



**ST. JOHN THE BAPTIST PARISH
PURCHASING & PROCUREMENT DEPARTMENT
1811 W. Airline Highway
LaPlace, LA 70068**

**REQUEST FOR QUALIFICATIONS (RFQ)
Green Infrastructure Pilot Project**

Submittal No. RFQ 2025.04

Closing Date: 9:45 A.M. local time March 28, 2025

SUBMITTALS

Submittals are due on or before the exact closing date and time. Submittals received after the exact closing date and time will NOT be considered. If hand delivery, please allow enough time for travel and parking to submit by the closing date and time. The response (including copies) must be submitted in a sealed envelope or package clearly marked with the Submitter's name and address, and RFQ 2025.04 RFQ Green Infrastructure Pilot Project.

Publish:
L'Observateur:
March 5, 2025
March 12, 2025
March 19, 2025

FOR FURTHER INFORMATION CONCERNING THIS RFQ, PLEASE CONTACT:

Peter Montz, Purchasing & Procurement Department

Phone: (985) 652-9569

E-mail: p.montz@stjohn-la.gov

QUESTIONS AND COMMENTS MUST BE SUBMITTED NO LATER THAN 10:00 A.M. March 21, 2025.

REQUIRED SIGNATURE PAGE FOR SUBMITTALS

This page, signed by an authorized officer of your Company, must accompany your submittal as the cover page.

I, the undersigned, having carefully examined the Request for Qualifications, propose to furnish services in accordance therewith as set forth in the attached submittal.

I hereby certify that this submittal is genuine and not a sham or collusive submittal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any Submitter or supplier on the above work to put in a sham submittal or any person or corporation to refrain from submitting a submittal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other Submitter(s) or person(s).

In order to induce the Parish to consider this submittal, the Submitter irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a submittal to or performing work or providing supplies to St. John the Baptist Parish, and Submitter further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or submittal to or from performing work or providing supplies to St. John the Baptist Parish.

Please type or print legibly the information below.

Submitter hereby acknowledges receipt of the RFQ and agrees to Terms and Conditions set forth in this RFQ.

SUBMITTER INFORMATION

Firm Name: _____

Address: _____ City/State/Zip: _____

Phone No.: _____ Fax No.: _____

AUTHORIZATION TO SUBMIT (must be signed):

By: _____
Signature Offer Date Printed Name

Primary Contact Person (If other than above):

Name: _____ Phone No: _____ Fax No: _____

Title: _____ E-mail Address: _____

If this submittal is being submitted on behalf of an agent/broker, please complete section below:

Submitted on behalf of: _____

Phone No: _____ Fax No: _____

E-mail Address: _____

Request for Qualifications

SCOPE

Create a green infrastructure pilot project to help mitigate nuisance flooding and increase ecosystem benefits at the project site: Belle Pointe Park, LaPlace, St. John the Baptist Parish, LA.

COMPENSATION

Compensation for the requested services will be \$80,000.00.

The Parish reserves the right to determine method of payment.

QUALIFICATIONS

The following criteria listed will be used to evaluate each firm submitting a Statement of Qualifications:

- Key Personnel Qualifications and Experience
- Relevant Green Infrastructure Experience and References
- Understanding of Project/Familiarity
- Current Workload

A brief description of each criterion can be found on EXHIBIT B: Selection/Scoring Criteria.

SUBMITTALS

Each firm shall provide a submittal package following the included format based on the designated point evaluation schedule sheet. The firm shall include sufficient information about the firm's qualifications and experience to assist the Parish in making the proper determinations about their capabilities.

All qualification statements must be submitted in a sealed envelope to the Purchasing & Procurement Department, 1811 W. Airline Highway, LaPlace, LA 70068 or electronically submitted on www.centralbidding.com. The submission number and closing date/time must be referenced on the outside of the envelope (lower left corner). Submissions must be received by **9:45 AM on March 28, 2025**.

The RFQ package includes the following:

1. Required Signature Page for Submittals
2. General Terms and Conditions
3. Past Criminal Convictions Attestation
4. Non-Solicitation and Unemployment Affidavit
5. Corporate Resolution
6. Certificate of Authority
7. Certificate Regarding Debarment
8. E-Verify Affidavit
9. Exhibit A – Scope of Work
10. Exhibit B – Selection Scoring Criteria

GENERAL TERMS AND CONDITIONS

1.0 RFQ Process

- 1.1 This RFQ is subject to all applicable state and local laws, including the Louisiana Code of Governmental Ethics.
- 1.2 RFQ's, associated documents and addenda may be obtained from the Department of Purchasing and Procurement at 1811 W. Airline Hwy., LaPlace, LA 70068 or by downloading from the Parish's website at www.sjbparish.com or Central Bidding at www.centralbidding.com. Electronic submittals will be accepted only on www.centralbidding.com.
- 1.3 Written addenda to the RFQ may be issued to provide clarification, corrections, or to answer questions. It is the Company's responsibility to periodically check either Parish website, or Central Bidding for addenda that may be issued to implement changes or clarifications to the RFQ, prior to due date. **Checking the Parish website is HIGHLY recommended.**
- 1.4 The Parish reserves the right to request additional information to clarify submittals. The Parish shall determine the appropriate means of clarification: telephone, e-mail, letter, or oral interviews.
- 1.5 Questions and comments regarding this Submittal must be submitted in writing to St. John the Baptist Parish, Purchasing & Procurement Department, **ATTN: Peter Montz, 1811 West Airline Highway, LaPlace, LA 70068** or via e-mail to p.montz@stjohn-la.gov no later than **10:00 A.M. on March 21, 2025**.

2.0 Submission of Submittal

- 2.1 Submittals shall be addressed to St. John the Baptist Parish and delivered to the receptionist located in the St. John the Baptist Parish Government Complex, 1811 West Airline Hwy., LaPlace, LA no later than **9:45 A.M. local time on March 28, 2025** or electronically submitted on www.centralbidding.com. Submittal package must be submitted in a sealed envelope or package clearly marked with the Submitter's name and address, and **RFQ 2025.04 RFQ Green Infrastructure Pilot Project.**
- 2.2 Each Submitter shall provide a submittal package based on the designated point evaluation scoring criteria. The submittal shall provide clear and sufficient information to enable the selection committee to evaluate the responsiveness and quality of the submittal. The Selection/Scoring Criteria (Exhibit B) will be used to evaluate all submittals received. Failure to provide all required information with the exception of scope of work that does not pertain to your Company, including the "Required Signature Page for Submittals" may be cause for rejection of the submittal as non-responsive.
- 2.3 Submitter shall submit an original, one (1) copy, one (1) redacted copy if applicable, and one electronic copy of submittal by the date and time specified. Failure to submit the required number of copies could result in finding of non-responsive. Original should be clearly marked.
- 2.4 The Parish will not be responsible for submissions forwarded through the U.S. Postal Service or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location.
- 2.5 Submittals submitted by facsimile (FAX) or e-mail will not be accepted. Any submittal received after **9:45 A.M. local time on March 28, 2025** will be deemed unresponsive and will be returned to Submitter unopened.

3.0 Pre-Submittal Conference

None

4.0 Opening

- 1.1 Submittals will be read publicly at **10:00 A.M. local time on March 28, 2025** in the St. John the Baptist Parish Government Complex Council Chambers, 1811 W. Airline Highway, LaPlace, LA 70068.

5.0 Public Disclosure

It is understood and agreed upon by the Submitter in submitting that the Parish has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number received; competitive technical information; competitive price information; and the Parish's evaluation concerns about competing submittals. Information releasable after award is subject to the disclosure requirements of the Louisiana Public Records Act. Submitter specifically waives any claims against Parish related to the disclosure of any materials if made under a public records request.

6.0 Parish Commitment

- 5.1 Parish shall have the right to reject or accept any Submittal or offer, or any part thereof (i.e., any component of any proposed solution) for any reason whatsoever and to accept other than the lowest offer, at its sole discretion.
- 5.2 This RFQ does not commit the Parish to award, nor does it commit the Parish to pay any costs incurred in the submission of the Submittal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.
- 5.3 The Parish reserves the right to terminate this RFQ at any time prior to contract execution.
- 5.4 No prior, current, or post-award verbal conversation or agreement(s) with any officer, agent, or employee of the Parish shall affect or modify any terms or obligations of this RFQ, or any contract resulting from this procurement.
- 5.5 The Parish reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time in accordance with relevant Louisiana Revised Statutes. Issuance of this RFQ in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject, in whole or part, all Submittals submitted, and/or cancel this announcement if it is determined to be in the Parish's best interest. All materials submitted in response to this announcement become the property of the Parish, and selection or rejection of a submittal does not affect this right.

7.0 Late, Modified, or Withdrawn Submittals

- 6.1 Any submittal received after the exact time specified for receipt will not be considered.
- 6.2 No modification of a submittal, except a modification resulting from the Parish's request for "best and final offer," will be accepted.
- 6.3 No Submitter may withdraw his/her submittal within forty-five (45) days after the actual date of opening thereof.

8.0 Evaluation and Selection

- 7.1 Objective - The purpose is to evaluate all submittals with the ultimate interest of entering into an agreement with that Submitter determined to be most advantageous to the Parish, price and other factors considered.
- 7.2 Evaluation - A Source Selection Committee is appointed by the Parish President for the purpose of evaluating qualifications and submittals received in response to an RFQ. The Committee will evaluate submittals by qualified Submitters/Companies on the basis of the guidelines set forth in the RFQ. The

Parish reserves the right to request additional information and clarification of any information submitted.

7.3 Evaluation criteria have been established to determine which Submitter will best contribute to the overall goals of the Parish. These criteria are detailed in Exhibit B (Selection/Scoring Criteria) which is attached hereto and made a part hereof.

7.4 The Source Selection Committee will determine if interviews are necessary as part of its evaluation process.

7.5 Recommendation and Selection - The Parish Administration will present its recommendation to St. John the Baptist Parish Council for award. As part of the negotiation process, the Parish reserves the right to negotiate with the successful Company. This award will be made to the most responsible Submitter whose submittal is determined in writing to be most advantageous to the Parish, based on the scoring criteria set forth in this document. The Parish also reserves the right to reject any and all submittals.

9.0 Terms

1.1 The contract shall be from date awarded to March 28, 2026.

10.0 Insurance

Submitter shall obtain, pay for and keep in force, at its own expense, minimum insurance effective in all localities where Submitter may perform the work hereunder, with such carriers as shall be acceptable to Council:

- A. **Statutory Workman's Compensation** covering all state and local requirements and Employer's Liability Insurance covering all people employed by Submitter in connection with this agreement.

The limits for "A" above shall be not less than:

1. Employer's liability limits of \$1,000,000/\$1,000,000/\$1,000,000
2. Some contracts may require USL&H or maritime coverage. This should be verified with Insurance Department/Legal Dept.
3. No excluded classes of owners/officers or employees shall be allowed on Council's premises.

WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.

- B. **Commercial General Liability**, including:

1. Contractual liability assumed by this agreement
2. Owner's and Submitter's Protective Liability (if Submitter is a General Submitter) may be required.
3. Personal and advertising liability
4. Completed operations
5. Medical payments

The limits for "B" above shall not be less than:

1. \$1,000,000 each occurrence limit
2. \$2,000,000 general aggregate limit
3. \$1,000,000 products/completed operations aggregate limit
4. \$1,000,000 personal and advertising injury limit
5. \$50,000 fire damage limit
6. \$5,000 medical expense limit (desirable but not mandatory)

St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.

Some contracts may require Protection and Indemnity coverage. This should be verified with Insurance Department/Legal Dept.

- C. **Comprehensive Automobile Liability** covering all owned, hired and other non-owned vehicles of the Company.

The limits for "C" above shall not be less than:

1. \$15,000/\$20,000BI/\$25,000 PD

St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council shall be included on certificate.

OTHER SPECIFIC COVERAGE RELATED TO THE TASK BEING PERFORMED MAY BE REQUIRED.

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement prior to commencement of work. Submitter shall maintain insurance in full force and effect during the entire period of performance of work. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

- D. **Professional Liability Insurance** covering the Wrongful Acts of those professional firms and individuals performing services for St. John the Baptist Parish. Certain classifications of service providers will be required to provide evidence of Professional Liability Insurance. Examples of these providers include but are not limited to: Professional Engineers, Architects, Land Surveyors, Attorneys, and IT Submitters. The limits for "D" above shall not be less than: \$1,000,000 CSL.

WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council shall be included on the Certificate.

OTHER SPECIFIC COVERAGE RELATED TO THE TASK BEING PERFORMED MAY BE REQUIRED.

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement prior to commencement of work. Submitter shall maintain insurance in full force and effect during the entire period of performance of work. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

11.0 Submittals Required upon Provisional Award

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the submittal to be rejected as non-responsive:

- Insurance Requirements as specified in Section 9.0, if not currently on file
- A current, fully executed Taxpayer Identification Number (W-9 form)
- A current St. John the Baptist Parish Occupational License, if applicable.
- Attestation, Non-Solicitation, and E-Verify Forms

12.0 Invoices

Itemized invoices for payment of these services shall be submitted to Administration for approval prior to routing to Accounts Payable.

13.0 Hold Harmless

To the fullest extent permitted by law, Submitter shall indemnify, hold harmless, and defend the Parish Council and all of its Agents and Employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of Company.

14.0 Non-assignability

No Submitter shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the Parish. This provision shall not be construed to prohibit the Submitter from

assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Parish.

15.0 Exclusions

Pursuant to Louisiana Revised Statute 38:2227, Submitter must certify that he has not been convicted of or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent Federal crimes. Submitter must further certify that he has not been convicted of or has not entered into a plea of guilty or nolo contendere to theft, identify theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery; Submitters' misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the submittal.

16.0 Disclosure

Submitter must disclose whether it provides services or pays commissions to any employee or elected official of St. John the Baptist Parish. If so, Submitter must disclose to whom services are provided and/or commissions are paid. Both positive and negative responses must be submitted.

17.0 Termination for Cause and Convenience

This Agreement may be terminated for any reason by either party upon thirty (30) days written notice. The Proposer, upon receipt of such notice, shall immediately discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement. The Proposer shall, as soon as practicable after receipt of notice of termination, submit a statement showing in detail the services performed and payments received under this Agreement to the date of termination. The Owner shall then pay the Proposer promptly that portion of the prescribed fee to which both parties agree. Proposer fully acknowledges that no payment will be made for any work performed or expenses incurred after receipt of the termination by either party unless mutually agreed upon in writing. Failure to meet agreed delivery dates or authorized extensions are considered substantial failures and breach of this contractual agreement by Proposer.

18.0 Force Majeure

Contractor's performance of its obligations hereunder shall be excused in the event and during the period that such performance is prevented or rendered unsafe by the following: acts of God; acts of war, riot, accident, flood or sabotage; pandemic, unavailability of adequate staff or fuel, power or materials; judicial or governmental laws, regulations, requirements, orders or actions; injunctions or restraining orders which are ultimately determined to have been wrongfully granted; the failure of any governmental body to issue or grant, or the suspension or revocation of, licenses, permits or other approvals or authorizations necessary for the performance of the services contemplated by this agreement; or national defense requirements.

19.0 Severability Clause

If any one or more of the provisions contained in this Agreement shall, for any reasons, be held to be invalid, illegal or unenforceable, in whole or in part, such invalidity, illegality, or unenforceability shall not affect any other provisions of this Agreement, and in such an event, this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

20.0 Venue

This Agreement shall be governed by the laws of the State of Louisiana. Proper venue for any lawsuit arising under the terms of this Agreement shall be the Fortieth Judicial District Court, St. John the Baptist Parish and any appropriate Appellate therefrom. Proposer hereby agrees and consents to personal and/or in rem jurisdiction of the trial and appropriate Appellate courts.

21.0 Discrimination Clause

The Proposer agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and Proposer agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

22.0 Licenses and Taxes

The Contractor must be properly licensed and certified by any and all regulatory agencies (Federal, State, and Local) requiring licensing and/or certification with regard to this proposal.

PAST CRIMINAL CONVICTIONS OF BIDDERS ATTESTATION (LA. R.S. 38:2227)

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____, (Appeared) the owner/authorized representative of

Submitter/ Individual / Legal Entity Name

Appeared, as a Bidder on the herein named Project, does hereby attest that:

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to, any of the following state crimes or equivalent federal crimes:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

B. For five years prior to the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of business record (R.S. 14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Submitter's misapplication of payments (R.S. 14:202)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Issuing worthless checks (R.S.14:71)
- (i) Malfeasance in office (R.S. 14:134)

Name of Bidder

Signature of Authorized Signatory of Bidder

Project Name/Number

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 20_____.

Notary Signature

Printed Notary Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

**ST. JOHN THE BAPTIST PARISH
NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT**
(Pursuant to La. R.S. 38:2224 and La. R.S. 23:1726(B))

STATE OF _____

PARISH/COUNTY OF _____

Before me, the undersigned authority, came and appeared,

I, _____, the owner/authorized representative of

Company/Individual/Legal Entity Name

who, being first duly sworn, deposed and state that I personally and as an authorized representative of the above identified legal person executes this continuing affidavit stating that neither the above named Submitter nor a person acting on its behalf, either directly or indirectly, employed, paid, nor promised any gift, consideration or commission to any person or legal entity to procure or assist in procuring this public contract, other than persons regularly employed by Submitter whose services were in the regular course of their duties for Submitter in connection with the construction, alteration or demolition of a public building or project.

The above named Submitter, if awarded, continually affirms that no part of the contract price received by Submitter was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services were in the regular course of their duties for Submitter.

The above named Submitter hereby attests and certifies that it does not have any unpaid assessment or penalty levied against it regarding unemployment compensation and currently does and will continue to properly classify each employee.

<p>_____</p>	<p>SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____ 2024.</p>
<p>Signature of Authorized Signatory</p>	<p>_____</p>
<p>_____</p>	<p>Notary Signature</p>
<p>Printed Name of Signatory</p>	<p>Printed Notary Name: _____</p>
<p>_____</p>	<p>Notary/Bar Roll Number: _____</p>
<p>Title of Authorized Signatory</p>	<p>My Commission is for/expires on: _____</p>
<p>_____</p>	<p>_____</p>
<p>Project Name/Number</p>	<p>_____</p>

Submitter verifies that Submitter will collect an affidavit in this form from any approved sub-contractor and forward a copy to: Saint John the Baptist Parish, 1811 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days after contracting with its sub-contractor; however, in no instance shall the affidavit be received after commencement of work by the sub-contractor.

CORPORATE RESOLUTION

(Corporations must use and submit their form)

1. The named signatory is the same individual authorized to sign pursuant to the contract language in the appearance clause.
2. An officer listed on the Corporation's Secretary of State listing has certified the Corporate Resolution.
3. The corporate resolution shall not be more than one year old.
4. The company properly grants authority to a named individual to sign on behalf of the company (authority granted by a corporation is granted through its board of directors).
5. Document shall be submitted with the proposal.

CERTIFICATE OF AUTHORITY

(LLC must use and submit their form)

1. The named signatory is the same individual authorized to sign pursuant to the contract language in the appearance clause.
2. An officer listed on the LLC's Secretary of State listing has certified the Certificate of Authority.
3. The Certificate of Authority shall not be more than one year old.
4. The Certificate of Authority is notarized.
5. The company properly grants authority to a named individual to sign on behalf of the company.
6. Document shall be submitted with the proposal.



**Certification Regarding
Debarment, Suspension, and Other Responsibility
Matters Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U. S. Small Business Administration.

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or Voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local Terminated for cause of default.
- (2) Where the Prospective primary participant is unable to certify to any of the statements in this Certification, such prospective primary participant shall attach an explanation to this submittal

Business Name: -

Date _____ By _____

Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this submittal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the Prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this submittal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "submittal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this submittal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this submittal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this submittal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered transaction, provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to check the Non-Procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

E-VERIFY AFFIDAVIT

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____, the owner/authorized representative of

Company/Individual/Legal Entity
Name

who hereby personally and as the authorized representative of the above identified legal person executes this affidavit, as the undersigned Company verification of its current and future compliance with L.S.A. R.S. 38:2212.10, stating affirmatively that it and each individual, firm or corporation associated with it and engaged in the physical performance of services in the State of Louisiana, under a contract with St. John the Baptist Parish has registered with, is participating in, and shall continue to participate in a federal work authorization program designated as such under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, which is operated by the United States Department of Homeland Security, known as the "E-Verify" program. The Company hereby verifies the legal status of all existing and new employees in the State of Louisiana by attesting herein that each is a citizen of the United States or legal aliens as defined by now effective immigration laws of the United States of America.

Company shall not assign this Contract or any monies due or to become due hereunder, or subcontract any part of the Work without the prior written consent of St. John the Baptist Parish.

Company verifies that the Company will collect an affidavit in this form from any approved subcontractor and forward a copy to: St. John the Baptist Parish, 1801 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days of contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

Signature of Authorized Signatory

Date E-Verify ID Assigned

Printed Name of Signatory

E-Verify ID

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF _____, 20____

Notary Signature

Printed Notary Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

EXHIBIT A

Scope of Work

I. BACKGROUND

The GNOF Next 100 Years Challenge provided St. John the Baptist Parish for funding for a multi-scale green infrastructure strategy and pilot project approach to provide nature-based stormwater management solutions for our residents. By creating a pilot project, the Parish will educate and inform residents about the benefits of green infrastructure, as well as show public support of nature-based solutions to potential funders. The goals of the project include: a multi-scale green infrastructure strategy and project approach for the affected area including 1) incentives for landowners to implement green infrastructure for lot retention, 2) additional street retention and conveyance, and 3) additional retention at the base of the levee. The objectives of the project include more resilient housing, nuisance flooding mitigation, ecosystem benefits, and increased social cohesion. The green infrastructure solutions will help reduce the impacts of nuisance flooding in the parish.

Developing green infrastructure solutions is an integral element of planning efforts undertaken by St. John. In 2019, Louisiana's Strategic Adaptations for Future Environments (LA SAFE) published the St. John Adaptation Strategy. Through a community driven planning approach, LA SAFE engaged with 324 community residents and parish leaders over five rounds of public meetings. The plan offers an overview of existing environmental hazards, conditions, and risk implications for the parish. In the first round of meetings, residents cited flooding most frequently as a challenge for the parish. The majority of residents identified investments in grey and green infrastructure as the most important action St. John the Baptist Parish should undertake to improve stormwater management. Formally adopted by St. John the Baptist Parish in 2019, the LA SAFE Strategy presents a 50-year vision of connecting the Mississippi River Region that reimagines the way the community manages and lives with water. By integrating smart growth and nature-based approaches to stormwater management, St. John can encourage community resilience and enhance the natural functions of the floodplain, while meeting the most urgent needs of parish residents through this pilot project approach.

The Parish continues to tackle flooding and drainage issues at multiple levels using multiple strategies. The Parish is currently working on a master drainage strategy which will use modelling to predict future storm and rainfall scenarios and the impacts after levee construction. Levee construction will be complete in 2027. The Parish also continues to maintain the gravity drainage system through canal and culvert dredging and cleaning. Although these drainage and flood protection activities are important, the addition of green infrastructure will help the Parish to be more resilient, particularly at the household and neighborhood level and during nuisance flooding events. Green infrastructure solutions throughout the Parish will promote resiliency by lessening the impact of extreme precipitation events, increasing the adaptive capacity of homes when flooding does occur, providing solutions for individual households, businesses, and neighborhoods, and increasing social cohesion through community projects and engagement.

II. SCOPE OF WORK

Need for a Green Infrastructure Pilot Project

The GNOF Next 100 Years Challenge St. John the Baptist Parish project team and parish residents reviewed multiple sites for the green infrastructure pilot project, rating sites based on flooding issues, achievability, visibility, and co-benefits. The selected project site, Belle Pointe Park, was the highest rated site when all measures were taken into consideration. An image and map of the project site are below.



Expectations for the Green Infrastructure Pilot Project

The contractor should meet with the project team throughout the implementation phase for design support, feedback, and updates. The green infrastructure pilot project for the site should mitigate nuisance flooding, increase ecosystem benefits, and aesthetically complement the site. The green infrastructure chosen should be based on a comprehensive review of the conditions of the site and utilize native plants as much as possible. The project should be designed with different phases in mind, so that as more funding becomes available, additional green infrastructure solutions can be added. The project should further include an education and outreach portion to educate the community about the pilot project. The contractor should present the project design to the project team before implementation and provide a maintenance plan for continued success of the project after installation. The project should be completed by March 28, 2026.

Plantings

1.1 General

- A. Submittals: In addition to product certificates, submit the following where applicable:
 - 1. Certification of grass seed from sod vendor for the seed mixture.
 - 2. List of plant suppliers and anticipated delivery dates.
 - 3. Provide sample or product data of planting mix, topsoil, fertilizers, per-emergent and mulch or any other amendment required for project.
- B. Quality Assurance: Provide trees, shrubs, ground covers, and plants of quality, size, genus, species, and variety indicated, complying with applicable requirements of ANSI Z60.1 "American Standard for Nursery Stock." Materials that do not meet the aforementioned requirements may be rejected.
- C. Special Warranty: Warranty trees, shrubs and ground covers for a period of one year after date of Substantial Completion, against defects including death and unsatisfactory growth, except for defects resulting from lack of adequate maintenance, neglect, or abuse by Owner, abnormal weather conditions unusual for warranty period, or incidents which are beyond Contractor's control.
 - 1. Remove and replace any unhealthy and dead trees and shrubs within the warranty period.
- D. Maintain and establish trees by watering, fertilizing, weeding, mowing, trimming, replanting, and other operations to produce a uniformly smooth lawn for not less than the following:
 - 1. Trees: 90 days after date of Substantial Completion.

1.2 Products

- E. Trees and Shrubs: Well-shaped, fully branched, healthy, vigorous nursery grown stock of sizes and grades indicated, free of disease, insects, eggs, larvae, and defects, conforming to ANSI Z60.1.
 - 1. Provide balled and burlapped trees and shrubs, or
 - 2. Provide container grown trees and shrubs.
- F. Organic Mulch: Organic mulch, free from deleterious materials and suitable as a top dressing, consisting of pine straw.

1.3 Execution

- G. Planting Mix Preparation: Before mixing, clean topsoil of roots, plants, sods, stones, clay lumps, and other extraneous materials harmful to plant growth. Mix soil amendments and fertilizers with topsoil at rates indicated.
- H. Tree and Shrub Pruning: Prune, thin, and shape trees and shrubs according to standard horticultural practice. Prune trees to retain required height and spread. Do not cut tree leaders; remove only injured or dead branches from flowering trees. Prune shrubs to retain natural character. Shrub sizes indicated are size after pruning.

- I. Mulching: Completely cover area to be mulched. Apply mulch and finish level with adjacent finish grades. Do not place mulch against trunks or stems.
- J. Disposal: Remove surplus soil and waste material, including excess subsoil, unsuitable soil, trash, and debris, and legally dispose of it off the Owner's property.

Deliverable

Design and install a green infrastructure pilot project at the project site: Belle Pointe Park, LaPlace, St. John the Baptist Parish, LA.

III. COMPENSATION

Compensation for the services requested will be \$80,000.00.

The Parish reserves the right to determine method of payment.

IV. QUALIFICATIONS

The following criteria listed will be used to evaluate each firm submitting a Statement of Qualifications:

- Key Personnel Qualifications and Experience
- Relevant Green Infrastructure Design Experience, Licenses, and References
- Understanding of Project/Familiarity
- Current Workload

A brief description of each criterion can be found on EXHIBIT B: Selection/Scoring Criteria.

V. Terms

The contract shall be from date awarded to March 28, 2026.

EXHIBIT B
SELECTION/SCORING CRITERIA

St. John the Baptist Parish may select any or all of the submittals that best contribute to the overall functioning of the Parish. All submittals will be evaluated by applying a set of evaluation criteria and awarding points to each submittal.

The following criteria and corresponding point system will be utilized to evaluate all respondents. The award will be made to the firm which scores the highest number of points and whose costs are deemed reasonable for similar work.

CRITERIA	MAXIMUM POINTS
<u>Key Personnel Qualifications and Experience</u>	<u>0-30 pts</u>
<ul style="list-style-type: none">• Relevant experience of key personnel with similar projects• Work quality, cost control, and completion of work on schedule	
<u>Relevant Green Infrastructure Design Experience and References</u>	<u>0-30 pts</u>
<ul style="list-style-type: none">• Firm's experience providing the same services within the past ten years• References submitted regarding specific experience, resources, and management• Compliance with policies, procedures and requirements as stated in the RFQ	
<u>Understanding of Project/Familiarity</u>	<u>0-20 pts</u>
<ul style="list-style-type: none">• Firm's understanding of project scope• Firm's methodology for accomplishing the scope of work (e.g., ability to meet client's objectives including scope, schedule, quality and related factors; collaborative coordination with parish; coordination with outside agencies and entities; other aspects of work requirements deemed important by the Consultant, etc.)	
<u>Current Workload</u>	<u>0-20 pts</u>
<ul style="list-style-type: none">• Number and size of projects currently under contract• Available staff for duration/time frame to complete project• Size of firm and available key personnel relative to size of the project	

TOTAL _____

TOTAL MAXIMUM POINTS 100 PTS