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Robyn Penn Delaney, District 1
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Julie Blouin, District 3
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Lorraine Wimberly, District 6A
Louis Lambert, District 6B
Troy Gautreau, Sr., District 7A

RFQ 17
RFQ Response Procedures
Dated October 20, 2016

■ 1.0 Public Notice-Invitation for Architectural Services

Ascension Parish School System is seeking Statements of Qualifications from professionally licensed Architectural firms interested in providing architectural services. Applications will be received by the Ascension Parish School Board, Attention Carl W. Fontenot, Purchasing Department, 1100 Webster Street, Donaldsonville, LA 70346, not later than 10:00 a. m., Tuesday, November 8, 2016.

Firms may apply one time for RFQ-17 and select which sites they would like to be considered for by checking the appropriate boxes on Exhibit A of the Application Form. A separate submittal is not necessary to be considered for all sites. Responses shall be clearly packaged and labeled.

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

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.

Mandatory Walk-Thru will be required. Schedule and locations will be provided in the RFQ documents.

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 select more than one firm for Indefinite Deliveries Contracts(if any in this 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.

■ 2.0 Funding

The proposed projects will be funded by the Ascension Parish School Board however they are each eligible for FEMA reimbursement.

■ 3.0 Scope of Services

The Scope of work narrative may be obtained by visiting the APSB website at www.apsb.org/rfq17 or contacting the point of contact listed in section 4.4.

■ 4.0 Statement of Qualifications

4.1 Statement of Qualifications Deadline and Submittal

The original and five (5) copies of the Statement of Qualifications Standard Form shall be submitted to Mr. Carl Fontenot, APSB Purchasing Manager, Ascension Parish School System, 1100 Webster Street, Donaldsonville, Louisiana 70346, not later than 10:00 a. m., Tuesday, November 8, 2016.

Unless otherwise stated or required by the instructions, all other attachments or embellishments shall be excluded. It is also requested that Application forms not be bound into a booklet, but be stapled in the top left corner.

Statement of Qualifications that have not been received by the deadline (date and time above) will be rejected.

Late Statements of Qualifications shall not be accepted nor shall additional time be granted to any potential Respondent. Statements of Qualifications may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

Respondents assume the risk of the method of dispatch chosen. The Ascension Parish School System assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual receipt of response (SOQ) by the APSB Office.

4.2 Participation

Firms are limited to one response, either alone (as the Prime) or as a “partner” in a Joint Venture. If a firm submits more than one (1) application for this project, all Qualification Statements that the firm is associated with will be rejected.

*This rule is not intended to limit specialty firms from entering into nonexclusive agreements as a sub-consultant with more than one Respondent. Sub-consultants may participate with multiple Architectural Firms.

4.3 Purpose

The purpose of this Statement of Qualifications is to provide members of the RFQ-17 Selection Board with specific information regarding the qualifications of interested firms submitting for a particular project.

4.4 Sole Point-Of-Contact

The sole point of contact for this RFQ is:
Mr. Carl Fontenot
Ascension Parish School System – Purchasing Manager
1100 Webster Street
Donaldsonville, LA 70346
Ph: (225) 391-7133
Fx: (225) 474-2509
Carl.fontenot@apsb.org

*All written or verbal correspondence regarding the RFQ should be directed to the RFQ Sole Point of Contact.

4.5 Preparation Costs

The Ascension Parish School System is not responsible for any costs associated with the preparation, submittal, or presentation of any statement of qualifications.

4.6 Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the Ascension Parish School System's contracted programs or activities on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal constitutional statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the Ascension Parish School System or in the employment practices of the Ascension Parish School System's contractors. Accordingly, all Respondents entering contracts with the Ascension Parish School System shall, upon request, be required to show proof of such nondiscrimination.

4.7 Minority and Women-Owned Business Participation

The Ascension Parish School System encourages participation from minority-owned and women-owned businesses. The team will be evaluated in this area on the extent to which Respondents identify and commit to minority-owned and/or women-owned businesses, whether as a prime, joint venture teaming arrangement, or through the use of sub-consultants.

4.8 Required Review and Waiver of Objections by Respondents

Respondents should carefully review this RFQ and all attachments for defects, objections, or any other matter requiring clarification or correction. Comments concerning RFQ objections must be made in writing no later than 5 days prior to the RFQ deadline. This will allow issuance of any necessary amendments.

Protests based on any objection shall be considered waived and invalid if these faults have not been brought to the attention of the Ascension Parish School System Office prior to the deadline above.

*Submittal of a Statement of Qualifications shall constitute acceptance of the terms, conditions, criteria, requirements, and evaluation process of the RFQ and resulting contract, and operates as a waiver of any objection.

4.9 Statement of Qualifications Withdrawal

Respondents may withdraw a submitted Statement of Qualifications at any time up to the deadline for submittal. To withdraw a Statement of Qualifications, the Respondent must submit a written request, signed by an authorized representative, to the RFQ point of contact before the deadline for submitting Statements of Qualifications. After withdrawing a previously submitted Statement of Qualifications, the Respondent, may submit another Statement of Qualifications at any time up to the deadline for submitting Statements of Qualifications.

4.10 Statement of Qualifications - Amendments and Errors

The Ascension Parish School System shall not accept any amendments, revisions, or alterations to Statements of Qualifications after the deadline for submittal.

Respondents are liable for all errors or omissions contained in their Statements of Qualifications. Respondents shall not be allowed to alter Statements of Qualifications documents after the deadline for submittal.

4.11 Property of Statement of Qualifications

All Statements of Qualifications and other materials submitted in response to this RFQ procurement process become the property of the Ascension Parish School System. Selection or rejection of a response does not affect this right. All submittal information shall be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Upon the completion of the review and evaluation of all Statements of Qualifications submitted in response to the RFQ, all responses shall become public documents of the Ascension Parish School System and open for review by the public. By submitting a Statement of Qualifications, the Submitter acknowledges and accepts that the full contents of the Statement of Qualifications shall become a public record open to public inspection. The wishes of any Respondent marking a Statement of Qualifications, or any part of a Statement of Qualifications as proprietary and/or confidential shall be neither accepted nor honored.

4.12 Insurance Requirements

For Architectural or Engineering Contracts the APSB has adopted the 2007 AIA B101 with APSB Supplementary Conditions. These are available for review. The Standard Insurance Requirements are included in the Supplementary Conditions.

4.13 Statement of Qualifications Forms

Statements of Qualifications shall be submitted on Ascension Parish School System - Statement of Qualifications - Standard Form APSB-AE (dated May 2016). A blank form is attached and a computer file is available at www.apsb.org/rfq17

■ 5.0 Evaluation Criteria and Selection Process

5.1 Evaluation Criteria

5.2 SELECTION PROCESS:

The contract for this project will be awarded through a qualifications based selection process. All qualification statements submitted for this project will be reviewed by an RFQ Selection Board. The selection process shall be as follows:

1. Each RFQ Selection Board member shall independently evaluate each statement of qualification submitted or this project in accordance with the general criteria as shown in Section 5.1.
2. Based upon each member's evaluation of the RFQ submittals, each member shall rate each firm utilizing a standard Score Card. Each RFQ Selection Board member shall finalize their score card to establish their top five (5) firms from the list of firms under consideration.
3. On the first ballot, each RFQ Selection Board member shall then vote for their top five (5) firms in accordance with the following weighted voting schedule:
 - a) Five points for the first rated firm
 - b) Four points for the second rated firm
 - c) Three points for the third rated firm
 - d) Two points for the fourth rated firm
 - e) One point for the fifth rated firm
 - f) Zero Points for all other firms
4. The score of all firms shall then be totaled.
5. At this point the RFQ Selection Board may select the highest scoring firm/team and move towards a contract. The RFQ Selection Board may also chose to invite the top three (3) highest ranking firms to make Oral Presentations to the RFQ Selection Board at a subsequent meeting.
6. On the date specified the RFQ Selection Board shall convene to hear Oral Presentations by the three short listed firms. Each presentation shall be no longer than 15 minutes followed by a 20 minute question and answer period for the RFQ Selection Board Members. Upon completion of the Presentations each RFQ Selection Board Member shall re-evaluate and complete their scoring and the RFQ Selection Board Members shall vote for one (1) firm from the short list. For a firm to be selected it must receive a simple majority of the votes being cast by the RFQ Selection Board members voting.
7. If a firm does not receive a simple majority after the post-presentation ballot an additional ballot shall be taken with the top two (2) highest ranking firms. In the event of a tie, the RFQ Selection Board shall first have a runoff vote for the tied firms. This vote shall be a single vote by each RFQ Selection Board member until one of the tied firms receives a majority. If there is still a tie, the RFQ Selection Board Members shall re-vote until the tie is broken.
8. Once the top two (2) highest ranking firms have been obtained, a third ballot (or fourth ballot shall be taken) until one (1) firm receives a simple majority of the votes being cast. If no firm receives a simple majority of the votes being cast after two (2) rounds of balloting, the following tie breaking procedure shall be followed:
 - 1st Tie Breaker:** The first tie breaker shall be the total number of points a firm received on the first round ballot. If both firms received the same number of total points the second tie breaker shall be utilized.
 - 2nd Tie Breaker:** The second tie breaker shall be the total number of first place votes each firm received on the first round ballot. If both firms received the same number of first place votes, the following tie breaker shall be utilized.

3rd Tie Breaker: The Chairman of the RFQ Selection Board shall select one of the two firms.

9. The RFQ Selection Board reserves the right to discuss the firms being considered prior to any voting or balloting.

10. Prior to the Scheduled Design Start Date, the top rated firm will be contacted by the APSB Staff to schedule a pre-contract meeting to discuss the project, scope, and fee provisions to prepare a proposed agreement.

- Agreement – The form of Agreement is listed in each individual RFQ.
- Fees – In each RFQ Narrative, the basis for fees has either been set at a specific percent of the actual Construction cost or has been listed as “negotiated fees”
- For RFQ’s listed as “negotiated fees” - The selected firm will propose a fee structure for the scope of work. If negotiations with the top rated firm are not successful, the top rated firm shall be notified in writing that a contract cannot be reached and the APSB Staff will proceed to negotiate with the second rated firm. If an acceptable contract cannot be reached with the second firm, they too, will be notified of such in writing and the APSB Staff will proceed to negotiate with the third firm. If an acceptable contract cannot be reached with any of the top firms, the project will be re-evaluated and re-advertised. In all cases, once contract negotiations have been terminated with a firm and begun with another, they will not be reopened with the former firm or firms.

RFQ Selection Board Score Card

SCORECARD FACTORS

	Weight/Pts
1. Firm/Team Qualifications and Experience	0-25 pts.
○ Firm/Team shall be evaluated based on project specific experience and resources.	
○ 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.	
2. Key Personnel Qualifications and Experience	0-15 pts
○ 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	
3. Local Project Experience	0-10 pts
○ 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
○ 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

- 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** 0-10pts
- 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.
 - 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.

5.3 Right To Reject Statements of Qualifications

The Ascension Parish School System reserves the right, at its sole discretion, to reject any and/or all Statements of Qualifications or to cancel this RFQ in its entirety.

Any submittal that does not meet the requirements of this RFQ may be considered to be non-responsive, and the submittal may be rejected. Respondents must comply with all of the terms of this RFQ and all applicable local, state, and federal laws and regulations.

■ 6.0 Schedule of Events

The following RFQ Schedule of Events represents the Ascension Parish School System's best **estimate** of the schedule that shall be followed. Unless otherwise specified, the time and day for the following events shall be between 8:00 a.m., and 6:30 p.m., Central Standard Time.

The Ascension Parish School System reserves the right at its sole discretion, to adjust this schedule, as it deems necessary.

Event	Date	Time
Advertise Solicitation	10/20/16, 10/27/16	N/A
Receipt of Statements of Qualifications	11/8/16	10:00pm
MANDATORY WALKTRHOUGH	SEE SCHEDULE	TBD
Recommendation(s) Presented to SPC	11/15/16	TBD
APSB APPROVAL	11/15/16	6:30PM