

ARCHITECTURAL AND ENGINEERING

SERVICES WANTED

Applications for Architectural and Engineering Services for various Disaster Recovery projects with construction costs of less than \$500,000 each will be accepted until **2:00 p.m., Tuesday, September 15, 2020.** (Your attention is called to the 2:00 p.m. deadline -- exceptions **WILL NOT** be made).

Applications shall be submitted on the standard LSB - 1 (September 2019 edition) only, with no additional pages attached. Please be sure to use an up-to-date copy of the form. These forms are available at the selection board office and on the Facility Planning & Control website at <http://www.doa.la.gov/Pages/ofpc/Index.aspx>. Do not attach any additional pages to this application. Applications with attachments in addition to the pre-numbered sheets or otherwise not following this format will be discarded. One fully completed signed copy of each application shall be submitted. The copy may be printed and mailed or printed and delivered or scanned in PDF format and e-mailed. Printed submittals shall not be bound or stapled. E-mailed PDF copies, as well as printed copies, shall be received by Facility Planning & Control within the deadline stated above. The date and time the e-mail is received in the Microsoft Outlook Inbox at Facility Planning & Control shall govern compliance with the deadline for e-mailed applications. Timely delivery by whatever means is strictly the responsibility of the applicant. By e-mailing an application the applicant assumes full responsibility for timely electronic delivery. **DO NOT submit both printed and e-mail copies. Any application submitted by both means will be discarded.**

To be considered for these projects a firm must submit this application even if it has already sent a letter or other expression of interest.

Applications will be valid for two years beginning on the submittal date stated above or as extended. If there is a continued need for these services after the applications have expired, Facility Planning and Control will issue another advertisement.

Facility Planning and Control will require professional architectural and engineering services for various projects with construction costs of less than \$500,000 to repair State owned buildings that were damaged by any declared disasters. These projects will consist of repair work to buildings of all types and sizes and may include architectural, mechanical, electrical, civil, structural, environmental work, either separately or combined. Projects may also include new construction, restoration, remedial and other work.

Upon expiration of the stated deadline Facility Planning and Control will prepare and maintain a file of all qualified applicants. When architectural and/or engineering services are needed for a project with a construction cost of less than \$500,000, Facility Planning and Control will review the applications and determine the most appropriate firm based on the contract requirements. That firm will be offered the contract with the program and at the fee, contract design time and liquidated damages established by Facility Planning and Control. If the firm declines the offer, Facility Planning and Control will continue the selection process and that firm shall remain on the list. However, if a firm declines three consecutive offers it shall be removed from the list.

Fees will be established by Facility Planning and Control for each project based on the standard fee formula and appropriate modifiers as stated in the current Capital Improvements Procedure Manual for Design and Construction.

Contract design time including review time will be established by Facility Planning and Control for each project and may be aggressive. Liquidated damages will also be established in a daily amount that is in accordance with time sensitivity of the project.

GENERAL REQUIREMENTS APPLICABLE TO ALL PROJECTS:

Applicants are advised that design time ends when the Documents are "complete, coordinated and **ready for bid**" as stated in Article 3.3.1 (4) of the Capital Improvements Projects Procedure Manual for Design and Construction. Documents will be considered to be "complete, coordinated and ready for bid" only if the advertisement for bid can be issued with no further corrections to the Documents. Design time will not necessarily end at the receipt of the initial Construction Documents Phase submittal by Facility Planning and Control. Any re-submittals required to complete the documents will be included in the design time.

In addition to the statutory requirements, professional liability insurance covering the work involved will be required in an amount specified in the following schedule. This will be required at the time the designer's contract is signed. Proof of coverage will be required at that time.

SCHEDULE

LIMITS OF PROFESSIONAL LIABILITY

<u>Construction Cost</u>	<u>Limit of Liability</u>
\$0 to \$10,000,000	\$1,000,000
\$10,000,001 to \$20,000,000	\$1,500,000
\$20,000,001 to \$50,000,000	\$3,000,000
Over \$50,000,000	To be determined by Owner

Applicant firms should be familiar with the above stated requirements prior to application. The firm(s) selected for the project(s) will be required to sign the state's standard Contract Between Owner and Designer. When these projects are financed either partially or entirely with Bonds, the award of the contract is contingent upon the sale of bonds or the issuance of a line of credit by the State Bond Commission. The State shall incur no obligation to the designer until the Contract Between Owner and Designer is fully executed.

Firms will be expected to have all the expertise necessary to provide all architectural services required by the Louisiana Capital Improvement Projects Procedure Manual for Design and Construction for the projects for which they are applying. Unless indicated otherwise in the project description, there will be no additional fee for consultants.

Facility Planning and Control is a participant in the Small Entrepreneurship Program (the Hudson Initiative) and applicants are encouraged to consider participation. Information is available from the Office of Facility Planning and Control or on its website at www.doa.la.gov/Pages/ofpc/Index.aspx.

Further information is available from: Lisa Smeltzer, Assistant Director, Facility Planning & Control, lisa.smeltzer@la.gov, (225) 342-0816.

Applications shall be delivered or mailed or emailed to :

LOUISIANA SELECTION BOARDS
c/o FACILITY PLANNING AND CONTROL

E-Mail:
selection.board@la.gov

Mail:
Post Office Box 94095
Baton Rouge, LA 70804-9095

Deliver:
1201 North Third Street
Claiborne Office Building
Seventh Floor, Suite 7-160
Baton Rouge, LA 70802

Use this e-mail address for applications only. Do not send any other communications to this address.