



**ST. JOHN THE BAPTIST PARISH
PURCHASING & PROCUREMENT DEPARTMENT
1811 W. Airline Highway
LaPlace, LA 70068**

**REQUEST FOR PROPOSALS (RFP)
I-10 / Belle Terre Gateway Corridor**

Proposal No. RFP.2021.10

Closing Date: May 27, 2021 at 9:45 A.M. Local Time

SUBMITTALS

Submittals are due on or before the exact closing date and time. Submittals received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the exact closing date and time. The response (including copies) must be submitted in a sealed envelope or package clearly marked with the Proposer's name and address, and "RFP2021.10 I-10 / Belle Terre Gateway Corridor"

Publish:
L'Observateur:
May 5, 2021
May 12, 2021
May 19, 2021

FOR FURTHER INFORMATION CONCERNING THIS RFP, PLEASE CONTACT:

Peter Montz, Purchasing & Procurement Department

Phone: (985) 652-9569

E-mail: p.montz@stjohn-la.gov

QUESTIONS AND COMMENTS MUST BE SUBMITTED NO LATER THAN 3:00 P.M. May 21, 2021.

REQUIRED SIGNATURE PAGE FOR PROPOSALS

This page, signed by an authorized officer of your Company, must accompany your proposal as the cover page.

I, the undersigned, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any Proposer or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other Proposer(s) or person(s).

In order to induce the Parish to consider this proposal, the Proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to St. John the Baptist Parish, and Proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to St. John the Baptist Parish.

Please type or print legibly the information below.

Proposer hereby acknowledges receipt of the RFP and agrees to Terms and Conditions set forth in this RFP.

PROPOSER INFORMATION

Firm Name: _____

Address: _____ City/State/Zip: _____

Phone No.: _____ Fax No.: _____

AUTHORIZATION TO PROPOSE (must be signed):

By: _____
Signature Offer Date Printed Name

Primary Contact Person (If other than above):

Name: _____ Phone No: _____ Fax No: _____

Title: _____ E-mail Address: _____

If this proposal is being submitted on behalf of an agent/broker, please complete section below:

Submitted on behalf of: _____

Phone No: _____ Fax No: _____

E-mail Address: _____

REQUEST FOR PROPOSALS I-10 / Belle Terre Gateway Corridor

BACKGROUND

St. John the Baptist Parish (the Parish) seeks to redefine the Interstate 10 / U.S. Highway 3188 (Belle Terre) Gateway Corridor which connects LaPlace, LA to Interstate 10 (I-10) and the Baton Rouge – New Orleans areas to address business visibility and increased economic development. The Parish is interested in procuring the services of an engineering firm and/or team to complete project scoping, build alternatives analysis and conceptual design for this project.

Located at the intersections of Interstate 10 and U.S. Highway 3188 (Belle Terre Boulevard), this corridor serves as a gateway for thousands of motorists into the Parish. Recently, improvements in the Parish Development Code have been made to address long-term improvements in private development with respect to landscaping, signage, and stormwater management. Further, the area is home to many open tracts of land zoned for commercial development in need of increased visibility from the interstate. To proactively build catalytic growth around this corridor, the Parish seeks to redefine the public portion of the gateway corridor through improved visibility. If designed appropriately, proposed enhancements will improve Parish aesthetics and visibility, attract new business, and serve as a community asset for growth. Moreover, improvements made must both retain stormwater management capabilities of existing area and serve as an aesthetically improved entrance to the Parish.

In addition to this project, the Parish is currently contracted for design of stormwater management and transportation improvements along the Belle Terre corridor between the Interstate and Airline Highway. Following construction of these improvements, increased visibility from the interstate and beautification is key to attracting new business growth opportunities from major retailers, restaurateurs and hotel chains.

The Parish hereby issues a Request for Proposals (RFP) for qualified firms (herein referred to as “Company” or “Proposer”) for the purpose of conducting project scoping, design alternatives, and conceptual design for this project.

The successful respondent will propose improvements which accentuate the natural environment along this major gateway to St. John the Baptist Parish, benefitting the economy and advancing the use of green infrastructure to alleviate flooding to nearby businesses and the interstate interchange. Improvements will also address visual aesthetics of the entrance of the corridor. Improvements must be designed to meet Louisiana DOTD and DNR standards and permitting requirements. Further, the successful respondent will work collaboratively with DOTD, DNR and other stakeholders to develop conceptual alternatives which are ready to enter full design and permitting without delay.

The successful respondent must demonstrate that the team assembled to respond to this solicitation has experience in designing projects with water management, resiliency components and green infrastructure. Further, this project must be designed to be achievable under the Louisiana Department of Transportation and Development (LDOTD) and DNR project permit requirements; and as such, the team assembled must demonstrate experience in designing projects under the LDOTD and DNR plan review or permit process. Team members, likely, would consist of civil engineers, landscape architects, planners, or other specialty design consultants.

The RFP package includes the following:

1. Required Signature Page for Proposals
2. General Terms and Conditions
3. Corporate Resolution
4. Certificate of Authority
5. Past Criminal Convictions of Bidders Attestation
6. Non-Solicitation and Unemployment Affidavit
7. Certificate Regarding Debarment
8. E-Verify Affidavit
9. Exhibit A – Scope of Work
10. Exhibit B – Pricing Schedule
11. Exhibit C – Questionnaire
12. Exhibit D – Selection/Scoring Criteria

It is the intention of St. John the Baptist Parish to award a contract to the Proposer with the best proposal to provide the requested services to the Parish. The selected Company will work closely with the Planning and Zoning Department, Economic Development Department, stakeholders and other administrative staff in providing said services. The scope of work that the Proposer must provide is stated in Exhibit A.

The procedures for the selection of the firm will be in accordance with all applicable federal, state and local procurement policies. All responses received will be evaluated in accordance with the selection criteria and corresponding point system identified herein.

The anticipated budget for this project is between \$15,000 and \$30,000. Compensation for the requested services will be based on project fund source requirements. The Parish reserves the right to determine the method of payment. All fees shall be negotiated by the appropriate Parish Department personnel and shall be mutually agreeable to both parties.

GENERAL TERMS AND CONDITIONS

1.0 RFP Process

- 1.1 This RFP is subject to all applicable state and local laws, including the Louisiana Code of Governmental Ethics.
- 1.2 RFPs, associated documents and addenda may be obtained from the Department of Purchasing and Procurement at 1811 W. Airline Hwy., LaPlace, LA 70068 or by downloading from the Parish's website at www.sjbparish.com or Central Bidding at www.centralbidding.com. Electronic proposals will be accepted only on www.centralbidding.com.
- 1.3 Written addenda to the RFP may be issued to provide clarification, corrections, or to answer questions. It is the Company's responsibility to periodically check either Parish website, or Central Bidding for addenda that may be issued to implement changes or clarifications to the RFP, prior to due date. **Checking the Parish website is HIGHLY recommended.**
- 1.4 The Parish reserves the right to request additional information to clarify proposals. The Parish shall determine the appropriate means of clarification: telephone, e-mail, letter, or oral interviews.
- 1.5 Questions and comments regarding this Proposal must be submitted in writing to St. John the Baptist Parish, Purchasing & Procurement Department, **ATTN: Peter Montz, 1811 West Airline Highway, LaPlace, LA 70068** or via e-mail to p.montz@stjohn-la.gov no later than **3:00 P.M. local time on May 21, 2021.**

2.0 Submission of Proposal

- 2.1 Proposals shall be addressed to St. John the Baptist Parish and delivered to the receptionist located in the St. John the Baptist Parish Government Complex, 1811 West Airline Hwy., LaPlace, LA no later than **9:45 A.M. local time on May 27, 2021**. **Proposal package must be submitted in a sealed envelope or package clearly marked with the Proposer's name and address, and "RFP 2021.10 - I-10 / Belle Terre Gateway Corridor".**
- 2.2 Each Proposer shall provide a submittal package based on the designated point evaluation scoring criteria. The submittal shall provide clear and sufficient information to enable the selection committee to evaluate the responsiveness and quality of the proposal. The Selection/Scoring Criteria (Exhibit D) will be used to evaluate all proposals received. Failure to provide all required information with the exception of scope of work that does not pertain to your Company, including the "Required Signature Page for Proposals" shall be cause for rejection of the submittal as non-responsive.
- 2.3 Proposer shall submit an original, and one electronic copy of proposal by the date and time specified. Failure to submit the required number of copies may result in finding of non-responsive. Original should be clearly marked.
- 2.4 The Parish will not be responsible for submissions forwarded through the U.S. Postal Service or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location.
- 2.5 Proposals submitted by facsimile (FAX) or e-mail will not be accepted. Any proposal received after **9:45 A.M. local time on May 27, 2021** will be deemed non-responsive and will be returned to Proposer unopened.

3.0 Pre-Proposal Conference

None

4.0 Opening

Proposals will be opened publicly at **10:00 A.M. local time on May 27, 2021** in the St. John the Baptist Parish Government Complex Council Chambers, 1811 W. Airline Highway, LaPlace, LA 70068.

5.0 Public Disclosure

It is understood and agreed upon by the Proposer in submitting a proposal that the Parish has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number received; competitive technical information; competitive price information; and the Parish's evaluation concerns about competing proposals. Information releasable after award is subject to the disclosure requirements of the Louisiana Public Records Act. Proposer specifically waives any claims against Parish related to the disclosure of any materials if made under a public records request.

6.0 Parish Commitment

- 6.1 Parish shall have the right to reject or accept any proposal or offer, or any part thereof (i.e., any component of any proposed solution) for any reason whatsoever and to accept other than the lowest offer, at its sole discretion.
- 6.2 This RFP does not commit the Parish to award, nor does it commit the Parish to pay any costs incurred in the submission of the proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.
- 6.3 The Parish reserves the right to terminate this RFP at any time prior to contract execution.

- 6.4 No prior, current, or post-award verbal conversation or agreement(s) with any officer, agent, or employee of the Parish shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.
- 6.5 The Parish reserves the right to revise any part of the RFP by issuing an addendum to the RFP at any time in accordance with relevant Louisiana Revised Statutes. Issuance of this RFP in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject, in whole or part, all Proposals submitted, and/or cancel this announcement if it is determined to be in the Parish's best interest. All materials submitted in response to this announcement become the property of the Parish, and selection or rejection of a submittal does not affect this right.

7.0 Late, Modified, or Withdrawn Proposals

- 7.1 Any proposal received after the exact time specified for receipt will not be considered.
- 7.2 No modification of a proposal, except a modification resulting from the Parish's request for "best and final offer," will be accepted.
- 7.3 No Proposer may withdraw his/her proposal within forty-five (45) days after the actual date of opening thereof.

8.0 Evaluation and Selection

- 8.1 Objective - The purpose is to evaluate all proposals with the ultimate interest of entering into an agreement with that Proposer determined to be most advantageous to the Parish, price and other factors considered.
- 8.2 Evaluation - A Source Selection Committee is appointed by the Parish President for the purpose of evaluating qualifications and proposals received in response to RFP. The Committee will evaluate proposals submitted by qualified Proposers/Companies on the basis of the guidelines set forth in the RFP. The Parish reserves the right to request additional information and clarification of any information submitted.
- 8.3 Evaluation criteria have been established to determine which Company/Proposer will best contribute to the overall goals of the Parish. These criteria are detailed in Exhibit D (Selection/Scoring Criteria) which is attached hereto and made a part hereof.
- 8.4 The Source Selection Committee will determine if interviews are necessary as part of its evaluation process.
- 8.5 Recommendation and Selection - The Parish Administration will present its recommendation to St. John the Baptist Parish Council for award. As part of the negotiation process, the Parish reserves the right to negotiate with the successful Company. This award will be made to the most responsible Proposer whose proposal is determined in writing to be most advantageous to the Parish, based on the scoring criteria set forth in this document. The Parish also reserves the right to reject any and all proposals.

9.0 Terms

The initial contract shall be effective for one (1) year from the date of execution. Upon written mutual agreement between the Parish Council and the Company, this contract may be extended one (1) additional time for six (6) months. The proposed Proposer will begin work without unreasonable delay and without suspension of work unless authorized in writing by the Parish. **The Parish will not honor or consider any price increase, fuel surcharge, or add-on cost during the established performance period. The proposed Proposers must submit firm fixed pricing.**

10.0 Insurance

Company shall obtain, pay for and keep in force, at its own expense, minimum insurance effective in all localities where Proposer/Company may perform the work hereunder, with such carriers as shall be acceptable to Council:

- A. **Statutory Workman’s Compensation** covering all state and local requirements and Employer’s Liability Insurance covering all persons employed by Proposer/Company in connection with this agreement.

The limits for “A” above shall be not less than:

- 1. Employer’s liability limits of \$1,000,000/\$1,000,000/\$1,000,000
- 2. Some contracts may require USL&H or maritime coverage. This should be verified with Insurance Department/Legal Dept.
- 3. No excluded classes of owners/officers or employees shall be allowed on Council’s premises.

WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council shall be indicated on certificate.

- B. **Commercial General Liability**, including:

- 1. Contractual liability assumed by this agreement
- 2. Owner’s and Proposer’s Protective Liability (if Proposer is a General Proposer) may be required.
- 3. Personal and advertising liability
- 4. Completed operations
- 5. Medical payments

The limits for “B” above shall not be less than:

- 1. \$1,000,000 each occurrence limit
- 2. \$2,000,000 general aggregate limit
- 3. \$1,000,000 products/completed operations aggregate limit
- 4. \$1,000,000 personal and advertising injury limit
- 5. \$50,000 fire damage limit
- 6. \$5,000 medical expense limit (desirable but not mandatory)

St. John the Baptist Parish Council shall be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council shall be indicated on certificate.

Some contracts may require Protection and Indemnity coverage. This should be verified with Insurance Department/Legal Dept.

- C. **Comprehensive Automobile Liability** covering all owned, hired and other non-owned vehicles of the Company.

The limits for “C” above shall not be less than:

- 1. \$15,000/\$20,000BI/\$25,000 PD

St. John the Baptist Parish Council shall be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council shall be included on certificate.

OTHER SPECIFIC COVERAGE RELATED TO THE TASK BEING PERFORMED MAY BE REQUIRED.

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement prior to commencement of work. Proposer shall maintain insurance in full force and effect during the entire period of performance of work. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

- D. **Professional Liability Insurance** covering the Wrongful Acts of those professional firms and individuals performing services for St. John the Baptist Parish. Certain classifications of service providers will be required to provide evidence of Professional Liability Insurance. Examples of these providers include but are not limited to: Professional Engineers, Architects, Land Surveyors, Attorneys, and IT Proposers.

The limits for “D” above shall not be less than:

\$1,000,000 CSL

WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council shall be included on the Certificate.

OTHER SPECIFIC COVERAGE RELATED TO THE TASK BEING PERFORMED MAY BE REQUIRED.

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement prior to commencement of work. Proposer shall maintain insurance in full force and effect during the entire period of performance of work. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

11.0 Submittals Required upon Provisional Award

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the submittal to be rejected as non-responsive:

- Insurance Requirements as specified in Section 9.0, if not currently on file
- A current, fully executed Taxpayer Identification Number (W-9 form)
- A current St. John the Baptist Parish Occupational License, if applicable.
- Attestation, Non-Solicitation, and E-Verify Forms

12.0 Invoices

Itemized invoices for payment of these services shall be submitted to Director of Planning and Zoning and/or Director of Economic Development for approval prior to routing to Accounts Payable.

13.0 Hold Harmless

To the fullest extent permitted by law, Proposer shall indemnify, hold harmless, and defend the Parish Council and all of its Agents and Employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of Company.

14.0 Non-assignability

No Proposer shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the Parish. This provision shall not be construed to prohibit the Proposer from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Parish.

15.0 Exclusions

Pursuant to Louisiana Revised Statute 38:2227, Proposer must certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent Federal crimes. Proposer must further certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to theft, identify theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery; Proposers' misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the proposal.

16.0 Disclosure

Proposer must disclose whether it provides services or pays commissions to any employee or elected official of St. John the Baptist Parish. If so, Proposer must disclose to whom services are provided and/or commissions are paid. Both positive and negative responses must be submitted.

17.0 Termination for Cause and Convenience

Proposer acknowledges this contract contains termination provisions including the manner in which termination shall be affected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside the proposer's control.

18.0 Severability Clause

If any one or more of the provisions contained in this Agreement shall, for any reasons, be held to be invalid, illegal or unenforceable, in whole or in part, such invalidity, illegality, or unenforceability shall not affect any other provisions of this Agreement, and in such an event, this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

19.0 Venue

This Agreement shall be governed by the laws of the State of Louisiana. Proper venue for any lawsuit arising under the terms of this Agreement shall be the Fortieth Judicial District Court, St. John the Baptist Parish and any appropriate Appellate therefrom. Proposer hereby agrees and consents to personal and/or in rem jurisdiction of the trial and appropriate Appellate courts.

20.0 Discrimination Clause

The Proposer/Company agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and Proposer agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

CORPORATE RESOLUTION

(Corporations must use and submit their form)

1. The named signatory is the same individual authorized to sign pursuant to the contract language in the appearance clause.
2. An officer listed on the Corporation's Secretary of State listing has certified the Corporate Resolution.
3. The corporate resolution shall not be more than one year old.
4. The company properly grants authority to a named individual to sign on behalf of the company (authority granted by a corporation is granted through its board of directors).
5. Document shall be submitted with the proposal.

CERTIFICATE OF AUTHORITY

(LLC must use and submit their form)

1. The named signatory is the same individual authorized to sign pursuant to the contract language in the appearance clause.
2. An officer listed on the LLC's Secretary of State listing has certified the Certificate of Authority.
3. The Certificate of Authority shall not be more than one year old.
4. The Certificate of Authority is notarized.
5. The company properly grants authority to a named individual to sign on behalf of the company.
6. Document shall be submitted with the proposal.

PAST CRIMINAL CONVICTIONS OF BIDDERS ATTESTATION (LA. R.S. 38:2227)

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____, (Appeared) the owner/authorized representative of

Company / Individual / Legal Entity Name

Appeared, as a Proposer on the herein named Project, does hereby attest that:

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the firm named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to, any of the following state crimes or equivalent federal crimes:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

B. For five years prior to the project submittal date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the firm named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or a procurement awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of business record (R.S. 14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Contractor’s misapplication of payments (R.S. 14:202)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Issuing worthless checks (R.S.14:71)
- (i) Malfeasance in office (R.S. 14:134)

Name

Signature of Authorized Signatory

Project Name/Number

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 20_____.

Notary Signature

Printed Notary Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

**ST. JOHN THE BAPTIST PARISH
NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT**
(Pursuant to La. R.S. 38:2224 and La. R.S. 23:1726(B))

STATE OF _____

PARISH/COUNTY OF _____

Before me, the undersigned authority, came and appeared,

I, _____, the owner/authorized representative of

Company/Individual/Legal Entity Name

who, being first duly sworn, deposed and state that I personally and as an authorized representative of the above identified legal person executes this continuing affidavit stating that neither the above named Contractor nor a person acting on its behalf, either directly or indirectly, employed, paid, nor promised any gift, consideration or commission to any person or legal entity to procure or assist in procuring this public contract, other than persons regularly employed by Contractor whose services were in the regular course of their duties for Contractor in connection with the construction, alteration or demolition of a public building or project.

The above named Contractor, if awarded, continually affirms that no part of the contract price received by Contractor was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services were in the regular course of their duties for Contractor.

The above named Contractor hereby attests and certifies that it does not have any unpaid assessment or penalty levied against it regarding unemployment compensation and currently does and will continue to properly classify each employee.

Contractor verifies that Contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to: Saint John the Baptist Parish, 1811 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days after contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

| | |
|---|--|
| <p>_____ Signature of Authorized Signatory</p> <p>_____ Printed Name of Signatory</p> <p>_____ Title of Authorized Signatory</p> <p>_____ Project Name/Number</p> | <p>SUBSCRIBED AND SWORN BEFORE ME ON THIS</p> <p>_____ DAY OF _____ 2020.</p> <p>_____ Notary Signature</p> <p>Printed Notary Name: _____</p> <p>Notary/Bar Roll Number: _____</p> <p>My Commission is for/expires on: _____</p> |
|---|--|



**Certification Regarding
Debarment, Suspension, and Other Responsibility
Matters Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U. S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or Voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local Terminated for cause of default.
- (2) Where the Prospective primary participant is unable to certify to any of the statements in this Certification, such prospective primary participant shall attach an explanation to this RFP.

Business Name: -

Date _____ By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this PROPOSAL, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the Prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this PROPOSAL is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "PROPOSAL," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this PROPOSAL is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this PROPOSAL that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this PROPOSAL that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered transaction, provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to check the Non-Procurement List
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

E-VERIFY AFFIDAVIT

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____, the owner/authorized representative of

Company/Individual/Legal Entity
Name

who hereby personally and as the authorized representative of the above identified legal person executes this affidavit, as the undersigned Company verification of its current and future compliance with L.S.A. R.S. 38:2212.10, stating affirmatively that it and each individual, firm or corporation associated with it and engaged in the physical performance of services in the State of Louisiana, under a contract with St. John the Baptist Parish has registered with, is participating in, and shall continue to participate in a federal work authorization program designated as such under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, which is operated by the United States Department of Homeland Security, known as the "E-Verify" program. The Company hereby verifies the legal status of all existing and new employees in the State of Louisiana by attesting herein that each is a citizen of the United States or legal aliens as defined by now effective immigration laws of the United States of America.

Company shall not assign this Contract or any monies due or to become due hereunder, or subcontract any part of the Work without the prior written consent of St. John the Baptist Parish.

Company verifies that the Company will collect an affidavit in this form from any approved subcontractor and forward a copy to: St. John the Baptist Parish, 1801 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days of contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

Signature of Authorized Signatory

Date E-Verify ID Assigned

Printed Name of Signatory

E-Verify ID

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF _____, 20____

Notary Signature

Printed Notary Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

EXHIBIT A
Scope of Work

SERVICES

St. John the Baptist Parish is soliciting proposals from qualified firms or teams to provide services for the project as described below.

1. Conduct thorough review of existing plans, state/federal guidelines, property ownership, past studies, existing conditions, and project goals to evaluate options and develop a scope for the project. Prepare preliminary report combining the above parameters with a draft project scope for review and presentation to project team for input, revisions, and approval.
2. Meet with project team, stakeholders, and relevant outside agencies (DOTD, DNR, others as applicable) to present preliminary scope of project and obtain feedback. Feedback will be considered to update scope as needed. A public meeting may also be required to obtain additional feedback.
3. Conduct alternatives analysis based on feedback from relevant stakeholders and with respect to state/federal guidelines to propose build alternatives to achieve project goals. A minimum of three feasible alternatives will be presented to the Parish with different options for consideration with respect to price, permit complications, and land acquisition.
4. Prepare conceptual designs detailing the three alternatives proposed for consideration. Conceptual designs should be understandable and ready for presentation to required permitting agencies for preliminary approval / pre-application conferences. Meetings with required permitting agencies will be held at this stage.
5. Hold final technical review meeting with project team to finalize all feedback obtained from stakeholders, outside agencies, etc. Preparation of final project report and a presentation to the public will follow.
6. Attend any project meetings or conference calls as necessary to complete project successfully, including but not limited to monthly project status meetings or conference calls; meetings with stakeholders and relevant Parish staff; etc.

DELIVERABLES

- (1) Project Scope Report
- (2) Alternatives Analysis Report to include:
- (3) Conceptual Design
- (4) Preliminary Opinions of Cost for Construction

EXHIBIT B
Pricing Schedule

The undersigned does hereby offer to perform services on behalf of the Parish, of the type and quality and conditions set forth in the Request for Proposals documents at the rates hereinafter set forth:

Base Proposal

The Proposer shall list the entire costs associated with performing the services required on the Proposal Form. The total combined cost shall be included as the total cost figure. The Proposer shall thoroughly fill out the form or will be deemed "unresponsive." It shall be the sole responsibility of the Proposer(s) to review all components of this proposal and fully inform themselves as to all conditions and matters, which can in any way affect the work or the cost thereof. In no way shall the proposer, after submitting proposal, seek an adjustment or change order as a result of not being able to comply with the applicable federal, state and/or local laws, rules, regulations, ordinances, and/or codes.

Pursuant to and in compliance with the Advertisement for Proposals and the Specifications relating to:

PROJECT NAME: I-10 / Belle Terre Gateway Corridor

RFP Number: RFP 2021.10

including Addenda (if any), _____ the undersigned, having become thoroughly familiar with terms and conditions of the specifications and with local conditions affecting the performance, progress and cost of the work that is to be completed, hereby proposes and agrees to fully perform the work and in accordance with the specifications including furnishing any or all services, labor, materials, and equipment authorized by The Parish and to do all the work required to complete said work in accordance with the specifications for the following total sum:

SERVICE

COST

I-10 / Belle Terre Gateway Corridor:

-including project scoping, alternatives analysis and conceptual design

\$ _____

Specify services (and associated costs) not mentioned in the Scope of Work: _____

Exceptions to Proposal

Comments:

IF OTHER RATES ARE APPLICABLE, PROPOSER SHALL ATTACH A SEPARATE SHEET ITEMIZING ALL OTHER PERSONNEL AND LABOR RATES.

ALTERNATE AWARD EVALUATION: The Parish reserves the right to award the RFP in total, by groups of items, by individual items or any combination of these in which the Parish deems to be in its best interest.

EXHIBIT C
Questionnaire

A written response is required for each item listed below:

1. Provide a brief narrative demonstrating the Proposer's understanding of the scope of work and project requirements, and describing the proposed organization and management of the requirements of the scope of work
2. Provide a description of your firm and its current size. Describe the key personnel involved in the completion of the project requirements. If your proposal represents a joint effort on a prime/subcontracted proposal provide the above for all members of the proposal team and the specific responsibilities of each project team firm. Include your firm's procedures for quality assurance. Describe the experience of the proposed project team in completing work of similar scope, size, and nature
3. Provide credentials of staff members
4. Provide descriptions of the staff's experience in project scoping, alternatives analysis and conceptual design or design for similar types of projects
5. Describe services that have been provided to at least one (1) employer comparable in size to the Parish, including experience with other public-sector entities
6. Provide addresses of all your locations and facilities and the driving distance from each location to 1811 W. Airline Hwy., LaPlace, LA 70068. Provide business hours for each facility.

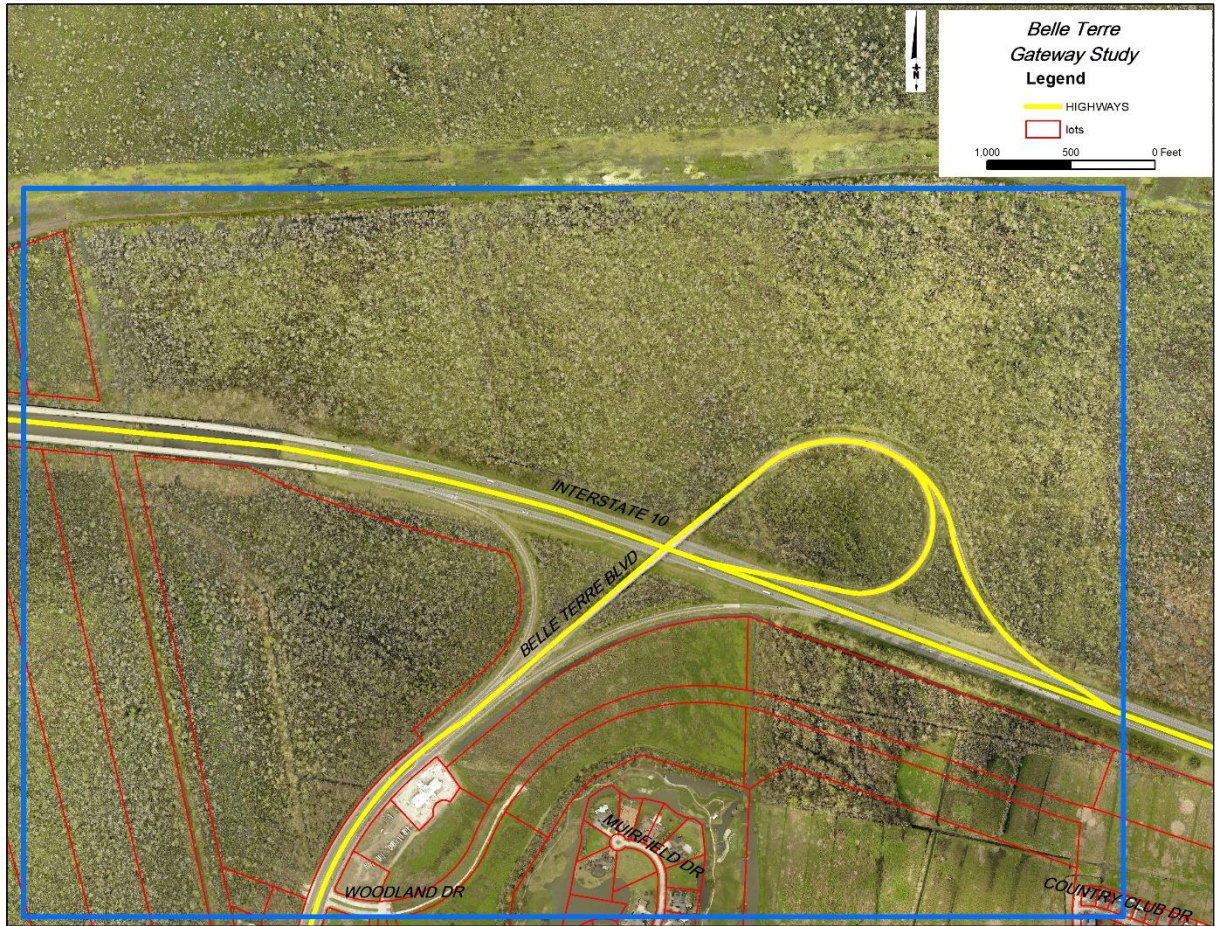
EXHIBIT D
SELECTION/SCORING CRITERIA

St. John the Baptist Parish may select any or all of the proposals that best contribute to the overall functioning of the Parish. All proposals will be evaluated by applying a set of evaluation criteria and awarding points to each proposal.

The following criteria and corresponding point system will be utilized to evaluate all respondents. The award will be made to the firm which scores the highest number of points and whose costs are deemed reasonable for similar work.

| CRITERIA | MAXIMUM POINTS |
|---|-----------------------|
| Qualifications and Experience | 0-20 pts |
| <ul style="list-style-type: none"> • Qualifications of key staff to perform work • Experience in performing like or comparable work | |
| Past Performance | 0-20 pts |
| <ul style="list-style-type: none"> • Quality of work and special capabilities to accomplish work • Coordination and cooperation with Parish and others • References | |
| Technical Capabilities | 0-20 pts |
| <ul style="list-style-type: none"> • Key personnel and support staff, including necessary clerical support, scheduling and availability of key staff during regular business hours • Electronic data transmission capability | |
| Agency Project Experience | 0-10 pts |
| <ul style="list-style-type: none"> • Experience with permitting agencies (DOTD, DNR, etc.) necessary to complete the project | |
| Pricing | 0-30 pts |
| <p>The Proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:</p> <p style="padding-left: 40px;">$CS = (LPC/PC * X)$</p> <p style="padding-left: 40px;">Where: CS = Computed cost score for Proposer LPC = Lowest proposed cost of all Proposers PC = Proposer's cost</p> <p>X = 30% of the total number of points assigned Maximum of (30) Points</p> | |
| TOTAL MAXIMUM POINTS | 100 PTS |

**EXHIBIT E
PROJECT AREA MAP**



Note: this is a general boundary for illustration purposes. Overall project area may increase or decrease based on initial meetings with project team.