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**Orleans Parish Criminal Sheriff's Office  
Request For Qualifications**

**Request For Qualifications  
Project Management-Construction Consultant**

**Orleans Parish Criminal Sheriff's Office is requesting qualifications  
to provide  
project management for construction projects occurring  
at  
The Orleans Parish Criminal Sheriff's Office**

**Due Date: August 1, 2007**

## **Instructions for submitting a response:**

The following instructions, as well as any addendum issued, shall be followed in the submission of any and all responses.

The Orleans Parish Criminal Sheriff's Office encourages competitive responses to the enclosed R.F.Q. The Orleans Parish Criminal Sheriff's Office understands that in any industry, business will be lost and gained by competitors over time.

In order to adhere to a high standard of business ethics, The O.P.C.S.O. requests that all providers refrain from any mention of competitors in any part of the vendor's submittal. Failure to refrain from this policy may result in a proposal being deemed non-responsive.

All responses must be submitted in a sealed envelope, mailed and/or hand delivered to:

O.P.C.S.O.  
2614 Tulane Avenue  
New Orleans, LA 70119  
Attn: Purchasing Department R.F.Q. 5051448

Proposals sent by fax or e-mail will not be considered. Responses received at any location other than the aforementioned location will not be considered.

It is the sole responsibility of the vendor to ensure timely delivery of the proposal prior to the proposal date and time.

The outside of the envelope/box shall be plainly identify the proposal by:

R.F.Q.#  
Title  
Time and Date of Proposal Opening  
Name of Vendor.

The vendor must respond to all of the following requirements:

1. Furnish all required documentation, originals, copies, and other requested information.
2. Complete all enclosed forms in their entirety.
3. Vendors must provide a response to all requirements. Failure to address each and all requirements may render the submittal non-responsive.

## **General Information:**

The Orleans Parish Criminal Sheriff's Office operates the Orleans Parish Detention facilities which currently has a rated capacity of 2500 inmates.

The selected vendor/contractor must have adequate experience in project management and have at his disposal consultants in electrical, structural, mechanical, environmental, and correctional engineering. Vendor must have at least five (5) years experience in the construction field and have managed consultation project valued at a minimum of five million dollars.

Management compensation will be based on percentages shown on the current compensation curve based on the F.E.M.A. Guide for Project Management when applied to an estimated cost prepared by F.E.M.A. and O.P.C.S.O. The fee, determined from the Compensation Curve, will be made by construction evaluations and reduced or increased bases on the scope of works minimum requirements.

**Proposal Format:**

All vendors must submit their response to the Request for Qualification in the following format. Failure to follow the specific format may result in the proposal being deemed non-responsive and subject to immediate rejection.

The following must be included in the proposal:

**1. Cover Letter: (mandatory)**

The proposal must include a cover letter which introduces the vendor and provides a summary of their experiences in relation to the proposed services.

**2. Executive Summary: (mandatory)**

The vendor will include an executive summary which will provide the highlights of vendor responses and any information which will assist the Orleans Parish Criminal Sheriff's Office Selection Committee in evaluating the vendors submittal.

**3. Letter of transmittal:**

The vendor will include a letter of transmittal which will include the following information:

- a. Statement indicating the company which will be providing the services required in the R.F.Q. and indicating any sub-contractors which will be utilized.
- b. Statement indicating the point of contact for R.F.Q. clarification or additional information.
- c. Statement indicating the person authorized to legally obligate the vendor.
- d. Provide complete contact information to include: name, address, phone number, fax number, and e-mail address for the contact person.

e. The Letter of Transmittal must contain statements affirming:

A. **Statement of No Inducement:** A statement certifying that no attempt has been made or will be made by the respondent to introduce any other person or firm to submit or not to submit a bid with regard to this Request for Qualification. Furthermore this is to certify that the R.F.Q. contained herein is submitted in good faith and not pursuant to any agreement or discussion with or inducement from, any firm or person to submit a complementary or non-competitive bid.

B. **Statement of No Investigation/Conviction:** A Statement certifying that the bidder, its affiliates, parent company, subsidiaries, officers, directors, subcontractors, and employee's are not currently under investigation by any governmental agency and have not in the last three (3) years been convicted or found liable for any act prohibited by the State, or Federal laws in any jurisdiction, involving conspiracy or collusion with respect to bidding or the performance of any public contract.

**4. Vendor Experience:**

The vendor will include all relevant history and experience in providing construction management services. Work history will be specific to the proposed services in the corrections industry. Experience in similar correctional or industry services can not be submitted.

**5. Support Structure:**

The vendor will include the support structure for all those individuals who will be involved in the implementation and support for all proposed services. This structure must include support for all aspects of the technical specifications.

**6. Vendor References:**

The Orleans Parish Criminal Sheriff's Office may contact and verify references from other facilities similar in size and scope to O.P.C.S.O. The vendor will provide at least five (5) references with similar size and scope as the O.P.C.S.O. facilities. At least two (2) of the five references must be from a facility in Louisiana where the vendor currently provides a similar level of service.

**7. Financial Qualifications:**

The vendor will provide the following information:

- a. Most recent three (3) year independent audit conducted by an independent auditing firm.
- b. Certificate of Insurance (see attached requirements).

**8. Additional Services: (optional)**

The vendor will provide the highlights of additional services or offerings available from the vendor which will benefit the O.P.C.S.O. The vendor will describe the services and the benefits that will be derived from implementing the proposed services. Examples of such are:

- a. Company Drug Screen Policy-The successful vendor will provide pre-employment and random drug screen.
- b. Background Check Information-The successful vendor will provide this service to provide confirmation of qualified persons involved in this project.

**9. Evaluation Criteria:**

Qualifications will be evaluated upon the following criteria:

1. Completed Project Experience
2. Financial Ability
3. Professional qualifications and experience of staff as scoped to this contract.
4. References
5. DBE

**10. RFQ Document and Addendum Documentation**

To ensure that the vendor has received and acknowledged all documentation, the vendor will ensure that all RFQ and Addendums issued will become part of their response.

**11. Insurance Requirements:**

During the term of this Agreement, the Consultant shall carry professional liability insurance in the amount of \$1,000,000.00. This insurance shall be written on a "claims-made" basis. The Consultant shall provide or cause to be provided a Certificate of Insurance to the Orleans Parish Criminal Sheriff's Office showing evidence of such professional liability insurance.

**12. Indemnity:**

The Consultant agrees to indemnify and save harmless the O.P.C.S.O. against any and all claims, demands, suits, and judgements of sums of money (including attorney's compensation and cost for defense) to any party for loss of life or injury or damage to persons or properties arising out of , resulting from, or by any reason of, any negligent act, or omissions by the Consultant, its agents, servants, or employees while engaged upon or in connection with services required of performed by the Consultant hereunder.

**13. Errors and Omissions:**

It is understood that all work required of the Consultant under Contract shall meet the standard requirements as to general format and content, and shall be performed to the satisfaction and approval of the O.P.C.S.O. The O.P.C.S.O. review, approval, acceptance of, or payment for the services required under this Contract shall not be construed to operate as a waiver of any of the O.P.C.S.O.'s rights or of any causes of action arising out of or in connection with the performance of this Contract.

The Consultant shall be responsible for the professional quality and technical accuracy of all services performed under this Contract. Ideally, errors or substandard work shall be revealed during normal work reviews. In such cases, the work should be returned for correction and payments withheld until delivery of an acceptable product. The Consultant shall, without additional compensation, also correct and revise any deficiencies discovered subsequent to final acceptance by the O.P.C.S.O., resulting from any negligent act, or omissions by the Consultant. If the project schedule requires that the O.P.C.S.O.'s staff make corrections due to oversight, errors or omissions by the Consultant, the Consultant shall be responsible for reasonable cost incurred by the O.P.C.S.O. to make the corrections.

**14. Termination:**

Upon termination, the Consultant shall deliver to the O.P.C.S.O. all plans and records of the work compiled to the date of termination and the O.P.C.S.O. shall pay in full for all work accomplished up to the date of termination, including any Retained Percentage earned to date.

Should the O.P.C.S.O. desire to suspend the work, but not definitely terminate the Contract, this may be done by thirty calendar days notice given by the O.P.C.S.O. in writing to the effect upon receipt from the O.P.C.S.O. of thirty calendar days notice in writing to that effect.