



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

Quotation No. RFQ –2018-01

Closing Dates: January 21, 2019 2:45PM CDT

REQUEST FOR QUALIFICATIONS (RFQ)

Subject: LA SAFE ENGINEERING QUALIFICATIONS STATEMENT – AIRLINE AND MAIN COMPLETE STREETS

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) 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 delivering, 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 Email: j.stewart@stjohn-la.gov or Janice Gauthier Email: j.gauthier@stjohn-la.gov
Purchasing and Procurement Department
Phone: (985) 652-9569**

**LA SAFE ENGINEERING QUALIFICATION STATEMENT
AIRLINE AND MAIN COMPLETE STREETS**

I. BACKGROUND

St. John the Baptist Parish has been awarded \$6,046,000 in Louisiana Community Development Block Grant Disaster Recovery (CDBG-DR) LA SAFE funding through Louisiana's Strategic Adaptions for Future Environments program for the purpose of constructing the **Airline and Main Complete Streets** project. The Parish is interested in procuring the services of an engineering firm to (1) complete the engineering design/permitting; and (2) administer and manage the construction engineering/inspection of the project.

The Airline and Main Complete Streets project is a Resilient Infrastructure and Community Nonstructural Mitigation/Flood Risk Reduction project. The project is an example of planning for a future of heightened flood risks in low risk areas by incorporating storm water management strategies into public infrastructure projects that also provide residents enhanced transportation options. The project site is located in LaPlace, Louisiana, and proposes a 1.3 mile improvement on Airline Highway and a 0.3 mile improvement on Main Street. Funding is currently anticipated for off street pedestrian and cyclist paths, a green median and shade trees. The proposal also adds green infrastructure components to hold and filter runoff, adding new bioretention cells, sidewalks, permeable parking, native plantings and historic light plies and banners. Complete street design as proposed aims to attract reinvestment in commercial corridors, enhance drainage systems and reduce flooding and improved safety for pedestrians and cyclists enhances connectivity aesthetics and urban identity.

The successful respondent must demonstrate that the team assembled to respond to this solicitation has experience in designing projects with water management and resiliency components. Further, this project must be designed to be scalable under the Louisiana Department of Transportation and Development (LDOTD) Surface Transportation Program; and as such, the team assembled must demonstrate experience in designing projects under the LDOTD plan review process. Team members, in all likelihood, would consist of civil engineers, landscape architects, land surveyors, geotechnical engineers, and other specialty resilient design consultants.

The procedures for the selection of the firm will be in accordance with the procurement requirements of the St. John the Baptist Parish LA SAFE Policies and Procedures. 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. The agreement will be on a lump sum, fixed price basis, with fees and payment terms to be negotiated with the selected respondent. Note that award of a contract for services will be contingent upon the receipt of Cooperative Endeavor Agreement from the Louisiana Office of Community Development.

Response to this Request for Qualifications 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-2018-01 – LA SAFE – Airline and Main Complete Streets". Submissions must be received by the Purchasing & Procurement Department prior to 2:45 p.m. on January 21, 2019.**

II. SCOPE OF WORK

St. John the Baptist Parish is soliciting qualification statements from engineering firms to provide design and related services for the project as described below.

1. Provide all necessary engineering, design, topographic survey, geotechnical investigations, and related services required for the preparation of construction documents including plans, specifications and cost estimates.
2. Submit plans and specifications to the Office of Community Development-Disaster Recovery Unit, and other the appropriate agencies, if applicable, for approval. Delivery of construction documents including final plans, specifications, bid documents and opinion of construction costs shall be submitted within the shortest time reasonably possible, but in no case later than eight (8) months after a Notice to Proceed is issued.
3. In the event acquisition of property/servitudes/rights-of-way by the Parish is required to facilitate the project, prepare property boundary maps and legal descriptions of each parcel to be acquired.
4. Assist the administrative consultant with the construction bid package in conformance with applicable CDBG-DR LA SAFE Program requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
5. Assist in conducting the preconstruction conference.
6. Provide construction phase administration services.
7. Field staking, on-site observation of construction work, and preparing inspection reports.
8. Review and approve all contractor requests for payment, and submit approved requests to the Parish.
9. Complete a hydraulic impact study.
10. Prepare and submit all applications for the various permits to federal and state agencies, on an as-needed basis.
11. Conduct final inspection and testing.
12. Submit certified As-built drawings to the Parish.
13. Attend any project meetings as necessary to complete project successfully.

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.

All qualification statements must be submitted on the **Standard Form SJB-1000 (CDBG-DR LA SAFE)** 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 **January 21, 2019.**

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 (SJB 1000 (LA SAFE- Airline and Main Complete Streets) for prime and each subconsultant).
2. Complete list of representative water management/resiliency projects which the respondent or team member has provided engineering 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. Complete list of CDBG/Federally funded projects which the respondent has provided engineering services, including the name and address of the grantee, grantee contact name, telephone number and email address, the type of project, the total amount of funding, and the year of award (past 10 years).
4. Complete list of similar projects which the respondent has prior engineering experience, including the name and address of the owner, owner contact name, telephone number and email address, the type of project, and the total amount of funding (past 10 years).
5. A narrative to demonstrate capacity and methodology for timely completion of design and bidding documents.
6. Submissions must address each criterion for evaluation in the order listed in Section III – Submittals.

STANDARD FORM SJB-1000 (LA SAFE- Airline and Main Complete Streets) SUBMITTAL

Five (5) copies of STANDARD FORM SJB-1000 (LA SAFE- Airline and Main Complete Streets) shall be submitted for each package along with a CD/flash drive containing an electronic copy. The attached Evaluation Criteria will be used to score all qualification statements received. Failure to provide the required information shall be cause for rejection of the submittal as non-responsive.

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 IX., 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 Director of Planning and Zoning for submittal to the Accounts Payable Department by the 10th day of each month. All invoices must total a minimum of \$1,500.00 to be processed.

V. PROJECT SCHEDULE

The Consultant will develop an overall project schedule and provide monthly updates with each invoice.

VI. 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.

VII. 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, January 11, 2019.

VIII. 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.

The Parish reserves the right to accept or reject, in whole or part, all Qualification Statements 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. The Parish also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.

IX. INSURANCE REQUIREMENTS

Consultant(s) 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.

X. 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.

XI. 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.

XII. 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 company must disclose to whom services are provided and/or commissions are paid. Both positive and negative responses must be submitted.

XIII. 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

LA SAFE ENGINEERING QUALIFICATIONS STATEMENT AIRLINE AND MAIN COMPLETE STREETS

EVALUATION CRITERIA

- 1. Specialized Experience/Knowledge of the Firm or Assigned Professionals in designing a water management/resiliency type project (past 10 years). 0 – 30 points**
Considerations:
 - Does the firm and its team have the experience with projects that address specialized elements of the Project, specifically water management and resiliency components;
 - Depth of Skills; Is the experience of the firm team sufficient to meet the needs of St. John Parish;
 - Listing of similar successful projects with water management/resiliency concepts;
 - Innovative concepts successfully used on other similar projects.

 - 2. Prior experience in the completion of similar engineering projects (past 10 years). 0 – 25 points**
(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:
 - Work along existing highway corridors;
 - Safe routes to school type programs;
 - Streetscape and trailhead type projects;
 - Sidewalks and ADA compliance type projects;
 - LDOTD Surface Transportation funded type projects;
 - Other projects that would demonstrate similar design and permitting type challenges.

 - 3. Experience of the Firm or Assigned Engineer with CDBG or other Federal Programs (past 10 years). 0 – 25 points**
(Please identify each CDBG Project, or other federally funded project, including the name and address of the grantee, grantee contact name, telephone number and email address, type of project, total amount of funding, and the year of award (past 10 years).)
Considerations:
 - Number & Type of CDBG/other federally funded Projects;
 - Number & Type of CDBG Projects completed relevant to this type of improvements program.

 - 4. Capacity for timely completion of work. 0 – 20 points**
Considerations:
 - Current staffing capacity of the firm;
 - Current workload as compared to current staffing (firm and team members);
 - Approach and methodology for completion of engineering design within the eight (8) month timeframe described.
- 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, 1801 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 _____ 2012.</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, 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: _____



**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 construction 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