



**SOQ 22-026 - Professional Architectural and Engineering Services for  
Architectural Type Projects**  
Jefferson Parish Government

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**SOQ No. 22-026**

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

**Submission Deadline: June 10, 2022 at 3:30 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the public notice and Jefferson Parish Code of Ordinances Section 2-926 et seq. All submissions must be received on the Purchasing Department's e-Procurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the SOQ submission deadline date and time. Late submissions will not be accepted.**

**Jefferson Parish Purchasing Department  
General Government Building  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053  
Buyer Name: Melissa Ovalle  
Buyer Email: [MOvalle@jeffparish.net](mailto:MOvalle@jeffparish.net)  
Buyer Phone: 504-364-2687**

**PUBLIC NOTICE  
SOQ NO. 22-026**

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

The Parish of Jefferson, authorized by **Resolution No. 139630**, is hereby soliciting the submittal of a Statement of Qualifications (Technical Evaluation Committee (TEC) Questionnaire) from persons or firms interested and qualified to provide professional architectural and engineering services on an as-needed basis for architectural type projects located throughout the Parish. Persons or firms deemed qualified for this work shall be eligible for award of professional architectural and engineering services on an as-needed basis for architectural type projects located throughout the Parish until June 30, 2023. (Parish Wide)

**DEADLINE FOR SUBMISSIONS: 3:30 p.m., June 10, 2022**

Twenty-six (26) persons or firms currently on the list for professional architectural and engineering services on an as-needed basis for architectural type projects located throughout the Parish approved by Council Resolution 137291, dated March 31, 2021, and Resolution 138506, dated November 10, 2021, should not respond to this advertisement, which is for the sole purpose of creating a **second Supplemental List** of persons or firms that were unable to submit in time to make the two previous lists.

**General**

Specific Scope of Services includes providing design, construction administration and related supplemental services on an as-needed basis for architectural type projects located throughout the Parish as selected by the Parish Council.

Projects may include the following supplemental services: surveying and geotechnical.

The firms submitting a Statement of Qualifications (TEC Questionnaire) must identify all sub-consultant firms which they expect to use to provide professional services, and submit a Statement of Qualifications (TEC Questionnaire) for each sub-consultant firm. (Refer to Jefferson Parish Code Ordinance, Section 2-928).

All services shall be provided on an "as-needed" basis, and there shall be no guarantee as to the amount of work the firm or firms will be given during the term of the contract.

The Council, at its discretion, may choose one or more qualified firms to provide the services.

**Compensation**

Compensation for the required services will be made on an hourly rate basis or a fixed fee basis, or a combination of both, depending on scope and complexity of the work. The Parish reserves the right to determine the method of payment (hourly or fixed) for each individual assignment.

For hourly rate work, the firm shall be compensated by the appropriate Jefferson Parish Department on the basis of their certified and itemized salary costs plus a fee to cover overhead costs and profit in accordance with guidelines established in Attachment "A" to the Standard Professional Services Agreement for Jefferson Parish. A copy of Attachment "A" may be obtained by calling the Jefferson Parish Department of Capital Projects at (504) 736-6833.

For fixed fee work, the fee shall be negotiated with the firm by the appropriate Jefferson Parish Department and shall be mutually agreeable to both parties.

Compensation for supplemental services (surveying and geotechnical), if required, shall be in the form of a "lump sum" for each supplemental service, which shall be mutually agreeable to the Parish and to the Consultant.

All costs associated with this project shall be subject to Jefferson Parish review and approval.

A maximum yearly cap established by Jefferson Parish based on anticipated needs for these services shall be \$500,000.00, and the established cap shall not be increased without Council approval.

#### Minimum Requirements for Selection

1. The persons or firms under consideration shall have at least one (1) principal who is a licensed, registered architect or a professional engineer in the State of Louisiana (Section C. of TEC Professional Services Questionnaire);
2. The persons or firms under consideration shall have a professional in charge of the Project who is a licensed, registered architect in the State of Louisiana with a minimum of five (5) years' experience (Section K. "**PROFESSIONAL IN CHARGE OF PROJECT:**" of TEC Professional Services Questionnaire);
3. The persons or firms under consideration shall have one (1) employee who is a licensed, registered architect or professional engineer in the State of Louisiana in the applicable discipline involved. A subcontractor may meet this requirement only if the advertised Project involves more than one discipline (Section D. of TEC Professional Services Questionnaire).

#### Evaluation Criteria

The following criteria will be used to evaluate each firm submitting a Statement of Qualifications:

- (1) Professional training and experience in relation to the type of work required for the architectural or engineering services. (Maximum points awarded shall be 35).
- (2) Size of firm considering the number of professional and support personnel required to perform the type of architectural or engineering tasks, including project evaluation, project design, drafting of technical plans, development of technical specifications and construction administration. (Maximum points awarded shall be 20).
- (3) Capacity for timely completion of newly assigned work, considering the factors of type of architectural or engineering task, current unfinished workload, and person or firm's available professional and support personnel. (Maximum points awarded shall be 20).
- (4) Past Performance by person or firm on projects of or similar comparable size, scope, and scale. Assertions of fault by a person or firm, which shall include time delays, cost over-runs, and or design inadequacies in prior work completed for the Parish shall be evidenced by substantiating documentation provided by the Director of Public Works for the requesting department or the Director of Engineering and received by the Chairman of the Evaluation Committee a minimum of two (2) weeks prior to the scheduled date of the Technical Evaluation Committee meeting. (Maximum points awarded shall be 10).
- (5) Location of the principal office. Preference shall be given to persons or firms with a principal business office as follows: (1) Jefferson Parish,

including municipalities located within Jefferson Parish (15 points); (2) Neighboring Parishes of the Greater New Orleans Metropolitan Region, which includes Orleans, Plaquemines, St. Bernard, St. Charles and St. Tammany Parishes (12 Points); (3) Parishes other than the foregoing (10 Points); (4) Outside the State of Louisiana (6 Points). (Maximum points awarded shall be 15).

- (6) Adversarial legal proceedings between the Parish and the person or firm performing professional services, in which the Parish prevailed or any ongoing adversarial legal procedures between the Parish and the person or firm performing professional services, excluding those instances or cases where the person or firm was added as an indispensable party, or where the person or firm participated in or assisted the public entity in prosecution of its claim. In the event that the person or firm fails to provide accurate and detailed information regarding legal proceedings with the Parish, including the absence of legal proceedings, the person or firm shall be deemed unresponsive with regard to this category, and zero (0) points shall be awarded. (Maximum points awarded shall be 15 for the lack of any such adversarial proceedings as defined).
- (7) Prior successful completion of projects of the type and nature of the architectural or engineering services, as defined, for which firm has provided verifiable references. (Maximum points awarded shall be 15).

Only those persons or firms receiving an overall cumulative score of at least seventy percent (70%) or greater, with their highest and lowest score not counted, of the total possible points for all categories to be assigned by the participating Technical Evaluation Committee members shall be deemed qualified to perform landscape architectural tasks.

All firms (including sub-consultants) must submit a Statement of Qualifications (TEC Questionnaire) by the deadline. Please obtain the latest TEC Questionnaire, by contacting the Purchasing Department by telephone at (504) 364-2678 or via the Jefferson Parish website at [www.jeffparish.net](http://www.jeffparish.net).

Submissions will only be accepted electronically via the Parish's e-Procurement system, Central Bidding. Central Bidding can be accessed by visiting either [www.centrauctionhouse.com](http://www.centrauctionhouse.com) or [www.jeffparishbids.net](http://www.jeffparishbids.net). Registration is required and free for Jefferson Parish vendors by accessing the following link: [www.centrauctionhouse.com/registration.php](http://www.centrauctionhouse.com/registration.php).

No submittals will be accepted after the deadline.

Affidavits are not required to be submitted with the Statement of Qualifications (TEC Questionnaire) but shall be submitted prior to contract approval.

Disputes/protests relating to the decisions by the evaluation committee or by the Jefferson Parish Council shall be brought before the 24<sup>th</sup> Judicial Court.

**ADV: The New Orleans Advocate: May 25, 2022**

## **Technical Evaluation Committee (TEC) Questionnaire**

### **Instructions**

- The Technical Evaluation Committee (TEC) Questionnaire shall be used for professional services related to architecture, engineering, or survey projects.
- **The TEC Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the TEC Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

## TEC Professional Services Questionnaire

**A. Project Name and Advertisement Resolution Number:**

**SOQ 22-026** - Professional Architectural and Engineering Services for Architectural Type Projects  
Port Orleans Brewing Company and Parking Structure - Resolution No. 139630

**B. Firm Name & Address:**

Trapolin-Peer Architects APC  
850 Tchoupitoulas Street  
New Orleans, LA 70130

**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:**

Paula M. Peer, AIA  
Vice President and Principal  
ppeer@trapolinpeer.com  
Cell 504-416-2535  
Office 504-523-2772

**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.**

Gene Guidry, AIA  
Principal  
gguidry@trapolinpeer.com  
Cell 504-982-7911  
Office 504-523-2772

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

<u>5</u> Administrative	<u>0</u> Estimators	<u>0</u> Specification Writers
<u>15</u> Architects (Licensed)	<u>0</u> Geologists	<u>0</u> Structural Engineers
<u>0</u> Chemical Engineers	<u>0</u> Geotechnical Engineers	<u>0</u> Graduate Engineers
<u>0</u> Civil Engineers	<u>1</u> Interior Designers	<u>2</u> Project Managers
<u>0</u> Construction Inspectors	<u>0</u> Landscape Architects	<u>0</u> Clerical
<u>0</u> Ecologists	<u>0</u> Land Surveyor	<u>0</u> Grant/Funding Specialist
<u>0</u> Electrical Engineers	<u>0</u> Mechanical Engineers	<u>0</u> Sanitary Engineers
<u>0</u> Engineer Intern	<u>0</u> Environmental Engineers	
<u>0</u> Professional Land Surveyors		<u>22</u> <b>TOTAL</b>

**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. N/A

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

**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.  IMC Consulting Engineers 2714 Independence Street Metairie, LA 70006	Engineering - Mechanical, Electrical, Plumbing	Yes
2.  N/A	N/A	N/A
3.  N/A	N/A	N/A

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

4



## 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:**

Paula M. Peer, AIA  
Principal and Vice President

**Project Assignment:**

Principal-in-Charge

**Name of Firm with which associated:**

Trapolin-Peer Architects, APC

**Years' experience with this Firm:**

21 Years

**Education: Degree(s)/Year/Specialization:**

Bachelor of Architecture  
1990  
University of Louisiana, Lafayette

**Active registration: Year first registered/discipline:**

1999  
Architecture  
LA License # 5396

**Other experience and qualifications relevant to the proposed Project:**

Paula has led many of TPA's hospitality, multi-family, and educational projects. Her design and management experience with large-scaled projects has informed her ability coordinate complex building systems, allowing for unique and inventive design solutions. Her attention to detail results in projects that are built on time and within budget. Paula has emerged as a leader among her peers in the architecture community, as well as a trusted advisor to city and business leaders. She is active in numerous committees and organizations with a focus on social equity, urban land use practices, and sustainable building. Relevant Experience: Gretna Fire Station; Edna Karr High School; Huey P's; Dough Nguyener's Bakery; Warehouse District Offices, Nunez Community College, Admin Building

## TEC Professional Services Questionnaire

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>
<b>Name &amp; Title:</b>
Gene Guidry, AIA Principal
<b>Project Assignment:</b>
Principal
<b>Name of Firm with which associated:</b>
Trapolin-Peer Architects, APC
<b>Years' experience with this Firm:</b>
15 years
<b>Education: Degree(s)/Year/Specialization:</b>
Bachelor of Architecture 2004 University of Louisiana, Lafayette
<b>Active registration: Year first registered/discipline:</b>
2010 Architecture LA License # 7322
<b>Other experience and qualifications relevant to the proposed Project:</b>
<p>Gene is a Louisiana native with expansive experience throughout the Gulf South. His broad-ranging projects in historic adaptive-reuse, institutional and public buildings, private development, master planning and single-family residences positioned him to become one of Trapolin-Peer's first associates. In 2021, Gene was named partner. He has immensely impacted and increased the firm's capacity to negotiate complex deals and develop constructable design concepts. Additionally, Gene is a skilled and sensitive draughtsman with a body of intricate, ambitious freehand drawings.</p> <p>Relevant Experience: Gretna Fire Station; Fire Engine Engine 31; Fire Engine 22 - 39; Bywater American Bistro; Kingsley House, Taylor Campus; Upper Pontalba Apartments, French Market Corporation</p>

## TEC Professional Services Questionnaire

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>	
<b>Name &amp; Title:</b>	
Gabriel Virdure, AIA Associate	
<b>Project Assignment:</b>	
Senior Project Manager	
<b>Name of Firm with which associated:</b>	
Trapolin-Peer Architects, APC	
<b>Years' experience with this Firm:</b>	
17 Years	
<b>Education: Degree(s)/Year/Specialization:</b>	
Bachelor of Architecture 1999 University of Louisiana, Lafayette	
<b>Active registration: Year first registered/discipline:</b>	
2013 LA license #7778	
<b>Other experience and qualifications relevant to the proposed Project:</b>	
<p>Familiar with a broad range of project scales and types, Gabriel brings multi-faceted experience to her hospitality projects, and public and private institutional buildings, and single- and multi-family residential work. She thrives on collaboration, finding reward in engaging clients and contractors as true partners in the design process. Through her multiple roles as Designer, Project Manager and Project Architect she has fostered collaborative relationships with her clients, translating their goals into a clear design vision that considers quality, budget and schedule.</p> <p>Relevant Experience: Fire Engine Engine 31; Fire Engine 22 - 39; Dough Nguyener's Bakery; The Pearl Hotel, Bay St. Louis; KREWE Royal Street; Son of a Saint, A Home for our Boys</p>	

## TEC Professional Services Questionnaire

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>	
<b>Name &amp; Title:</b>	
Blake Kidder Senior Architectural Designer	
<b>Project Assignment:</b>	
Project Architect	
<b>Name of Firm with which associated:</b>	
Trapolin-Peer Architects, APC	
<b>Years' experience with this Firm:</b>	
11 Years	
<b>Education: Degree(s)/Year/Specialization:</b>	
Bachelor of Science 2010 Architecture	Masters 2012 Architecture
<b>Active registration: Year first registered/discipline:</b>	
N/A	
<b>Other experience and qualifications relevant to the proposed Project:</b>	
<p>Blake's work is characterized equally by respect for the past and anticipation of the future. Blake enjoys working with the idiosyncratic urban landscape of the Gulf South on hospitality, public institutional, and single- and multi-family residential projects.</p> <p>Relevant Experience: Fire Engine Engine 31; Fire Engine 22 - 39; The Pearl Hotel, Bay St. Louis; Kinglsey House, Taylor Campus; The Saint Hotel; The Southern Hotel; Upper Pontabla Apartments, French Market Corporation; New Orleans Jazz and Heritage Foundation HQ;</p>	

**TEC Professional Services Questionnaire**

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>	
<b>Name &amp; Title:</b>	
N/A	
<b>Project Assignment:</b>	
N/A	
<b>Name of Firm with which associated:</b>	
N/A	
<b>Years' experience with this Firm:</b>	
N/A	
<b>Education: Degree(s)/Year/Specialization:</b>	
N/A	
<b>Active registration: Year first registered/discipline:</b>	
N/A	
<b>Other experience and qualifications relevant to the proposed Project:</b>	
N/A	

## 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:	
<b>Gretna Fire Station</b>  City of Gretna 1136 Lafayette St. Gretna, LA 70053504-363-1494 Info@davidcrockettfire.com	Architect of Record for the new construction of a 722,745 SF modern, contextual fire station for the City of Gretna.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
Est. December 2023	\$7.5M	\$7.5M

### PROJECT NO. 2

Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
<b>The Julia at St. Charles</b>  Woodward Audubon LLC Bill Hoffman 1000 S Norman C Francis Parkway New Orleans, LA 70125 504-826-1150 whoffman@woodward-interests.com	Architect of Record the new construction of a 300,000 SF 5-story modern, contextual multi-family residential building with 198 apartments, ground floor retail, and integrated parking structure in a dense urban area in New Orleans, LA. <i>Project was completed with Woodward Design + Build.</i>	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
2019	\$44M	\$22M

## TEC Professional Services Questionnaire

<b>PROJECT NO. 3</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility</b>	
<b>Huey P's Restaurant</b>  Donovan Archote 1396 Huey P Long Gretna, LA 70053 (504) 616-9090 donovanarchote@yahoo.com	Architect of Record the addition of a balcony with structural attachments to the existing masonry wall, new steel posts, extension of the existing gable with a bracket support overhang to reflect the building's original profile of circa-1900's building, which is home to Huey P's in Gretna, LA.	
<b>Completion Date (Actual or estimated)</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
2012	\$200,000	\$80,000

<b>PROJECT NO. 4</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Dough Nguyener's Bakery</b>  Donovan Archote 1396 Huey P Long Gretna, LA 70053 (504) 616-9090 donovanarchote@yahoo.com	Architect of Record for the new Construction of 4,900 SF bakery, café and office spaces in historic downtown Gretna, LA.	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
est. August 2022	\$1.7M	\$1.7M

## TEC Professional Services Questionnaire

<b>PROJECT NO. 5</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>New Orleans Fire Department, Engine 31</b>  New Orleans Fire Department Headquarters 317 Decatur St New Orleans, LA 70130 nofdpio@nola.gov (504) 658-4700	Architect of Record for the new construction of a 7,100 SF FEMA-funded fire station located in Venetian Isles in New Orleans, LA.	
Completion Date (Actual or estimated):	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
2010	\$3M	\$3M

<b>PROJECT NO. 6</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>New Orleans Fire Department, Engine 22-39</b>  New Orleans Fire Department Headquarters 317 Decatur St New Orleans, LA 70130 nofdpio@nola.gov (504) 658-4700	Architect of Record for the new construction of a FEMA-funded 9,053 SF fire station located in the Lower Ninth Ward of New Orleans, LA.	
Completion Date (Actual or estimated):	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
2014	\$3.5M	\$3.5M



## TEC Professional Services Questionnaire

<b>PROJECT NO. 7</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Warehouse District Offices</b>  Woodward Interests Bill Hoffman 1000 S Norman C Francis Parkway New Orleans, LA 70125 504-826-1150 whoffman@woodward-interests.com	Architect of Record for the new construction and renovation of a mixed-use property with 68,000 SF of corporate office space, an integrated 70-car parking garage, and 16,500 SF of retail in New Orleans, LA.	
Completion Date (Actual or estimated):	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
2017	\$14M	\$14M

<b>PROJECT NO. 8</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Edna Karr High School</b>  Orleans Parish School Board 2401 Westbend Parkway Suite 5055 New Orleans, Louisiana 70114 504-304-3520 communications@nolapublicschools.com	Architect of Record the new construction of 143,000 SF public charter high school in Algiers, LA.  <i>Project completed with a Joint-Venture Partner- entity name is Trapolin-Peer Architects - VMDO Architects, A Joint Venture</i>	
Completion Date (Actual or estimated):	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
2020	\$45M	\$25M

## TEC Professional Services Questionnaire

<b>PROJECT NO. 9</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Bywater American Bistro</b>  Nina Compton 2900 Chartres St. New Orleans, LA 70117 504-605-3827 info@bywateramericanbistro.com	Tenant build out for a 2,275 SF commercial/retail space in New Orleans, LA.	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
2018	\$150,000	\$150,000

<b>PROJECT NO. 10</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>James M. Singleton Headstart Center</b>  The Littlewoods Child Development Center for Total Community Action 14441 Curran Road New Orleans, LA 70128 504-872-0334	Architect of Record for the new construction of a 16,000 SF facility run by Total Community Action comprised of 8 early childhood education classrooms and play spaces, as well as a community room for social services in New Orleans, LA.	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>
2013	\$3.5M	\$3.5M

## 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	N/A	N/A
2. N/A	N/A	N/A
3. N/A	N/A	N/A
4. N/A	N/A	N/A

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

Founded in 1981, Trapolin-Peer recognizes the inherent value of good design's impact on communities at all scales. We explore complex, layered questions that yield functional and beautiful architectural responses for new construction and historic properties in the private, public, and non-profit sectors.

We believe in the creative power of exploration and collaboration. Through thoughtful dialogue and engaged conversations, we guide and orchestrate partnerships with clients, stakeholders, consultants, and in-house teams throughout each and every project. Our design process ensures that our projects are completed with transparency and fit within the greater context of economic, environmental and technical requirements.

We envision this project not only as a tangible expression of the City of Gretna's vision, but also as an engaging destination that attracts locals and tourists alike and sets the stage for a new way to experience Gretna. Our practice focuses on ensuring the long-term resiliency of buildings and enhancing the surrounding community through the creative integration of exploration, site assessment, and contextual design. Our design process always begins with developing an understanding of all possible strategies available while sensitively offering solutions that will compliment rather than disrupt.

Our services include architecture; adaptive reuse, historic preservation, historic tax credits; interior design; planning; and sustainable design.

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

Signature:  Print Name: Paula M. Peer, AIA

Title: Principal and Vice President Date: June 10, 2022

ATTACHMENT "A" TO THE STANDARD PROFESSIONAL  
SERVICES AGREEMENT FOR JEFFERSON PARISH  
(Amended per Ord. No. 21593. dated June 5, 2002)

This attachment shall be a part of all professional service agreements for engineering and architectural services in Jefferson Parish.

The Statewide "DOTD Average Salary Rate" document [average rate plus one (1) standard deviation], hereinafter referred to as "DOTD Document", is to be used for establishing Maximum Direct Hourly Rate, Maximum Payable Hourly Rate, maximum overhead rate and, indirectly, the maximum multiplier for each new professional services agreement, using the then current official publication of the "DOTD Document".

For all hourly rate services, including supplementary services, where payments are made on the basis of hourly rates, the **ENGINEER/ARCHITECT**, hereinafter **ENGINEER**, shall be paid on the basis of their certified and itemized direct salary costs (Direct Hourly Rates) times a **multiplier** to determine Payable Hourly Rates, which shall cover direct salary, overhead and 15% profit.

The **multiplier** shall be established from the overhead rate resulting from an audit of the **ENGINEER** performed by a Federal or State agency, or from an audit performed by a Certified Public Accountant (CPA) hired by the **ENGINEER**, provided the CPA certifies that their audit complies with the latest applicable FAR's and CFR's. In the event a satisfactory audit is not provided, the multiplier shall be 2.3.

The **DIRECTOR** shall have the right to require the **ENGINEER** to provide sufficient documentation to support the approved multiplier.

In no case shall the overhead rate utilized to determine the multiplier be greater than the applicable overhead rate shown on the then current official publication of the "DOTD Document".

In no case shall the Direct Hourly Rate and Payable Hourly Rate used to pay for professional services exceed the Maximum Direct Hourly Rate and Maximum Payable Hourly Rate shown herein that have been derived from the then current official publication of the "DOTD Document".

For this agreement, the approved multiplier shall be established at the time the services are required.

The rates payable to sub-consultants shall be governed by the same regulations as those for the **ENGINEER**, with an overhead rate and multiplier established for each sub-consultant.

If a Personnel Classification required for a Parish project is not included in the "DOTD Document", the Parish Administration shall establish a new Personnel Classification and appropriate maximum direct and payable hourly rates, which would be consistent with personnel categories of similar expertise found within the "DOTD Document", and include herein.

Once contract fees are negotiated using the "DOTD Document" in effect at the time of negotiation, those fees will be unaffected by subsequent versions of the "DOTD Document", except that the rates for Resident Inspection services will be those in the "DOTD Document" in effect at the time those services begin. The rates in effect for this contract are included herein.

The **ENGINEER** shall be reimbursed for costs incurred by sub-consultants at the rate of 1.10 times the actual invoices of sub-consultants, up to a total amount of \$200,000.00. Thereafter, the rate shall be reduced to 1.05.

The **ENGINEER** shall be reimbursed for other direct costs charged to the project at a rate not to exceed 1.10 times the direct expenses. No reimbursement will be made without satisfactory documentation. The **DIRECTOR** reserves the right to have the **ENGINEER** provide proof that direct expenses charged to the project are not included in **ENGINEER'S** overhead.

The **ENGINEER** shall be reimbursed for actual mileage expenses incurred while performing work directly related to this contract; however, the reimbursement rate shall not exceed the Jefferson Parish mileage rate in effect at that time.

On all contracts for which the Council has selected two or more consultants to share the work, the Council shall specify the prime, or lead, consultant, and this consultant shall perform a larger percentage of the basic design services than any of the sub-consultants, but in no case shall the prime, or lead, consultant perform less than forty (40) percent of the basic design services.

The MAXIMUM DIRECT HOURLY RATE and MAXIMUM PAYABLE HOURLY RATE for each Personnel Classification shall not exceed the rates in the following chart, regardless of the audited overhead rate of the **ENGINEER**. These rates will also apply to firms incorporated out of State.

The MAXIMUM DIRECT HOURLY RATES shown below are equivalent to the Statewide DOTD Average Salary Rates, plus one (1) standard deviation, which were current at the time fees for this agreement were negotiated.

The MAXIMUM PAYABLE HOURLY RATES shown below are a product of the appropriate Maximum Multiplier (field or non-field) and the MAXIMUM DIRECT HOURLY RATE.

<u>PERSONNEL CLASSIFICATION</u>	<u>MAXIMUM DIRECT HOURLY RATE (\$)</u> (*)	<u>MAXIMUM PAYABLE HOURLY RATE (\$)</u>
Accountant/Business Mgr	39.79	134.78
Abstractor/Appraiser	72.95	247.11
Archaeologist	29.34	99.39
Archaeologist Technician	17.09	57.89
Architect	56.88	192.68
Biologist/Wetland Ecologist	38.63	130.86
CADD Drafter	29.62	100.33
CADD Technician	36.18	122.56
Chainman/Rodman	14.89	36.82
3-Man Survey Crew	63.27	156.44
4-Man Survey Crew	78.16	193.25
Clerical/Administrative	27.73	93.93
Computer Analyst	52.43	177.60
Driller	33.36	82.48
Economist	73.47	248.87
Engineer	58.63	198.60
Environmental Manager	61.17	207.21
Environmental Pro	60.46	204.80
Geologist	53.99	182.89
Historian	29.72	100.67
Inspector	35.97	88.94
Instrument Man	19.65	48.58
Labor	21.74	53.75
Land Surveyor	56.13	138.78
Landscape Architect	49.90	169.03
Party Chief (Survey)	28.73	71.03
Planner	60.11	203.62
Pre-Professional	40.67	137.77
Principal	101.04	342.26
Program Manager	78.05	264.39
Senior Architect	75.72	256.49
Senior Landscape Architect	66.43	225.02
Senior Technician	49.50	167.68
Supervisor-Engineer	78.05	264.39
Supervisor-Other	72.54	245.72
Technician	30.20	102.30

Average Overhead Rate (%)	(*) 194.56.....Maximum Multiplier (non-field) = 3.3874
Field Overhead Rate (%)	(*) 115.00.....Maximum Multiplier (field) = 2.4725

(\*) = Statewide DOTD Average Salary/Overhead Rate plus one (1) standard deviation obtained from document dated August 1, 2016.

## **Statement of Qualifications Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

*Instruction sheet may be omitted when submitting the affidavit*