

CITY OF SLIDELL

STATEMENT OF QUALIFICATION

A/E PROFESSIONAL SERVICES

Each person or firm to be solicited to perform professional services for the City of Slidell or any of its departments, districts, boards, or commissions shall be considered and selected from the established professional service list of those submitting Statements of Qualifications. Your submission does not guarantee any work with the city.

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

Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Professional Service Type:  Architect  Engineer  Landscape Architect

Initial Submission  Revised / Renewal Submission

Business Classification:

No  Yes Disadvantaged, Women or Minority Owned (This data is utilized for federally funded projects).

No  Yes Individual

No  Yes Partnership

No  Yes Corporation

Other:

Do you have experience with federally funded projects?  No  Yes

Are you interested in federally funded projects?  No  Yes If yes:

You must also submit Standard Form SF 330 Architect-Engineer Qualifications Questionnaire which is available online at the GSA Form Library at [www.gsa.gov/forms](http://www.gsa.gov/forms).

1. Are you currently licensed to do business in the state of Louisiana?  No  Yes License Number \_\_\_\_\_

2. Have you been in continuous business in the state of Louisiana for two years or more?  No  Yes

3. Professional Training and Experience (Degrees, training, licenses, awards, experience, etc.):

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4. Capacity for Timely Project Completion (Professional Staff and Support Manpower):

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5. List past professional public projects undertaken:

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6. List current professional public projects:

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7. List names, positions, and qualifications of key personnel who will be assigned to public projects:

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8. List any other information you feel that may be of use in our qualification process:

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9. Has the firm ever been disqualified or debarred by any public agency from public contracts?  No  Yes-  
Explain:

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10. Do you maintain Professional Liability, Errors & Omission Insurance?  No  Yes-Type & Amounts:

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11. List any personal business dealings or relationships with any city or elected official of the City of Slidell Government:

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12. Are there any potential conflict of interests conducting business with city?  No  Yes-Explain

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13. Have you or any of your officers, directors, or owners been involved in litigation with any public agency regarding a public contract?  No  Yes-Explain

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***CHECKLIST FOR  
AREAS OF EXPERTISE***

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- Buildings – construction, renovation, or evaluation
- Street construction, repair, or overlays
- Drainage construction and repairs
- Drainage pumps station design or rehab
- Sewer and water system construction, repairs, or evaluation
- Wastewater treatment plant upgrade
- Sewer pumps station design or rehab
- Storm water pollution prevention permit, projects, and reporting
- Bridge design and evaluation
- Hazard mitigation plans or updates
- Hazard mitigation project applications
- Water system modeling
- Sewer system modeling
- Airport runways, taxiways, and lighting
- Traffic analysis and improvements
- Recreation projects, such as ball fields, lighting, and tennis courts
- General mechanical engineering
- General plumbing engineering
- General electrical engineering
- General structural engineering
- Landscape Architecture
- Environmental report, studies, etc.
- Other \_\_\_\_\_

Company \_\_\_\_\_

**AFFIDAVIT  
CITY OF SLIDELL  
PARISH OF ST. TAMMANY  
STATE OF LOUISIANA**

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND APPEARED, AFFIANT, WHO, BEING DULY DEPOSED AND SWORN, DID STATE THAT HE IS THE \_\_\_\_\_, OF \_\_\_\_\_; AND:

(1) THAT AFFIANT HAS NOT AND WILL NOT EMPLOY ANY PERSON, CORPORATION, FIRM, ASSOCIATION, OR OTHER ORGANIZATION, EITHER DIRECTLY OR INDIRECTLY, TO SECURE THE PUBLIC CONTRACT UNDER WHICH HE IS TO RECEIVE PAYMENT, OTHER THAN PERSONS REGULARLY EMPLOYED BY THE AFFIANT WHOSE SERVICES IN CONNECTION WITH THE PROJECT OR IN SECURING THE PUBLIC CONTRACT ARE IN THE REGULAR COURSE OF THEIR DUTIES FOR AFFIANT; AND

(2) THAT NO PART OF THE CONTRACT PRICE WAS PAID OR WILL BE PAID TO ANY PERSON, CORPORATION, FIRM, ASSOCIATION, OR OTHER ORGANIZATION FOR SOLICITING THE CONTRACT, OTHER THAN THE PAYMENT OF THEIR NORMAL COMPENSATION TO PERSONS REGULARLY EMPLOYED BY THE AFFIANT WHOSE SERVICES WITH THE PROJECT ARE IN THE REGULAR COURSE OF THEIR DUTIES FOR AFFIANT.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

FIRM: \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC

**THIS AFFIDAVIT IS REQUIRED PER LOUISIANA REVISED STATUTE 38:2224 PERTAINING TO CONTRACTS FOR CONSTRUCTION, ALTERATIONS OR DEMOLITION OF A PUBLIC BUILDING OR PROJECT. CONTRACTS WILL NOT BE AWARDED TO ANY PERSON, CORPORATION, FIRM, ASSOCIATIONS, OR OTHER ORGANIZATIONS REFUSING TO EXECUTE THIS AFFIDAVIT.**

## **GUIDELINES FOR SELECTION**

### **IT IS THE POLICY TO SELECT DESIGN PROFESSIONAL SERVICES BASED ON COMPETENCE AND QUALIFICATIONS FOR A FAIR REASONABLE PRICE.**

THE FOLLOWING GUIDES, AMONG OTHER FACTORS THAT THE CITY OF SLIDELL GOVERNMENT DEEMS APPROPRIATE, SHALL BE USED IN SELECTING FIRMS OR PERSONS FOR PROFESSIONAL SERVICES:

1. PROFESSIONAL TRAINING AND EXPERIENCE, BOTH GENERALLY AND IN RELATION TO THE TYPE AND MAGNITUDE OF WORK REQUIRED FOR PARTICULAR PROJECT.
2. CAPACITY FOR TIMELY COMPLETION OF THE WORK, TAKING INTO CONSIDERATION THE PERSON'S OR FIRM'S CURRENT AND PROJECTED WORKLOAD AND PROFESSIONAL AND SUPPORT MANPOWER.
3. PAST AND CURRENT PROFESSIONAL ACCOMPLISHMENTS, FOR WHICH OPINIONS OF CLIENTS OR FORMER CLIENTS AND INFORMATION GATHERED BY INSPECTION OF CURRENT OR RECENT PROJECTS MAY BE CONSIDERED.
4. THE NATURE, QUANTITY AND VALUE OF AGENCY WORK PREVIOUSLY PERFORMED AND PRESENTLY BEING PERFORMED BY THE PERSON, IT BEING GENERALLY DESIRABLE TO ALLOCATE SUCH WORK AMONG PERSONS WHO ARE DESIROUS AND QUALIFIED TO PERFORM SUCH WORK.
5. PAST PERFORMANCE BY THE PERSON OR FIRM ON PUBLIC CONTRACTS, INCLUDING ANY PROBLEMS WITH TIME DELAYS, COST OVERRUNS, AND DESIGN INADEQUACIES FOR WHICH SAID PERSON WAS HELD TO BE AT FAULT, INVOLVED IN PRIOR PROJECTS AS EVIDENCED BY DOCUMENTATION PROVIDED BY THE ADMINISTRATION.
6. AN ANALYSIS OF WHETHER PROBLEMS AS INDICATED IN ITEM (5) HEREIN RESULTED IN LITIGATION BETWEEN THE PUBLIC ENTITY AND THE PERSON PERFORMING PROFESSIONAL SERVICES, PARTICULARLY IF HE IS CURRENTLY INVOLVED IN UNSETTLED LITIGATION WITH A PUBLIC ENTITY OR HAS BEEN INVOLVED IN LITIGATION WITH A PUBLIC ENTITY WHERE THE PUBLIC ENTITY PREVAILED; THE CITY OF SLIDELL SHALL NOT CONSIDER ANY PERSON WHO DOES NOT HAVE THE APPROPRIATE PROFESSIONAL LICENSE AND/OR OCCUPATIONAL LICENSE AS REQUIRED BY LAW; NOR SHALL THE CITY OF SLIDELL GOVERNMENT CONSIDER ANY PERSON WHO DOES NOT SUBMIT THE QUESTIONNAIRE AND AFFIDAVIT REQUIRED OR WHO SUBMITS AN INCOMPLETE QUESTIONNAIRE OR AFFIDAVIT. ANY FALSE OR MISLEADING INFORMATION ON ANY QUESTIONNAIRE OR AFFIDAVIT SHALL BE A BASIS FOR VOIDING THE CONTRACT AND PROHIBITING THE AFFIANT FROM BEING CONSIDERED ON ANY FUTURE PROJECT FOR A PERIOD OF 24 MONTHS.

THE CITY OF SLIDELL GOVERNMENT MAY, FOR EACH INDIVIDUAL JOB OR PROJECT, ESTABLISH THOSE QUALIFICATIONS AND GUIDE LINES, WHICH IT DEEMS NECESSARY TO SELECT THE PERSON OR FIRM TO BE RETAINED OR EMPLOYED FOR SUCH JOB OR PROJECT. THESE PROVISIONS SHALL ALSO BE APPLICABLE TO ANY PERSON SEEKING CITY OF SLIDELL GOVERNMENT APPROVAL FOR THE EXTENSION OF AN EXISTING PROFESSIONAL SERVICES CONTRACT, OR OTHERWISE SEEKING THE EXERCISE OF ANY OPTION CLAUSE, WHICH REQUIRED ADMINISTRATION OR COUNCIL APPROVAL.

**Three copies of the Statement of Qualification questionnaire shall be submitted either by mail or delivered to:**

MAIL

City of Slidell  
Blair Ellinwood  
Director of Finance  
2045 2<sup>nd</sup> Street  
Suite 214  
Slidell, LA 70458

DELIVERY

City of Slidell  
Blair Ellinwood  
Director of Finance  
2045 2<sup>nd</sup> Street  
Suite 214  
Slidell, LA 70458