



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

**REQUEST FOR QUALIFICATIONS (RFQ)  
ABSTRACT, TITLE AND LAND ACQUISITION SERVICES**

Submittal No. RFQ 2021.08

Closing Date: April 22, 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 closing date and time. The response (including copies) must be submitted in a sealed envelope or package clearly marked with the Submitter's name and address, and "RFQ 2021.08– Abstract, Title and Land Acquisition Services".***

Publish:  
L'Observateur:  
March 31, 2021  
April 7, 2021  
April 14, 2021

**FOR FURTHER INFORMATION CONCERNING THIS RFQ, PLEASE CONTACT:**

Peter Montz, Purchasing & Procurement Department

Phone: (985) 652-9569

E-mail: [p.montz@stjohn-la.gov](mailto:p.montz@stjohn-la.gov)

**QUESTIONS AND COMMENTS MUST BE SUBMITTED NO LATER THAN 3:00 P.M. April 16, 2021.**

**REQUIRED SIGNATURE PAGE FOR SUBMITTALS**

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

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

I hereby certify that this submittal is genuine and not a sham or collusive submittal, 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 Submitter or supplier on the above work to put in a sham submittal or any person or corporation to refrain from submitting a submittal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other Submitter(s) or person(s).

In order to induce the Parish to consider this submittal, the Submitter irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a submittal to or performing work or providing supplies to St. John the Baptist Parish, and Submitter 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 submittal to or from performing work or providing supplies to St. John the Baptist Parish.

**Please type or print legibly the information below.**

---

Submitter hereby acknowledges receipt of the RFQ and agrees to Terms and Conditions set forth in this RFQ.

**SUBMITTER INFORMATION**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**AUTHORIZATION TO SUBMIT (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 submittal is being submitted on behalf of an agent/broker, please complete section below:**

Submitted on behalf of: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**FOR CONSIDERATION AS A RESPONSIVE SUBMITTAL, THE FOLLOWING IS REQUIRED:**

- 1) All information on this Request for Qualifications cover page must be completed.**
- 2) This cover page must be signed with an original signature.**
- 3) 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 closing date and time.**

**REQUEST FOR SUBMITTALS  
Request for Qualifications**

***SCOPE***

St. John the Baptist Parish is in the process of upgrading their water system in LaPlace, LA. In order to upgrade the system, land for new infrastructure will have to be acquired. To acquire land the Parish needs a firm that can provide Abstracting, Legal Research, Appraisal and Land Acquisition assistance for potential acquisition properties for water infrastructure in St. John the Baptist Parish.

The Parish is hereby soliciting the submittal of Request for Qualifications (RFQ) from firms interested in and qualified to fulfill Abstract, Legal Research, Appraisal and Land Acquisition assistance. Skills for which the services may be required shall include but are not limited to the following:

- Residential and Commercial Abstracts
- Chains of title
- Oil and Mineral Searches
- Right of Way Acquisition
- Land Acquisition
- Appraisal
- Legal Research

***COMPENSATION***

Compensation for the requested services will be based on an hourly rate with a not to exceed budget.

The Parish reserves the right to determine method of payment.

All rates and fees shall be negotiated with consultant by appropriate Parish Department personnel and shall be mutually agreeable to both parties.

All costs associated with the project shall be subject to St. John the Baptist Parish review and Parish President's approval.

***QUALIFICATIONS***

The following criteria listed will be used to evaluate each firm submitting:

- Key Personnel Qualifications and Experience
- Relevant Experience working in Abstract, Title and Land Acquisition Services, particularly in St. John the Baptist Parish and References
- Understanding of Project Scope
- Current Workload

A brief description of each criterion can be found on EXHIBIT B: Selection/Scoring Criteria.

## ***SUBMITTALS***

Each firm shall provide a submittal package following the included format based on the designated point evaluation schedule sheet. The firm shall include sufficient information about the firm's qualifications to assist the Parish in making the proper determinations about their capabilities.

All qualification statements must be submitted in a sealed envelope to the Purchasing & Procurement Department, 1811 W. Airline Highway, LaPlace, LA 70068. The submission number and closing date/time must be referenced on the outside of the envelope (lower left corner). Submissions must be received by the Purchasing & Procurement Department prior to **9:45 AM on April 22, 2021**.

The RFQ package includes the following:

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

## **GENERAL TERMS AND CONDITIONS**

### **1.0 RFQ Process**

- 1.1 This RFQ is subject to all applicable state and local laws, including the Louisiana Code of Governmental Ethics.
- 1.2 RFQ's, 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](http://www.sjbparish.com) or Central Bidding at [www.centralbidding.com](http://www.centralbidding.com). Electronic submittals will be accepted only on [www.centralbidding.com](http://www.centralbidding.com).
- 1.3 Written addenda to the RFQ 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 RFQ, prior to due date. **Checking the Parish website is HIGHLY recommended.**
- 1.4 The Parish reserves the right to request additional information to clarify submittals. The Parish shall determine the appropriate means of clarification: telephone, e-mail, letter, or oral interviews.
- 1.5 Questions and comments regarding this Submittal 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](mailto:p.montz@stjohn-la.gov) no later than **3:00 P.M. on April 16, 2021**.

### **2.0 Submission of Submittal**

- 2.1 Submittals 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 April 22, 2021**. **Submittal package must be submitted in a sealed envelope or package clearly marked with the Submitter's name and address, and "RFQ 2021.08 – Abstract, Title and Land Acquisition Services".**

- 2.2 Each Submitter 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 submittal. The Selection/Scoring Criteria (Exhibit B) will be used to evaluate all submittals 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 Submittals" may be cause for rejection of the submittal as non-responsive.
- 2.3 Submitter shall submit an original, one (1) copy, one (1) redacted copy, and one electronic copy of submittal 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 Submittals submitted by facsimile (FAX) or e-mail will not be accepted. Any submittal received after **9:45 A.M. local time on April 22, 2021** will be deemed unresponsive and will be returned to Submitter unopened.

### **3.0 Pre-Submittal Conference**

None

### **4.0 Opening**

Submittals will be read publicly at **10:00 A.M. local time on April 22, 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 Submitter in submitting 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 submittals. Information releasable after award is subject to the disclosure requirements of the Louisiana Public Records Act. Submitter specifically waives any claims against Parish related to the disclosure of any materials if made under a public records request.

### **6.0 Parish Commitment**

- 5.1 Parish shall have the right to reject or accept any Submittal 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.
- 5.2 This RFQ does not commit the Parish to award, nor does it commit the Parish to pay any costs incurred in the submission of the Submittal, 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.
- 5.3 The Parish reserves the right to terminate this RFQ at any time prior to contract execution.
- 5.4 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 RFQ, or any contract resulting from this procurement.
- 5.5 The Parish reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time in accordance with relevant Louisiana Revised Statutes. Issuance of this RFQ 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 Submittals 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 Submittals**

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

## **8.0 Evaluation and Selection**

- 7.1 Objective - The purpose is to evaluate all submittals with the ultimate interest of entering into an agreement with that Submitter determined to be most advantageous to the Parish, price and other factors considered.
- 7.2 Evaluation - A Source Selection Committee is appointed by the Parish President for the purpose of evaluating qualifications and submittals received in response to an RFQ. The Committee will evaluate submittals by qualified Submitters/Companies on the basis of the guidelines set forth in the RFQ. The Parish reserves the right to request additional information and clarification of any information submitted.
- 7.3 Evaluation criteria have been established to determine which Submitter will best contribute to the overall goals of the Parish. These criteria are detailed in Exhibit B (Selection/Scoring Criteria) which is attached hereto and made a part hereof.
- 7.4 The Source Selection Committee will determine if interviews are necessary as part of its evaluation process.
- 7.5 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 Submitter whose submittal 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 submittals.

## **9.0 Terms**

The contract shall be for a three (3) year period beginning with execution of the contract and ending thirty-six (36) months thereafter.

## **10.0 Insurance**

Submitter shall obtain, pay for and keep in force, at its own expense, minimum insurance effective in all localities where Submitter 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 Submitter 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 should be indicated on certificate.**

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

1. Contractual liability assumed by this agreement
2. Owner's and Submitter's Protective Liability (if Submitter is a General Submitter) 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 will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should 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 will 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. Submitter 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 Submitters.

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. Submitter 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 the Utilities Director for approval prior to routing to Accounts Payable.

### **13.0 Hold Harmless**

To the fullest extent permitted by law, Submitter 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 Submitter 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 Submitter 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, Submitter 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. Submitter 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; Submitters' misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the submittal.

### **16.0 Disclosure**

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



**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

\_\_\_\_\_  
Submitter/ Individual / Legal Entity Name

Appeared, as a Bidder 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 bidding entity 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 bid 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 bidding entity 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 bid 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) Submitter'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 of Bidder

\_\_\_\_\_  
Signature of Authorized Signatory of Bidder

\_\_\_\_\_  
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 Submitter 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 Submitter whose services were in the regular course of their duties for Submitter in connection with the construction, alteration or demolition of a public building or project.

The above named Submitter, if awarded, continually affirms that no part of the contract price received by Submitter 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 Submitter.

The above named Submitter 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.

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

Submitter verifies that Submitter will collect an affidavit in this form from any approved sub-contractor 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 sub-contractor; however, in no instance shall the affidavit be received after commencement of work by the sub-contractor.

**CORPORATE RESOLUTION  
or  
CERTIFICATE OF AUTHORITY**

**Insert your form here**

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 or an officer listed on the LLC's Secretary of State listing has certified the Certificate of Authority.
3. Your form 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. Your form shall be submitted with the bid.



**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.

- (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 submittal

Business Name: -

\_\_\_\_\_

Date \_\_\_\_\_ By \_\_\_\_\_

Name and Title of Authorized Representative

\_\_\_\_\_

Signature of Authorized Representative

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this submittal, 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 submittal 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," "submittal," 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 submittal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this submittal 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 submittal 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**

#### ***SCOPE***

St. John the Baptist Parish is in the process of upgrading their water system in LaPlace, LA. In order to upgrade the system, land for new infrastructure will have to be acquired. To acquire land the Parish needs a firm that can provide Abstracting, Legal Research, Appraisal and Land Acquisition assistance for potential acquisition properties for water infrastructure in St. John the Baptist Parish.

The Parish is hereby soliciting the submittal of Request for Qualifications (RFQ) from firms interested in and qualified to fulfill Abstract, Legal Research, Appraisal and Land Acquisition assistance. Skills for which the services may be required shall include but are not limited to the following:

- Residential and Commercial Abstracts
- Chains of title
- Oil and Mineral Searches
- Right of Way Acquisition
- Land Acquisition
- Appraisal
- Legal Research

#### ***COMPENSATION***

Compensation for the requested services will be based on an hourly rate with a not to exceed budget.

The Parish reserves the right to determine method of payment.

All rates and fees shall be negotiated with consultant by appropriate Parish Department personnel and shall be mutually agreeable to both parties.

All costs associated with the project shall be subject to St. John the Baptist Parish review and Parish President's approval.

#### ***QUALIFICATIONS***

The following criteria listed will be used to evaluate each firm submitting:

- Key Personnel Qualifications and Experience
- Relevant Experience working in St. John the Baptist Parish and References
- Understanding of Project Scope
- Current Workload

A brief description of each criterion can be found on EXHIBIT B: Selection/Scoring Criteria.

**EXHIBIT B**  
**SELECTION/SCORING CRITERIA**

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

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.

<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>
<b>Key Personnel Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Relevant experience of key personnel with similar projects</li> <li>• Work quality, cost control, and completion of work on schedule</li> </ul>	0-30 pts
<b>Relevant Experience and References</b> <ul style="list-style-type: none"> <li>• Firm’s experience providing the same services</li> <li>• References submitted regarding specific experience, resources, and management</li> <li>• Compliance with policies, procedures and requirements as stated in the RFQ</li> </ul>	0-30 pts
<b>Understanding of Project/Familiarity</b> <ul style="list-style-type: none"> <li>• Firm’s understanding of project scope</li> <li>• Firm’s methodology for accomplishing the scope of work (e.g., ability to meet client’s objectives including scope, schedule, quality and related factors; collaborative coordination with parish; coordination with outside agencies and entities; other aspects of work requirements deemed important by the Consultant, etc.)</li> </ul>	0-20 pts
<b>Agency Project Experience</b> <ul style="list-style-type: none"> <li>• Experience with User Agencies (Parish, State, Federal), local criteria, codes, policies, procedures, and standards to successfully facilitate project completion</li> </ul>	0-10 pts
<b>Current Work Load</b> <ul style="list-style-type: none"> <li>• Number and size of projects currently under contract</li> <li>• Available staff for duration/time frame to complete project</li> <li>• Size of firm and available key personnel relative to size of the project</li> </ul>	0-10 pts
	TOTAL _____
<b>TOTAL MAXIMUM POINTS</b>	<b>100 PTS</b>