



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

Quotation No. RFQ –2019-02

Closing Dates: Monday, July 1, 2019 2:45 PM CST

REQUEST FOR QUALIFICATIONS (RFQ)

SCADA On-Call, Design and Integration Support

Company _____
Federal Tax I.D. No. _____
Street Address _____
City _____
State _____ Zip Code _____
Telephone: _____ Fax _____
E- Mail _____

Name _____ [PRINT OR TYPE]
Signature* _____
Title _____
Date _____

****Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.***

FOR CONSIDERATION AS A RESPONSIVE SUBMITTAL, THE FOLLOWING IS REQUIRED:

- 1) All information on this Request for Qualifications cover page must be completed.**
- 2) This cover page must be signed with an original signature.**
- 3) Past Criminal Convictions of Bidders Attestation**
- 4) Non-Solicitation and Unemployment Affidavit**
- 5) Corporate Resolution, (If Applicable) or Certificate of Authority**
- 6) Debarment & Suspension Certification (Sam.gov)**

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 delivered, please allow enough time for travel and parking to submit by the closing date and time.

FOR FURTHER INFORMATION CONCERNING THIS RFQ, PLEASE CONTACT:

Jean Stewart or Janice Gauthier, Purchasing and Procurement Department
Phone: (985) 652-9569 [E-mail: j.stewart@stjohn-la.gov](mailto:j.stewart@stjohn-la.gov) or j.gauthier@stjohn-la.gov

**STATEMENT OF QUALIFICATIONS
ST. JOHN PARISH SCADA ON-CALL DESIGN AND INTEGRATION SUPPORT**

I. BACKGROUND

St. John the Baptist Parish requires technical Integration/Consultant support services. These professional services are for the facility control systems, as well as, remotely located water supply sites. Occasional urgent support, along with planned system work, is required to maintain treatment of drinking water system for industries and approximately 43,000 residents. This project will include the programming and maintenance of the existing SCADA systems, and integration of new systems.

SJBP owns and operates the following sites subject to this work:

- Water Treatment Plants
- Wastewater Treatment Plants
- Pump Stations
- Sewage Collection Systems
- Drainage Systems

The water supply facility SCADA systems operate separately from the wastewater facility SCADA systems.

Individual project scopes are to be negotiated as Amendments to the Master Contract. A one-year extension is optional under the agreement. Project funding is against both operational funds and CIP project bond funds. Additional new project funds will be assigned as needed for new Capital Improvement Project (CIP) project work by separate Amendments to the Master Agreement. Additional funding for individual CIP services is assigned separately from Work Orders.

Consultant as defined in this proposal is a Contractor/Company that provides qualified personnel to perform the services described herein. The successful bidder shall ensure that they can provide the expertise needed to perform all requirements of this proposal.

The procedures for the selection of the firm will be in accordance with the procurement requirements of St. John the Baptist Parish and all associated documents and regulations. All responses received will be evaluated in accordance with the selection criteria and corresponding point system identified herein.

St. John the Baptist Parish will begin contract negotiations with the respondent obtaining the highest total score in the evaluation process. St. John the Baptist Parish will obtain rates and other associated information when negotiating the Master Contract with the selected Consultant(s).

II. SCOPE OF WORK

Consultant's services will generally consist of the following:

- Water Treatment, Wastewater Treatment, Pump Stations, Sewage Systems, and Drainage System SCADA and controls systems maintenance for existing systems/equipment; and design, programming, networking, and commissioning for new systems/equipment
- Normal time, less than 8-hour response time, SCADA system troubleshooting
- Occasional urgent, after hours, less than 2-hour response time, SCADA system troubleshooting
- On-site assistance as required and by phone when possible (no internet remote access)
- Normal priority SCADA system integration during normal business hours (typical)
- New project integration (requires working with Capital Improvement Project (CIP))
- PLC and HMI programming and design

- Communication and network systems support/design (cellular third-party network, Modbus TCP, Ethernet TCP/IP, Profinet, AnyBus, encryption security, cellular modems, others)
- New and existing system on-site training
- Provide systems digital file documentation in acceptable AutoCad format
- Provide Operations & Maintenance Manuals
- Security video monitoring and interface with SCADA
- Systems design and instrumentation coordination with Owner and outside vendors
- Data storage/historian coordination/programming

The Basic Scope of Consultant's Services, as currently envisioned by St. John the Baptist Parish, include SCADA integration services. Additional services to be provided by the selected consultant include the following:

- Layout drawings and AutoCAD deliverables
- Engaging related third parties on behalf of SJBP as requested
- Coordinating with other integrator Consultants' system work
- Meeting attendance on-site and/or by phone as needed
- System documentation where none exists/thorough explanatory comments required throughout all programming
- Training documentation
- Regular work summaries/reports (monthly)
- Maintaining systems security
- Following Water Resources and widely applicable security protocol for personnel, communications and digital information
- Coordination with staff in other SJBP departments related to these services
- Supply and coordination of travel, room and board, and meals
- Supply of competent staff trained in safety requirements typical of facilities in the water/wastewater industry
- Coordinating entry to secure SJBP properties with SJBP staff
- Maintaining suitable staff members of approved security background clearance
- Coordination with software support services from third parties through SJBP-owned support agreements and with manufacturers of equipment
- Field visits to investigate, document, verify and coordinate system attributes/system functionality
- Preparation of Amendment Proposals and Work Order Proposals
- Provide Consultant staff the necessary equipment, computers, connections, cabling, safety equipment, etc. necessary to perform the work on SJBP's systems
- Support of management staff with technical information and justification of work
- Panel HMI screens programming/retrofitting/documentation
- All major brands of electrical gear coordination with SCADA/instrumentation and power monitoring systems.

III. SUBMITTALS

Each Consultant Firm shall provide a submittal package following the included format based on the designated Evaluation Criteria (Exhibit A). Submittals shall include sufficient information about the firm's qualifications to assist the Parish in making the proper determinations about their capabilities.

A mandatory pre-qualification Conference will be held on Tuesday, June 18, 2019 at 10:30 AM in the St. John the Baptist Parish Government Complex Council Chambers located at 1811 W. Airline Highway, LaPlace, LA. All interested parties are required to attend the entire pre-qualification conference to be eligible to submit a Request for Qualification (RFQ) package. Any party arriving after the start of the pre-qualification conference will not be considered in attendance and will not be eligible to submit a RFQ package .

All qualification statements must be submitted on the **Standard Form SJB-1000 (SCADA On-Call Design and Integration Support)** in a sealed envelope to the Purchasing & Procurement Department, 1811 W. Airline Highway, LaPlace, LA 70068. The submission number and closing date/time must be referenced on the outside of the envelope (**lower left corner**). Submissions must be received by the Purchasing & Procurement Department prior to **2:45 p.m. on July 1, 2019.**

Response to this Request for Qualifications (RFQ) must be hand-delivered or mailed **to the Purchasing & Procurement Department, 1811 W. Airline Highway, LaPlace, LA 70068. The sealed envelope shall be clearly marked “RFQ-2019-02 – SCADA On-Call Design and Integration Support.” Submissions must be received by the Purchasing & Procurement Department prior to 2:45 p.m. on July 1, 2019.**

- 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 A) will be used to evaluate all RFQ's received. Failure to provide all required information shall be cause for rejection of the submittal as non-responsive.
- Consultant shall submit **one (1) original, six (6) copies, one (1) redacted copy, and one (1) electronic copy** of qualifications by the date and time specified. Failure to submit the required number of copies may result in finding of non-conformance. Originals should be clearly marked.
- 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.
- Postmarks will not qualify as delivery, and submittals by facsimile (FAX) or e-mail will not be accepted. Any submittal received after **2:45 p.m. (CDT) on July 1, 2019** will be deemed unresponsive and will be returned to the Consultant unopened.

All responses must include the following:

1. Identification of all team member firms and brief history of each firm comprising the team responding to the solicitation SCADA On-Call Design and Integration Support for prime and each sub consultant.
2. Complete list of representative similar SCADA On-Call Design and Integration Support projects which the respondent or team member has provided services, including the name and address of the owner, owner contact name, email address and telephone number, the type of project, and the total amount of funding (past 10 years).
3. A narrative description outlining the understanding of this request, scope of services, technical plan and organization for proposed support services. Provide a sample scope of detailed services you would intend to utilize to achieve a successful completion of project specific work.
4. Submissions must address each criterion for evaluation in the order listed in Section III – Submittals.

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.

- a. Insurance Requirements as specified in Section 8 of the General Terms and conditions., if not currently on file.
- b. A current, fully executed Taxpayer Identification Number (W-9).

IV. MONTHLY INVOICES

Certified itemized invoices to the Parish for the payment of these services shall be submitted to the St. John the Baptist Parish Finance Department by the 10th day of each month. All invoices must total a minimum of \$1,500.00 to be processed.

V. AWARD

This award will be made to the responsible consultant/sub-consultant team whose proposal is determined in writing to be the most advantageous to the Parish, taking into consideration a review of the Evaluation Criteria set forth. The Parish reserves the right to enter into a contract deemed to be in its best interest. The Parish also reserves the right to reject any and all proposals for just cause.

VI. QUESTIONS AND COMMENTS

Questions and comments regarding this Request for Qualifications must be submitted electronically to St. John the Baptist Parish, Purchasing & Procurement Department, ATTN: Jean Stewart, 1811 W. Airline Highway, LaPlace, LA 70068; or by e-mail to j.stewart@stjohn-la.gov or j.gauthier@stjohn-la.gov; no later than **Wednesday, June 24, 2019**.

VII. REVISIONS

The Parish reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. It is the Proposer's responsibility to periodically check the Parish website or the Central Bidding website for addendum information prior to the submittal due date. Issuance of this RFQ in no way constitutes a commitment by the Parish to award a contract.

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.
- 1.3 Written addenda to the RFQ may be issued to provide clarification, corrections, or to answer questions. It is the Consultant's responsibility to periodically check either with Jean Stewart, j.stewart@stjohn-la.gov or j.gauthier@stjohn-la.gov, in the Department of Purchasing and Procurement, the parish website, or Central Bidding for addenda that may be issued to implement changes or clarifications to the RFQ prior to due date.
- 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.

2.0 Opening

Submittals will be opened at **3:00 p.m. (CDT) on July 1, 2019** in the **St. John the Baptist Parish Government Complex Council Chambers, 1811 W. Airline Highway, LaPlace, LA 70068**.

3.0 Public Disclosure

It is understood and agreed upon by the Consultant submitting a Request for Qualifications (RFQ) 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. Consultant specifically waives any claims against Parish related to the disclosure of any materials if made under a public records request.

4.0 Parish Commitment

4.1 The 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 at its sole discretion.

4.2 This RFQ does not commit the Parish to award, nor does it commit the Parish to pay any cost incurred in the submission of the RFQ, 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.

4.3 The Parish reserves the right to terminate this RFQ at any time prior to contract execution.

4.4 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.

4.5 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, and/or cancel this announcement if it is determined to be in the Parish's best interest.

5.0 Late, Modified, or Withdrawn Submittals

5.1 Any Submittal received after the exact time specified for receipt will not be considered.

5.2 No modification of a Submittal, except a modification resulting from the Parish's request for "best and final offer," will be accepted.

5.3 No Consultant may withdraw his/her submittal within forty-five (45) days after the actual date of opening thereof.

6.0 Evaluation and Selection

6.1 Objective

The purpose is to evaluate all Request for Qualifications with the ultimate interest of entering into an agreement with that Consultant determined to be most advantageous to the Parish all factors considered.

6.2 Evaluation

A Source Selection Committee is appointed by the Parish President for the purpose of evaluating qualifications received in response to an RFQ. The Committee will evaluate submittals by qualified Consultants 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.

Evaluation criteria have been established to determine which Consultant will best contribute to the overall goals of the Parish. This criteria is detailed in Exhibit A, Selection/Scoring Criteria, which is attached hereto and made a part hereof.

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

6.3 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 Consultant. This award will be made to the most responsible firm or team whose qualifications are 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.

7.0 Term

The contract shall be for a three (3) year period beginning with execution of the contract. The contract may be renewed for three (3) additional one (1) year terms, subject to approval by St. John the Baptist Parish Council.

8.0 INSURANCE REQUIREMENTS

Consultant shall obtain, pay for and keep in force, at its own expense, minimum insurance requirements effective in all localities where contractor 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 persons employed by Contractor 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 Department.
3. WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.
4. No excluded classes of personnel or employees shall be allowed on Council's premises.

- B) Commercial General Liability, including:

1. Contractual liability assumed by this agreement.
2. Owner's and Contractor's Protective Liability (if Contractor is a General Contractor).
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 limits other than products – completed operations.
3. \$1,000,000 personal and advertising injury limit.
4. \$1,000,000 products/completed operations aggregate limit.
5. \$50,000 fire damage limit.
6. \$5,000 medical expense limit (desirable but not mandatory).
7. \$1,000,000 CSL each occurrence WITH NO annual aggregate will be acceptable in lieu of 1+2 above. Must include BFCGL endorsement.
8. 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.
9. Some contracts may require Protection and Indemnity coverage. This should be verified with Insurance Department /Legal Department.

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

The limits for “C” above shall not be less than:

1. \$1,000,000 CSL
2. 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 included on certificate.

- D) Professional Liability with a minimum limit of \$1,000,000.

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement within ten (10) days of provisional award. Failure to provide the insurance certificates within the time frame specified by the Parish shall be cause for the submittal to be rejected as non-responsive. Consultant shall maintain insurance in full force and effect during the entire period of performance under contract. Failure to do so shall be cause for termination of the contract. 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.

9.0 HOLD HARMLESS

To the fullest extent permitted by law, Consultant 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 Contractor.

10.0 EXCLUSIONS

Pursuant to Louisiana Revised Statute 38:2227, consultant 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. Consultant must further certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to theft, identity theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery, contractor’s misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the proposal.

11.0 DISCLOSURE

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

12.0 E-VERIFY PROGRAM

Pursuant to Louisiana Revised Statute 38:2212.10, contractor must certify 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 Saint 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. Contractor must verify 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.

EXHIBIT A

St. John the Baptist Parish Professional Selection Committee SCADA ON-CALL DESIGN AND INTEGRATION SUPPORT

EVALUATION CRITERIA

SCORING CRITERIA	MAXIMUM POINTS
1. Specialized Experience/Knowledge Considerations: <ul style="list-style-type: none">• Experience with projects that address specialized elements, specifically development of SCADA On-Call Design and Integration;• Experience sufficient to meet the needs of St. John Parish;• Listing of similar successful projects;• Innovative concepts successfully used on similar projects.	0 – 40 points
2. Past Performance (Please identify each Project, including the name and address of the public agency, contact name, telephone number and email address, the type of project, and the total project cost.) Considerations: <ul style="list-style-type: none">• Quality of work and special capabilities to accomplish work;• Coordination and cooperation with Parish and others;• Ability to meet deadlines and budgets.	0 – 15 points
3. Understanding of project scope Considerations: <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; coordination with Parish.	0 – 15 points
4. Capacity for timely completion of work Considerations: <ul style="list-style-type: none">• Current staffing capacity of the firm;• Current workload as compared to current staffing (firm and team members);	0 – 30 points
TOTAL POSSIBLE POINTS	100 POINTS

EXHIBIT B

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, _____, (Appearer) the owner/authorized representative of

Company / Individual / Legal Entity Name

Appearer, 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 a business record (R.S. 14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Contractor'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: _____

EXHIBIT C
SAINT 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 Contractor 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 Contractor whose services were in the regular course of their duties for Contractor in connection with the construction, alteration or demolition of a public building or project.

The above named Contractor, if awarded, continually affirms that no part of the contract price received by Contractor 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 Contractor.

The above named Contractor 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.

Contractor verifies that Contractor will collect an affidavit in this form from any approved subcontractor 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 subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

<p>_____ Signature of Authorized Signatory</p> <p>_____ Printed Name of Signatory</p> <p>_____ Title of Authorized Signatory</p> <p>_____ Project Name/Number</p>	<p>SUBSCRIBED AND SWORN BEFORE ME ON THIS</p> <p>_____ DAY OF _____ 2019.</p> <p>_____ Notary Signature</p> <p>Printed Notary Name: _____</p> <p>Notary/Bar Roll Number: _____</p> <p>My Commission is for/expires on: _____</p>
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EXHIBIT D

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 Contractor 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 Contractor 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.

Contractor 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.

Contractor verifies that Contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to: St. John the Baptist Parish, 1811 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: _____



**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.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (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 proposal

Business Name: -

Date _____ By _____
Name and Title of Authorized Representative

Signature of Authorized Representative



INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, 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 proposal 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," "proposal," 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 proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal 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 proposal 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.

CORPORATE RESOLUTION

A meeting of the Board of Directors of _____
A corporation organized under the laws of the State of _____
And domiciled _____ was held this ____ day of _____, 20__ and was
attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and, after discussion, was unanimously adopted by said quorum:

BE IT RESOLVED, that _____ is hereby authorized to submit bid proposals and execute agreements on behalf of this corporation with the **Parish of St. John the Baptist** for the consultation of public improvements for the **Parish of St. John the Baptist** and/or any City with the **Parish of St. John the Baptist**.

BE IT FURTHER RESOLVED that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Agency of the Parish of St. John the Baptist, shall have been furnished a copy of said resolution, duly certified.

I, _____ hereby certify that I am the Secretary of _____ a corporation created under the laws of the State of _____ domiciled in _____; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting called and held on the _____ day of _____, 20__, as said resolution appears of record in the Official minutes of the Board of Directors in my possession this _____ day of _____, 20__.

Secretary

END OF SECTION

CERTIFICATE OF AUTHORITY

I attest that I am the sole member and manager of _____ and
Company Name

that in my capacity as manager, I _____ am authorized
Authorized Representative

under the state of Louisiana to conduct all negotiations, bidding, concerns and transactions with **St. John the Baptist Parish Council** or any of its agencies, departments, employees or agents, including but not limited to the execution of all bids, proposals, papers, documents, affidavits, bonds, sureties, contracts, purchase orders, and notices issued pursuant to the provision of any such bid or contracts for said company.

Domicile Address:

Phone No: _____

<p>_____ Signature of Authorized Signatory</p> <p>_____ Printed Name of Signatory</p> <p>_____ Title of Authorized Signatory</p> <p>_____</p>	<p>SUBSCRIBED AND SWORN BEFORE ME ON THIS</p> <p>_____ DAY OF _____ 2019.</p> <p>_____ Notary Signature</p> <p>Printed Notary Name: _____</p> <p>Notary/Bar Roll Number: _____</p> <p>My Commission is for/expires on: _____</p>
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