

**Professional Architectural and Engineering Services for
Architectural Type Projects**

**SOQ No. 22-026
Resolution No. 139630**





Kyle Associates, LLC

Planning, Engineering, and Landscape Architecture

TEC PROFESSIONAL SERVICES QUESTIONNAIRE

TEC Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

Professional Architectural and Engineering Services for Architectural Type Projects
SOQ No. 22-026
Resolution No. 139630

B. Firm Name & Address:

Kyle Associates, LLC
638 Village Lane North
Mandeville, LA 70471

C. Name, title and contact information of Principal, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, who is a registered, licensed architect, professional engineer, or surveyor in the State of Louisiana:

James E. Powell, Jr., P.E. – LA License No. 31063
Phone Number: (985) 727-9377
Email Address: epowell@kyleassociates.net

D. Name and contact information of employee who is a registered and licensed architect, professional engineer, or surveyor in the State of Louisiana in the applicable discipline. A subcontractor may be substituted here only if the advertised Project requires more than one discipline.

James E. Powell, Jr., P.E. – LA License No. 31063
Phone Number: (985) 727-9377
Email Address: epowell@kyleassociates.net

E. Please provide the number of employees whose primary function corresponds with each category:

<u>1</u> Administrative	<u> </u> Estimators	<u>1</u> Specification Writers
<u> </u> Architects (Licensed)	<u> </u> Geologists	<u>2</u> Structural Engineers
<u> </u> Chemical Engineers	<u> </u> Geotechnical Engineers	<u> </u> Graduate Engineers
<u>5</u> Civil Engineers	<u> </u> Interior Designers	<u>1</u> Project Managers
<u>1</u> Construction Inspectors	<u>1</u> Landscape Architects	<u> </u> Clerical
<u> </u> Ecologists	<u> </u> Land Surveyor	<u> </u> Grant/Funding Specialist
<u> </u> Electrical Engineers	<u> </u> Mechanical Engineers	<u> </u> Sanitary Engineers
<u> </u> Engineer Intern	<u> </u> Environmental Engineers	<u>4</u> CADD Designers
<u> </u> Professional Land Surveyors		<u>16</u> TOTAL

F. Is this submittal by a JOINT-VENTURE? Please check: YES

☐

NO

☒

If marked “No” skip to Section I. If marked “yes” complete Sections G-H.

TEC Professional Services Questionnaire

G. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.

1.

2.

H. Has this JOINT-VENTURE previously worked together? Please check:

YES ☐ NO ☐

I. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. Marrero, Couvillon & Associates, LLC 3525 Hessmer Ave. Metairie, LA 70002	Mechanical and Electrical Engineering, Architectural	Yes
2.		
3.		

J. Please specify the total number of support personnel that may assist in the completion of this Project:

3

TEC Professional Services Questionnaire

K. List the professional in charge, key persons, specialists, and individual consultants anticipated for this Project and provide their relevant information below. If necessary, please attach additional documentation (i.e. resume) that demonstrates the employment history and experience of the Firm's key persons that may assist in the completion of this Project. Please attach additional pages if necessary.

PROFESSIONAL IN CHARGE OF PROJECT:

Name & Title:

James E. Powell, Jr., P.E., P.L.S. - Vice President Engineering Operations

Project Assignment:

Engineering Manager/Company Principal

Name of Firm with which associated:

Kyle Associates, LLC

Years' experience with this Firm:

14 Years with this firm

Education: Degree(s)/Year/Specialization:

BS – 1999 – Civil Engineering

Active registration: Year first registered/discipline:

Year registered: 2004 Branch: Civil Engineering State: LA License No.: 31063
Year registered: 2008 Branch: Civil Engineering State: MS License No.: 18479
Year registered: 2010 Branch: Civil Engineering State: AR License No.: 14120

Other experience and qualifications relevant to the proposed Project:

Mr. Powell has worked in the civil engineering and land surveying field since 2000. Upon graduation from Louisiana State University in 1999, Mr. Powell worked as a project engineer for a civil engineering/land surveying firm in Baton Rouge. His duties included design and plan development, specifications/contract documents, as well as construction management, for several types of municipal and residential/commercial projects including drainage improvements, roadway design/improvements, sewer/water improvements and residential subdivision design.

TEC Professional Services Questionnaire

Since March 2007, Mr. Powell has worked for Kyle Associates as a Senior Civil Engineer/Project Manager and is now a Principal/Partner serving as Vice President Engineering Operations. Mr. Powell is responsible for the management of the production and engineering staff to ensure projects are completed with technical competency and within budget and schedule. He also has responsibilities as a Project Management including the design and construction plan development for residential/commercial developments throughout south Louisiana and Mississippi, several municipal projects in the cities of Slidell, Mandeville, Covington, New Orleans, Baton Rouge, and Abita Springs; as well as the parishes of Jefferson, St. Bernard, St. Tammany, St. Charles, Tangipahoa and Plaquemines. These projects include drainage evaluations/design, hydraulic modeling, large culvert replacement, bridge replacement, parking lots and roadway/drainage improvements, and the construction management aspects of these projects.

Drainage Design and Analysis – Projects included several drainage projects for Plaquemines, St. Tammany, St. Charles, Jefferson, and St. John the Baptist Parish's and the City of New Orleans, including levee reconstruction, subsurface drainage improvements, and drainage lift station, and assistance to St. Tammany and St. John the Baptist Parish with the analysis of proposed drainage improvements for residential and commercial developments as Parish Drainage Engineer.

Roadway Improvements – Projects included construction management of large roadway improvement projects in Jefferson, St. Tammany, Tangipahoa, Plaquemines, St. Charles parishes and cities of New Orleans, Slidell, Mandeville, Baton Rouge. Responsibilities included project management, planning, design, management of field inspection, processing invoices and change orders, and modifying plans due to conflicts encountered during construction.

Residential Subdivision & Commercial Site Infrastructure Design – Responsibilities included the review of subdivision construction plans for conformance with subdivision regulations in various parishes, design and project management of various residential subdivisions and commercial sites (including drainage, paving, sewer, water, etc.) in St. John the Baptist, Livingston, Jefferson, St. Tammany, Tangipahoa, and St. Charles parishes.

Permit Acquisition – Responsibilities include obtaining necessary permits from LA DOTD, LA DNR, LA DHH, U.S. Army Corps of Engineers, and various railroad/utility companies for the construction of drainage, levee, pump station, roadway, water system, and residential/commercial projects.

TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:
Name & Title:
Franklin M. Kyle, III / President
Project Assignment:
Landscape Architect
Name of Firm with which associated:
Kyle Associates, LLC
Years' experience with this Firm:
23 Years with this firm
Education: Degree(s)/Year/Specialization:
BS – 1984 Landscape Architecture MBA – 1989 – Business Administration
Active registration: Year first registered/discipline:
Year registered: 1987 Branch: Landscape Architecture State: LA License No.: K-170
Other experience and qualifications relevant to the proposed Project:
<p>Mr. Kyle has been involved in engineering and project management for over twenty years as a designer, project manager, and director of landscape architecture and land planning. His experience includes transportation master planning, landscape architecture, land use analysis, directional pedestrian signage and informative traffic signage, map directories, urban, regional, and non-motorized/motorized vehicle pathways, site design, zoning analysis, municipal engineering, and geographic information systems. Mr. Kyle has designed roadway projects and land use development in Louisiana, Tennessee, and Mississippi. These projects require a vast knowledge of infrastructure design and management skills to successfully implement the project goals.</p> <p>In addition to the functional aspects of transportation enhancement, Mr. Kyle has been involved in applying GIS technologies to projects in various related fields. His experience utilizing computer mapping has been used in the analysis and development of strategy and goal maps, land use and roadway suitability, and market analysis. Additionally, data on geology, environmentally sensitive areas, habitat preservation, and municipal and infrastructure facilities have been incorporated into the GIS for methodology development and implementation. Many projects include program designs involving wetlands and flood sensitive areas. Mr. Kyle has completed the Wetlands Delineation Training Course based on the Corps of Engineers outline for delineation education.</p>

TEC Professional Services Questionnaire

As a landscape architect and project manager, Mr. Kyle has provided design development services for commercial sites and multi-use master plans. Concurrently, Mr. Kyle has directed parish zone ordinance development, environmental sensitivity analyses, municipal redistricting and feasibility studies. In addition, he has worked as manager for ecological remediation/reclamation projects maintaining the responsibility of public hearings, permitting, and coordination with applicable government agencies.

In 1998, Mr. Kyle created Kyle Associates, LLC, a multi-disciplinary design firm. Bringing in an experienced professional civil engineer as a partner, he is utilizing his 28 years of experience in the multi-discipline design industry to create a more efficient organization where the client benefits through increased efficiency in operation: quicker response to projects and great value for higher quality work. To date, this organization is serving the engineering needs of both private and municipal clients in the southeast Louisiana and coastal Mississippi region, providing quality engineering, planning, and facility/program management solutions tailored to the specific needs of individual clients.



TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:
Name & Title:
Thomas Dyer, P.E. – Senior Structural Engineer
Project Assignment:
Project Structural Engineer
Name of Firm with which associated:
Kyle Associates, LLC
Years' experience with this Firm:
3 Years with this firm
Education: Degree(s)/Year/Specialization:
Bachelor of Science Civil Engineering / 2004
Active registration: Year first registered/discipline:
Year: 1997 Branch: Civil Engineering State: LA License No.: 36743 Year: 2003 Branch: Civil Engineering State: TX License No.: 133147 Year: 2003 Branch: Civil Engineering State: FL License No.: 82904
Other experience and qualifications relevant to the proposed Project:
<p>As a professional, Mr. Dyer has provided design services for federal, municipal, commercial and industrial agencies with both national and local engineering firms. These services have included structural engineering design for schools, office buildings, water resource projects, maritime infrastructure, and bulkhead design. Mr. Dyer has also performed construction design and layout, site design, and site planning. When providing these services, he has coordinated and maintained relationships with both public and private clients as well as architectural firms where his goal was projects constructed within budget, accurately, and on time. Mr. Dyer has nearly 30 years of experience in structural and civil site design.</p> <p>Mr. Dyer has extensive experience is in all areas of structural planning, engineering design and analysis, preparing plans and specifications. He has structural design experience in most types of architectural buildings including educational, residential, institutional, and commercial. Some examples of these include primary and secondary schools, college buildings, banks, civic centers, condominiums, custom homes, shopping centers, libraries, agricultural buildings, office buildings, restaurants, medical facilities, hotels as well as many others. She has also worked on projects that include historic restorations, and site structures such as flag poles, light poles and billboards. His industrial experience includes cat walks, heavy equipment foundations, foot bridges,</p>

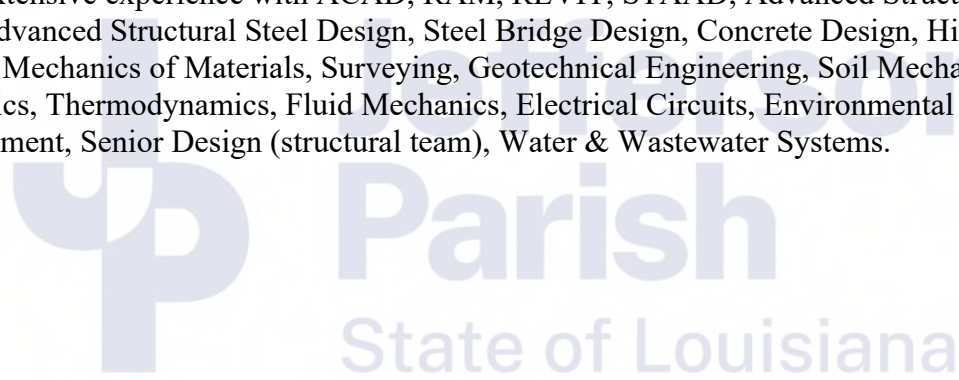
TEC Professional Services Questionnaire

and pipeline bridges. He has designed foundations using a number of systems including spread footings, timber piles, concrete piles, composite piles, auger cast piles, drilled piers, chain walls, sheet piling, mat and raft foundations, and others. He has a considerable amount of experience in high wind applications.

Mr. Dyer has also worked on other types of projects that include historic restorations in the New Orleans area. He has evaluated the structural integrity of existing structural members and provided reinforcement details in response to existing structural conditions. He has participated in addition projects where she has explored the structural options for the proposed expansion along with possible modifications of the existing building. The structural aspects of the project usually include careful investigative demolition to verify the key existing conditions. He has also worked in the design of new foundations for existing houses that have to be elevated.

The type of work Mr. Dyer performed has given him a tremendous edge in understanding how to design and detail efficient, cost effective, and constructible buildings, while keeping the architectural intent of the building intact, in focus, and at the forefront where it should be. In addition, he is very familiar with designing and detailing buildings in our very specialized high wind and flood environments along the coast. He is familiar with all of the design codes applicable to building design such as the IBC, ASCE 10, ASCE 24, ACI 318, ACI 530, AISC, NDS, and others.

Mr. Dyer has extensive experience with ACAD, RAM, REVIT, STAAD, Advanced Structural Analysis, Foundations, Advanced Structural Steel Design, Steel Bridge Design, Concrete Design, Highways and Transportation, Mechanics of Materials, Surveying, Geotechnical Engineering, Soil Mechanics, Hydraulics, Dynamics, Statics, Thermodynamics, Fluid Mechanics, Electrical Circuits, Environmental Engineering, Project Management, Senior Design (structural team), Water & Wastewater Systems.



TEC Professional Services Questionnaire

L. Work by Firm or Joint-Venture members which best illustrates current qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.

PROJECT NO. 1

Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
SAFE Haven Blue-Green Campus Master Plan and Master Drainage Plan St. Tammany Parish, LA St. Tammany Parish Dept. of Public Works - Operations 21454 Koop Drive Building B, 3rd Floor Mandeville, LA 70471 Jay Watson, Director (985) 898-2557	Kyle Associates is providing engineering consulting services for the construction of drainage, roadway and utility infrastructure improvements throughout the 293-acre Safe Haven Campus. Kyle is providing an overall H&H study and drainage master planning for the site to incorporate large detention pond systems, bio-swales/rain gardens as well as subsurface drainage infrastructure improvements. Kyle's scope of work also includes designing main entrance improvements, intersection improvements to incorporate pervious pavement, inter-connecting walkways/trails throughout the campus as well as significant upgrades to the existing sewer collection system. Kyle will be developing detailed construction plans and specifications for all the referenced improvements. Kyle will also be providing permitting, bidding, construction administration and resident inspection services to ensure the successful completion of the construction of the drainage, roadway and utility infrastructure improvements.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
Design December 2022	\$6,500,000	\$6,500,000

PROJECT NO. 2

Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
Girod Street @ Claiborne Parking Lot Mandeville, LA City of Mandeville 3101 East Causeway Approach Mandeville, LA 70448 Keith LaGrange, Public Works Director (985) 624-3169	Kyle Associates was responsible for development of plans and specifications, bidding, on-site construction administration and inspections for a master layout/circulation rehabilitation, establishment of new planting areas both interior and along the perimeter with concrete curbing, and landscape master planting plan using natives, wildlife attractants, and ornamental shrubs and trees.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2020	\$92,000	\$92,000

TEC Professional Services Questionnaire

PROJECT NO. 3		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility	
<p>Expansion and Revitalization of St. Tammany Parish Fairgrounds Covington, LA</p> <p style="margin-left: 40px;">St. Tammany Parish 21410 Koop Drive Building C - 1st Floor Mandeville, LA 70471</p> <p style="margin-left: 40px;">Director's Office (985) 898-2792</p>	<p>Kyle Associates was contracted by St. Tammany Parish to perform Phase One of the Revitalization of the St. Tammany Fairgrounds project. This work involved an extensive programming effort and then the development of a new set of construction documents. Over the next three months, a programming effort was put forth to reactivate the project after a long period of it being idle. The intent of the effort was to ensure that the assumptions and design made previously were viable. This process is often required when a project has been shelved for several years, and is a prudent step for both the owner and consultant to ensure the original assumptions are still credible, or to make adjustments in the program and cost estimate to reflect the current situation. As of this writing, the design contract is in place, but the effort required to get to this point warrants description. It truly is an indication of the knowledge and experience Kyle Associates has with this specific project.</p> <p>Kyle Associates, when notified of selection, was charged with reviewing documents that were developed by previous consultants, to evaluate the condition of the facility, and to bring current the program for Phase One and Two of the St. Tammany Parish Fairgrounds Revitalization. The information that was provided by St. Tammany Parish include a budget of approximately \$2.0 million for both phases, a set of preliminary engineering documents produced in 2004 of the desired improvements, and the site itself.</p> <p>Phase One and Two consisted of lengthening the existing livestock building while adding a lower eave bay for storage or other uses, extending a single slope roof over the existing uncovered arena, modifying the existing substandard restrooms to meet ADA requirements, and adding limited parking and drainage infrastructure to the site. The initial step in the pre-contract programming was to quantify the work and develop a rough cost estimate to ensure the project base bid(s) would be within budget. A sketch of the improvements was made and square foot quantities identified so a unit based cost estimate could be developed. The result of that effort indicated that Phase Two work was more substantial than first thought, however Phase One was a bit less, so a balance was achieved in the major building improvements. Second, an evaluation of the existing restrooms was made, and it appeared that renovation of the existing restrooms could be a significant project. The building is made of concrete block and is very limited in size, so it is likely that a renovation would actually reduce the number of stalls, which is not the direction that facility needs to head. It was determined that an alternative site for the restrooms should be considered in the Phase One project, which would likely be a less expensive proposal and one that would result in more restroom units.</p>	
Completion Date (Actual or estimated)	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2021	\$3,000,000	\$3,000,000

TEC Professional Services Questionnaire

PROJECT NO. 4		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
<p>New Forensic Crime Lab and Investigations East Building; Slidell, LA</p> <p>St. Tammany Parish Sheriff's Office 300 Brownswitch Rd. Slidell, LA 70458</p> <p>Ken Sprague Architect (504) 297-5561</p>	<p>Kyle Associates is providing civil and structural engineering design services for the construction of two new buildings for the St. Tammany Parish Sheriff's Office. The project has a total of 43,800 sq. ft. between the two single story buildings with a parking lot and related site infrastructure improvements. Construction administrative services will also be provided once the project is bid and accepted by the owner.</p>	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2014	\$10,000,000	\$2,500,000

TEC Professional Services Questionnaire

PROJECT NO. 5		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
<p>West Causeway Approach Landscape Mandeville, LA</p> <p style="text-align: center;">City of Mandeville 3101 East Causeway Approach Mandeville, LA 70448</p> <p>Keith LaGrange, Public Works Director (985) 624-3169</p>	<p>Landscape planting design along the entire reach from Mandeville High School LA Highway 22, including relocated crepe myrtle and foster holly, terminating with a detail planting at the northern connection to Highway 22. Ornamental tree material selected met DOTD standards for street planting, shrub plantings for detailed area consisted of hardy grasses, roses, and other ornamentals. Kyle Associates was responsible for development of plans and specifications, bidding, coordination/permitting with GNOEC, on-site construction administration and inspections.</p>	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2015	\$60,000	\$60,000

PROJECT NO. 6		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
<p>Mandeville High Baseball Field Green Space Mandeville, LA</p> <p>St. Tammany Parish School Board 321 321 N. Theard Street Covington, LA 70433</p> <p style="text-align: center;">Cameron Tipton (985) 898-3291</p>	<p>Landscape plan developed for landscaping the baseball field fencing/wall, control parking in green spaces, and enhancing Skipper Drive. Included in the program was parking control structure (bollards with heavy rope) to prevent parking under sensitive oak groves, and placement of screen shrubs to screen the field wall from adjacent streets. Kyle Associates was responsible for development of plans and specifications, bidding, coordination/permitting with Mandeville High School, on-site construction administration and inspections.</p>	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2014	\$40,000	\$40,000

TEC Professional Services Questionnaire

PROJECT NO. 7		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
Hannan High School New Library and Classroom Buildings; Covington, LA Archbishop Hannan High School 71324 Highway 1077 Covington, LA 70433 Chad Barwick Head of School (985) 246-7498	Kyle Associates served as the lead engineering consultant for the project and was responsible for the management and direction of all required sub-consultants. The firm was responsible for developing construction plans and specifications for the drainage improvements and hydraulic analysis for Phase I of a two phase project and all other requirements as set forth by St. Bernard Parish and LA DOTD. The firm oversaw all construction management activities.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2013	\$4,300,000	\$1,490,000

PROJECT NO. 8		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
Coquille Parks and Recreation Master Drainage Plan Covington, LA Recreation District 14 of St. Tammany Parish 13505 Highway 1085 Covington, LA 70433 Richard Bentley-Smith, Executive Director (985) 892-9829	Hydrologic design and construction plan development of drainage improvements for 80-acre site for athletic fields, community centers, trails and other recreational amenities in accordance with drainage criteria set forth by St. Tammany Parish.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2020	\$3,000,000	\$3,000,000

TEC Professional Services Questionnaire

PROJECT NO. 9		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
Veterans Memorial Square, Veterans at Causeway Metairie, LA Jefferson Parish Parkways Department 1901 Ames Blvd. Marrero, LA 70072 Bryan K. Parks, Director (504) 349-5800	Master Plan design for the State of Louisiana Veterans of various wars and first responders. The project encompassed park layout, memorial walls, flag court, water feature, parking, and associated landscaping. Kyle Associates was responsible for development of plans and specifications, bidding, on-site construction administration, agency coordination, and final inspections.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2011	\$200,000	\$200,000

PROJECT NO. 10		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
Covington High School Landscape Masterplan Covington, LA St. Tammany Parish School Board 321 321 N. Theard Street Covington, LA 70433 Cameron Tipton (985) 898-3291	Master landscape planting plan for the school campus centered around the clock tower and various facility improvements. Work included screen planting, interior landscape, and other planting required to raise the campus into code compliance. Kyle Associates, operating as a sub-consultant to Holly and Smith Architects, was responsible for development of plans and specifications, bidding, on-site construction administration, agency coordination, and final inspections.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2020	\$50,000	\$50,000

TEC Professional Services Questionnaire

M. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1. N/A		
2.		
3.		
4.		

N. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

Additional Information and Resources of Kyle Associates, LLC

In 1998, Kyle Associates was formed as a multi-disciplined engineering and planning firm, specializing in public works design, planning, preparation of construction documents, bidding services, construction administration, and resident inspection. The firm has strategically directed its growth towards planning, engineering, and construction services through the staff it has acquired and the projects it has completed. Currently, Kyle Associates has completed many projects relating to the one being advertised in this RFQ throughout southeast Louisiana and Mississippi for many governmental agencies and private clients.

The firm has provided engineering and planning services in Jefferson Parish since its inception for both the Parish directly and as a subconsultant to other firms. Kyle Associates has executed numerous projects throughout the Parish for numerous Parish departments. The firm is well versed with Parish design guidelines and has the experience to perform the work according to the needs of the Parish.

All professional services performed under the **Professional Architectural and Engineering Services for Architectural Type Projects** contracts are founded in socio-economic principles relating to the physical space needs of new facilities and improvements to existing facilities, enhancements to parkways and transportation corridors, park improvements, pedestrian areas, and any other civil and structural engineering for architectural type projects throughout the Parish. A successful plan incorporates sustainable assets placed in service in an economically efficient manner. All work is developed in keeping with sound planning and architectural/engineering solutions.

TEC Professional Services Questionnaire

The engineering and architectural projects for Jefferson Parish require both professional design expertise and management expertise. They also require the firm's personnel to have excellent organizational skills, excellent communication skills, and knowledge of the layers of jurisdictions that are required for a project to become successful. Construction administration preparation of construction documents for bidding, and bidding services on projects such as this, require additional attention to details. Conformance to the plans and specifications, and resolution of conflicts due to field conditions must be addressed quickly and with a high level of expertise in that field. Kyle Associates has that expertise.

Continuing Education and Experience

A continuing education program ensures that every staff member maintains the latest technology and methods used at their respective positions - for all positions - and training in related fields is encouraged so the project the designers will have a complete understanding of the design problem and solution. The landscape architectural and construction administration staff at Kyle Associates comes from diverse civil and structural engineering and landscape planning backgrounds, offering a broad range of experience and technical competence. This training allows Kyle Associates to implement the best of several solutions during the construction administration and inspection service phase, providing the owner with a timely and superior project.

Quality Control

To ensure the client is provided the highest quality construction administration, an internal Quality Control System, is in place and used on all work produced by the firm. Successful implementation is based on project management. The QCS involves the team concept where one registered professional is placed as lead construction manager. This professional oversees the resident inspectors on-site, daily logs and reports, and monitors the project schedule. Periodically, another team member reviews the project progression and inspection reports, which offer a fresh look into the project status, which quickly identifies shortcomings in the construction process. It also utilizes the diverse experience of the entire staff. The principal in charge manages teams and all projects are reviewed on a weekly basis. Lines of communications are open in all directions. To assist in quality control, the latest in computer technology including both hardware and software are employed.

It is imperative that the manpower and skills are available to immediately begin a project and successfully complete it on schedule. With 16 fulltime employees, Kyle Associates has the manpower and capacity available to immediately begin work on **architectural and engineering services for architectural type projects** for the Parish. As these types of projects require daily management and quick response, **Kyle Associates has the necessary capacity to undertake the work and complete it within the strict parameters established by Jefferson Parish.**

Kyle Associates, LLC is not currently nor has the firm been involved in any litigation with Jefferson Parish.

O. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature:  **Print Name:** Christopher J. Hnatyshyn

Title: Vice President Business Development **Date:** June 9, 2022

Marrero, Couvillon & Associates, LLC

TEC PROFESSIONAL SERVICES QUESTIONNAIRE

TEC Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

SOQ 22-0026 – Professional Architectural and Engineering Services for Architectural Type Projects

B. Firm Name & Address:

Marrero, Couvillon & Associates, LLC.
3525 Hessmer Ave., Suite 304
Metairie, LA 70001

C. Name, title and contact information of Principal, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, who is a registered, licensed architect, professional engineer, or surveyor in the State of Louisiana:

Greg DeCoursey, AIA
Vice President
Project Manager/Architect
(504) 834-3448
gdecoursey@mca-llc.com

D. Name and contact information of employee who is a registered and licensed architect, professional engineer, or surveyor in the State of Louisiana in the applicable discipline. A subcontractor may be substituted here only if the advertised Project requires more than one discipline.

Greg DeCoursey, AIA
Vice President
Project Manager/Architect
(504) 834-3448
gdecoursey@mca-llc.com

E. Please provide the number of employees whose primary function corresponds with each category:

<u>3</u> Administrative	<u> </u> Estimators	<u> </u> Specification Writers
<u>1</u> Architects (Licensed)	<u> </u> Geologists	<u>1</u> Structural Engineers
<u> </u> Chemical Engineers	<u> </u> Geotechnical Engineers	<u> </u> Graduate Engineers
<u> </u> Civil Engineers	<u> </u> Interior Designers	<u>1</u> Project Managers
<u> </u> Construction Inspectors	<u> </u> Landscape Architects	<u> </u> Clerical
<u> </u> Ecologists	<u> </u> Land Surveyor	<u> </u> Grant/Funding Specialist
<u>4</u> Electrical Engineers	<u>5</u> Mechanical Engineers	<u> </u> Sanitary Engineers
<u> </u> Engineer Intern	<u> </u> Environmental Engineers	<u>2</u> Designers
<u> </u> Professional Land Surveyors	<u>1</u> CADD Operators	<u>19</u> TOTAL

F. Is this submittal by a JOINT-VENTURE? Please check: YES NO X

If marked “No” skip to Section I. If marked “yes” complete Sections G-H.

TEC Professional Services Questionnaire

G. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.

1. N/A

2.

**H. Has this JOINT-VENTURE previously worked together? Please check:
YES _____ NO _____**

I. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. None		
2.		
3.		

**J. Please specify the total number of support personnel that may assist in the completion of this Project:
TBD**

TEC Professional Services Questionnaire

K. List the professional in charge, key persons, specialists, and individual consultants anticipated for this Project and provide their relevant information below. If necessary, please attach additional documentation (i.e. resume) that demonstrates the employment history and experience of the Firm's key persons that may assist in the completion of this Project. Please attach additional pages if necessary.

PROFESSIONAL IN CHARGE OF PROJECT:

Name & Title:

Greg DeCoursey, AIA – Architect, Project Manager

Project Assignment:

Project Manager

Name of Firm with which associated:

Marrero, Couvillon & Associates, LLC.

Years' experience with this Firm:

26

Education: Degree(s)/Year/Specialization:

Bachelor of Architecture / 1977 / Architecture Masters of Architecture / 1982 / Architecture

Active registration: Year first registered/discipline:

1980 Architecture

Other experience and qualifications relevant to the proposed Project:

Mr. DeCoursey has experience as both an Architect and Project Manager performing services, for projects of all types, including roadway lighting projects. Mr. DeCoursey has performed services for Engineering Projects for Facility Planning & Control, the Louisiana Department of Transportation and Development, the City of New Orleans, and for other Public Works and Private Sector Commercial projects. Projects in which Mr. DeCoursey participated, relevant to the requirements in this solicitation are:

- **New Orleans City Council Chamber – Lighting and Electrical Upgrades, New Orleans, LA** –The design services included architectural, lighting, audio visual and miscellaneous electrical upgrades to the New Orleans City Council Chambers. Architectural upgrades included replacement of fixed auditorium seating; refinishing of wood floor tiles and wood wainscot, knee wall and trim; painting of walls and ceiling; and replacement of carpet and drapes at the dais. Engineering design included upgrades to improve/ enhance the Broadcast illumination to better facilitate broadcasting meetings and proceedings in both the television as well streaming on computer platform-based environments; General illumination of the space; Energy Efficiency to lessen lighting and HVAC loads; Equipment Maintenance Efficiency to reduce ongoing excessive replacement costs of lamps and components. Electrical Equipment Upgrades to improve/ enhance the Microphone System at dais and conference tables for guests and interviewees, Speaker System broadcasting the audio portion of the proceedings within the chamber, and video projectors for displaying media being presented to the Council.
- **Roof Rehabilitation Projects – Multiple Buildings – ExxonMobil Refinery – Baton Rouge, LA.** –Architectural design for the replacement of roofing and the demolition and replacement of rooftop mechanical equipment at critical facilities in the refinery. Also included the demolition and replacement of ceilings within the buildings. Phasing considerations were critical to avoid disruptions to production.
- **New Orleans' City Hall and Civil Courts Buildings, New Orleans, LA** –MCA is providing architectural and engineering services for upgrades to HVAC, electrical and plumbing systems at the City of New Orleans City Hall and Civil Courts Buildings, which includes: Upgrading 8 elevators and the partial demolition and redesign of the Elevator Equipment Rooms, Replacement of existing generators, Replacement of Chiller Compressors, Replacement of Insulation on Chiller and Boiler Supply and Return Water lines, Replace Re-circulating Pumps, Replace Filter Racks and Baffles at Cooling Towers, Replace Filter Racks at Primary Air Handling Units, Repair or Replace Heat Pump Units, Replace Back-up Control Air Compressor and Dryers, Add Additional Ductwork and Vents at Council Chamber Offices, Replace Rooftop Exhaust Fans, Demolishing the Domestic House Tank and Associated Piping, Replace Existing Building Automation System, Replace Existing Sump Pumps in Parking Garage.
- **Government Tower Generator, Houma, LA** - Providing mechanical, electrical, plumbing and architectural design engineering services for a 1,000 kW diesel generator that was awarded to Terrebonne Parish as part of a FEMA Hazard Mitigation Grant Program.
- **Louis Armstrong New Orleans International Airport - Airfield Lighting Vault, Kenner, LA** - MCA provided architectural and MEP design engineering services for a new 4,600 sq. ft. building which houses airfield lighting control equipment. Building systems that were the responsibility of MCA include HVAC for climate control for sensitive equipment; plumbing systems for toilet rooms and emergency eye wash systems; building lighting, power distribution for the building, airfield lighting regulators and other equipment; emergency power system so that the facility can continue to operate if utility power is lost; fire alarm system; security systems; and access control systems.

TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:
Name & Title:
Robert Mejia, P.E., Sr. Electrical Engineer
Project Assignment:
Sr. Electrical Engineer
Name of Firm with which associated:
Marrero, Couvillon & Associates, LLC.
Years' experience with this Firm:
6
Education: Degree(s)/Year/Specialization:
Bachelor of Science / 1987 / Electrical Engineering
Active registration: Year first registered/discipline:
1993 Electrical Engineer
Other experience and qualifications relevant to the proposed Project:
<p>Mr. Mejia has over 33 years' experience with instrumentation, control systems, Safety Instrumented Systems (SIS) and SCADA equipment. He works closely with process specialists to categorize and design control systems to comply with current industry requirements as well as client specific requirements. He applies existing client specifications for control systems/SCADA and helps develop specifications when these do not exist. He is proficient with application of design practices promulgated by standards organizations such as ISA, NFPA, API, TIA/EIA and IEEE. Some of his recent experience includes:</p> <ul style="list-style-type: none"> • Jefferson Parish Public Works - Bayou Segnette Pump Station Upgrade, Westwego Louisiana - Replace 6 diesel pump driver units. Interface skid mounted diesel engine controllers and gearbox instrumentation with existing Murphy Panels and Jefferson Parish SCADA system. • Cyprien Pumping Station Improvements, Lafourche Parish, Louisiana – MCA provided the electrical engineering services for a pump station structure with three 48" axial flow pumps and a separate fuel tank structure. The existing pump station was removed in its entirety prior to construction of the new pump station. • Sewerage and Water Board – EWWTP Effluent Pump Station Expansion, New Orleans, Louisiana - Marrero, Couvillon & Associates is providing electrical and instrumentation engineering for a new priming system at the effluent outfall, lowering the EPS system curve and its energy grade line and a new 1,000-hp pump at the EPS, similar in configuration and capacity to the two existing 1,000-hp pumps. MCA will also be providing electrical and instrumentation engineering for the modifications of the EPS pump discharge header to accommodate the new pump(s) and to allow improve the flow of the parallel effluent force mains. MCA is providing electrical engineering and design to specify the new motors, drives and controls, and their integration with the currently planned upgrades of the EPS electrical system. Project TIC is forecast to be \$23MM. • City of New Orleans –Mirabeau Water Garden, New Orleans, Louisiana - A 25 acre site at Mirabeau Ave. and St. Bernard Ave. is being developed into a 9.5MM gallon surge stormwater retention site as part of the comprehensive New Orleans Water Plan. The facility will include a lift station building, water runnel feature, area lighting and plans for future buildings used for educational and assembly purposes. MCA is handling the Mechanical, Electrical and Plumbing design. • City Wide HMGP Generator Project, New Orleans, Louisiana– The City of New Orleans has received a grant to install Automatic Switch Transfer (ATS) Switches and/or Emergency Generator to allow for continued operations during loss of power events. This will be done initially at 10 facilities with more facilities to be added later. Marrero, Couvillon & Associates is responsible for preparing construction documents for bidding and Construction administration services. • New Orleans Sewerage and Water Board Head House Renovation/Repurposing Critical Services Facility Center, EOC and Safe House (Resiliency Complex), New Orleans, Louisiana – Renovation of an existing early 20th century 3-story building for use as Emergency Operations Building for the S&WB, including Operations Center, office spaces and temporary living quarters. A new InFill Building, also 3-stories, will be built adjacent to the Safe House to provide a kitchen facility and additional office spaces. MCA is handling the Mechanical, Electrical, Plumbing and Fire Protection design.

TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:
Name & Title:
Christian Schade, P.E., Sr. Electrical Engineer
Project Assignment:
Sr. Electrical Engineer
Name of Firm with which associated:
Marrero, Couvillon & Associates, LLC.
Years' experience with this Firm:
5
Education: Degree(s)/Year/Specialization:
Bachelor of Science / 1993 / Electrical Engineering
Active registration: Year first registered/discipline:
2006 Electrical Engineering
Other experience and qualifications relevant to the proposed Project:
<p>Mr. Schade's experience as an Electrical Engineer includes: Power system analysis, consisting of load flow, fault, arc flash and coordination studies using SKM Power Tools for Windows and ETAP. Proficient with incident energy level method of Arc Flash calculations per NFPA 70E, 2015 version. Electrical design support for small to medium size projects in industrial facilities, including installation of new pumps, agitators, metering equipment, lighting and power distribution centers. Design of utility switchyards up to 230 KV and protective relaying. Electrical design support for architectural type projects, such as office buildings, restaurants, hotels, and marinas. A few projects Mr. Schade has worked on include:</p> <ul style="list-style-type: none"> • City of New Orleans Fire Engine No. 36, New Orleans, Louisiana - MCA is responsible for the mechanical, electrical and plumbing systems for 4 bay fire station with living quarters for nine fire fighters, their supervisors, apparatus and support equipment. This project includes utility hook-ups and tie-downs for trailers for temporary housing; demolition of the existing facility; rebuilding the programmed facility, and removal of temporary utilities and site clean-up of NOFD property. This project is in the early stages of design • Jefferson Parish Public Works - Bayou Segnette Pump Station Upgrade, Westwego Louisiana - Replace 6 diesel pump driver units. Interface skid mounted diesel engine controllers and gearbox instrumentation with existing Murphy Panels and Jefferson Parish SCADA system. • Low Barrier Shelter, New Orleans, Louisiana – MCA has worked with architect The Mathes Group on a homeless shelter project for the City of New Orleans. The facility provides year round, 24 hour shelter for homeless adults with minimal restrictions. The work involved demolition and build-out within an existing building that was previously used for medical purposes. MCA provided engineering design for HVAC, plumbing, fire protection and electrical systems for the project. • City Wide HMGP Generator Project, New Orleans, Louisiana– The City of New Orleans has received a grant to install Automatic Switch Transfer (ATS) Switches and/or Emergency Generator to allow for continued operations during loss of power events. This will be done initially at 10 facilities with more facilities to be added later. MCA is responsible for preparing construction documents for bidding and Construction administration services. • New Orleans Sewerage and Water Board Head House Renovation/Repurposing Critical Services Facility Center, EOC and Safe House (Resiliency Complex), New Orleans, Louisiana – Renovation of an existing early 20th century 3-story building for use as Emergency Operations Building for the S&WB, including Operations Center, office spaces and temporary living quarters. A new InFill Building, also 3-stories, will be built adjacent to the Safe House to provide a kitchen facility and additional office spaces. MCA is handling the Mechanical, Electrical, Plumbing and Fire Protection design. • Cuccia-Byrnes Playground – New Orleans- Marrero, Couvillon & Associates is providing mechanical and electrical engineering services for improvements to the Cuccia-Byrnes Playground for the New Orleans Recreation Department in the City of New Orleans. The work includes construction of a new building housing concessions and toilet facilities, as well ballfield lighting

TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:
Name & Title:
Brian Miller, P.E., Sr. Mechanical Engineer
Project Assignment:
Sr. Mechanical Engineer
Name of Firm with which associated:
Marrero, Couvillon & Associates, LLC.
Years' experience with this Firm:
7
Education: Degree(s)/Year/Specialization:
Bachelor of Science / 1986 / Mechanical Engineering
Active registration: Year first registered/discipline:
1995 Mechanical Engineer
Other experience and qualifications relevant to the proposed Project:
<p>Mr. Miller has over 28 years of engineering experience in mechanical engineering, project engineering and project management. He has been responsible for various projects ranging from HVAC systems design to wastewater pump stations. Projects relevant to the requirement in this solicitation are:</p> <ul style="list-style-type: none"> • Cuccia-Byrnes Playground – New Orleans- MCA provided mechanical and electrical engineering services for improvements to the Cuccia-Byrnes Playground for the New Orleans Recreation Department in the City of New Orleans. The work includes construction of a new building housing concessions and toilet facilities, as well ballfield lighting • City of New Orleans Fire Engine No. 36 - MCA was responsible for the mechanical, electrical and plumbing systems for 4 bay fire station with living quarters for nine fire fighters, their supervisors, apparatus and support equipment. This project included utility hook-ups and tie-downs for trailers for temporary housing; demolition of the existing facility; rebuilding the programmed facility, and removal of temporary utilities and site clean-up of NOFD property. • Jones Creek Library, Baton Rouge, Louisiana – MCA provided the mechanical, electrical, plumbing, and fire protection design for the expansion and partial renovation of the Jones Creek Library. The addition will increase the square footage by 3500 square feet and includes the expansion of the children's area, renovation of the restrooms, addition of study rooms, and a renovation of the Meeting Areas. A split system will be added to handle the meeting rooms so that the existing HVAC system can be redirected to supply the new expansion. • Municipal and Traffic Court Renovations, New Orleans, Louisiana - This project included a complete renovation of a three story building to increase the New Orleans Municipal Courts building from 4 courtrooms to 7. Project also includes renovating one floor of the old VA Hospital to serve as a Temporary Courts building. The VA Temporary Courts scope included demolishing all existing mechanical systems and replacing with new air handlers and chilled water piping, new piping for domestic water, all new ductwork, Fan Coil units, demolition and replacement of sewer piping, and design of holding cell for prisoners, modifications to the sprinkler system, and security systems. The Municipal Courts renovations included the demolition of the existing mechanical systems and installation of new chillers, boilers, pumps, and cooling towers, Air Handling Units, domestic water system, fire alarm system, security systems, a new elevator, and a holding cell in ground floor for prisoners. Since the utility plant also provides all utilities (chilled water, heating water, domestic water, and electricity) to the adjacent police headquarters building, the design had to include temporary utilities during the construction period and connecting all new systems to the building. • Louisiana Wetlands Education Center, Town of Jean Lafitte, Louisiana – MCA is providing mechanical plumbing, electrical and fire protection engineering design services for this facility which will “promote preservation, conservation and adaptation related to wetland ecosystems, using its location in the Jean Lafitte area as an outdoor classroom.” The Louisiana Wetlands Education Center, including programming for all ages, will provide educational opportunities regarding the unique ecosystems of coastal Louisiana. The facility will be utilized for research and will provide a meeting location for interested parties/institutions.” MCA is responsible for HVAC, plumbing, lighting, electrical power distribution and fire protection systems • City Hall and Civil Courts Mechanical and Electrical Upgrades– New Orleans, Louisiana - MCA is providing mechanical and electrical engineering services for upgrades to HVAC, mechanical, electrical and plumbing systems at the City of New Orleans City Hall and Civil Courts Buildings, which includes: Demolition and Replacement of Chiller Compressors, Replacement of Insulation on Chiller and Boiler Supply and Return Water lines, Replace Re-circulating Pumps, Replace Filter Racks and Baffles at Cooling Towers, Replace Filter Racks at Primary Air Handling Units, Repair or Replace Heat Pump Units, Replace Back-up Control Air Compressor and Dryers, Add Additional Ductwork and Vents at Council Chamber Offices, Replace Rooftop Exhaust Fans, Demolition of the Domestic House Tank and Associated Piping, Replace Existing Building Automation System, Replace Existing Sump Pumps in Parking Garage. MCA also provided engineering services for the renovation of 8 elevators which included partial demolition and reconstruction of the equipment elevator rooms.

TEC Professional Services Questionnaire


KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:
Name & Title:
Chad Blanchard, Mechanical Engineer
Project Assignment:
Mechanical Engineer
Name of Firm with which associated:
Marrero, Couvillon & Associates, LLC.
Years' experience with this Firm:
7
Education: Degree(s)/Year/Specialization:
Bachelor of Science / 2007 / Mechanical Engineering
Active registration: Year first registered/discipline:
Other experience and qualifications relevant to the proposed Project:
<p>Mr. Blanchard received his Bachelor of Science Degree in Mechanical Engineering from Louisiana Tech University in 2007.. Mr. Blanchard is a member of the American Society of Mechanical Engineers and ASHRAE, and he is certified LEED AP. Mr. Blanchard has been responsible for various projects ranging from QA/QC of mechanical work and HVAC systems design, to performing studies of mechanical systems in various facilities. Mechanical projects Mr. Blanchard has been responsible for since he joined MCA include:</p> <ul style="list-style-type: none"> • Mirabeau Water Garden, New Orleans, Louisiana - A 25 acre site at Mirabeau Ave. and St. Bernard Ave. is being developed into a 9.5MM gallon surge stormwater retention site as part of the comprehensive New Orleans Water Plan. . The facility will include a lift station building, water runnel feature, area lighting and plans for future buildings used for educational and assembly purposes. MCA is handling the Mechanical, Electrical and Plumbing design. • City of New Orleans Fire Engine No. 36, New Orleans, Louisiana - MCA is responsible for the mechanical, electrical and plumbing systems for 4 bay fire station with living quarters for nine fire fighters, their supervisors, apparatus and support equipment. This project includes utility hook-ups and tie-downs for trailers for temporary housing; demolition of the existing facility; rebuilding the programmed facility, and removal of temporary utilities and site clean-up of NOFD property. This project is in the early stages of design. • Low Barrier Shelter, New Orleans, Louisiana - Marrero, Couvillon & Associates has worked with architect The Mathes Group on a homeless shelter project for the City of New Orleans. The facility provides year round, 24 hour shelter for homeless adults with minimal restrictions. The work involved demolition and build-out within an existing building that was previously used for medical purposes. MCA provided engineering design for HVAC, plumbing, fire protection and electrical systems for the project. • EMD Maintenance Facility, New Orleans, Louisiana - MCA is providing the mechanical and electrical engineering services for the construction of a new automotive maintenance facility of approximately 17,100 sq. ft. for the City of New Orleans. The facility includes, maintenance bays, parts storage, break room, locker rooms, offices, conference room, and other support spaces. MCA will be responsible for the Heating, Ventilating and Air Conditioning (HVAC) systems, Plumbing systems, Electrical service, Power distribution system and raceways, Lighting, Fire alarm system, and the Generator • Coroner Office Complex – New Building, New Orleans, Louisiana - Design of the electrical systems, HVAC systems, plumbing systems, fire suppression systems for a two building facility which will provide new quarters for the Coroner and EMS operations in the City of New Orleans. In the design of these facilities, it was necessary to accommodate the very rigorous needs of the specialized operations and equipment of the end users • New Orleans Union Passenger Terminal, New Orleans, Louisiana - This project involves providing upgrades to the existing central utility plant components and making modifications to an office area to accommodate renting out the spaces in the future. Much of the building's infrastructure dates back to the mid 1950's. MCA performed a study and analysis of the existing plant components and provided recommendations to demolish much of the existing mechanical and electrical systems and upgrade them with modern equipment that will provide redundancy, improved performance, and cost efficiency. MCA also provided design recommendations to the office area to make the systems more readily adaptable to modifications to suit tenants as the need arises

TEC Professional Services Questionnaire


L. Work by Firm or Joint-Venture members which best illustrates current qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.		
PROJECT NO. 1		
Project Name, Location and Owner's contact information: City Hall/Civil Courts Mechanical and Electrical Upgrades New Orleans, Louisiana Robert Vallejo City of New Orleans 1300 Perdido Street, Suite 6E15 New Orleans, LA 70112 504-658-8683	Nature of Firm's Responsibility: Scope of services includes Engineering and Construction Management for major mechanical and electrical upgrades to buildings with a combined area of 581,000 square feet. MCA provided pre-construction services such as constructability and construction sequencing during design and will provide construction management. MCA provided engineering and design services. Electrical upgrades include complete replacement of incoming switchgear, motor control centers, and power distribution to mechanical equipment. Existing emergency power/generator systems and related generator equipment were evaluated, and upgraded or replaced. Mechanical work includes: Replacement of chillers; 780 and 400 ton chiller refurbishments, and later, total replacement utilizing ice storage driven district chilled water supply from local utility; boiler distribution piping; chilled, cooling, and domestic water pump replacements and additions; chilled water loop reconfiguration; cooling tower refurbishments; Custom replacement of Filter Racks at Primary Air Handling Units (1950s vintage); Repair and replacement of Heat Pumps and closed loop fluid coolers; Upgrade Fire Alarm System; Replace Back-up Control Air Compressor and Dryers; Redesign ductwork and vents at Council Chamber Offices; Replace Rooftop Exhaust Fans; Replace Domestic House Tank and Associated Piping. Refurbish Elevators and their Systems including Electrical Upgrades and Conditioning of Elevator Equipment Rooms	
Completion Date (Actual or estimated): <div style="text-align: center;">2022</div>	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
	\$9,233,000	\$9,233,000



TEC Professional Services Questionnaire


PROJECT NO. 2		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
Fire Station 36 New Orleans, Louisiana Subconsultant to Lachin Ourbe Michael Lachine, AIA 5190 Canal Blvd., Suite 201 New Orleans, Louisiana 70124 (504) 835-8013	<p>The station services as the 4th Fire District Headquarters. The existing facility was a 4-bay fire station with living quarters for nine fire fighters, their supervisors, apparatus and support equipment. The facility sustained damage in Hurricane Katrina and was partially rehabilitated. A 4-bay replacement station was constructed on the existing site.</p> <p>MCA was responsible for the mechanical, electrical and plumbing systems for this project. This project included utility hook-ups and tie-downs for trailers for temporary housing; demolition of the existing facility; rebuilding the programmed facility, and removal of temporary utilities and site clean-up of NOFD property.</p> <div style="text-align: center; margin-top: 20px;">  </div>	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2018	\$2,300,000	\$600,000

TEC Professional Services Questionnaire


PROJECT NO. 3		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility	
<p>City of New Orleans Council Chamber Lighting and Electrical Upgrades New Orleans, Louisiana City of New Orleans 1300 Perdido Street, Suite 6E15 New Orleans, LA 70112</p>	<p>The Council Chamber space is original to the New Orleans City Hall facility, designed in the International architectural style in the mid 1950's and opened in 1956. There have been limited upgrades to the City Council Chamber in the past 60 years including the existing theater type lighting and cameras which are thought to have been added or replaced in the 1980's or 1990's when the meetings in the Council Chamber began being televised. MCA's design services included: the following:</p> <ul style="list-style-type: none"> • Lighting Upgrades to improve/ enhance the following: <ul style="list-style-type: none"> - Broadcast illumination to better facilitate broadcasting meetings and proceedings in both the television and online streaming platform-based environments - General illumination of the space - Energy Efficiency to lessen lighting and HVAC loads - Equipment Maintenance Efficiency to reduce ongoing excessive replacement costs of lamps and components • Electrical Equipment Upgrades to improve/ enhance the following: <ul style="list-style-type: none"> - Microphones System at dais and conference tables for guests and interviewees - Speakers System broadcasting the audio portion of the proceedings within the chamber • Architectural Upgrades <ul style="list-style-type: none"> - New Floor, wall, ceiling finishes - Replacement of fixed auditorium seating - Replacement of Drapery 	
		
Completion Date (Actual or estimated)	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2018	\$765,000	\$765,000


TEC Professional Services Questionnaire

PROJECT NO. 4		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
East Bank Wastewater Treatment Plant Effluent Pump Station New Orleans, LA Sewerage and Water Board of New Orleans MCA was a subconsultant to Greenpoint Engineering Amer Tufail, PE, BCEE 701 Loyola Ave., Suite 801 New Orleans, LA 70113 (504) 708-2020 ext. 101	MCA is providing electrical and instrumentation engineering for a new 1,000 HP, 36" pump at the East Bank Wastewater Treatment Plant Effluent Pump Station, similar in configuration and capacity to the two existing 1,000 HP 36" pumps. MCA will also be providing electrical and instrumentation engineering for the modifications of the Effluent Pump Station pump discharge header to accommodate the new pump and to allow improvements to the flow of the parallel effluent force mains. MCA is providing electrical engineering and design to specify the new motor, drive and control, and their integration with the currently planned upgrades of the Effluent Pump Station electrical system. MCA is also providing electrical system modeling and upsizing of one substation transformer & relocating another transformer to accommodate the additional electrical load due to the new 1000 HP pump. Project is currently on hold.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2020	\$5,500,000	\$3,000,000

PROJECT NO. 5		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
Coquille Park Tennis Complex Covington, Louisiana Coquille Recreation District #14 13505 LA-1085 Covington, LA 70433 MCA was a subconsultant to Joey Furr (225) 383-0311	MCA is the mechanical, electrical, plumbing and structural subconsultant to Joseph Furr Design Studio. As part of the Coquille Park Master Plan, several new structures are to be constructed within the existing Tennis Complex. MCA is responsible for the Mechanical, Electrical, and Plumbing design for the new structures. Structural analysis will also be provided for one of the building's roof design. Structures include restrooms, storage and Tennis Pro Shop. 	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2019	\$157,000	\$50,000


TEC Professional Services Questionnaire

PROJECT NO. 6		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
<p>Terrebonne Government Tower Generator Houma, Louisiana Jennifer Gerbasi Terrebonne Parish Consolidated Government 8026 W Main St #101, Houma, LA 70360 (985) 873-6565</p> 	<p>MCA provided Electrical and Architectural design engineering services for a diesel generator installation. Terrebonne Parish was awarded FEMA Hazard Mitigation Grant Program funds to install a permanent diesel generator at the Government Tower building to provide near-continuous governance before, during and after an event of any sort. The new 1,000 kW generator was installed in the back parking lot of the Government Tower with an underground (wiring and conduits) connection to the electric system visible behind vents in the side of the 8026 Main Street building and include sound attenuators. The generator includes a diesel storage tank and supported with a bi-fuel diesel and natural gas kit to allow for flexibility to extend the continuous full load run time in times of crisis. The generator was evaluated to meet or exceed the 500-year storm level as projects on the DFIRMSs. The Parish worked with FEMA to identify that height, as it is not provided on the currently available maps. Due to the location in an historic district, the generator is surrounded with a decorative brick and ornamental metal fence.</p>	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2020	\$915,000	\$915,000

PROJECT NO. 7		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
<p>New Orleans Sewerage and Water Board Resiliency Complex New Orleans, Louisiana Ray Battaglia, P.E. Sewerage and Water Board of New Orleans 1300 Perido Street New Orleans, LA 70112 (504) 865-0454</p>	<p>New Orleans Sewerage and Water Board Head House Renovation/Repurposing Critical Services Facility Center, EOC and Safe House (Resiliency Complex), New Orleans, Louisiana - Renovation of an existing early 20th century 3-story building for use as Emergency Operations Building for the S&WB, including Operations Center, office spaces, water quality testing lab, laundry and temporary living quarters. A new InFill Building, also 3-stories, will be built adjacent to the Safe House to provide a kitchen facility and additional office spaces. Marrero, Couvillon & Associates is handling the Mechanical, Electrical, Plumbing and Fire Protection design.</p> 	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2021	\$14,000,000	\$4,200,000

TEC Professional Services Questionnaire

PROJECT NO. 8

Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
<p>Louis Armstrong New Orleans International Airport – New Terminal Kenner, Louisiana Walter Krygowski Louis Armstrong New Orleans International Airport 4233 Airline Hwy. Kenner, LA 70001 (504) 303-7551</p> 	<p>Marrero, Couvillon & Associates, LLC was responsible for the Mechanical and Electrical design for plumbing, electrical and fire protection systems for the new terminal at Louis Armstrong New Orleans International Airport that replaced the existing 60 year old Passenger Terminal Building. MCA staff worked closely with design team members for other disciplines, including security, IT/telecommunications, baggage handling, concessions, architectural and structural disciplines, to manage and integrate the complex technical and security requirements for this type facility. MCA also closely coordinated design efforts with airport staff and the Construction Manager at Risk (CMAR) to ensure that our design met the needs of the airport while staying within budget. MCA also performed full mechanical and electrical design services for construction of a Central Utilities Plant, a 2,000 car parking garage, and a Bluewater Receiving Station. Marrero, Couvillon & Associates' scope of work also included providing complete mechanical and electrical engineering services for partial demolition and repurposing of the existing South Terminal.</p>	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2019	\$1,200,000,000	\$65,000,000

PROJECT NO. 9

Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
<p>Low Barrier Shelter New Orleans, Louisiana City of New Orleans 1300 Perdido Street, Suite 6E15 New Orleans, LA 70112 Subconsultant to Mathes Group Tony Alfortish (504) 586-9303</p>	<p>Marrero, Couvillon & Associates has provided mechanical and electrical engineering design for a homeless shelter for the City of New Orleans. The facility provides year round, 24 hours shelter for homeless adults with minimal restrictions. The work involved demolition and build-out within an existing building that was previously used for medical purposes. MCA provided engineering design for HVAC, plumbing, fire protection and electrical systems for the project. This facility is part of a larger building that is mostly unoccupied. The design effort included tracing down all domestic water systems and tying into existing supply systems and redesign of all plumbing in the shelter.</p>	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2018	\$1,750,000	\$700,000



TEC Professional Services Questionnaire

PROJECT NO. 10

Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
<p>Galveston 14th St. Drainage Improvements MCA Subconsultant to T. Baker Smith, LLC 312 South Van Avenue Houma, LA 70363 Kevin O. Gorman, P.E. (225) 372-2622</p>	<p>Marrero, Couvillon & Associates is providing engineering design for Mechanical, Electrical, Plumbing and Instrumentation Control Systems for the 14th Street Drainage Improvement project for the City of Galveston, Texas. MCA's services will be focused on a new pump station that will be constructed as part of the drainage project. The station will have (9) 170 HP pumps to alleviate flooding during hurricane events. (3) Generators and a fuel tank will provide power for the pumps that will permit (3) of them to operate for 72 hours and the other 6 a total of 24 hours. MCA is also providing the electrical, mechanical, and plumbing design for the building which houses the generators and the control room.</p>	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
	2022	\$5,420,000



TEC Professional Services Questionnaire

M. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1. None		
2.		
3.		
4.		

N. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.

MARRERO, COUVILLON & ASSOCIATES, LLC (MCA) is an engineering design consulting firm with over forty years of experience. Our engineering services include electrical, mechanical and plumbing (MEP) disciplines. Services within these disciplines include:

- Investigation/Evaluation/Recommendations for existing systems
- Design of new or upgraded MEP systems
- Construction Administration services
- Field Inspection services.

The firm is current with today's rapidly changing design technologies. In this regard, MCA offers design documentation in Revit, AutoCAD and Microstation.

Founded in Baton Rouge in 1968 by Hugo A. Marrero, Sr., P.E, MCA operates a second location in Metairie, La. The Metairie location is managed by Greg DeCoursey, A.I.A. Our in-house architect serves as a beneficial liaison between our engineering design teams and the over-all project concept.

MCA's certification as a Disadvantaged Business Enterprise (DBE) by the Unified Certification Program of the Louis Armstrong New Orleans International Airport, and the Louisiana Department Of Transportation And Development (DOTD) adds value to many publicly funded projects. Additional certifications include:

- State and Local Disadvantaged Business Enterprise (SLDBE)
- Small Entrepreneurship – Hudson Initiative
- Small and Emerging Business Development (SEBD)
- Small Business Administration 8A (SBA 8a)

In addition to our capacity as prime consultant on projects for owners, contractors, and governmental agencies, Marrero, Couvillon also performs engineering services as a sub-consultant to other design professionals. Our work covers a diverse range of public, commercial and industrial projects; large and small including:

- Highways, Bridges and Tunnels
- Historical Renovations
- Parks and Recreation, including zoos
- Commercial facilities such as hotels and restaurants
- Government facilities
- Airports – terminals, hangars, airfield power/lighting\
- Sewerage and Drainage

TEC Professional Services Questionnaire

- Industry, including sugar processing facilities and petrochemical installations
- Universities and schools.

MCA's team of experienced engineers, design technicians, Computer Aided Design/Drafting (CADD) staff, field technicians and specification writers work under the supervision of experienced project managers to develop professional construction documents used for the execution of engineering projects.

- 1. Professional training and experience in relation to the type of work required for the routine engineering services.** The team of professionals at Marrero, Couvillon & Associates, LLC. has varied and extensive experience in providing electrical engineering services as prime consultant, or as subconsultants. Our engineering team has over 200 years of combined experience. As evident in our project experience in Section L, MCA has performed public work projects of all types and sizes.
- 2. Size of firm.** Marrero, Couvillon & Associates has two complete departments for Mechanical Engineering and Electrical Engineering. Each department is run by a licensed Professional Engineer. Each department has designers and CAD technicians to proficiently handle the field visits, meetings, drawings and specifications meeting all code requirements to complete these projects safely, efficiently and to meet the needs of Jefferson Parish. Our staff of eighteen professionals are prepared to serve.
- 3. Work Load.** Presently MCA is seeking to diversify and expand its present workload and would welcome the opportunity to serve Jefferson Parish. As depicted in the chart below many of our project are in CA services, or nearing completion.

Current Workload

Project Name and Location	Current Status	Estimated Completion Date
City Hall & Civil Courts MEP Upgrades	CA Services	2022
US 11 Bridge Rehabilitation	CA Services	2022
El Tuna Federal Bureau of Prisons	Design	2023
Fort Worth Bureau of Prisons Modernize Electrical System	Design	2023
New Orleans Police Department Firing Ranges	CA Services	2022
Galveston 14th Street Drainage Improvements	Design	2022
Dequincy Airport T Hangars	Design	2022
Skelly Rupp Stadium	Design	2022
Lafayette Terminal Construction Administration	CA Services	2022
Union Station Passenger Terminal Chiller Central Plant	CA Services	2022
Municipal Court Renovations	Design	2022
Treme Community Center Elevator Accessibility	Bidding	2022

TEC Professional Services Questionnaire

4. **Past Performance on Jefferson Parish contracts.** Marrero, Couvillon & Associates welcomes the opportunity to provide engineering services for Jefferson Parish. We were the subconsultants on the Bayou Segnette Pumping Station project. We were subconsultants on the West Esplanade F8-4, F*-5 Lift Station project and the Upper LA 45 Tidal Storm Surge Protection Project. We have not worked as a prime to the parish for many years. We have, however, been involved with many projects within Jefferson Parish, including projects for the design of the New Terminal for the Louis Armstrong International Airport in Kenner, and the rehabilitation of Harvey Canal Tunnel.
5. **Location of the principal office.** Marrero, Couvillon & Associates offers two locations to best meet our client needs. Our Metairie office located at 3525 Hessmer Ave. will serve as our headquarters for this project.
6. **Adversarial Legal proceedings between the Parish and the firm.** MCA has never encountered an adversarial situation with Jefferson Parish and plans to keep it that way.
7. **References for successful completion of projects.** MCA is pleased to provide references for projects of similar nature. Please refer to Section 8, Work by Firm, Project owner names and contact information.

Marrero, Couvillon & Associates looks forward to working with Jefferson Parish.

O. To the best of my knowledge, the foregoing is an accurate statement of facts.

Signature:  Print Name: Greg DeCoursey, AIA

Title: Project Manager Date: June 8, 2022