

**REQUEST FOR QUALIFICATIONS  
FOR ARCHITECTURAL PLANNING SERVICES  
FOR THE PLANNING OF THE  
JEFFERSON PARISH ECONOMIC DEVELOPMENT  
COMMISSION OFFICES AND TECHNOLOGY  
INCUBATOR  
JANUARY 8, 2007**



Owner: Jefferson Parish Economic Development Commission  
(JEDCO)

Issued: January 8, 2007

Proposals Due: January 29, 2007

Contact Person: Gaye A. Frederic  
Jefferson Parish Economic Development Commission  
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## **Architectural and Engineering Services**

### **Introduction**

The Jefferson Parish Economic Development Commission (JEDCO) is requesting proposals from qualified professionals interested in providing architectural planning services for its administrative offices and a technology incubator to be located at the new Churchill Technology and Business Park on the Westbank of Jefferson Parish.

The selected design team will work with representatives from JEDCO, its Board of Commissioners and EDGE Investors in the development of the facility. JEDCO is seeking design expertise specific to the design of state of the art business office space, incubator and public space.

### **Multi Purpose**

The new facility must provide the necessary flexibility to be adaptable for a variety of uses including office, meeting and educational purposes.

## **Project Information**

### **Project Title**

Planning for JEDCO offices/Technology Incubator

### **Project Location**

Churchill Technology and Business Park  
Westbank  
Jefferson Parish, Louisiana

**Amount of Contract - \$47,500.00**

## **General Project Description**

**The work will include, but is not limited to, the following:**

The project will consist of the following phases:

1. Development of specifications and an architectural space program.  
JEDCO will provide qualified personnel to determine business, technology and educational input.
2. Development of preliminary design.
3. Development of a site plan including the facility and all site amenities.
4. Development of presentation drawings of the site and building preliminary design including a rendering.
5. Development of a preliminary construction budget and assistance in estimating total cost of the project.

A cooperative endeavor agreement has been issued between the State of Louisiana and JEDCO setting forth the terms for administering funds for the development of JEDCO's facility which will be located on the Westbank of Jefferson Parish. Forty (40) acres of the technology and business park was donated to JEDCO by Churchill Farms, Inc. on June 19, 2005. It is anticipated that the new JEDCO facility will occupy one to two acres of this initial phase.

JEDCO has also entered into a joint endeavor with the Jefferson Parish School Board which relates to coordination of the JEDCO building design and site plan with that of the planned Patrick F. Taylor Science and Technology Academy.

**Anticipated components of the work include:**

- Conducting meetings with JEDCO staff/board members and members of the business and professional community to determine a vision and uses for the facility.
- Coordinating site planning efforts with Jefferson Parish School Board/ Patrick F. Taylor Science and Technology Academy.
- Developing and presenting the new site plan and facility plans to the community.
- Preparing construction budgets.

**Submittal Requirements**

- Request for Qualifications Submittal Deadline: Monday, January 29, 2007 at 5:00 pm
- Submit ten (10) copies to:  
Gaye A. Frederic, Deputy Director  
Jefferson Parish Economic Development Commission  
3445 N. Causeway Boulevard  
Suite 300  
Metairie, Louisiana 70002

Questions may be addressed to:

Gaye A. Frederic, Deputy Director  
Jefferson Parish Economic Development Commission  
3445 N. Causeway Boulevard  
Suite 300  
Metairie, Louisiana 70002  
(504)833-1881, ext. 355; [gfrederic@jedco.org](mailto:gfrederic@jedco.org)

**Submittal Instructions**

Professionals interested in this project are to submit only the following information:

**Letter of Notification of Interest**

Submit a letter of interest, including a brief description of the candidate's strength to perform the work successfully.

## **Project Team**

Outline the project team to be used on this project providing:

Team members – (1) Names of firms and an organizational structure; (2) Names of project architects and other consultants who will be part of the team; and, (3) Name of main project architect who will be responsible for the project and is the main contact along with all other information you wish to be considered, such as firm brochure or discussion of similar work. Submittal must be limited to twenty (20) pages.

## **Selection and Award Process**

Qualifications will be reviewed by the selection committee, which may include members of the JEDCO Board, JEDCO staff and Jefferson EDGE Investors. The selection committee will identify a short list of firms to be interviewed. JEDCO may request additional information from firms on the short list prior to interviews. The recommendation of the selection committee will be subject to contract negotiation and approval by the JEDCO Board and EDGE Investors.

## **Selection Criteria**

Finalists for contract consideration by JEDCO will be selected on the basis of qualifications and demonstrated competence as evidenced by the information presented in the proposal.

Evaluation of proposals may include, but not limited to the following:

- The design team's previous experience, qualifications and competence on facility projects of similar size and scope.
- The design team's philosophy and vision for the facility.
- Past performance as indicated from reference contracts related to accurate construction budgets and adherence thereto with minimal variances.
- Experience and qualifications of firm and associated consultants in the planning of similar facilities.
- The consultants' understanding of the business and technology environment related to this project.
- Comprehensive nature of the proposals submitted and the creativity of the design team as displayed on past projects.
- The expertise represented at the project selection interview.
- Ability to communicate with the selection committee both in written format and verbally.
- Location of the firm and consultants.

## **Proposal Review and Award**

JEDCO reserves the right to request any further documentation it deems appropriate and necessary for the review and award process.

JEDCO reserves the right to cancel this RFQ at any time, to elect not to award the contract cited in this RFQ, to reject any or all of the submittals, to waive any informality or regularity in any submittal received, and to be the sole charge of the merits of the respective submittals received.

**Proposed Project Schedule**

- ▶ RFQ Issued .....January 8, 2007
- ▶ RFQ Due .....January 29, 2007
- ▶ Interviews.....February 12, 2007
- ▶ JEDCO Approval .....March 29, 2007

**Note:** Timelines are preliminary, exact schedule will be coordinated with selection design team to determine conceptual submittal and final presentation.