



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**RFQ FOR PROFESSIONAL A/E SERVICES**  
**St. John the Baptist Sheriff's Office**

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

30-Jan-2025 08:59:46 AM

**ST. JOHN THE BAPTIST PARISH SHERIFF OFFICE  
1801 W. Airline Highway  
LaPlace, LA 70068**

**REQUEST FOR QUALIFICATIONS (RFQ)  
ARCHITECTURAL/ENGINEERING SERVICES**

**Submittal No. RFQ.2025.01      Closing Date: February 28, 2025 at 10:00 A.M. Central**

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***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 delivering, 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 2025.01– Architectural/Engineering Services".***

Publish:  
L'Observateur:  
January 22, 2025  
January 29, 2025  
February 5, 2025

**FOR FURTHER INFORMATION CONCERNING THIS RFQ, PLEASE CONTACT:**

Jeffrey Clement, Chief Civil Deputy

Phone: (985) 652-9513

E-mail: [jeff.clement@stjohnsheriff.org](mailto:jeff.clement@stjohnsheriff.org)

**QUESTIONS AND COMMENTS MUST BE SUBMITTED NO LATER THAN 3:00 P.M. February 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 Sheriff Office 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 Sheriff Office, 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.**

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

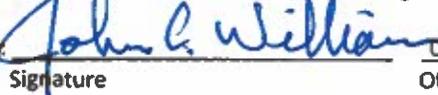
**SUBMITTER INFORMATION**

Firm Name: John C. Williams Architects, LLC

Address: 824 Baronne Street City/State/Zip: New Orleans, LA 70113

Phone No.: 504-566-0888 Fax No.: \_\_\_\_\_

**AUTHORIZATION TO SUBMIT (must be signed):**

By:  02/21/2025 John C. Williams  
Signature Offer Date Printed Name

**Primary Contact Person (If other than above):**

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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**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: \_\_\_\_\_

**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.**

**REQUEST FOR SUBMITTALS  
Request for Qualifications**

***SCOPE***

St. John the Baptist Parish Sheriff Office (Sheriff) is hereby soliciting submittals to its Request for Qualifications (RFQ) from firms interested in and qualified to provide professional architectural/engineering (A/E) services for the purpose of preparing plans and specifications for the construction of a new Sheriff Office Admin Building in LaPlace, Louisiana and other projects as needed.

***COMPENSATION***

Compensation for the requested services will be based on project fund source requirements.

The Sheriff reserves the right to determine method of payment.

All fees shall be negotiated with consultant by appropriate Sheriff Office personnel and shall be mutually agreeable to both parties.

All costs associated with the project shall be subject to St. John the Baptist Parish Sheriff Office review and Sheriff's approval.

## **QUALIFICATIONS**

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

- Key Personnel Qualifications and Experience
- Relevant Experience and References
- Understanding of Project/Familiarity
- Agency Project Experience
- 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 to assist the Parish in making the proper determinations about their capabilities.

All qualification statements must be submitted in a sealed envelope to the Sheriff's Office, 1801 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 Sheriff's Office prior to **10:00 AM on February 21, 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 Sheriff's Office at 1801 W. Airline Hwy., LaPlace, LA 70068 or by downloading from the Sheriff's website at [www.stjohnsheriff.org](http://www.stjohnsheriff.org) or Central Auction House at [www.centralauctionhouse.com](http://www.centralauctionhouse.com). Electronic submittals will be accepted only on [www.centralauctionhouse.com](http://www.centralauctionhouse.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 Sheriff website, or Central Auction House for addenda that may be issued to implement changes or clarifications to the RFQ, prior to due date. Checking the Sheriff website is HIGHLY recommended.
- 1.4 The Sheriff reserves the right to request additional information to clarify submittals. The Sheriff 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 Sheriff Office, ATTN: Jeff Clement, 1801 West Airline Highway, LaPlace, LA 70068 or via e-mail to [jeff.clement@stjohnsheriff.org](mailto:jeff.clement@stjohnsheriff.org) no later than 3:00 P.M. on February 21, 2025.

## **2.0 Submission of Submittal**

- 2.1 Submittals shall be addressed to St. John the Baptist Parish Sheriff's Office and delivered to the deputy located in the St. John the Baptist Parish Sheriff Office, 1801 West Airline Hwy., LaPlace, LA no later than 10:00 A.M. local time on February 28, 2025. Submittal package must be submitted in a sealed envelope or package clearly marked with the Submitter's name and address, and "**RFQ 2025.01 – Architectural/Engineering Services**".
- 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, and one electronic copy of submittal by the date and time specified. Failure to submit the required number of copies may result in finding of non-responsive. Original should be clearly marked.
- 2.4 The Sheriff 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 10:00 A.M. local time on **February 28, 2025** will be deemed unresponsive and will be returned to Submitter unopened.

## **3.0 Pre-Submittal Conference**

None

## **4.0 Opening**

Submittals will be read publicly at 10:00 A.M. local time on **February 28, 2025** in the St. John the Baptist Parish Sheriff Office, 1801 W. Airline Highway, LaPlace, LA 70068.

## **5.0 Public Disclosure**

It is understood and agreed upon by the Submitter in submitting that the Sheriff Office 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 Sheriff Office Commitment**

- 6.1 Sheriff Office 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.
- 6.2 This RFQ does not commit the Sheriff Office to award, nor does it commit the Sheriff Office 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.

6.3 The Sheriff Office reserves the right to terminate this RFQ at any time prior to contract execution.

6.4 No prior, current, or post-award verbal conversation or agreement(s) with any officer, agent, or employee of the Sheriff Office shall affect or modify any terms or obligations of this RFQ, or any contract resulting from this procurement.

6.5 The Sheriff Office 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 Sheriff Office to award a contract. The Sheriff Office 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 Sheriff Office's best interest. All materials submitted in response to this announcement become the property of the Sheriff Office, and selection or rejection of a submittal does not affect this right.

#### **7.0 Late, Modified, or Withdrawn Submittals**

7.1 Any submittal received after the exact time specified for receipt will not be considered.

7.2 No modification of a submittal, except a modification resulting from the Sheriff Office's request for "best and final offer," will be accepted.

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

#### **8.0 Evaluation and Selection**

8.1 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 Sheriff Office, price and other factors considered.

8.2 Evaluation - A Source Selection Committee is appointed by the Sheriff 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 Sheriff Office reserves the right to request additional information and clarification of any information submitted.

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

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

8.5 Recommendation and Selection - The Source Selection Committee will present its recommendation to St. John the Baptist Parish Sheriff for award. As part of the negotiation process, the Sheriff 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 Sheriff Office, based on the scoring criteria set forth in this document. The Sheriff Office also reserves the right to reject any and all submittals.

#### **9.0 Terms**

The contract shall be for the length of the project.

## 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 Sheriff Office:

- A. **Statutory Workman's Compensation** covering all state and local requirements and Employer's Liability Insurance covering all persons 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 Sheriff Office's premises.

**WAIVER OF SUBROGATION** in favor of St. John the Baptist Parish Sheriff Office 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 Sheriff Office will be NAMED as additional insured and WAIVER OF SUBROGATION** in favor of St. John the Baptist Parish Sheriff Office 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 Sheriff Office will be NAMED as additional insured and WAIVER OF SUBROGATION** in favor of St. John the Baptist Parish Sheriff Office 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 Chief Civil Deputy 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 Sheriff Office 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 Sheriff Office. 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 Sheriff Office 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 Chief Civil Deputy 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 Sheriff Office 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 Sheriff Office 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 Sheriff Office. 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 Sheriff Office. If so, Submitter must disclose to whom services are provided and/or commissions are paid. Both positive and negative responses must be submitted.

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

STATE OF LOUISIANA

PARISH OF Orleans

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

I, John C. Williams (Appeared) the owner/authorized representative of

John C. Williams Architects, LLC

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)

John C. Williams

Name of Bidder  
RFQ 2025.01

Architectural/ Engineering Services

Project Name/Number



Signature of Authorized Signatory of Bidder

Principal Architect

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS 24 DAY OF FEBRUARY, 2025.

  
Notary Signature

Printed Notary Name: MILES GRANDJEAN

Notary/Bar Roll Number: 31176

My Commission is For/Expires: LIFE

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

STATE OF Louisiana

PARISH/COUNTY OF Orleans

Before me, the undersigned authority, came and appeared,

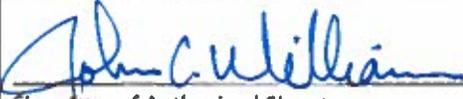
I, John C. Williams, the owner/authorized representative of

John C. Williams Architects, LLC  
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.

 Signature of Authorized Signatory	SUBSCRIBED AND SWORN BEFORE ME ON THIS
John C. Williams Printed Name of Signatory	<u>28</u> DAY OF <u>February</u> , 2025.
Principal Architect Title of Authorized Signatory	 Notary Signature
RFQ 2025.01 Architectural/ Engineering Services Project Name/Number	Printed Notary Name: <u>MILES GRANDELOW</u>
	Notary/Bar Roll Number: <u>31176</u>
	My Commission is for/expires on: <u>LIFE</u>

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.

# CERTIFICATE OF AUTHORITY

(For LLC's Only)

I attest that I am the sole member and manager of John C. Williams Architects, LLC and  
Submitter Name

that in my capacity as manager, I John C. Williams am authorized  
Authorized Representative

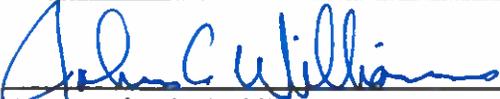
under the state of Louisiana to conduct all negotiations, bidding, concerns and transactions with **St. John the Baptist Parish Sheriff Office** or any of its agencies, departments, employees or agents, including but not limited to the execution of all bids, submittals, papers, documents, affidavits,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

Domicile Address:

824 Baronne Street

New Orleans, LA 70113

Phone No: 504-566-0888

<p> Signature of Authorized Signatory</p> <p><u>John C. Williams</u> Printed Name of Signatory</p> <p><u>Principal Architect</u> Title of Authorized Signatory</p>	<p>SUBSCRIBED AND SWORN BEFORE ME ON THIS</p> <p><u>28</u> DAY OF <u>FEBRUARY</u> 2025.</p> <p> Notary Signature</p> <p>Printed Notary Name: <u>MYLES GRANDERSON</u></p> <p>Notary/Bar Roll Number: <u>3176</u></p> <p>My Commission is for/expires on: <u>LIFE</u></p>
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**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: - John C. Williams Architects, LLC

Date 02/21/2025 By John C. Williams/Principa Architect  
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 Orleans

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

I, John C. Williams, the owner/authorized representative of

John C. Williams Architects, LLC

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.

John C. Williams  
Signature of Authorized Signatory

\_\_\_\_\_  
Date E-Verify ID Assigned

John C. Williams  
Printed Name of Signatory

\_\_\_\_\_  
E-Verify ID

Principal / Architect  
Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF FEBRUARY 28, 2025, 20

Miles Granderson  
Notary Signature

Printed Notary Name: MILES GRANDERSON

Notary/Bar Roll Number: 31176

My Commission is For/Expires: LIFE

**EXHIBIT A**  
**Scope of Work**

***SCOPE***

St. John the Baptist Parish Sheriff Office (Sheriff) is hereby soliciting submittals to its Request for Qualifications (RFQ) from firms interested in and qualified to provide professional architectural/engineering (A/E) services for the purpose of preparing plans and specifications for the construction of a new Sheriff Office Admin Building in LaPlace, Louisiana and other projects as needed.

***COMPENSATION***

Compensation for the requested services will be based on project fund source requirements.

The Sheriff reserves the right to determine method of payment.

All fees shall be negotiated with consultant by appropriate Sheriff's personnel and shall be mutually agreeable to both parties.

All costs associated with the project shall be subject to the Sheriff's review and approval.

***QUALIFICATIONS***

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

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

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

### **Key Personnel Qualifications and Experience**

Mr. John Williams, AIA, NCARB, has cultivated a remarkable and multifaceted body of work throughout his career, showcasing a wide range of projects that span commercial, institutional, and residential fields. With a keen eye for detail and a commitment to excellence, Mr. Williams and his dedicated team take immense pride in every endeavor they undertake, no matter the scale. From the artistry of a delicate iron gate that welcomes visitors with elegance, to the grandeur of a multi-story building that transforms an urban skyline, and the serene beauty of a residential golf community that harmonizes with nature, their diverse portfolio reflects a deep passion for thoughtful design and innovation. Their outstanding work can be admired throughout the Southeast, leaving a lasting impression on all who encounter it.

At Williams Architects, we take pride in our decades-long commitment to actively engaging with both our community and clients. We have cultivated strong, trusting relationships with a variety of local, state, and federal regulatory agencies. These organizations recognize that Williams Architects is dedicated to serving the best interests of the community, which positions us as leaders in effective collaboration with regulators to successfully navigate complex projects.

Our deep understanding of St. John the Baptist's unique physical landscape, intricate political dynamics, and rich cultural fabric allows us to tailor our approach to meet the specific needs of each project. We are passionate about developing innovative, cost-effective, and environmentally sustainable solutions that not only fulfill our clients' visions but also enhance the communities in which we work. Every project we undertake reflects our commitment to building a better future for both our clients and the neighborhoods they serve.

Please take a moment to review the resumes of the employees we have carefully selected for the St. John the Baptist projects. These individuals bring a diverse range of skills and experiences that will greatly contribute to the success of our initiatives. Their qualifications and backgrounds highlight their strengths and potential to make a positive impact on the project.

---

**PROFESSIONAL IN CHARGE OF PROJECT:**

**Name & Title:**

John C. Williams, AIA, NCARB  
Principal, Williams Architects

**Project Assignment:**

Design Principal

**Name of Firm with which associated:**

John C. Williams Architects, LLC

**Years' experience with this Firm:**

41

**Education: Degree(s)/Year/Specialization:**

Master Architecture, B.A. Architecture, B.S. Psychology; AIA, NCARB; 1983

**Active registration: Year first registered/discipline:**

1983; License No. LA 3145

**Other experience and qualifications relevant to the proposed Project:**

Mr. John Williams has built a versatile and impressive body of work over his career that includes commercial, institutional and residential projects. John takes pride in all his projects, no matter how big or small. From a delicate iron gate to a new multi-story building to a residential golf community, John's diverse work can be viewed all around the southeast.

---

**KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:**

**Name & Title:**

Emile Lejeune, AIA, NCARB  
Project Architect

**Project Assignment:**

Project Architect

**Name of Firm with which associated:**

John C. Williams Architects, LLC

**Years' experience with this Firm:**

3

**Education: Degree(s)/Year/Specialization:**

Master of Architecture, Tulane University, 2013

**Active registration: Year first registered/discipline:**

LA 9007; 2018

**Other experience and qualifications relevant to the proposed Project:**

Emile, an accomplished architect in the dynamic realm of hospitality design, boasts an extensive decade-long career specializing in hotel projects. During his tenure at his previous firm, he was the Project Lead for an intricate 7-year brand renovation of the Covington Marriott Residence Inn and orchestrated the transformation of the AC Hotel Bourbon Marriott. Emile's architectural expertise extends to the AC+Element Marriott Hotel in New Orleans, where he excelled as the Project Lead. He also played a vital role in providing essential drafting support for various projects, including hotels in San Antonio and Kansas City Downtown, while achieving LEED Accreditation for Kinley Cincinnati Downtown – A Tribute Portfolio Hotel.

---

**KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:**

**Name & Title:**

Kiley Lewis  
Project Manager

**Project Assignment:**

Project Manager

**Name of Firm with which associated:**

John C. Williams Architects, LLC

**Years' experience with this Firm:**

2 Years with Firm, 25+ years experience

**Education: Degree(s)/Year/Specialization:**

Bachelor's in Architecture 2000

**Active registration: Year first registered/discipline:**

N/A

**Other experience and qualifications relevant to the proposed Project:**

Kiley began her architectural career over 24 years ago. Kiley's first experience working in the field of architecture began with residential work as a college intern, learning about both the design and business facets early on. She matriculated to the top of her class completing a thesis to design a long-term sustainable senior living community in New Orleans. With a degree in architecture, Kiley has gone on to work for architectural firms in Atlanta, Los Angeles, and most recently back home in New Orleans gaining experience in the areas of retail, education, religious, civic, and residential projects, assuming several project leadership roles in design and construction. Kiley's passion is to help meet the need and desire of clients by facilitating a culture of collaboration to bring their vision to fruition and to advocate to revitalize blighted areas and stimulate economic development within their community.

---

**KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:**

**Name & Title:**

Mackenzie Laxton  
Assistant Architect

**Project Assignment:**

Design Assistant

**Name of Firm with which associated:**

John C. Williams Architects, LLC

**Years' experience with this Firm:**

2 Years

**Education: Degree(s)/Year/Specialization:**

Master's in Architecture 2021

**Active registration: Year first registered/discipline:**

N/A

**Other experience and qualifications relevant to the proposed Project:**

Born and raised in St. Louis, Mackenzie received her Master's in Architecture from the University of Kansas with certifications in both Historic Preservation and Design-Build. During her time at the University of Kansas, she participated in Studio 804, and comprehensive design-build course where she was challenged with the design and construction of tiny homes for the local community shelter; this fueled her love for community-based projects and serving those in need. Her passion for historic architecture and adaptive reuse brought her to New Orleans and eventually to work with the Williams Architects team.

### **Relevant Experience and References**

Williams Architects boasts an outstanding reputation for consistently completing projects on schedule, demonstrating their commitment to efficiency and excellence in every endeavor. Their meticulous planning and dedicated team ensure that deadlines are not only met but often exceeded, resulting in a seamless process from conception to completion. We have a vast knowledge of urban planning, comprehensive land use, zoning, and community development to guide future growth.

Williams Architects has garnered an impressive number of glowing references from clients who are truly thrilled with the exceptional quality of work delivered. Each project reflects our commitment to excellence and attention to detail, leaving clients not just satisfied, but genuinely impressed by the transformative results. We have attached a few of these references.

Williams Architects possesses a deep and comprehensive understanding of the critical policies and procedures that govern successful project execution. Our commitment to adhering to these standards is unwavering, as we recognize their importance in achieving excellence in our work. Throughout every stage of the project, we implement meticulous monitoring systems to ensure compliance with these guidelines. This proactive approach enables us to deliver outcomes that are not only efficient but also aligned with our clients' expectations and industry's best practices.

### **Understanding of Project/Familiarity**

Williams Architects possesses a comprehensive understanding of the specific requirements needed to effectively serve the St. John The Baptist Sheriff's Office. Our designs enhance the visual landscape of the area and consider historical context and local architectural styles. Our expertise ensures that all aspects of the project are thoroughly addressed, aligning with the unique objectives and operational needs of the office. Williams Architects incorporates environmentally friendly practices, such as energy-efficient systems and sustainable materials. Our designs comply with the Americans with Disability Act (ADA), ensuring that all facilities are accessible to individuals with disabilities. The spaces they create are adaptable to changing needs and allow for multi-use functions, community gatherings, and various public services.

Williams Architects can commit to St. John the Baptist Sheriff's Office that your project's needs will be given full priority and that our team's resources will be used effectively to produce a highly functional and successful project for the parish. Our collective depth of experience in public sector work and prior work within St. John the Baptist Parish and the region will help you make informed decisions throughout the entire design process to bring your project to a successful completion.

Client engagement is a top priority at Williams Architects. We are unparalleled in our ability to meet a client's program, budget, and schedule. To us, engagement is more than simply providing updates; it is about making the client a true partner in the process. We involve the community in the design process which leads to better outcomes and greater acceptance of the project. Williams Architects understands and adheres to local zoning laws, building codes, and land-use regulations for successful project completions.

### **Agency Project Experience**

Mr. Williams has been the Principal Architect of John C. Williams Architects since 1983, however, involved in the field of architecture since 1975, and has a broad range of project experience ranging from projects with construction values of \$20,000 to \$300,000,000. Mr. Williams has built a versatile and impressive body of work over his career with a diverse and skilled team. Mr. Williams takes pride in all his projects, no matter how big or small. Mr. Williams and his team have a proven record in master planning, design, and project management. Mr. Williams is professionally licensed in the States of Louisiana, Mississippi, and Alabama and has previously served as New Orleans AIA President as well as on the Tulane University School of Architecture Dean's Advisory Council, and as a Board Member of Tulane University.

Williams Architects has successfully undertaken a diverse array of public sector projects throughout Louisiana. Our portfolio includes comprehensive master planning initiatives that envision the future of urban spaces, meticulous historic restorations that preserve the charm and character of the past, innovative adaptive reuse projects that breathe new life into existing structures, and thoughtfully designed new construction that meets the community's evolving needs. Each project reflects a commitment to quality and a deep understanding of the unique cultural and environmental context of Louisiana.

Our past performance is showcased in numerous successful public sector projects such as NOCCA Forum renovations, Mandeville Jr. High School Renovations, new construction of W. Smith Elementary School, and Recovery Master Planning after Hurricane Katrina.

### **Current Workload**

Williams Architects is currently overseeing a diverse portfolio that includes more than 30 active projects across various sectors. Our team is dedicated to ensuring each project reflects our commitment to innovation, quality design, and sustainability. From commercial spaces to residential developments, we strive to meet the unique needs of our clients while adhering to the highest standards in architecture and project management. Our extensive experience enables us to navigate the complexities of each project, ensuring timely delivery and exceptional results. These projects illustrate a diverse financial spectrum, with costs starting at \$20,000 for smaller, more straightforward initiatives. In contrast, they reach a remarkable \$120 million for larger and more intricate developments. This comprehensive array showcases our adaptability and proficiency in addressing a wide variety of architectural requirements and fulfilling the unique expectations of our clients. Each project highlights our commitment to quality and innovation, ensuring that we can cater to both traditional and contemporary design preferences.

Williams Architects is proud to employ a talented team of twelve (12) dedicated professionals, including licensed architects across Louisiana, Mississippi, North Carolina, Texas, and Alabama. Our expertise extends beyond design; we have cultivated strong relationships with key local agencies that play a vital role in ensuring project success.

We invite you to take a closer look at our ten major projects that are currently under contract or have recently been completed. Each project is detailed along with its associated construction costs, providing a clear understanding of our ongoing commitments and investments in development.

<b>PROJECT NO. 1</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>
<p>Enterprise Rental Car 225 E. Airline Hwy. Kenner, LA 70062</p> <p>Carrie Russell 3850 N. Causeway Blvd. Ste. 1800 Metairie, LA 70002 504-415-6655 (cell) carrie.l.russell@em.com</p>	<p>Scope includes strip &amp; replacing the existing building envelope to the structure as needed to renovate the office space, adjacent car wash / garage bays, maintenance canopy, covered entry, and pick-up / drop off area. Site improvements are limited to parking lot / directional striping, site lighting, and driveway resurfacing / curbing alterations.</p> 
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>
	<b>Entire Project:</b>
May 2025	\$2.3 Million

<b>PROJECT NO. 2</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>
<p>Naval Support East Bank 4400 Dauphine St. New Orleans, LA 70146</p> <p>MCC Real Estate Development Group 3330 N. Causeway Blvd. 4th Floor Metairie, LA 70002 (504) 833-8291</p>	<p>Scope includes Schematic Design through Construction Documents producing HUD Firm Commitment drawings. Bidding and Negotiation and Construction Administration. Also assisting the owner with coordinating their execution of EIS noise waiver, HUG Green MIP conditions, and potential conditioned gray box for future conditions.</p> 
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>
	<b>Entire Project:</b>
TBD	\$120 Million

**PROJECT NO. 3**

Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility
<p>Mayfair Hotel 1001 Canal Street New Orleans, LA 70112</p> <p>1015 Canal LLC 4957 Folse Dr. Metairie, LA 70006</p>	<p>Renovation of existing historic four-story building from ground floor commercial tenants and unoccupied upper floors to ground floor commercial tenants with R-1 hotel on upper floors with new roof top additions. The building consists of 4 separate historic structures, 1001, 1005, 1011, &amp; 1015, joined together on a single lot of record to form one building. The building received a new 4th &amp; 5th floor penthouse, elevators, egress stairs, nfpa 13 sprinkler system, mechanical, electrical &amp; plumbing systems, emergency generator and structural repairs throughout.</p>
<p><b>Completion Date (Actual or estimated)</b></p>	<p><b>Estimated Cost:</b></p> <p><b>Entire Project:</b></p>
<p>2024</p>	<p>\$4 Million</p>



**PROJECT NO. 4**

Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:
<p>NOCCA Forum Renovations 2800 Chartres St. New Orleans, LA 70117</p> <p>MCC Real Estate Development Group 3330 N. Causeway Blvd. 4th Floor Metairie, LA 70002 (504) 833-8291</p>	<p>The New Orleans Center for Creative Arts (NOCCA) Forum is an adaptive reuse of an 1830s rail depot, 1850s warehouse and existing infill structure into a new expansion for the New Orleans Center for Creative Arts. The facility houses an expanded culinary arts department, science labs and academic studio classrooms. In addition to the educational portion of the project, there is a public café and tenant space for lease. The blending of public elements into an educational facility focused on creativity provides moments for students to present their art to the community. Williams Architects is proud to have transformed this basic warehouse into an interactive space that is in keeping with NOCCA, a vital and inspiring institution.</p>
<p><b>Completion Date (Actual or estimated):</b></p>	<p><b>Estimated Cost:</b></p> <p><b>Entire Project:</b></p>
<p>2019</p>	<p>\$16.5 Million</p>



**PROJECT NO. 5**

<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>
<p>Glass Half Full 4700 Paris Rd. Chalmette, LA 70043</p> <p>Max Steitz and Fran Trautmann 3935 Louisa Street New Orleans, LA 70126</p>	<p>Located on a spacious 3-acre site, Williams Architects was hired to design a glass recycling and research facility aimed at advancing sustainability and innovation. Our services guided the process from initial design to detailed observation of this state-of-the-art facility. our plans outlined a phased development approach that aligned with the environment and community goals.</p>
<p><b>Completion Date (Actual or estimated):</b></p>	<p><b>Estimated Cost:</b></p>
	<p><b>Entire Project:</b></p>
<p>January 2025</p>	<p>\$ 2.7 Million</p>



**PROJECT NO. 6**

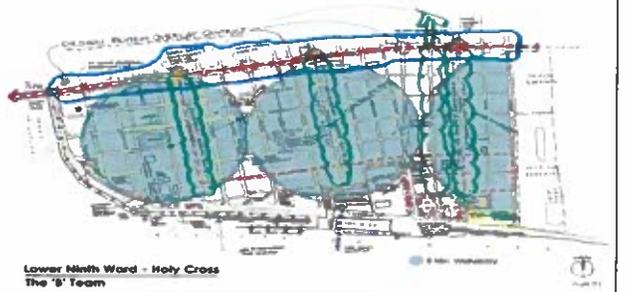
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>
<p>Homer Plessy Elementary School 721 Saint Philip Street New Orleans, LA 70116</p> <p>OPSB 2401 Westbend Parkway New Orleans, LA</p>	<p>Scope included replacing the entire roofing system and installing a new durable roof that maintains a historical appearance. Install new aluminum windows staying with the historic style. Replace all doors with custom doors while providing security. Repair any cracks or damage to the stucco exterior. Remove the second-floor balcony railing. Repair damaged plaster on interior walls. Coordinated contracts for the safe removal of LBP (Lead Based Paint), ensuring compliance with EPA.</p>
<p><b>Completion Date (Actual or estimated):</b></p>	<p><b>Estimated Cost:</b></p>
	<p><b>Entire Project:</b></p>
<p>December 2024</p>	<p>\$ 4 Million</p>



<b>PROJECT NO. 7</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>
<p>One11 Hotel</p> <p>111 Iberville Street New Orleans, LA 70130</p> <p>Camille Boone camille.bone@rtgpm.com</p>	<p>Williams Architects was hired to provide a comprehensive set of architectural drawings that encompassed the careful placement of existing steel and aluminum windows to restore their functionality and aesthetics, and restoration of the facades. This restoration involved detailed tuckpointing of the existing brickwork to ensure structural integrity. The facades were given a fresh coat of paint to enhance their visual appeal.</p> 
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>
	<b>Entire Project:</b>
2020	\$20 Million

<b>PROJECT NO. 8</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>
<p>Jung Hotel Renovation</p> <p>1500 Canal St. New Orleans, LA</p> <p>MCC Real Estate Development Group 3330 N. Causeway Blvd. 4th Floor Metairie, LA 70002 (504) 833-8291</p>	<p>One of New Orleans most historic buildings, the Jung Hotel has recently completed a total renovation to include a new hotel function with permanent residences, ground floor retail and other mixed use programming. Williams Architects was hired on a design-build capacity for a new parking garage, exterior renovation work and to pursue tax credits available to the Owner for the Project. In addition, during construction, our firm was asked to design 2 rooftop experiences, kitchen and bar designs and assisted the Owner with the regulatory agency inspections/approvals for the entire project. This project won the Louisiana Landmarks Society 2018 Award for Excellence in Historic Preservation.</p> 
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>
	<b>Entire Project:</b>
2017	\$140 Million

<b>PROJECT NO. 9</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>
<p>Lower Ninth Ward Planning New Orleans, LA 70116</p> <p>Master Planning Project</p> <p>Dwayne Boudreaux Circle Food Store (504) 940-1706</p>	<p>Participant and facilitator in workshops sponsored by the Holy Cross Neighborhood Association, LA Department of Environmental Quality and Tulane/Xavier Center for Bio-Environmental Research to produce the plan, "Sustainable Restoration- Holy Cross Historic District &amp; Lower 9th Ward", focusing on the sustainable recovery of the holy Cross neighborhood.</p> <p>Planning District 8 Neighborhood Planner for the Unified New Orleans Plan, helping to coordinate planning efforts to produce a recovery plan with input from community residents, major stakeholders, and government officials.</p>
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>
2019	<b>Entire Project:</b>
	\$4 Million



<b>PROJECT NO. 10</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>
<p>Audubon Insectarium Giftshop &amp; Cafe</p> <p>New Orleans, LA</p>	<p>The Audubon Insectarium's Café and Gift Shop are located in the U.S. Customs House on Canal Street in downtown New Orleans. Both spaces were designed to complement and support Audubon's newest museum – the largest museum dedicated to insects in North America – The Audubon Insectarium. The Gift Shop and Café features bug-themed merchandise displayed on the shelving inside of a giant caterpillar and from the roots of banyan trees and holes carved in boulders. Overhead and through the tree canopy, visitors are surrounded by an enlarged insect world created using murals and insect character animatronics.</p>
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>
2020	<b>Entire Project:</b>
	\$2 Million





*Capital Projects and Real Estate Group*

**Letter of Recommendation**

**Williams Architects  
Landis Construction LLC**

**To Whom It May Concern**

Tulane University has utilized the services of Williams Architects and Landis Construction LLC on several projects over the last 20 years that I have been associated with capital construction as Project Manager or Owners Representative on behalf of the University. All of these projects carried the inherent challenges of working on an active college campus and all were brought to successful completion.

Of particular note would be a project done on behalf of the University where Williams Architects provided the architectural services and Landis Construction was the General Contractor. This was a highly complex project which included two historic university buildings. Overall, the scope of work called for the complete renovation of one building, the adaptive reuse of the second building and the creation of an infill to connect the two building. It was only by the absolute commitment made by all parties that the new facility met the University's requirements in all respects.

Sincerely

A handwritten signature in black ink that reads "Michael P. Jester".

**Michael P. Jester  
Assistant Vice President  
Mitigation & Federal Compliance**

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Kyle Wedberg

President / CEO, NOCCA



May 27, 2020

Mr. John C. Williams  
Williams Architects  
824 Baronne Street  
New Orleans, LA 70113

Dear Mr. Williams:

It is a pleasure to serve as a letter of reference for your firm's future projects. We enjoyed over a year of working together on The NOCCA Institute's Forum project, a design/build renovation of an historic warehouse as part of the New Orleans Center for Creative Arts (NOCCA) campus.

The thoughtful and creative process used by your team to establish a program for the renovation was extremely efficient, particularly as it involved multiple parties (NOCCA as a state agency, The NOCCA Institute as a non-profit, and a tenant).

NOCCA's requirements for academic studios and laboratories as well as the highest quality culinary arts training center were demanding, and you accomplished all within the limitations of the warehouse space and historic tax credits rules. Additionally, the build-out of The NOCCA Institute's restaurant, Press Street Station, was exceptional in terms of both its interior design and its back of house.

I recommend your firm as a seasoned, creative and collaborative partner in any new building design or renovation projects of any size. I am happy to provide additional information or answer any questions, please offer my contact information as needed.

Sincerely yours,

Sally Perry  
Executive Director

**R. KING MILLING**

228 ST. CHARLES AVENUE, SUITE 1126  
NEW ORLEANS, LOUISIANA 70130  
504-586-7176

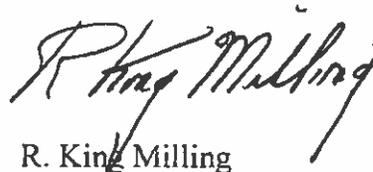
March 9, 2015

To Whom It May Concern:

I am delighted to have an opportunity to write a letter of recommendation concerning the unique qualifications of John C. Williams Architects, Inc.

I am very familiar with many of the commercial efforts undertaken by the firm and have had the opportunity to work with the principles of the firm on numerous occasions. Whether developing drawings and specifications for structures throughout the region or assisting in the supervision of construction projects, their product is sound in every respect and every effort is made to meet or exceed the anticipated results desired by the contracting party. I feel confident that if chosen for the job regardless of complexity you will be satisfied with the end results and the interpersonal relationships required both before and during the construction period.

Sincerely,

A handwritten signature in black ink, appearing to read "R. King Milling". The signature is written in a cursive style with a large, prominent initial "R".

R. King Milling



May 28, 2020

Williams Architects  
821 Baronne Street  
New Orleans, LA 70113

Letter of Recommendation.

We would be proud to recommend Williams Architects. Since 1992, we have worked with the Williams team on multiple commercial projects and recently our new home. They are versatile, look after our best interest, and accommodating.

They are great listeners to what we want and very accommodating with our schedule, in addition to keeping the project on schedule. They have great local and regional resources for building supplies, contractors, and artists. They are reliable and professional. And a big plus for us, they are patient.

While the architects, designers, and project managers are all fantastic, we would like to add that their office staff makes it all super easy and pleasurable.

If you have further questions, please feel free to contact us.

With pleasure,

*Horst and Karen Pfeifer*

Horst and Karen Pfeifer  
Middendorff's



August 10, 2020

Williams Architects  
821 Baronne Street  
New Orleans, LA 70113

RE: Letter of Reference

It is my pleasure to recommend Williams Architects. During my seven years with Hancock Whitney in the Construction Department, I have collaborated with them on several projects ranging from ground up to renovations and everything in between. Their expertise in historical structures and tax credits is second to none.

Several of our most notable buildings such as our Carrollton Street and Tchopitoulas Street Financial Centers located in New Orleans, Louisiana are testimonies to their design capabilities.

I am confident that John Williams and his team would be an asset to any organization or project. They are professional, creative and a pleasure to work with.

I enthusiastically recommend Williams Architects. Please feel free to contact me for additional information.

Sincerely,

A handwritten signature in blue ink that reads "Paula Bonneval". The signature is written in a cursive, flowing style.

Paula Bonneval  
Construction Manager  
Hancock Whitney

**EXHIBIT B  
SELECTION/SCORING CRITERIA**

St. John the Baptist Parish Sheriff Office may select any or all of the submittals that best contribute to the overall goals of the St. John the Baptist Parish Sheriff Office. 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.

<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>
<b>Key Personnel Qualifications and Experience</b>	<b>0-30 pts</b>
<ul style="list-style-type: none"> <li>• Relevant experience of key personnel with similar projects</li> <li>• Work quality, cost control, and completion of work on schedule</li> </ul>	
<b>Relevant Experience and References</b>	<b>0-30 pts</b>
<ul style="list-style-type: none"> <li>• Firm's experience providing the same services within the past ten years</li> <li>• References submitted regarding specific experience, resources, and management</li> <li>• Compliance with policies, procedures and requirements as stated in the RFQ</li> </ul>	
<b>Understanding of Project/Familiarity</b>	<b>0-20 pts</b>
<ul style="list-style-type: none"> <li>• Firm's understanding of project scope</li> <li>• 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.)</li> </ul>	
<b>Agency Project Experience</b>	<b>0-10 pts</b>
<ul style="list-style-type: none"> <li>• Experience with User Agencies (Parish, State, Federal), local criteria, codes, policies, procedures, and standards to successfully facilitate project completion</li> </ul>	
<b>Current Work Load</b>	<b>0-10 pts</b>
<ul style="list-style-type: none"> <li>• Number and size of projects currently under contract</li> <li>• Available staff for duration/time frame to complete project</li> <li>• Size of firm and available key personnel relative to size of the project</li> </ul>	
	TOTAL _____
<b>TOTAL MAXIMUM POINTS</b>	<b>100 PTS</b>