ul style="list-style-type: none">○ Specific Personnel Experience with Similar Projects must be considered○ While Firm Principals are listed, they traditionally have little involvement in the design, Emphasis should be placed on the Project Managers and Project Engineers/Architect/Licensed Professional	
3. Local Project Experience	0-10 pts
<ul style="list-style-type: none">○ Consideration must be given to Firms/Teams that can show experience with the User Agencies (City, State, Federal..) local criteria, codes, policies, procedures, and standards to successfully facilitate project completion.	
4. Proposal/Understanding	0-5 pts
<ul style="list-style-type: none">○ Firm/Team's response should identify understanding of project scope, the past work experience for both the firm and personnel should properly reflect project scope and user agency specifications.○ Responsiveness and ability to follow instructions	
5. Compatibility (firm size related to project magnitude)	0-10 pts
<ul style="list-style-type: none">○ Consideration to the size of the firm and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firm's current workload.○ Does the firm's past experience indicate examples of projects with similar scope of work	
6. Current Work Load	0-5 pts

- Number and size of projects currently under contract must be considered in relation to available Staff.
- A firm with capacity to take on more work should score higher in this category than a firm who appears to be spread out on current projects
- 7. **Firm/Team Office Location Where Work Is To Be Performed** 0-5 pts
 - Qualified firms that maintain an office in Ascension Parish and staffed with an adequate number of qualified employees to do the required work, shall be given consideration.
 - In state firms shall be given priority over out of state firms.
- 8. **Past Performance on APSB projects** 0-10 pts
 - The APSB Staff should generally discuss the firm/team based on such items as: past performance, special capabilities to accomplish work, coordination and cooperation with the owner's representative, cooperation with permit authorities and others, ability to meet deadlines and budgets, and quality of work.
 - A higher score would indicate success on past APSB projects. A lower score would indicate no past work relationship or questionable past performance with APSB.
- 9. **Special Conditions/Requirements Specified in RFQ** 0-10 pts
 - These special requirements and project considerations must be clearly spelled out in the RFQ.
 - Identify a proposed schedule to have one or multiple artificial turf projects completed and ready for competition play by August of 2021.
 - In this category, consideration (points) may be given to firms who have not been selected by APSB in over 3 years.
- 10. **Oral Presentation**
 - When specified, Oral Presentations shall provide RFQ Selection Board Members with the opportunity to clarify questions and obtain a greater understanding of each short listed firms RFQ submittal.
 - After the Oral Presentation, each RFQ Selection Board member will have an opportunity to re-evaluate and adjust their initial score card to establish their final rating.

Each Committee Member will score the respondents based upon the score card factors listed above with a maximum value of 100 points. Each member will then list their top-scoring five (5) Proposers from the list of responsible Proposers under consideration. The top five (5) Proposers will receive Ranking Points associated with the following matrix:

- Five points for the first ranked Proposer
- Four points for the second ranked Proposer
- Three points for the third ranked Proposer
- Two points for the fourth ranked Proposer
- One point for the fifth ranked Proposer
- Zero points for all other Proposers

The total Ranking Points of all Committee Members will determine the recommended award per project.



**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND
FACILITIES MAINTENANCE PROJECTS
PART 3.0 – OCTOBER 22, 2020**

*The instructions for completing the **STANDARD FORM APSB Professional Services** are as follows:*

- 1a. Indicate the complete project name provided on Pg. 3 of RFQ.
- 1b. Indicate the RFQ project number, and any other project numbers provided on Pg. 3 of RFQ.
2. Indicate acknowledgement of Addendum by including addendum number and date the addendum was issued.
- 3a. Indicate in this block the complete name of the Proposer's firm (as registered with the Louisiana Secretary of State) and official mailing address of the primary office to perform the work.
- 3b. Indicate the Name, Title, Telephone Number and E-mail Address of the official with signing authority for this contract. Such an individual must be empowered to speak for the firm on policy and contractual matters.
- 3c. Indicate the Name, Title, Telephone Number, E-mail Address and Registration Number of full-time LA licensed employee in responsible charge of the project. This is not required for non-engineering projects.
- 3d. Signature and date by the individual indicated in 3b. All information contained in the form should be current and factual. Additionally, failure to sign and date the form will be considered non-responsive and may result in the firm or associated firms being rejected.
4. Indicate block by discipline the number of full-time personnel on Proposer's payroll who are located at the primary work location identified in Item 3a on the date this form was signed. While some personnel may be qualified in several disciplines, each person should be counted only once in accordance with his or her primary function.
5. Indicate by discipline the number of full-time personnel on Proposer's payroll, not located at the primary work location, to be used on this project on the date this form was signed. While some personnel may be qualified in several disciplines, each person should be counted only once in accordance with his or her primary function.
6. Indicate in this block if your firm has sufficient staff to perform services by submitting "Yes" or "No".
7. Indicate if Proposer intends to use Consultant(s) to perform portions of the total services. If so, the Proposer shall list in this block the name(s) and address of the various Consultants(s) or associates that will be performing other work task(s). The Proposer shall also identify the element of work (as defined in the advertisement), and the % of the element to be performed by the Consultant(s), identify the % of work for the overall project to be performed by the Consultant(s) and if the Consultant(s) has worked with the Proposer before. Proposer shall only list seven (7) Consultant(s) who will have major project responsibilities.



**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND
FACILITIES MAINTENANCE PROJECTS
PART 3.0 – OCTOBER 22, 2020**

8. The Proposer shall provide a diagram showing all personnel specifically assigned to each work element of the project, their duties, and immediate supervisors. The Staffing Plan should also include the same information for Consultants (if applicable). The individual who is the contact person (Item 3b) shall also be indicated in the Staffing Plan and their relationship to the project team.
9. The Respondent shall indicate in this block a brief resume of only the key personnel that are expected to participate on this project. Care should be taken to limit resumes to only those key persons or specialists and who will have major project responsibilities. Each resume must include: (a) name of each key person and specialist and his or her title and domicile; (b) the project assignment or role which that person will be expected to fulfill in connection with this project; (c) name of firm by which employed full time (d) years of professional or relevant experience with present firm and other firms; (e) education, degrees, years and specialization; and (f) if registered as an architect, engineer, surveyor, etc., show the field of registration and the year that such registration was first acquired, including branch, state, and License No.

(NOTE: An additional one (1) page per resume and a maximum of three (3) additional pages for professional licenses of personnel pertaining to the project may be utilized to complete this item.)

10. The Proposer may list up to a maximum five (5) projects that the firm has performed that demonstrate the firm's competence to perform work similar to, or likely will be required on this project. The more recent projects shall be listed first. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Required information must include: (a) project name and location (b) brief description of type and extent of services provided for each project; (c) nature of firm's responsibility and firm member involved; (d) Client's name, address, and telephone number; and (e) completion date or percent complete & cost in thousands.

(NOTE: Respondents may attach one (1) additional page to show renderings or photos of the five (5) projects. This item is optional and not required for submission, although highly suggested.)

11. The Proposer shall list all work by firm (all offices) currently being performed for or selected by Ascension Parish School Board (as Prime or Sub-consultant). The more recent projects shall be listed first. Required information must include: (a) project name and location (b) nature of firm's responsibility (also identify if prime or sub-consultant); (c) percent complete (by phase/type of work); and (d) contract fees in thousands (by phase/type of work), including total and remaining. Proposer shall sum all contract fees in thousands (by phase/type of work) by total contract fees in thousands and remaining contract fees in thousands.



**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND
FACILITIES MAINTENANCE PROJECTS
PART 3.0 – OCTOBER 22, 2020**

12. Proposer shall use this space to provide any additional information or description of resources supporting your firm's qualifications for the proposed project. A maximum of two (2) additional sheets may be utilized to answer this question. All other sheets not specifically requested shall be excluded from this section.

STANDARD FORM APSB Professional Services October 1, 2020		1a. Project Name:	1b. Project Number:	2. Acknowledgement of Addendum:
3a. Firm (as registered with the Louisiana Secretary of State) and official mailing address of the primary office to perform work:		3b. Name, Title, Telephone Number, and E-mail Address of the official with signing authority for this contract:		
3c. Name, Title, Telephone Number, E-mail Address, and Registration Number of full-time LA licensed employee in responsible charge of the project (not required for non-engineering projects):		3d. I certify that the following information is accurate and complete to the best of my knowledge (must be same person as 3b): Signature: _____ Date: _____		
4. Full-time personnel on firm's payroll who are located at the primary work location identified in 3a above:		5. Full-time personnel on firm's payroll, not located at the primary work location, to be used on this project:		
Accounting/Audit Specialists	Program/Project Directors	Accounting/Audit Specialists		Schedulers
Administrative/Data Entry	Project Managers	Architects	Architects	Other (Title)
Architects (Licensed)	Project Specialists	Document Controls Specialist	Document Controls Specialist	Other (Title)
Document Controls Specialist	Scheduler	Engineers	Engineers	Other (Title)
Cost Estimator	Other (Title)	Engineers in Training	Engineers in Training	Other (Title)
Engineers (Licensed)	Other (Title)	Principals	Principals	Other (Title)
Principal	Total Personnel	Program/Project Manager	Program/Project Manager	Total Personnel
6. Do you presently have sufficient staff to perform these services? (Yes/No)				

7. Do you intend to use a sub-consultant(s)? yes no (For use by the Prime Consultant only)		
Name and Address	Identify the element of work (as defined in the advertisement), and the % of the element to be performed by the sub-consultant. Also, identify the % of work for the overall project to be performed by the sub-consultant.	Worked with prime before? (Yes/No)
1.		
2.		
3.		
4.		
5.		
6.		
7.		

8. Staffing Plan – A Diagram showing all personnel specifically assigned to each work element of the project, their duties, and immediate supervisors. The Staffing Plan should also include the same information for Sub-consultants (if applicable).

9. Brief résumé of key persons anticipated to work on this project.	
a. Name, title & domicile	b. Position or Assignment for this project
c. Name of firm by which employed full time	d. Years experience: With this firm: _____ With other firms: _____
e. Education: Degree(s) / Years / Specialization	f. Active registration: Year registered: _____ Branch: _____ State: _____ License No.: _____

10. Work by firm which best illustrates project experience relevant to the proposed services described in the RFP-23 Narrative (List not more than 5 Projects)				
a. Project name & location	b. Project description	c. Nature of firm's responsibility & firm members involved	d. Client's name, address, and telephone number	e. Completion date or Percent Complete & cost in thousands
1.				
2.				
3.				
4.				
5.				

11. All work by firm (all offices) currently being performed for or selected by Ascension Parish School Board (as Prime or Sub-consultant)			
a. Project name, and location*	b. Nature of your firm's responsibility (also identify if prime or sub-consultant)	c. Percent complete (by phase/type of work)	d. Contract fees in thousands** (by phase/type of work)
			Total
* For master contracts, list open task orders individually ** Do not include sub-consultant's fees			Total

12. Use this space to provide any additional information or description of resources supporting your firm’s qualifications for the proposed project. A maximum of two (2) additional sheets may be utilized to answer this question. All other sheets not specifically requested shall be excluded.



**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND FACILITIES MAINTENANCE PROJECTS
EXHIBIT A – OCTOBER 22, 2020**

Project Name:	East Ascension High School Renovations
Project Number:	RFQ-23-001
Campus:	East Ascension High School 612 East Worthey Road Gonzales, LA 70737
Project Description:	Project scope shall be defined as removal and replacement of Administration & Classroom Building with a new 57-Classroom and Admin Building that will be the main entrance to East Ascension High School. The project shall also include mechanical upgrades, facelift and interior modifications to the Gym Building(s), and facelift to other buildings on campus.
AFC Budget:	\$20M - \$24M
Square Footage:	108,915 sq. ft.
Professional Services:	Architecture and Engineering





**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND FACILITIES MAINTENANCE PROJECTS
EXHIBIT A – OCTOBER 22, 2020**

Project Name: Gonzales Middle School Renovations

Project Number: RFQ-23-002

Campus: Gonzales Middle School
1502 West Orice Roth Road
Gonzales, LA 70737

Project Description: Project scope shall be defined as renovations and improvements consisting of installation of new storefront at Front Office for more pronounced entrance, new façade on the gym, removal and replacement of exterior panels, HVAC upgrades and additional paving in front of school to improve traffic flow and parking.

AFC Budget: \$4M - \$5M

Square Footage: 57,456 sq. ft.

Professional Services: Architecture and Engineering





**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND
FACILITIES MAINTENANCE PROJECTS
EXHIBIT A – OCTOBER 22, 2020**

Project Name:	St. Amant Primary Classroom Addition
Project Number:	RFQ-23-003
Campus:	St. Amant Primary School 44365 LA Hwy. 429 St. Amant, LA 70774
Project Description:	Project scope shall be defined as a new classroom facility for 15 classrooms to bring the hard capacity of 740 students and relocation of playground.
AFC Budget:	\$3.5M - \$4M
Square Footage:	22,325 sq. ft.
Professional Services:	Architecture and Engineering





**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND FACILITIES MAINTENANCE PROJECTS
EXHIBIT A – OCTOBER 22, 2020**

Project Name:	St. Amant Middle School Classroom Buildings A & B Renovations & Mechanical Upgrades
Project Number:	RFQ-23-004
Campus:	St. Amant Middle School 44317 LA Hwy. 429 St. Amant, LA 70774
Project Description:	Project scope shall be defined as renovations of exterior façade, windows, interior finishes HVAC to Buildings A & B and mechanical upgrades, including a new chiller plant, to middle school.
AFC Budget:	\$3M - \$4M
Square Footage:	30,815 sq. ft.
Professional Services:	Architecture and Engineering



**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND
FACILITIES MAINTENANCE PROJECTS
EXHIBIT A – OCTOBER 22, 2020**

Project Name: Dutchtown Middle School Classroom Buildings A & B
Renovations & Mechanical Upgrades

Project Number: RFQ-23-005

Campus: Dutchtown Middle School
13078 LA HWY 73
Geismar, LA 70734

Project Description: Project scope shall be defined as renovations of exterior façade, windows and interior finishes to Buildings A & B and mechanical upgrades to middle school.

AFC Budget: \$2M - \$3M

Square Footage: 29,270 sq. ft.

Professional Services: Architecture and Engineering





**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND FACILITIES MAINTENANCE PROJECTS
EXHIBIT A – OCTOBER 22, 2020**

Project Name: Donaldsonville High School Improvements

Project Number: RFQ-23-006

Campus: Donaldsonville High School
100 Tiger Drive
Donaldsonville, LA 70346

Project Description: Project scope shall be defined as expansion of Commons Area, addition of new stage with sound room, and improvements to parking at Track and Field Complex and Library.

AFC Budget: \$1.5M - \$2.5M

Square Footage: 6,750 sq. ft. (Commons Area); 65,000 sq. ft. (Parking)

Professional Services: Architecture and Engineering



**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND
FACILITIES MAINTENANCE PROJECTS
EXHIBIT A – OCTOBER 22, 2020**

Project Name: Information Technology Building

Project Number: RFQ-23-007

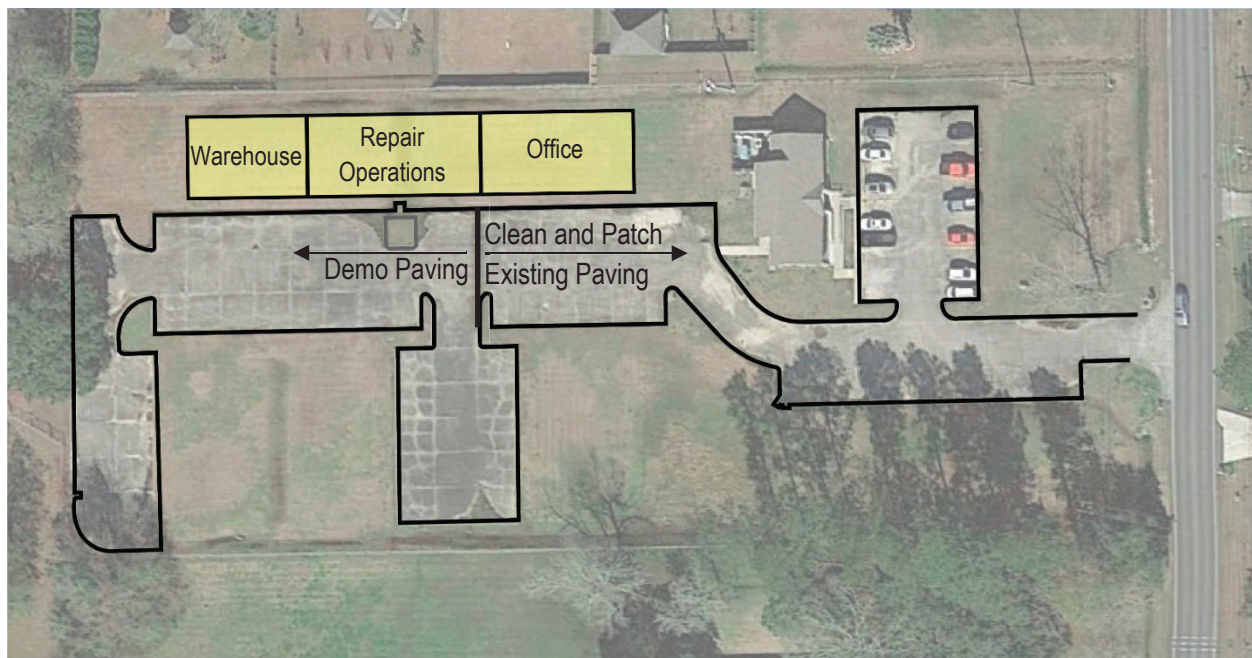
Campus: Information Technology Building
1707 S. Purpera Avenue
Gonzales, LA 70737

Project Description: Project scope shall be defined as a new facility to house office space, warehouse space and repair operations center of at Data Center Site. The project will also include repairing and improving of existing parking amenities.

AFC Budget: \$1.5M - \$2.5M

Square Footage: 10,000 sq. ft.

Professional Services: Architecture and Engineering



**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND
FACILITIES MAINTENANCE PROJECTS
EXHIBIT A – OCTOBER 22, 2020**

Project Name: Security Projects – Phase 2

Project Number: RFQ-23-008

Campus: Multiple Campuses

Project Description: Project scope shall be defined as upgrades to security for complete access control and security fencing not completed in Phase 1.

AFC Budget: \$400K to \$500K

Square Footage: n/a

Professional Services: Architecture and Engineering



**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND
FACILITIES MAINTENANCE PROJECTS
EXHIBIT A – OCTOBER 22, 2020**

Project Name: Lowery Middle School Library and Teacher's Lounge Upgrades

Project Number: RFQ-23-009

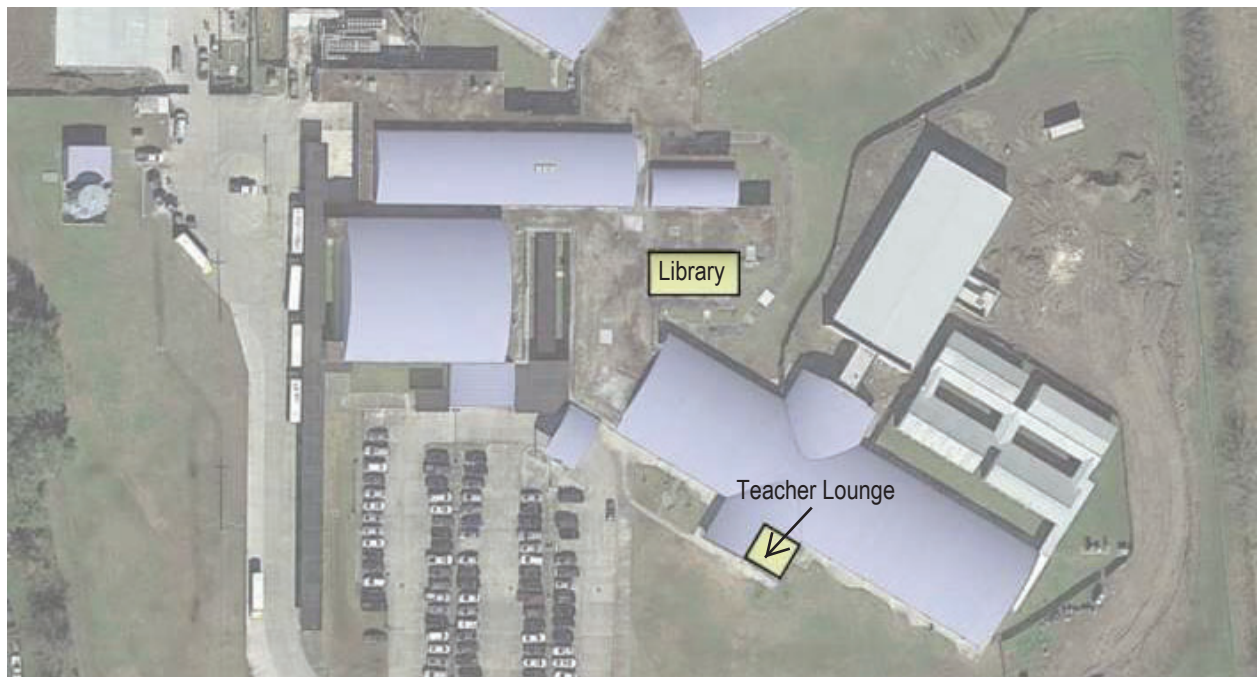
Campuses: Lowery Middle School
2389 Airline HWY 1 South
Donaldsonville, LA 70346

Project Description: Project scope shall be defined as renovations and upgrades to library, STEM / Makerspace Concept, and teacher's lounge.

AFC Budget: \$300K - \$400K

Square Footage: 2,726 sq. ft.

Professional Services: Architecture and Engineering





**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND FACILITIES MAINTENANCE PROJECTS
EXHIBIT A – OCTOBER 22, 2020**

Project Name: Dutchtown High School Rear Access Road

Project Number: RFQ-23-010

Campus: Dutchtown High School
13165 LA HWY 73
Geismar, LA 70734

Project Description: Project scope shall be defined as traffic improvements and rear access entrance to connect high school to Carrie Lane.

AFC Budget: \$1M - \$1.5M

Square Footage: n/a

Professional Services: Architect and Engineering





**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND
FACILITIES MAINTENANCE PROJECTS
EXHIBIT A – OCTOBER 22, 2020**

Project Name: Roofing Replacement at St. Amant High School

Project Number: RFQ-23-011

Campuses: St. Amant High School
12035 LA Hwy. 431
St. Amant, LA 70774

Project Description: Project scope shall be defined as Replacement of tar and gravel low sloped roof at St. Amant High School (Main Building).

AFC Budget: \$900K - \$1.2M

Square Footage: 85,175 sq. ft.

Professional Services: Architecture and Engineering





**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND FACILITIES MAINTENANCE PROJECTS
EXHIBIT A – OCTOBER 22, 2020**

Project Name:	Indefinite Deliveries Contract – Architectural Services
Project Number:	RFQ-23-012
General:	Provide Architectural Services on behalf of Ascension Parish School Board. The Selection Board may award one or more contracts to a Prime applicant.
Scope of Work:	(1) Coordinate with APSB Planning & Construction staff and Maintenance staff to develop scope of work and general program, including budget and schedule, (2) Create Construction Documents and assist with procurement (3) During construction, attend job site meetings, coordinating decisions with APSB staff to assure project is completed on schedule and within the budget. Assist Owner with RFI's and approval of changes to the work and applications for payment, (4) Follow up with General Contractor and school staff during initial occupancy, substantial completion, and close out, and (5) Submit Plans for Fire Marshal or City/Parish Government Approval.
Timeline:	To be determined by APSB as needed for duration of 2020 Bond Issue (Fall 2020 to Summer 2024).
Design Procedures:	The Ascension Parish School Board maintains a Design Procedures Manual. This will be provided to each firm prior to the start of design.
Construction Budget:	The APSB will provide a specific budget for each task order issued.
Fee:	Fee shall be identified in Section 1.2. or negotiated based on scope.
Special Considerations:	n/a



**RFQ-23 INDEFINITE DELIVERIES CONTRACT
ARCHITECTURAL AND ENGINEERING SERVICES
EXHIBIT A – OCTOBER 22, 2020**

Project Name: Indefinite Deliveries Contract – Professional Services

Project Number: See “General” for Project Numbers

General: Provide Professional Services, including:

- RFQ-23-13-001 - Independent Testing Agents
- RFQ-23-13-002 - Mechanical Engineering
- RFQ-23-13-003 - Electrical Engineering
- RFQ-23-13-004 - Civil Engineering
- RFQ-23-13-005 - Structural Engineering
- RFQ-23-13-006 - Appraisal Services
- RFQ-23-13-007 - Landscaping Services
- RFQ-23-13-008 - Environmental Services for Wetland Delineation
- RFQ-23-13-009 - Land Surveying Services
- RFQ-23-13-010 -Boundary Planning

The Selection Board may award one or more contracts to a Prime applicant.

Scope of Work: (1) Coordinate with APSB Planning & Construction staff and Maintenance staff to develop scope of work and general program, including budget and schedule, (2) Create Construction Documents and assist with procurement (3) During construction, attend job site meetings, coordinating decisions with APSB staff to assure project is completed on schedule and within the budget. Assist Owner with RFI’s and approval of changes to the work and applications for payment, (4) Follow up with General Contractor and school staff during initial occupancy, substantial completion, and close out, and (5) Submit Plans for Fire Marshal or City/Parish Government Approval.

Timeline: The duration of 2020 Bond terms.

Design Procedures: The Ascension Parish School Board maintains a Design Procedures Manual. This will be provided to each firm prior to the start of design.



**RFQ-23 INDEFINITE DELIVERIES CONTRACT
ARCHITECTURAL AND ENGINEERING SERVICES
EXHIBIT A – OCTOBER 22, 2020**

Construction Budget: The APSB will provide a specific budget for each work order issued.

Fee: Fee shall be negotiated with the APSB per work order.

Special Considerations: n/a



**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND FACILITIES MAINTENANCE PROJECTS
EXHIBIT A – OCTOBER 22, 2020**

Project Name:	Indefinite Deliveries Contract – Food Services
Project Number:	RFQ-23-014
General:	Provide Food Services on behalf of Ascension Parish School Board. The Selection Board may award one or more contracts to a Prime applicant.
Scope of Work:	(1) Coordinate with APSB Planning & Construction staff and Maintenance staff to develop scope of work and general program, including budget and schedule, (2) Create Construction Documents and assist with procurement (3) During construction, attend job site meetings, coordinating decisions with APSB staff to assure project is completed on schedule and within the budget. Assist Owner with RFI's and approval of changes to the work and applications for payment, (4) Follow up with General Contractor and school staff during initial occupancy, substantial completion, and close out, and (5) Submit Plans for Fire Marshal or City/Parish Government Approval.
Timeline:	To be determined by APSB as needed for duration of 2020 Bond Issue (Fall 2020 to Summer 2024).
Design Procedures:	The Ascension Parish School Board maintains a Design Procedures Manual. This will be provided to each firm prior to the start of design.
Construction Budget:	The APSB will provide a specific budget for each work order issued.
Fee:	Fee shall be negotiated with the APSB per work order.
Special Considerations:	n/a



**RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND FACILITIES MAINTENANCE PROJECTS
EXHIBIT A – OCTOBER 22, 2020**

Project Name:	Indefinite Deliveries Contract – Project Management Services*
Project Number:	RFQ-23-015
General:	Provide Project Management Services on behalf of Ascension Parish School Board. The Selection Board may award one or more contracts to a Prime applicant.
Scope of Work:	(1) Coordinate with APSB Planning & Construction staff and Maintenance staff to develop scope of work and general program, including budget and schedule, (2) Create Construction Documents and assist with procurement (3) During construction, attend job site meetings, coordinating decisions with APSB staff to assure project is completed on schedule and within the budget. Assist Owner with RFI's and approval of changes to the work and applications for payment, (4) Follow up with General Contractor and school staff during initial occupancy, substantial completion, and close out, and (5) Submit Plans for Fire Marshal or City/Parish Government Approval.
Timeline:	To be determined by APSB as needed for duration of 2020 Bond Issue (Fall 2020 to Summer 2024).
Design Procedures:	The Ascension Parish School Board maintains a Design Procedures Manual. This will be provided to each firm prior to the start of design.
Construction Budget:	The APSB will provide a specific budget for each work order issued.
Fee:	Fee shall be negotiated with the APSB per work order.
Special Considerations:	n/a

**Includes Project Management of projects outside of RFP-5123 PROGRAM/PROJECT MANAGMENT & DISASTER RECOVERY/GRANTS MANAGEMENT PROFESSIONAL SERVICES.*