

## **REQUEST FOR STATEMENT OF QUALIFICATIONS**

**Advertisement Date:** January 30, 2015

**To:** All interested licensed Architectural, Landscape Architectural, and Engineering firms

**From:** The Recreation and Park Commission for the Parish of East Baton Rouge

**Subject:** Professional Services (Engineering/Landscape Architectural/Architectural/Abatement)

The Recreation and Park Commission for the Parish of East Baton Rouge (BREC), is soliciting Statements of Qualifications (SOQ) from Architectural, Landscape Architectural, and Engineering firms for professional services related to planning, design, abatement, bid advertisement/award, construction documentation, and construction administration for upcoming projects.

BREC's building program may include project types such as new or renovated recreation centers, gymnasiums, park restroom and maintenance buildings, athletic/sports facilities, trails, community parks, neighborhood parks, natural/cultural/historic areas, support areas, parking, fishing areas, and special use facilities (dog parks, zoo, etc), as well as modifications, renovations and enhancements to existing recreation, park and other special use facilities. Modifications to existing buildings may include structural modifications, re-roofing, facility expansion and other related activities.

It is the intention of BREC to contract with a number of professional service firms for planned construction projects. These firms may be selected for a single project or for multiple projects over the next one to two year period. BREC will pre-qualify firms based on qualifications and experience shown in their response and criteria specified in this SOQ. Firms residing in East Baton Rouge Parish will be given additional consideration. Consultants selected will be considered the lead consultant and will be responsible, as part of the project and project fee, for contracting with typically needed sub consultants. A short description of projects is listed in this SOQ under section eight.

Firms will be selected by a BREC Professional Services Selection Committee. To keep a balanced approach, please do not contact the Professional Services Selection Committee or BREC staff for additional information in regards to these projects.

## **REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS**

### **1. Firm Description**

Provide a short overview of your firm's history. Describe how your firm typically manages multiple projects while meeting all client deadlines and commitments. Please indicate if your firm is officially recognized as a small or disadvantaged business and provide written evidence of DBE status.

### **2. Staff**

Identify principals and key staff members within the firm who would typically be assigned to a project such as the types checked in Item 8, Projects Being Considered for Professional Services. For each person listed, include a resume, description of typical responsibilities, years of experience (total experience as well as experience with current firm), and list of specific projects worked on, noting whether performed with current firm or previous firms. List licensed staff with clear indication of the type of license.

**3. Experience**

List the total number of projects undertaken by your firm that are representative of the project types you have checked in Item 8, Projects Being Considered for Professional Services. For each project type you have checked, you should indicate applicable projects for which your firm has completed professional services. For each listed project include: name, location, scope, construction cost, graphics or photographs that illustrate the project and a knowledgeable contact person (name, current address, email address and current telephone number). Additionally, the staff that worked on the project is to be included with their roles. It should be noted if the work was done by staff while not part of the current firm. Limited graphics and written material for the projects is expected. The material may include representative samples of construction drawings, photographs of completed projects, colored renderings, and other graphics that you believe will help demonstrate your firm’s capabilities and experience.

**4. Additional Samples (optional)**

You may provide additional graphical and written information regarding your qualifications that you believe are appropriate for consideration for Parks and Recreation related work.

**6. Agreement**

Although the professional service firms selected under this RFQ shall be considered as being pre-qualified to provide consulting services for a selected number of BREC projects, BREC makes no representation as to the frequency, number or types of projects, if any, that will be assigned to a given firm. The pre-qualified firms will each agree to perform their professional services in accordance with the BREC fee curve shown below:

Funds Available for Construction = “AFC”

$$\text{Fee Computation: Fee \%} = \frac{50.00}{\text{Log (AFC)}}$$

Note for renovation projects requiring greater than ordinary work a renovation factor of 1.05 to 1.2 can be applied, depending upon degree of difficulty. Additionally, simple projects, such as parking lots can have a simplicity factor up to .8 applied. The AFC provides an interim fee, which can be adjusted for actual construction costs. Also note that some projects require less than full services such as a project that has been master planned and plans that have been taken through design development. A reduced fee can be expected on these projects.

As an example, a fee for a \$500,000 project with no mitigating factors would be:

$$\text{Fee \%} = \frac{50.00}{\text{Log}(\$500,000)} = 8.774\% \text{ or } \$43,868$$

Note that in limited cases where the Fee Curve may not be appropriate, BREC may require additional information, including requesting detailed proposals on specific projects. Though a firm may be selected through this process, selection does not guarantee that BREC will actually contract for a particular project.

## **7. Submission**

It is preferred that material be submitted in 8.5"x11" format following the order of this request. Graphic examples of projects can include 11"x17" or other sizes. Submit five copies of your material. Please be careful to include the sheet in number eight below. Qualifications can be delivered or mailed to:

BREC  
6201 Florida Boulevard  
Baton Rouge, LA 70806  
Attention: Ted Jack

Qualifications are due by 4:00 p.m. February 16, 2015 at the address above. If qualifications are mailed or shipped, they must be done in a manner that will meet this timeline.

Objections to any provisions in this request must be identified in writing in the Statement of Qualifications. **NO RESPONSE WILL SIGNIFY THAT THE AGREEMENT IS ACCEPTABLE AS WRITTEN.**

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## **8. Projects Being Considered for Professional Services:**

Below is the list of projects for which BREC may need the use of professional services. Please indicate which projects your firm is qualified for, interested in and is able to serve as the lead consultant by checking the box next to the project. Please include this list with your submittal. Before entering into a contract with BREC the scope of each project below will be defined.

- 1. Building Demolition / Hazardous Materials Abatement  
North Sherwood Forest – Two buildings
- 2. Burbank Multi-Purpose Fields/Restrooms – LA/Civil/Arch Team preferred
- 3-6. Capital Area Pathway Projects – these are multi-use off street pathway projects. Teams with a landscape architect and civil engineer preferred.
- 7. Expressway Park Football Field Lighting – Electrical Engineer
- 8. Forest Park Recreation Center Renovation/Addition - Architect
- 9. Greenwood Trail/Scotlandville Parkway – DOTDTAP Grants - Prefer a team with a landscape architect and civil engineer and relevant experience with DOTD transportation programs.
- 10. Farr Park Recreation Center Conversion/Renovation – Architect
- 11. Farr Park Sewer Work – Civil/Mechanical Engineer
- 12. Hooper Road Recreation Center and Rollins Recreation Center Conversion to open air Airnasium – Architect or Structural Engineer
- 13. Independence Park Botanic Garden Building Renovations and New Entry - Architect
- 14. Independence Park Maintenance/Theater/Volunteer Support Building - Architect
- 15. Independence Park Flow Rider / Slide / Shelter upgrade – Need a firm with engineers with extensive aquatic experience. Out of parish aquatic firms considered.
- 16. James Watson – New Cover for Basketball Court – Structural Engineer or Architect
- 17. Jefferson Highway Recreation Center Renovations/Parking - Architect
- 18. Kathy Drive Construction Drawings – Landscape Architect and/or civil engineer
- 19. Kernan Recreation Center – Addition and AC/Parking – Grant - Architect
- 20. Parking Lot Overlays – Sharp Road and Gus Young: Civil Engineer
- 21. Perkins Road Extreme Plaza/Skateboard Park Drainage – Civil Engineer
- 22-23. Recreation Center Renovations/Additions – TBD – Two Architectural teams
- 24. Stadium Restoration – Structural Engineer  
Goldsby – Structural Engineer and Abatement

Memorial – Structural Engineer and Abatement  
Olympia – Structural Engineer and Abatement

- 25. Splash Pads - Aquatic Engineer  
North Sherwood Forest Community Park  
Zachary Community Park
- 26. Womack Park Field/Parking Lighting - Electrical Engineer

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