

ORLEANS PARISH SCHOOL BOARD
OFFICE OF BUSINESS PARTNERSIPS
2401 Westbend Parkway, Suite 5055
New Orleans, LA 70114
Telephone (504) 304-5645 | FAX (504) 309-2879

REQUEST FOR QUALIFICATIONS NO. 19-0023

DESIGN SERVICES FOR SCHOOLS IN ORLEANS PARISH

STATEMENT OF QUALIFICATIONS SUBMITTAL DEADLINE: FRIDAY, MAY 28, 2019 AT 2:00 P.M.

NOTE: Proposal to be submitted in one (1) original, five (5) copies, and one (1) on Flash Drive.

MANDATORY PRE-QUALIFICATIONS CONFERENCE: Monday May 13, 2019 at 10:00 a.m., Room 5000

FIRM: _____

SIGNATURE: _____

NAME: _____

(Print or Type)

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

TERMS: _____

ORLEANS PARISH SCHOOL BOARD
PROCUREMENT DEPARTMENT
2401 Westbend Parkway, Suite 5055
New Orleans, LA 70114

ADVERTISEMENT

REQUEST FOR QUALIFICATIONS NO. 19-0023

DESIGN SERVICES FOR SCHOOLS IN ORLEANS PARISH

Sealed Statement of Qualifications (SOQ) relative to the above will be received in the Procurement Department for the Orleans Parish School Board (OPSB) at 2401 Westbend Parkway, Room 5055, New Orleans, Louisiana 70114 until 2:00 P.M. on Tuesday May 28, 2019.

Statement of Qualifications may be obtained upon request from the OPSB Procurement Department in writing, via email (jonathan_temple@opsb.us) or by calling (504) 304-5639 or by visiting the web site www.opsb.us/solicitations.

MANDATORY PRE-QUALIFICATIONS CONFERENCE: MONDAY, MAY 13, 2019 AT 10:00 A.M., ORLEANS PARISH SCHOOL BOARD, CONFERENCE ROOM 5000, 2401 WESTBEND PARKWAY, NEW ORLEANS, LA 70114.

The Orleans Parish School Board reserves the right to reject any or all proposals received whenever such rejection is in its best interest. The provisions and requirements of this advertisement shall not be waived.

ORLEANS PARISH SCHOOL BOARD

BY: Mr. Jonathan Temple
Director of Business Partnerships

FIRST INSERTION DATE:	FRIDAY, APRIL 26, 2019
SECOND INSERTION DATE:	FRIDAY, MAY 3, 2019
THIRD INSERTION DATE:	FRIDAY, MAY 10, 2019

The Orleans Parish School Board is seeking Statements of Qualifications (SOQ) from highly qualified Architectural and/or Engineering Firms interested in providing DESIGN SERVICES FOR SCHOOLS IN ORLEANS PARISH; NEW ORLEANS, LA.

A signed original, five (5) copies, and one (1) flash drive shall be submitted in a sealed envelope and clearly marked: RESPONSE TO REQUEST FOR QUALIFICATIONS NO. 19-0023 DESIGN SERVICES FOR SCHOOLS IN ORLEANS PARISH to be received on Tuesday, May 28, 2019 at 2:00 p.m., and addressed to the Office of Business Partnerships, Orleans Parish School Board, 2401 Westbend Parkway, Room 5055, New Orleans, Louisiana 70114. The name and address of the company submitting the Statement of Qualifications must appear on the top left corner of the envelope containing the proposal document.

Hand-carried and express mail PROPOSALS may be delivered to the above address ONLY between the hours of 8:00 a.m. and 4:30 p.m. local time, Monday through Friday, excluding holidays observed by the OPSB.

The Orleans Parish School Board will not assume the responsibility for any delay as a result of failure of the mails to deliver Proposals on time.

STATEMENT OF QUALIFICATIONS will be accepted after 2:00 P.M. TUESDAY, MAY 28, 2019 under any conditions whatsoever. In order for your company to be provided proof of delivery time, proposals should be hand delivered, sent by registered mail, or private carrier only to the Office of Business Partnerships, 2401 Westbend Parkway, Room 5055, New Orleans, Louisiana 70114.

PURPOSE

The Orleans Parish School Board (OPSB) expects to create a pool of Prime Consultants to assign work as needed. The OPSB does not guarantee or warrant the awarding of work if a firm is selected or placed in a pool of applicants. The Prime Consultants selected will be the Architects and/or Engineers of Record and will be responsible for assembling an appropriate team of sub-consultants to meet the design requirements of each individual assignment. The Orleans Parish School Board reserves the right to review the proposed design team and reject any members identified to be part of the Prime Consultant's team due to poor past performance either upon review of a SOQ or after placement in a pool of applicants, prior to award.

It is expected that there will be multiple schools at various sites. It is not anticipated that multiple projects will be assigned to a single firm, however the OPSB reserves the right to do so based on the needs of the program.

OPSB anticipates but does not guarantee, work scope on school sites as indicated below. Sites may be added or removed. Scopes of work may be expanded, narrowed or eliminated.

The OPSB anticipates various projects consisting of Renovation, Refurbishment (repairs for stabilization), New Building Construction, and/or Major Capital Repairs.

Project Description/Location

The projects under this contract shall consist of, but not be limited to:

1. Repairs or Renovations and Additions to Existing Schools that may or may not have been built before 1968 in New Orleans, LA. Those built before 1968 are considered Historic. Historic Schools are those that are individually listed or eligible for listing in the National Register of Historic Places or that are contributing structures in National Register Historic Districts.
2. Design of new schools, Elementary (PK-8) and High Schools, in New Orleans, LA. Designs for new schools may involve site adaptation and use of an existing prototype plan.

Scope of Services

The selected Prime Consultant shall be responsible for providing the following professional design services: Existing Conditions Assessments, Programming and Project Scoping, Project Design, Bidding, Construction Administration, and Project Close-out.

The selected Prime Consultants may be required to provide as Basic Services as part of the design team the following sub-consultants: Environmental Engineer, Civil/Site Engineering, Structural Engineering, MEP Engineering, Kitchen Consultant, Acoustical Consultant, LEED AP, Energy Modeler, Theatre Consultant, and Landscape Architect.

The selected Prime Consultants may be required to provide the following sub-consultants: Surveyors, Roof Consultant and any other special consultants not identified above as part of the Basic Services that may be required as part of Additional Services.

Funding for these projects will be from various sources. The portfolio of school buildings includes a large number of cherished historic structures. No matter the funding source, design teams will be required to understand and apply the Secretary of Interior's Standards for the Treatment of Historic Properties. Consultants should exhibit their qualifications and experience on historic projects that conform to the Secretary of the Interior's (SOI) Standards for the treatment of Historic Properties.

It is anticipated that new schools and those undergoing major renovations and additions will be LEED Silver Certified. Consultant will provide at a minimum a LEED AP to coordinate LEED registration, design requirements, documentation, and submission to USGBC for certification. Additionally, the Consultants will provide necessary consultants for LEED prerequisites and requirements for LEED Certification.

The total term of the proposed contract shall be for a period of not more than three (3) years, from the date of the notification letter from OPSB.

Statement of Qualifications as provided on Exhibit A - Standard Form OPSB-AE

General

The purpose of this form (Standard Form OPSB-AE) is to provide members of the OPSB A/E Selection Committee with specific information regarding the qualifications of interested firms submitting for a particular project.

Statement of Qualifications Deadline and Submittal

Architecture and/or Engineering firms are limited to submitting one SOQ, either as a Prime Consultant, as a single Prime Consultant, or as a Joint Venture of multiple Prime Consultants that can be classified as a Corporation, Limited Liability Co.(LLC), Joint Venture or Limited Liability Partnership. If a firm submits more than one (1) application for this project as a single Prime Consultant and/or as a Joint Venture, all Qualification Statements submitted by the Consultant(s) or Firm(s) will be rejected.

This rule is not intended to limit firms from entering into nonexclusive agreements as a sub-consultant with more than one SOQ Prime Respondent. Sub-consultants include but are not limited to, Environmental Engineers, LEED Consultants, Civil Engineers, Structural Engineers, MEP Engineers, Acoustical Consultants, Kitchen Consultants, Landscape Architects, Associated Architects and Architects and other design professionals experienced in Historic Preservation that are not part of a Joint Venture and are not signatories to the SOQ and to any future Agreement for Services.

It is not necessary for the Joint Venture to be recorded or registered as a Joint Venture with the Louisiana Secretary of State at the time of the submission of the SOQ. However, upon submission of contract, the Joint Venture shall be registered in accordance with the appropriate Federal, State and Local Statutes.

Point-of-Contact

The main point of contact for this RFQ is, unless notified otherwise:

Orleans Parish School Board

c/o: Jonathan Temple, Director of Business Partnerships
2401 Westbend Parkway, Suite 5010
New Orleans, LA 70130

All correspondence regarding the RFQ should be in writing, by mail or hand delivery, and should be directed to the RFQ Main Point of Contact.

Statement of Qualifications Preparation Costs

The Orleans Parish School Board is not responsible for any costs associated with the preparation, submittal, or presentation of any statement of qualifications for this submittal

Property of Statement of Qualifications

All Statements of Qualifications and other materials submitted in response to this RFQ procurement process become the property of the Orleans Parish School Board. Selection or rejection of a response does not affect this right. All submittal information shall be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Upon the completion of the review and evaluation of all Statements of Qualifications submitted in response to the RFQ, all responses shall become public documents of the Orleans Parish School Board and open for review by the public. By submitting a Statement of Qualifications, the Submitter acknowledges and accepts that the full contents of the Statement of Qualifications shall become a public record open to public inspection. The wishes of any SOQ Respondents marking a Statement of Qualifications, or any part of a Statement of Qualifications as proprietary and/or confidential shall be neither accepted nor honored.

Evaluation Criteria

The following general criteria will be used in evaluating the Qualifications Statements as submitted on Exhibit A - **Standard Form OPSB-AE**.

- LA Registration number, date granted and a copy of Registration Certificate, front-end documents (Mandatory) and Office Location (5%)
- Professional qualifications of the Prime Consultant or Joint Venture to perform the services required for the project (20%)
- Assigned key personnel's professional qualifications and availability for the proposed project(s) (20%)
- Qualifications and experience of sub-consultants' SOQ for the project team (20%)
- Recent firm experience of the Prime Consultant with providing similar Design Services for New Elementary School projects (20%)
- Disadvantaged Business Enterprise (DBE) Participation (15%) as submitted on the Standards Form and **Exhibit B – DBE Participation Acknowledgement Form(s)**

Selection Process

The contract for this project will be awarded through a qualifications based selection process. All qualification statements (**Standard Form OPSB-AE**) and support documentation provided will be reviewed by the OPSB A/E Selection Committee.

The Selection Committee will carefully consider all SOQ according to the aforementioned evaluation criteria and make a recommendation to the Orleans Parish School Board on the highest ranked firms.

All proposals will be evaluated by the RFQ Evaluation Committee that will conduct an independent, objective evaluation of applicants for the provision of professional services. All members of the Evaluation Committee must execute a disclosure certifying they do not possess a conflict of interest with any of the proposers. Members of the public shall be entitled to attend Evaluation Committee meetings.

Before beginning the evaluation process, the Evaluation Committee must review the RFQ, concerning not only the scope of work but also the statement of qualifications and the evaluation criteria. The Evaluation Committee shall be comprised of the following members:

- Unit Chief/Department Head of the requesting department, or designee;
- Staff member who will manage/monitor the contract, if different from the department head;
- Finance Department Representative; and
- Community/External member who possesses knowledge of the relevant field.

A representative from the Office of Business Partnerships shall serve as the Evaluation Committee coordinator, and is solely responsible for disseminating all information received during the RFQ evaluation process.

Disadvantaged Business Enterprise (DBE) Participation

OPSB encourages participation from Disadvantaged Business Enterprises (DBEs). The team will be evaluated in this area on the extent to which SOQ Respondents identify and commit to DBE certified firms, whether as a prime, joint venture teaming arrangement, or through the use of sub-consultants with a target goal of 35 percent (35%) of the design fee to be earned by DBE firms.

Design Fee Earned by Percentage (%) of DBE Target Goal of 35%	Percentage points to Proposer (15 points maximum)
Less than 20.00%	0
20% - 24.99%	5
25.00% - 34.99%	10
35.00% or more	15

The OPSB does not conduct an independent DBE certification process. In order to qualify as a DBE for the OPSB, a business must be certified as a DBE by the Louisiana Unified Certification Program (LAUCP), or certified as a State and Local DBE (SLDBE) by the City of New Orleans, New Orleans Aviation Board, or Sewerage & Water Board of New Orleans.

Lists of LAUCP and/or SLDBE certified firms are available at:

<https://neworleans.dbesystem.com/FrontEnd/VendorSearchPublic.asp?TN=neworleans&XI D=5545>

<http://www8.dotd.louisiana.gov/UCP/UCPSearch.aspx>

http://www.swbno.org/business_disadvantagedbusinessprogram.asp

<http://www.flymsy.com/dbe-program>

Proposers that plan to use certified DBEs should include in their proposal the names of their certified DBE sub-consultant(s), a description of the work each will perform, and the corresponding percentage of projected participation based on expertise of each proposed certified DBE subcontract. Proposers must also include a completed and signed **Exhibit B - DBE Participation Acknowledgment Form** and a current, valid copy of DBE Certification Letter for each DBE that will participate.

Prime Consultants and sub-consultants will be required to report actual Disadvantaged Business Enterprise sub-consultant or distributor participation and the dollar amount of each after award of contract for design services. If it is at any time determined that the Prime Consultant or sub-consultant did not in fact utilize the DBEs submitted in the proposal to the extent initially indicated, the Prime Consultant or sub-consultant shall be expected to reach the levels of projected participation as listed in the RFQ. Prime Consultants and sub-consultants will be required to report actual DBE sub-consultant participation and the dollar amount of each. Participating firm's DBE certification must remain valid for the duration of their contracted work.

Right to Reject Statements of Qualifications

The Orleans Parish School Board reserves the right, at its sole discretion, to reject any and all Statements of Qualifications, to cancel this RFQ in its entirety, or to cancel the selected pool of approved applicants.

Any submittal which does not meet the requirements of this RFQ may be considered to be non-responsive, and the SOQ may be rejected. SOQ Respondents must comply with all of the terms of this RFQ and all applicable local, state, and federal laws and regulations. The Orleans Parish School Board may reject any SOQ that does not comply with all of the terms, conditions, and performance requirements of this RFQ.

It is the intent of this RFQ to replace a previous RFQ for similar services. If a Prime Consultant from a previous similar RFQ is in the process of preparing work and is placed in the pool of successful applicants, that Prime Consultant may not be awarded new work under this RFQ until work under the previous RFQ has reached the Construction Administration phase.

Objection to the Award

If any Proposer who submitted a proposal has an objection to the award of the contract to the Selected Proposer, the objecting Proposer shall furnish that protest, in writing, to the Director of Business Partnerships within ten (10) Business Days of the notification of non-award. The protest shall describe in detail the basis for the protest, and shall request a determination under this section of the Instructions to Proposers.

If a protest is filed in a timely fashion, the Director of Business Partnerships will review the basis for the protest and relevant facts under such terms and conditions as he considers proper. Upon completion of the review, the Director of Business Partnerships shall submit his findings and recommendations to the Superintendent and/or OPSB who shall then review the matter under such terms and conditions, as deemed proper. Upon receipt of authority to act from the Superintendent or OPSB, the Director of Business Partnerships will notify those Proposers involved of its decision. The decision shall be final and binding on the objecting Proposer.

Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the Orleans Parish School Board's contracted programs or activities on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal constitutional statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the Orleans Parish School Board or in the employment practices of the Orleans Parish School Board's contractors. Accordingly, all SOQ Respondents entering contracts with the Orleans Parish School Board shall, upon request, be required to show proof of such nondiscrimination.

Statement of Qualifications Withdrawal

SOQ Respondents may withdraw a submitted Statement of Qualifications at any time up to the deadline for submitting Standard Form OPSB-AE. To withdraw a Statement of Qualifications, the SOQ Respondent must submit a written request, signed by an authorized representative, to the RFQ point of contact before the deadline for submitting Statements of Qualifications. After withdrawing a previously submitted Statement of Qualifications, the SOQ Respondent, may submit another Statement of Qualifications at any time up to the deadline for submitting Statements of Qualifications.

Statement of Qualifications Amendments and Errors

The Orleans Parish School Board shall not accept any amendments, revisions, or alterations to Statements of Qualifications after the deadline for submittal.

SOQ Respondents are liable for all errors or omissions contained in their Statements of Qualifications. RFQ Respondents shall not be allowed to alter Statements of Qualifications, Standard Form OPSB-AE documents after the deadline for submittal.

Property of Statement of Qualifications

All Statements of Qualifications and other materials submitted in response to this RFQ procurement process become the property of the Orleans Parish School Board. Selection or rejection of a response does not affect this right. All submittal information shall be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Upon the completion of the review and evaluation of all Statements of Qualifications submitted in response to the RFQ, all responses shall become public documents of the Orleans Parish School Board and open for review by the public. By submitting a Statement of Qualifications, the Submitter acknowledges and accepts that the full contents of the Statement of Qualifications shall become a public record open to public inspection. The wishes of any SOQ Respondents marking a Statement of Qualifications, or any part of a Statement of Qualifications as proprietary and/or confidential shall be neither accepted nor honored.

Insurance Requirements

Professional Liability Insurance in the amount of:

- \$ 1,000,000 for construction costs of \$1,000,000 to \$10,000,000
- \$1,500,000 for construction costs of \$10,000,000 to \$20,000,000
- \$ 2,000,000 for construction costs over \$20,000,000

A maximum deductible of \$ 50,000 will be required to be carried by the design professional.

Comprehensive General Liability with minimum limits of \$500,000 per accident/occurrence.

Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 per accident/occurrence.

Design Professional shall provide a certificate as proof of Workmen's Compensation coverage.

Standard Form & Instructions

Refer to Exhibit "A" of this solicitation for Instructions on completing the Standard Form OPSB-AE.

Schedule of Events

The following RFQ Schedule of Events represents the Orleans Parish School Board's best estimate of the schedule that shall be followed. Unless otherwise specified, the time and day for the following events shall be between 8:00 a.m., and 4:30 p.m., Central Standard Time.

The Orleans Parish School Board reserves the right at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the schedule of events shall be provided to all SOQ Respondents.

Event	Date	Time
Advertise Solicitation	4/26/19	-----
Advertise Solicitation	5/3/19	-----
Advertise Solicitation	5/10/19	-----
Mandatory Pre-Proposal Conference	5/13/19	10:00 A.M.
Deadline to Submit Inquiries/Clarifications	5/17/19	4:00 P.M.
Receipt of Statements of Qualifications	5/28/19	2:00 P.M.
Presentations to Review Committee	6/3-6/19	-----

Review Committee's recommendation	6/7/19	-----
Notice of Award Issued (Anticipated)	6/14/19	-----

OPSB STANDARDS PROHIBITING CONFLICTS OF INTEREST

The following prohibitions on contractor activities shall apply to all contracts or purchase agreements made with Orleans Parish School Board:

- a. The Proposer, Bidder or Vendor shall not pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any OPSB Official, Board Member or employee or to any member of the immediate family of any such OPSB Official or employee, or partnership, firm or corporation with which they are employed or associated, or in which such OPSB Official, Board Member or employee has an interest.
- b. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any OPSB Official or employee from the contractor shall be reported in writing forthwith by the contractor to the OPSB Official.
- c. The Proposer, Bidder or Vendor may not, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such contractor to, any OPSB Official, Board Member or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to the OPSB, or with any person, firm or entity with which he or she is employed or associated or in which he or she has an interest.
- d. Any relationships subject to this provision shall be reported in writing forthwith to the OPSB Official, who may grant a waiver of this restriction upon application of the OPSB Official, Board Member or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.
- e. No Proposer, Bidder or Vendor shall influence, or attempt to influence or cause to be influenced, any OPSB Official, Board Member or employee in his or her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- f. No Proposer, Bidder or Vendor shall cause or influence, or attempt to cause or influence, any OPSB Official, Board Member or employee to use, or attempt to use, his or her official position to secure unwarranted privileges or advantages for the vendor or any other person.

NOTICES: All notices required under this contract shall be in writing and shall be validly and sufficiently served by the OPSB upon the contractor if addressed and mailed by certified mail to the address set forth in the contractor's proposal. Notices from the contractor to the OPSB shall be addressed and mailed by certified mail to the attention of the Director of Business Partnerships,

CLAIMS: Claims asserted shall be subject to the Louisiana Law.

APPLICABLE LAW: The contract and all litigation arising from or related to the contract shall be governed by the applicable laws, regulations and rules of evidence of the State of Louisiana without reference to conflict of laws principles.

Date: _____

Authorized Signature: _____

Title: _____

Company Name: _____

END OF REQUEST FOR QUALIFICATIONS

OPSB AE STANDARD FORM _____	1a. Official Name of Firm		2. Project Name and Numbers:				
Prime Architectural & Engineering Services	1b. Official mailing address	1c. Official street address	3b. I certify that I am duly authorized to represent the applicant applying for this project. I further certify that the foregoing information is accurate and complete to the best of my knowledge. I have read and understand the instruction sheet of _____ PRIME. Signature:_____ Date:_____				
3a. Principal to contact (must be same person certifying Item 3b). Name: LA Registration No.: Telephone No.: Fax No.: E-Mail:							
4a. Firm's LA registration number and date granted (Attach a copy of registration certification)		4b. Current occupational license number					
5. Personnel by discipline (list each person only once, by primary function).							
	Administrative		Ecologists		Interior Designers		Structural Engineers
	Architects (Licensed)		Electrical Engineers		Landscape Architects		
	Architects (Intern or Student)		Engineer-In-Training		Land Surveyor		
	Civil Engineers		Environmental Engineers		Mechanical Engineers		
	Construction Inspectors		Estimators		Professional Land Surveyors		
	Draftsmen/CADD Operators		Geologists		Sanitary Engineers		
	Designer/Technician		Geotechnical Engineers		Specification Writers		
8. Indicate the area(s) of responsibility for this project.							Total Personnel

7. List Consultants/Associates to be utilized on this project.			
Name and Address	Specific Responsibilities and scope of work on this project	Approximate % of work this project	Worked with Prime before (yes or no)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

8. **Project organization chart. Identify the key personnel and their responsibilities for this project. Include Consultants/Associates as appropriate.**

<p>9. Brief resume of key personnel. These must be employed by the Prime or Consultant/Associate and work at the official address listed in item 1c.</p>	

a. Name and title	a. Name and title
b. Position or assignment for this project	b. Position or assignment for this project
c. Years professional experience <div style="display: flex; justify-content: space-around;"> With this firm With other firms </div>	c. Years professional experience <div style="display: flex; justify-content: space-around;"> With this firm With other firms </div>
d. Active registration: State/discipline/license number or applicable certifications for inspectors	d. Active registration: State/discipline/license number or applicable certifications for inspectors
e. Specific experience and qualifications relevant to this project	e. Specific experience and qualifications relevant to this project

10. List five largest current projects under contract or under contract negotiations that are being (or will be) performed at the official address listed in Item 1c.

a. Project Type or Name Project Description Name of Architect Responsible or in Charge Client Contact Person and Phone Number	b. Nature of firm's responsibility	c. Actual (A), or Estimated (E) fee	d. Current status or percent complete	e. Actual (a) or estimated (e) completion date
1.				
2.				
3.				
4.				
5.				
11. List all projects your firm has performed at the official address listed in Item 1c within the past 10 years that are similar or comparable to the proposed project.				

a. Project Type or Name Project Description Name of Architect Responsible or in Charge Client Contact Person and Phone Number	b. Nature of firm's responsibility	c. Actual (A) or estimated (E) fee	d. Current status or percent complete	e. Actual (A) or estimated (E) completion date
1.				
2.				
3.				
4.				
5.				
6.				

12. List all OPSB projects which have been awarded to applicant as a prime during the past three (3) years.

a. Project Type or Name Project Description Name of Person Responsible or in Charge Client Contact Person and Phone Number	b. Nature of firm's responsibility	c. Actual (A) or estimated (E) fee	d. Current status or percent complete	e. Actual (a) or estimated (e) completion date

- 13. Use this space to best illustrate qualifications of this firm to perform this project, or any additional information or description of resources supporting your firm's qualifications. All information with specific reference to the various items specified in the Request For Qualifications Evaluation Criteria (Section "D") and the stated scope of work should be included. A maximum of three (3) additional sheets may be utilized to answer this question. All other attachments not specifically requested or embellishments shall be excluded.**

INSTRUCTIONS FOR COMPLETING FORM _____ PRIME

Mechanical Engineering Design Services for
Orleans Parish School Board

(Note: Numbers below correspond to numbers contained in _____ form dated _____.)

- 1a. Indicate in this block the complete name of the submitting firm.
- 1b. Indicate in this block the address of the specific office that will be performing the work on the project. If this form is being submitted on behalf of a parent company with a branch office, please indicate in this block that the address shown is for the “main office” or “branch office”.
- 1c. Indicate in this block the official street address of the specific office (Block 1b) that will be performing the work on the project.
2. Indicate in this block the complete project name and RFQ project number, and any other project numbers provided in the public notice.
- 3a. Indicate in this block the name, title, state license or registration number, telephone number, fax number and E-mail address of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters.
- 3b. This block shall be signed and dated by the individual indicated in Block 3a. All information contained in the form should be current and factual. **Additionally, failure to sign and date the form will be considered non-responsive and will result in the firm or associated firms being rejected.**
- 4a. If applicable, indicate the firm’s Louisiana State Board of Architectural, Engineering, Surveying, Landscape Architectural, Interior Designer License or Registration number and the date granted. For an individual or non-incorporated firms, a copy of your current Registration Certification Card shall be attached to the form. For all architectural, engineering, surveying, landscape architectural or interior design firms that are incorporated a copy of the firm’s Certificate of Registration shall be attached to the form. **Failure to attach the required Registration Certification Card(s) will be considered non-responsive and will result in the firm or associated firms being rejected.**
- 4b. If applicable, indicate the firm’s Occupational License Number on this line.
5. Indicate in this block by discipline and number of all employees presently employed at the work location (Item 1c) on the date this form was signed. While some personnel may be qualified in several disciplines, each person should be counted only once in accordance with his or her primary function.

The term “Architect”, “Engineer”, “Surveyor”, “Landscape Architect” or “Interior Designer” shall mean a Registered or Licensed Professional Architect, Engineer, Landscape Architect or Interior Designer that is currently registered with the appropriate Louisiana State Board for Architectural Examiners or Engineering Examiners or Landscape Architectural Examiners or Interior Designer Examiners. Include all clerical personnel as “Administrative.” If applicable, write in any other additional disciplines not indicated e.g. planners, biologists, etc. In all cases indicate the total number of people in each blank space and show grand total. For national firms wishing to utilize office personnel other than (or additional to) the branch office indicated in Item 1b for this project, the firm shall submit separate _____ Forms showing those offices as sub-consultants for this

project.

6. The “Prime” Consultant shall indicate in this block the percentage of the total work that will be performed by the prime at the official work location (Item 1c). **The prime must perform more than fifty percent (50%) of the work.** Additionally, all sub-consultants shall also indicate on their form the name of the “Prime” and the percentage amount of the work that will be performed by the Prime. The prime and sub-consultants percentage of the work shall total 100% (see Item 5).
7. The “Prime” consultant shall list in this block the name(s) of the various sub-consultants(s) or associates that will be performing other work task(s). The prime shall also indicate the specific technical or professional responsibilities the sub-consultants(s) will be performing, and the percentage of the total work that will be performed by the sub-consultant. Additionally, the prime and sub-consultants shall indicate in the appropriate block the prime’s previous working relationships with the sub-consultant or associate listed.
8. Indicate in this block the individual members of the project team and their technical or professional responsibilities that will be utilized to perform the project work. Also include individual members of any sub-consultants or associates, if applicable. The individual who is the contact person (Item 3a) shall also be indicated in the organizational chart and their relationship to the project team.
9. The applicable respondent shall indicate in this block a brief resume of only the key personnel that are expected to participate (Item 6) on this project. Care should be taken to limit resumes to only those key persons or specialists that are employed by the firm at the official address (Item 1c), and who will have major project responsibilities. Each resume must include: (a) name of each key person and specialist and his or her title; (b) the project assignment or role which that person will be expected to fulfill in connection with this project; (c) years of professional or relevant experience with present firm and other firms; (d) if registered as an architect, engineer, surveyor, etc., show the field of registration and the year that such registration was first acquired; and (e) a synopsis of experience, training, or other qualities which reflect individual’s potential contribution to this project. Include such data as: familiarity with OSPB procedures, similar type of work performed in the past, management abilities, etc. Please limit synopsis of experience to directly relevant information. (Note: Additional sheets may be utilized to complete this item.)
10. In this block the respondent shall list the five (5) largest current projects the firm has under contract, (under contract negotiations, or projects that the firm has recently been selected for by other Federal, State or Parish agencies) that are being (or will be) performed at the firm’s official address (Item 1c). Required information must include: (a) name and location of project, including name of client, contact person and their telephone number; (b) brief description of type and extent of services provided for each project; (c) the actual (A) or estimated (E) contract fee; (d) the current status of the project, i.e. under contract negotiations, selected only, completed or percent completed; and (e) the actual (A) or estimated (E) completion date of the contract.
11. The respondent may list up to seven (7) projects that the firm has performed within the past ten (10) years that demonstrate the firm’s competence to perform work similar to, or likely will be required on this project. The more recent projects shall be listed first. Prime consideration will be given to projects which illustrate respondent’s capability for performing work similar to that being sought. Required information must include: (a) name and location of project, including name of client, contact person and their telephone

number; (b) brief description of type and extent of services provided for each project; (c) the actual (A) or estimated (E) contract fee; (d) the current status of the project or percent completed; and (e) the actual (A) or estimated (E) completion date of the contract.

12. The respondent must list in this block, all OPSB projects which have been awarded the firm, as **prime** consultant during the past three (3) years. Required information must include: (a) name and type of project, contact person and their telephone number; (b) brief description of type and extent of services provided for each project; (c) the actual (A) or estimated (E) contract fee; (d) the current status of the project or percent completed; and (e) the actual (A) or estimated (E) completion date of the contract.
13. In this block the respondent should indicate through narrative discussion the reasons why the firm or design team submitting this form believes it is especially qualified to undertake this project. Information provided should include, but not be limited to, such data as: specialized personnel or equipment available for this work; any awards or recognition received by a firm or individuals for similar work; required security clearances to perform the work; special approaches or concepts developed by the firm relevant to this project, etc.

Additionally, the narrative should also include specific reference to the various items specified in the Request For Qualifications Evaluation Criteria. A maximum of three (3) additional sheets (four (4) sheets total) may be utilized to answer this question. Unless otherwise specifically requested in the Request For Qualifications, all other attachments i.e. company brochures, cover pages, etc. shall be excluded. It is also requested that Form _____ not be bound in a booklet, but be stapled in the upper right-hand or left-hand corner.



OPSB DBE POLICY | PROVISIONS AND PROCEDURES FOR ALL OPSB SOLICITATIONS: DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

I. Orleans Parish School Board Policy -Disadvantaged Business Enterprise

It shall be the policy of the Orleans Parish School Board (OPSB) to ensure every opportunity is made available to include disadvantaged business concerns in its letting of contracts and purchases, by providing bidders for each contract or purchase being bid. At no time shall any School Board department, school or representative exclude any responsive bidder from participation in, deny any person the benefit of, or otherwise discriminate against anyone in connection with the award and performance of any contract or purchase on the basis of race, color, sex, or national origin.

The OPSB shall provide or participate in programs and offer services to assist disadvantaged business concerns in the development and growth of their business. Each department and school shall take measures to evaluate and ensure optimum contracting and purchasing opportunities shall be made available.

The Superintendent shall be responsible for maintaining appropriate administrative regulations and procedures assigned to ensure participation of certified economically disadvantaged businesses in purchasing procurement contracting opportunities with the School Board.

II. Provisions

OPSB | Office of Business Partnerships would like to offer firms exciting business opportunities in Professional Services, Public Works, and Materials and Goods through its Disadvantaged Business Enterprise (DBE) Program. The DBE program's policy intent is to assist certified disadvantaged businesses to attain a competitive edge and grow by providing equal access to procurement contracts and purchasing opportunities in the OPSB marketplace. Moreover, OPSB shall support local business, community and economic development, in part, by providing business opportunities under its Disadvantaged Business Enterprise Legal Authority under Louisiana R.S.38:2233(1)(2).

III. Administrative Procedures

A. Certification

The OPSB does not conduct an independent DBE Certification process. However, OPSB does grant "Reciprocity" to Pre-Certified DBE Firms which possess a DBE Certification letter. To be qualified as a DBE for OPSB purchasing agreements and/or procurement contracts, a firm must be certified as a DBE by the Louisiana Unified Certification Program (LAUCP) or any of the following five (5) agencies conducting DBE certification within the City of New Orleans. These five agencies are: The City of New Orleans, Sewage and Water Board of New Orleans, New Orleans Aviation Board (NOAB), New Orleans Regional Transit Authority (RTA) and Harrah's Casino DBE Program. The lists are not an endorsement of the quality of performance of the firm listed therein but is simply an acknowledgment of the firm's eligibility as a DBE, once a



certified DBE letter is submitted as form of verification.

B. DBE Compliance

1. The Orleans Parish School Board's Disadvantaged Business Enterprise (DBE) Program shall apply to this solicitation and contract. It is the policy of the OPSB to practice nondiscrimination based on social and economic disadvantage, race, color, disability, national origin, gender identity, sex, age, disability, marital status, sexual orientation, religion or veteran status. All firms qualifying under this solicitation are encouraged to submit proposals/bids. Award of this contract shall be conditioned upon the *Most Qualified Proposer/Lowest Responsible and Responsive Bidder* satisfying the OPSB DBE Program goal assigned to the particular contract. The Proposer/Officer/Bidder shall agree to use its best efforts, as determined by the DBE Committee in accordance with the factors set forth in the DBE Program to meet the contract goal for DBE participation in the performance of this contract.

C. DBE Participation

1. DBE Participation for Professional Services: The *Most Qualified Proposer*, shall submit the following information on the DBE Responsiveness Forms 1 & 2, as attachments with proposals for professional services before the bid opening deadline reflecting:
 - a. The names and addresses of all DBE firms that will participate in the contract;
 - b. The dollar amount commitment of the participation of each DBE firm participating in the contract;
 - c. Written confirmation from the named DBE(s), verifying their participation in the contract, as provided in the commitments made under (a) and (b) above;
 - d. Submit copy of DBE Certification letter of participating firm(s);
 - e. If the contract target goal is not met, written evidence of Good Faith Efforts are verified via OPSB DBE Compliance Officer.
2. DBE Participation for Public Works and Materials & Supplies: The *Lowest Responsible and Responsive Bidder* shall submit the following information on the DBE Responsiveness Forms 1 & 2, via post-bid submittals' attachments with bids within ten (10) days after the bid opening regarding public works reflecting:
 - a. The names and addresses of all DBE firms that will participate in the contract;
 - b. The dollar amount commitment of the participation of each DBE firm participating in the contract;
 - c. Written confirmation from the named DBE(s), verifying their participation in the contract, as provided in the commitments made under (a) and (b) above;
 - d. Submit copy of DBE Certification letter of participating firm(s);
 - e. If the contract target goal is not met, written evidence of Good Faith Efforts are verified via OPSB DBE Compliance Officer.



3. For all OPSB solicitations that are awarded based on evaluation criteria the DBE documentation must be submitted with the proposal by the proposal submission deadline.
4. It is the policy of the board that all contracts correctly show the agreed upon DBE percentage (goal) for that project prior to the signing of the contract. Any variation must be subject to agreement of the contracting entity and the board.
5. Upon receipt of the above-referenced materials, the DBE Representative shall then render opinion to the board as to whether the *Most Qualified Proposer/Lowest Responsible and Responsive Bidder* has satisfied the DBE contract goal or if not has demonstrated their satisfactory good faith efforts. If it is determined by the board that the *Most Qualified Proposer/Lowest Responsible and Responsive Bidder* has not satisfied the DBE contract goal or shown satisfactory good faith effort to do so, the bid may be rejected as non-responsive to the DBE contract goal, and consideration may then be given to the next *Most Qualified Proposer/Lowest Responsible and Responsive Bidder*. The procedure set forth in this section shall be repeated with each successive apparent lowest bidder until the lowest bidder satisfying the DBE contract goal or showing satisfactory good faith effort is determined.
6. It is the Policy of the Board to ensure that DBE subcontractors on OPSB contracts receive prompt payment for services rendered. The DBE Representative shall establish written procedures to ensure that DBE subcontractors are timely paid by General Contractors. Such written procedures shall set forth the time period within which payments to DBE subcontractors shall be made by General Contractors.

D. Outreach

1. In recruiting potential Economically Disadvantaged Businesses, part of our outreach efforts consist of participating in the following:
 - a. Small Business – Industry Day Events
 - b. Business to Business Trade Shows
 - c. Procurement and Supply Chain Conferences
 - d. Supplier Diversity Conferences and Certification Seminars
2. Engaging all Contractors, Material Providers, Professional Service Consultants/Vendors and Community Organizations with Certified DBE Membership
3. Attend all programs sponsored by government, non-profit and private entities where opportunities to network are maximized including but not limited to:
 - a. Conducting monthly vendor assistance meetings for potential client
 - b. Conducting one-on-one vendor assistance meetings for potential clients



E. Good Faith Efforts

1. A Bidder's compliance with the requirement to make Good Faith Efforts to locate and engage the services of DBE businesses in connection with the Project shall be a matter of Bidder responsiveness. The Bidder can demonstrate that it has complied with the requirement by certifying to the DBE Executive Director or his/her designee in writing, that as of the date of the bid submittal:
 - a. the Bidder has selected and engaged the services of DBEs, in which case the certification shall include:
 - i. the names and addresses of those enterprises engaged by the Bidder
 - ii. the value of the subcontract and
 - iii. a description of the work on the Project to be performed by such firm(s) and/or individuals, or
 - b. if despite the Bidder's Good Faith Efforts, the Bidder was not able to select and engage the services of such enterprises, in which case the Bidder shall include in its written certification the following:
 - c. affirmation that, prior to determining that it was unable to locate DBEs, the bidder consulted business registries including those identified by the School District;
 - d. affirmation that the bidder attended any pre-bid meeting scheduled to inform DBEs of subcontracting opportunities;
 - e. a copy of the written notifications sent to DBEs soliciting their interest in being a subcontractor or supplier on the Project;
 - f. the names, addresses, and telephone numbers of DBEs contacted, the date of such contact and the date set for receipt of bids from those businesses;
 - g. a copy of the information or a description of the information provided to DBEs regarding the plans and specifications for the work proposed to be subcontracted and how that information could be accessed;
 - h. a statement from the Bidder explaining why any DBEs contacted by bidder were not engaged
2. Upon the Bidders application for waiver of the DBE goals, based on the above circumstances, the DBE Executive Director and Committee shall determine whether or not the bidder satisfied the good faith effort and shall make the appropriate recommendation.
3. Upon written request of the DBE Executive Director, the bidder will attend a meeting of the Orleans Parish School Board to discuss the specific measures the Bidder has utilized in undertaking the Bidder's Good Faith Efforts.

F. Calculations

1. DBE participation will be counted toward meeting the goals as follows:
 - a. The total dollar value of a direct contract or subcontract or indirect subcontract awarded to a certified DBE will be counted toward the applicable goal.
 - b. In the case of a joint venture, the portion of the total dollar value of the contract



equal to the percentage of the ownership and control of the DBE in the joint venture will be counted toward the applicable goal.

- c. Only DBEs that perform a commercially useful function in the work of a contract or subcontract or indirect subcontract will be counted toward the DBE goals. A DBE is considered to perform a commercially useful function when it is responsible for execution of a distinct element of work of a contract or subcontract and carries out its responsibilities by performing, managing, and supervising the work involved. If a DBE contractor subcontracts a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the DBE is presumed not to be performing a commercially useful function. The DBE may present evidence to rebut this presumption.
- d. The total dollar value of materials and supplies obtained from DBE suppliers and manufacturers will be counted toward DBE goals if the DBE assumes the actual and contractual responsibility for the provision of the materials and supplies.
- e. OPSB through the DBE Executive Director will review the contractor's DBE involvement efforts throughout contract performance. Such review will include but will not be limited to, the contractor's and the DBE's quarterly statements of income from the District which shall document the portion of said income paid to DBE. The Contractor agrees to supply copies of any documentation the District requires in order to complete such a review.

G. Procurement Management

- 1. As a result of our procurement management process, several activities are conducted on a monthly basis:
 - a. Reviewing other DBE agency's certified listings, matching their capabilities to upcoming contracts and encouraging these DBE businesses to seek recertification to update their certification status in order to be eligible for the Orleans Parish School Board DBE participation.
 - b. Advise DBEs or certified vendors about bidding opportunities by submittal of written correspondence to these businesses.
 - c. Providing program information on the Orleans Parish School Board's website and other compliance enforcement forms for the vendors.
 - d. Attend and participate in the Staff Contract Review Committee meetings.
 - e. Attend and participate in the Construction Review Committee meetings.

H. Staff Contract Review Committee (services)

- 1. The purpose of the Staff Contract Review Committee (SCRC) is to review all contracts involving goods/services and professional services and make recommendations on a suitable percentage and feasible areas of DBE participation.
- 2. The SCRC consists of the DBE Executive Director (who facilitates the meeting), and designated OPSB Representatives.
- 3. At the Staff Contract Review Committee meeting the operations department head or



representative and/or consultant makes a presentation on each contract brought before the SCRC being considered for public bid. Details provided include the project cost, subcontract areas, percentage of associated cost of each subcontract area recommended for DBE participation and the recommended goal.

I. DBE Committee

1. The DBE Committee is responsible for setting the DBE participation goal for each project. The specific goal will be set on a project by project basis. Upon receipt of all information relative to and closing of the bid process the DBE Committee consisting of the DBE Executive Director, the Procurement Director and the Head of the Department seeking the Procurement, and in the case of Capital Projects the Executive Director of Facilities/Capital Projects/Operations shall then make a recommendation to the Superintendent as to whether the lowest bidder/offeror has agreed to satisfy the DBE contract goal, or if not has demonstrated satisfactory good faith efforts to satisfy the DBE contract goal. In determining the percentage of participation by certified DBEs, the DBE Committee shall consider the following:
 - a. The type or nature of the work required under the contract
 - b. The estimated dollar amount of the contract
 - c. The availability of subcontractors for the particular project
 - d. Whether the items of work have been broken down to the smallest reasonable components to facilitate DBE participation target goal up to 35% (Thirty Five Percent) pursuant to the Board's policy.

J. Involvement in Bid Process

The DBE Program is responsible for the following bid process:

1. Consult with Program Management (Capital Projects and/or Facilities), Division Chief, or Departmental Representative on each solicitation to ensure that every item of work has been broken down to the smallest reasonable components to facilitate DBE participation.
2. Attend pre-bid/pre-proposal conferences and offer instruction(s), and clarification on DBE bid specifications procurement policy and procedures for sub-contracting.
3. Answer questions posed by prime contractors at pre-bid conferences relative to DBE issues.
4. Provide written responses to detailed questions posed by prime contractors on DBE issues.
5. Consult with Legal Department before releasing responses, as they may have legal considerations.
6. Review bid specifications for consistency with goals established by Staff Contract Review Committee.
7. Review participation summary sheets to determine if the percentage and DBE dollar amount of subcontract work reported is consistent with established goals.
8. Review DBE vendor listing to determine if DBE firm listed on participation summary sheet is certified to perform required work.
9. Review affidavit(s) and supporting documents for consistency in instances when



DBE goals are not met, and "good faith effort" is submitted.

10. Verify DBEs submitted responses which indicate that they were not interested in pursuing work with prime contractors.
11. Review quality of good faith effort, analyze and make an assessment on same (i.e., whether the prime contractor attended pre-bid meetings, advertised in a general circulation and trade association publications concerning DBE opportunities and allowed them reasonable time to respond, provided written response to a reasonable number of DBE firms and allowed them to participate effectively, followed up initial solicitation of interest by contacting DBEs to determine for sure if they were interested in bidding specific portions of the work was selected to be performed by DBEs to increase likelihood of meeting DBE goals, provided interested DBEs with adequate information about the plans, specifications and requirements of the contract, negotiated in "Good Faith" with interested DBEs and did not reject them as unqualified without sound reasons based on a thorough investigation of their capabilities, stated in writing reason for rejecting DBEs as unqualified, used the services of available community organizations, small and/or disadvantaged business groups, local state and federal small or disadvantaged business assistance offices, and other organizations that provide assistance in the recruitment and placement of DBE firms, and made sufficient efforts to negotiate with DBEs for specific subcontractor bids).
12. Make presentations to appropriate committees and full Board on bid disputes and other DBE participation concerns.
13. Provide signed affidavits to Legal Department in instances where litigation is required in bid disputes.
14. Participate as witnesses in depositions and court cases involving bid disputes.

K. Regulatory Compliance | Monitoring

After contracts are awarded and work has begun the DBE Office through the Executive Director monitors actual utilization of DBEs. This process is carried out by utilizing the following:

1. Review Board Reports for approved names of prime contractors, DBE Subcontractors percentage of participation and areas of work to be performed.
2. Advise prime contractors in writing through the appropriate forms provided, that the percentage and dollar amount of work to be performed on each contract may not be changed, and any changes in DBE subcontractor will require prior DBE Office approval, and monthly report forms on the status of contract expenditures will be submitted.
3. Advise DBE Subcontractors in writing as to which prime contractor will be utilizing that firm, the dollar amount of participation, percentage of participation and notification that any changes in acceptances of the subcontract should be reported immediately to the DBE office.
4. Advise prime contractors of the need to complete monthly compliance report two (2) weeks before due date.
5. Attend Owner-Architect-Contractor (OAC) progress meetings.
6. Review monthly compliance reports for instances of non-compliance.
7. Conduct site visit to job sites (i.e. conduct visual inspection of labels on



trucks and equipment, determine how many workers are present, determine nature of work being performed).

8. Interview Internal and/or External Stakeholders (i.e., clarify what work is being performed, inquire how often Prime Contractor visits job site, inquire to determine if there are any problems which need to be addressed).
9. Make follow-up phone calls to prime contractors to determine why participation is not in compliance.
10. Schedule meetings with both Prime Contractors and DBE Subcontractors in instances of non-compliance or where problems are evident.
11. Send follow up correspondence detailing non-compliance and penalties for same.
12. Take required action in instances of fronting and non-compliance.

L. Subcontractor Payment and Mobilization Fee

1. DBE subcontractors shall be paid within ten (10) calendar days of the General Contractor's receipt of payment from the OPSB for services rendered by the DBE subcontractor. This provision regarding payment shall be included in the General Contractor's contract with the OPSB as well as in the General Contractor's subcontract with its DBE Subcontractors.
2. Requests for mobilization fee assistance shall be submitted by DBE Subcontractors to their General Contractor on forms approved by the DBE Executive Director if any. Within five (5) calendar days of its receipt of mobilization assistance fee request the General Contractor shall sign the request indicating its agreement or disagreement with the request and if denied copy the request to the DBE Executive Director who shall if appropriate process the request for payment. Payment of a mobilization assistance fee shall be made by OPSB to the General Contractor who shall in turn render payment to the DBE subcontractor.



ORLEANS PARISH SCHOOL BOARD

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REPORTING OVERVIEW

I. Responsiveness Reports

- A. During the RFP/RFQ Procurement process, the Most Qualified Proposer shall submit DBE Responsiveness Forms 1 & 2, as attachments with proposals for professional services before the proposal submittal deadline. Failure to properly complete this form may constitute the Proposer as being non-responsive and sufficient cause for rejection from the scoring process.

- II. **Professional Services Reports** will be used to set a baseline of anticipated DBE participation and document Good Faith Efforts used to reach established goal. The Prime Contractor must submit the Professional Services Reports at the pre-mobilization meeting or ten (10) days prior to mobilization. All Subcontractors with contracts over \$50,000 must submit Professional Services Reports no later than ten (10) days prior to mobilizing on respective contracts.

A. **Contracting Schedule – DBE Participation Commitment**

This report will indicate anticipated DBE participation as percentage of total bid/contract and must be substantiated by **Monthly Compliance Reports**. However, *anticipated* DBE participation will not suffice for DBE compliance. *Actual* participation (i.e., payments made), coupled with Good Faith Efforts, determines DBE compliance.

B. **Good Faith Efforts**

This report will allow Contractors and Subcontractors to demonstrate the good faith efforts used to reach DBE participation goal prior to mobilization. It will also allow them to specify which DBEs were contacted, methods of communication, and outcome. Moreover, this report will provide information needed to verify efforts with DBEs listed on report.

C. **Anticipated DBE Mobilization & Completion Dates**

Prime Contractor must provide a mobilization strategy of anticipated DBE participation for this project. Plan shall incorporate actions to be taken by the Bidder's/Proposer's proposed Subcontractors/Suppliers, and shall correlate with project schedule submitted to the Owner/Owner's Representative. Bidders must submit form within 10 days before mobilization. Proposers must submit form within 10 days after Letter to Proceed. Provide attachments if necessary.

D. **Professional Service Cover Letter**

If DBE participation goal is not met at the mobilization phase, Contractor and Subcontractors must also submit a cover letter, on company letterhead, including any relevant information explaining the circumstances surrounding the failure to meet DBE participation goal at the mobilization phase. Cover letter must also include specific information regarding Contractor and Subcontractor plan of action to continue good faith efforts in pursuit of OPSB's DBE Participation Goal until Contract buy-out is 100% complete.

III. **Monthly Contractor Compliance Certification** will be used to certify Contractor's compliance with all Disadvantaged Business Enterprise, Equal Employment Opportunity, and Affirmative Action Provisions. It will also certify that all information contained in Monthly Compliance Reports (DBE Reports I-IV) is true and correct. Rather than having each DBE Report notarized separately, each notarized Contractor Compliance Certification will be sufficient for the Monthly Compliance Report for Contractor and respective Subcontractors.



IV. Monthly DBE Compliance Reports will be used to track Contractor and Subcontractor actual DBE participation, payments to DBEs, on-going good faith efforts to engage DBEs, and EEO/Affirmative Action compliance. Subcontractors and Sub-subcontractors must submit Monthly DBE Compliance Reports to Prime Contractor by 7th day following the end of the previous month. Prime Contractor must submit the combined report to Owner and Owner's Program Manager with monthly pay application/invoice, or by the 14th day following the end of the previous month. Failure to complete all DBE reports properly or late submittal, may constitute the Bidder/Proposer as being Non-Responsive, and sufficient cause for Non-Compliance.

A. DBE Report I: Contracting Compliance

This report will show actual DBE participation and payments for both the reporting month and the contract to date. It will also collect information pertaining to individual vendors including subcontractor contact information, DBE status, scope(s) of work, contract amount, contract start date, and scheduled completion date. Contracting Compliance Reports will be compared to Contracting Schedules to determine whether or not *anticipated* DBE participation commitment is realized. *Anticipated* DBE participation will not suffice for compliance goals. *Actual* DBE participation must be confirmed. Contractor and Subcontractor must also specify the percentage of contract/subcontract buy-out complete as of last day of report month (e.g., 30%, 50%, 75%, 90%, etc.).

B. DBE Report II: Good Faith Efforts (GFE)

This report will allow Contractors to indicate the good faith efforts used to reach DBE participation goal during report month (i.e., if contract is not completely bought out, good faith efforts should continue throughout the project thru substantial completion—see Pre-Construction Cover Letter). It will also allow Contractors to specify which DBEs were contacted, methods of communication, and outcome.

Meticulous (i.e., Parts A-C completed) Good Faith Efforts Reports will be required for all Contractors and Subcontractors throughout the buy-out period for respective contracts. Once contracts are bought out, shortened (i.e., Part C only completed) Good Faith Efforts Reports will satisfy monthly GFE reporting requirements. However, if a Subcontractor is released prematurely (i.e., before scope of work for contract is complete) Good Faith Efforts must resume, along with exhaustive GFE reporting, if Contractor intends to re-bid remaining subcontract. Contractor must also request a *Subcontractor Release Notification Form*, from OPSB Procurement Office, for each subcontractor that is released prematurely.

C. DBE Report III: Affirmative Action Steps/Equal Employment Opportunity Efforts

This report will allow Contractors to indicate affirmative actions taken and efforts made toward equal employment opportunity.

D. DBE Report IV: Minority/Female Participation

This report will collect the payroll and demographic information needed to determine minority and female participation in each Report Month. It will also correlate with certified payrolls for Pay Applications from preceding month as a means of verifying veracity.

**Orleans Parish School Board Disadvantaged Business Enterprise Program (DBE)****DBE RESPONSIVENESS FORM 1**

RFP/RFQ/P.O./Bid/Solicitation/Other # _____ Bidder/Proposer: _____

Project Name & Description: _____

FOR BIDS: THIS COMPLETED FORM SHOULD BE FURNISHED TO THE OFFICE OF PROCUREMENT BY THE LOWEST PROPOSER WITHIN TEN (10) DAYS OF THE BID OPENING. FAILURE TO COMPLETE THIS FORM PROPERLY MAY CONSTITUTE THE BID/OFFER AS BEING NON-RESPONSIVE AND SUFFICIENT CAUSE FOR REJECTION.

FOR RFPS/RFQS: THIS COMPLETED FORM SHOULD BE FURNISHED TO THE OPSB-DBE OFFICE THROUGH THE OFFICE OF PROCUREMENT WITH YOUR PROPOSAL. FAILURE TO COMPLETE THIS FORM PROPERLY MAY CONSTITUTE THE PROPOSAL/OFFER AS BEING NON-RESPONSIVE AND SUFFICIENT CAUSE FOR REJECTION.

The undersigned Bidder/Proposer has satisfied the requirements of the bid/proposal specifications for the above-referenced Orleans Parish School Board project in the following manner.

Please check the appropriate space:

☐ The Bidder/Proposer is **committed to achieving and/or exceeding** the DBE target goal of **35** % DBE utilization on this contract, and will require all Subcontractors to assist in achieving 35% DBE participation before this project is substantially complete.

☐ The Bidder/Proposer is **unable to meet** the DBE target goal, but is committing to a minimum of _____ % DBE utilization before notice-to-proceed, and will require all Subcontractors to assist in achieving 35% DBE participation before this project is substantially complete.

Name of Bidder's/Proposer's Firm: _____

Telephone: _____ Fax: _____ E-Mail: _____

By: _____ / _____ / _____
(Signature of Bidder's/Proposer's authorized representative) (Title) (Date)

THE BIDDER/PROPOSER IS COMMITTED TO UTILIZING DBE PARTICIPATION ON THE PROJECT IN THE FOLLOWING MANNER:**COMPLETED BY PROPOSER:**

The Bidder/Proposer is committed to utilizing the **DBE FIRM NAMED BELOW** for the *Scope(s) of Work* as described below. The estimated dollar value of the scope of work is \$ _____ and _____ % of the total dollar value of the contract.

Copy this form, if you are utilizing more than one (1) DBE firm to achieve the DBE participation percentage on the project.

Name of DBE Firm: _____

DBE Firm Owner or Contact: _____

Telephone: _____ Fax: _____ E-Mail: _____

DBE TYPE: ☐ SLDBE CERTIFIED ☐ LAUCP DBE CERTIFIED☐ DBE Certification Letter is attached**COMPLETED BY DBE FIRM (below):**

DBE AFFIRMATION. The above-named DBE firm affirms that it will perform the scope(s) of work on this contract for the estimated dollar value and contract percentage as stated above.

By: _____ / _____ / _____
(Signature of DBE firm's owner/authorized representative) (Title) (Date)

Note: If the Bidder/Proposer does not receive award of the prime contract, then any and all representations in this form shall be null and void.

**DBE RESPONSIVENESS FORM 2****SUBCONTRACTING STRATEGY FOR DBE PARTICIPATION**

Business Name: _____ Project Name/Number: _____

Business Contact Information: _____
(Phone, Fax, E-Mail and Address:) _____

Provide a strategy to identify specific subcontracts that will be awarded to DBEs and anticipated DBE participation for project. This Plan shall incorporate actions to be taken by the Bidder's/Proposer's proposed Subcontractors/Suppliers. **Proposers:** Must submit form with proposal. Provide attachments if necessary.

DBE Subcontractor Supplier	Scope of Work Professional Service Materials	Contract Value	Percent of Contract

NOTE: If the Bidder/Proposer does not receive award of the prime contract, then all representations in this form shall be null and void.

Representative's Name: _____ Title: _____ Date: _____

Signature: _____



ORLEANS PARISH SCHOOL BOARD

RFQ #19-0023

Month of: _____

Year: 20 _____

Correlates with RFP # _____

DBE PROFESSIONAL SERVICES COMPLIANCE CERTIFICATION CHECKLIST

(Note: Form must be submitted with one or more of the supporting documents identified and initialed below. Failure to submit completed certification constitutes non-responsiveness and cause for ejection.)

Business Name: _____

Proposer's Name & Contact No.: _____

If *Subcontractor*, Name of Business Performing Work Under: _____

Business Principal Contact Information: _____

(Print Name, Phone, E-Mail, and Physical Address)

I, _____ hereby certify that,
(Print Name & Title of Company Representative)
_____ has complied with all Disadvantaged Business
(Print Business Name)

Enterprise, Equal Employment Opportunity, and Affirmative Action Front End Provisions set forth in the OSPB DBE Policy and with all of the provisions of Federal Executive Order 11246, as amended, including implementing and related rules, regulations and relevant orders of the U.S. Secretary of Labor. I also certify that all information contained in *Supporting Documents is true and correct.

Signature: _____ **Date:** _____

*Supporting Documents Attached:

- ☐ DBE Responsiveness Form 1 _____ (Initial)
- ☐ DBE Responsiveness Form 2 _____ (Initial)
- ☐ DBE Professional Services Report 1 _____ (Initial)
- ☐ DBE Professional Services Report 2 _____ (Initial)
- ☐ DBE Professional Services Report 3 _____ (initial)

STATE OF LOUISIANA, ORLEANS PARISH IN WITNESS
WHEREOF, I have hereunto set my hand and official seal
this _____ Day of _____, 20____.

Notary Public, State of Louisiana

My Commission Expires _____



ORLEANS PARISH SCHOOL BOARD

DBE PROFESSIONAL SERVICES REPORT 2: GOOD FAITH EFFORTS

(Form must be submitted by initial meeting. Failure to submit completed report constitutes non-compliance with OPSB DBE Provisions.)

Business Name: _____

Project Name & Number: _____

If Subcontractor, Name of Business Performing Work Under: _____

Business Principal Contact Information: _____
(Print Name, Phone, E-Mail, and Physical Address)

Contract buy-out complete as of

No additional subcontracts available.

(Initial)

☐

(Date: MM-DD-YYYY)

(Complete PART C – Report Certification only)

PART A: Good Faith Efforts

Below are types of actions that demonstrate Good Faith Efforts towards meeting OPSB DBE goals. Indicate the actions taken and those not taken. **Attach supporting documentation for all actions taken—checked boxes alone do not demonstrate Good Faith Efforts.** Please note that the list of Good Faith Efforts below is illustrative, and is neither exclusive nor exhaustive. If additional Good Faith Efforts have been made, specify below and provide supporting documentation. **Desire to self-perform scope of work does not preclude DBE participation or Good Faith Efforts towards the same.**

Yes <input type="checkbox"/>	No <input type="checkbox"/>	1). Solicited the interest of certified DBEs (attach copies of advertisements) Evidence includes names of printed publications, dates of advertisements, copy of advertisement, phone log of calls made to DBEs, copy of electronic/physical solicitations sent to DBEs, etc.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	2). Followed up initial solicitations to determine DBE interest Evidence includes e-mails, phone logs, etc.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	3). Selected portions of work to be performed by DBEs Debundled contract work into economically feasible units to facilitate DBE participation (See Part 2).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	4). Provided interested DBEs with adequate information about the plans, specifications, and requirements of Contract in a timely manner (See Part 2).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	5). Negotiated in good faith with interested DBEs (See Part 2) Evidence includes names, addresses, and telephone numbers of DBEs considered; description of information provided regarding plans and specifications for work selected for subcontract; and evidence as to why DBE was not selected to perform the work.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	6). Thoroughly investigated capabilities of interested DBEs Evidence includes site visit information (time, date, result), reference checks, written record of interview with DBE (time, date, result) (See Part 2).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	7). Effectively used services of small business community organizations; small business contractors' groups; local, state, and Federal small business assistance offices; and other organizations to provide assistance in recruitment and placement of DBEs (attach list of resources used).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	8). Arranged solicitations, times for presentations of bids, quantities, specifications, and delivery schedules in ways that facilitated participation by DBEs.

PART B: Evidence of Good Faith Efforts

1). List all areas of work/service and/or materials/supplies selected for DBE participation/solicitation. Include division number for each scope, service, and/or material listed. List the estimated dollar value of each along with its percentage of the total project dollar value (bid/proposal). Use additional pages if needed, but list Total (*dollar value and percent of total bid/proposal*) in space provided below.

Scope or Portions of Work/Materials Selected for DBE Participation/Solicitation	Division Number	Estimated Dollar Value	Percent (%) of Total Project Bid
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
TOTAL	n/a	\$	

DBE PROFESSIONAL SERVICES REPORT 2: GOOD FAITH EFFORTS *(continued)*

2). List all LAUCP* DBE and SLDBE Firms contacted, the portions of work/materials/services for which solicited, initial/follow-up communication, and the result of communication. Also specify the name and title of Representative(s) that conducted the outreach communication. Include additional pages if needed.

DBE Firm Name	DBE Contact Name	Phone Number/ E-Mail Address	Date of Initial/First Contact	Method of Initial/First Contact	Scope of Work/Materials/Services Solicited	Provided Copy of Plans/Specifications (Y/N)	Result of Initial/First Communication <i>(e.g., plans to bid, not interested, no response, etc.)</i>	Date of Follow-Up Contact	Method of Follow-Up Contact	Result of Follow-Up Communication <i>(e.g., bidding, not bidding, not interested, etc.)</i>	Name and Title of Representative Conducting Outreach <i>(i.e., initial and follow-up contacts)</i>

DBE PROFESSIONAL SERVICES REPORT 2: GOOD FAITH EFFORTS *(continued)*

3). For contracts (i.e., for work/materials/services provided) awarded to Non-DBE firms; list all DBEs that submitted competing bids or proposals for the work/materials/services. Specify reason for rejecting DBE bid/proposal, including date and method of notification. If rejection based on price competitiveness, include price variance between DBE and winning Non-DBE bid/proposal *(note that price variance information is for internal office use only and will remain confidential)*. Note: At minimum all scopes of work, listed in Part B.1., should be included below. Use additional sheets if needed.

Scope of Work/ Materials/Services Priced in Bid/Proposal	Non-DBE Firm Awarded Contract	DBE Firm That Submitted Competing Bid/Proposal <i>(Use multiple lines if more than one DBE Submitted bid for same work/material/services. If no competing DBEs bid, mark 'No DBE')</i>	Date DBE Bid/Proposal Received	DBE Bid/Proposal Reviewed By <i>(Specify Name and Title of Representative)</i>	Reason for Rejection Price Competitiveness? <i>(Yes or No)</i>	Price Variance Between Winning Bid/Proposal and Rejected DBE Bid/Proposal (+/-)	Reason for Rejection, Other than Price Competitiveness <i>(Be Specific)</i>	Method of Notification to Rejected DBE
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		
						\$		

DBE PROFESSIONAL SERVICES REPORT 2: GOOD FAITH EFFORTS

(continued)

PART C: Report Certification

I _____

(Print Name Company Representative Preparing/Submitting Report)

certify that the information contained herein is true and correct.

Signature: _____

Title: _____

Date: _____

SWORN TO AND SUBSCRIBED, BEFORE ME, THIS _____

DAY OF _____

NOTARY PUBLIC _____

MY COMMISSION EXPIRES _____

DBE Vendor Directories and Certification Information

Resource	Contact Name	Contact Phone	Contact E-Mail Web Site
OPSB DBE Program	Jonathan Temple	(504) 304-3847 (o) (504) 206-6686 (m)	jonathan_temple@opsb.us http://www.opsb.us
LAUCP Directory (web based & searchable)	n/a	n/a	1. http://www8.dotd.la.gov/UCP/UCPSearch.aspx
Armstrong International Airport (SLDBE Directory - PDF)	n/a	n/a	1. http://www.flymsy.com/dbe-program
City of New Orleans Office of Supplier Diversity (SLDBE Directory – PDF)	n/a	n/a	1. https://neworleans.dbesystem.com/?TN=neworleans 2. https://www.nola.gov/economic-development/supplier-diversity/
Sewerage and Water Board of New Orleans	n/a	n/a	1. http://www.swbno.org/business_disadvantagedbusinessprogram.asp