

# ROUTINE ENGINEERING SERVICES FOR DRAINAGE PROJECTS

# SOQ 23-032

SUBMITTED BY:

**MARAI S**  
CONSULTANTS

2018 Jena Street  
New Orleans, LA 70115

# MARAI S

CONSULTANTS

2018 JENA STREET | NEW ORLEANS, LA | 504.350.2644

Jefferson Parish Purchasing Department  
Donna Reamey  
General Government Building  
200 Derbigny Street  
Gretna, LA 70053

RE: Routine Engineering Services for Drainage Projects (SOQ No. 23-032)

Ms. Reamey,

Thank you for taking the time to review our attached qualifications in response to your request for "Routine Engineering Services for Drainage Projects". You will find our Statement of Qualifications (Jefferson Parish TEC Professional Services Questionnaire) demonstrating our relevant training and experience.

Marais was founded in 2022 by Jennifer Snape, PE. With more than 34 years of combined design experience amongst our employees and over 100 projects as a firm, our staff are competent and qualified to provide quality design services to Jefferson Parish on any upcoming drainage projects. Our employees have designed and managed multiple projects that include or are solely comprised-of drainage design.

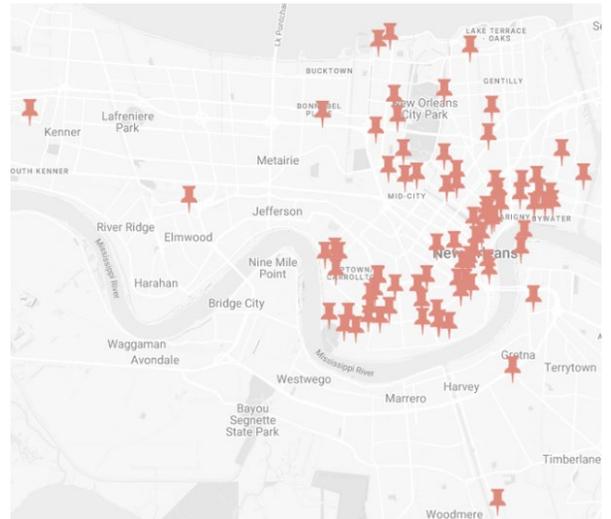


Figure 1: Marais Project Map

- Our lead engineer, Jennifer, has spent the majority of her 21-year career dedicated to drainage design. She has established herself as one of the industry leaders for southeast Louisiana. With an eye to the future and an understanding of current best practices around the world, her designs for the City of New Orleans have incorporated green infrastructure components to improve the resiliency of drainage systems and mitigate flood risks. Some of these influential projects where Jennifer has acted as designer and/or project manager have included:
  1. Lakeview City Park Drainage Improvements – New Orleans, LA
  2. Dillard Wetlands Stormwater Management Design – New Orleans, LA
  3. St. Anthony Green Streets Resilience Project – New Orleans, LA
  4. Gretna Resilience District Stormwater Modeling – Gretna, LA
  5. Blue & Green Corridors Street Drainage Design – New Orleans, LA
  6. St. Bernard Campus Water Resilience Project – New Orleans, LA
- In addition to working on the first three projects above, our project designer Cleo acted as project manager on the following drainage projects:
  1. City Park CDBG Drainage Improvements South of I-610 – New Orleans, LA
  2. UNO Beach Volleyball Courts Civil Design Development – New Orleans, LA
- Another project designer at Marais, Phil oversaw the multiple large-scale road construction projects involving drainage installation in addition to his work on St. Anthony Green Streets Resilience Project.

## AWARDS

- 2022** Jennifer Snape (JS) among 50 professionals nationwide selected for the Society of American Military Engineers National Leadership Development Program
- 2021** JS chosen for the prestigious New Orleans Regional Leadership Institute Leadership Program
- 2020** JS selected Top 20 under 40 Engineers in the Nation by ENR magazine.
- 2020** JS selected as New Orleans City Business Excellence in Construction & Real Estate honoree.
- 2016** JS named Tulane Outstanding Young Alumni (Engineering School)

We believe in providing thoughtful solutions to design challenges for private, federal, and municipal clients in the Gulf Coast Region. We specialize in **civil site design, stormwater management and green infrastructure design, hydrologic/hydraulic modeling, structural design, and construction phase services**. Our company is certified federally as a Woman-Owned Small Business (WOSB) and a Women's Business Enterprise (WBE) and in Louisiana as a Small Entrepreneurship (Hudson Initiative) and a Disadvantaged Business Enterprise (DBE).

We were founded on the principal that communication and close coordination within the design team leads to more successful and enjoyable projects. Throughout the life of a project, we understand the importance of responsiveness and clarity in communication. Through our relationships with architects and municipalities and past-performance of our staff, Marais has been established as a firm with a strong technical expertise and an understanding of design challenges in our community. During the design process, our team looks for opportunities to improve the sustainability of every one of

our projects, from economical design decisions to considerations for our changing climate. As a part of creative and sustainable designs, we understand the importance of constructability and strive to maintain a relationship with contractors where we can work together to find ways to reduce waste and reuse materials where possible.

In addition, the staff at Marais Consultants has extensive experience with community engagement around infrastructure. We are passionate about teaching the general public about how our infrastructure functions and the work we are trying to do to improve these systems. We carry this passion through to supporting many of the amazing non-profit organizations in southern Louisiana by providing pro-bono engineering services in support of their missions.

In naming the company, the choice of the word *marais*, "marsh" in French, pays tribute to the land that serves as the foundation for our region, where the marshes were drained in order to create our city. Today, the coastal marshes present a case study in the benefits of working alongside natural systems for sustainable solutions to current and future challenges. They are an essential feature of our landscape providing wildlife habitat and protection from damaging storm surges. We strive to provide our clients with the same multi-dimensional utility through innovative engineering, stormwater management and site development, and nature-based design.

We look forward to the opportunity to work with Jefferson Parish.

Sincerely,



Jennifer Snape, PE  
Owner and Lead Designer  
jenny@maraisconsultants.com  
Marais Consultants LLC

## Technical Evaluation Committee (TEC) Questionnaire

### Instructions

- The Technical Evaluation Committee (TEC) Questionnaire shall be used for professional services related to architecture, engineering, or survey projects.
- **The TEC Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be dated and signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the TEC Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordianances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

**TEC Professional Services Questionnaire**

**A. Project Name and Advertisement Resolution Number:**

**B. Firm Name & Address:**

**C. Name, title and contact information of Principal, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, who is a registered, licensed architect, professional engineer, or surveyor in the State of Louisiana:**

**D. Name and contact information of employee who is a registered and licensed architect, professional engineer, or surveyor in the State of Louisiana in the applicable discipline. A subcontractor may be substituted here only if the advertised Project requires more than one discipline.**

**E. Please provide the number of employees whose primary function corresponds with each category:**

<input type="checkbox"/> Administrative	<input type="checkbox"/> Estimators	<input type="checkbox"/> Specification Writers
<input type="checkbox"/> Architects (Licensed)	<input type="checkbox"/> Geologists	<input type="checkbox"/> Structural Engineers
<input type="checkbox"/> Chemical Engineers	<input type="checkbox"/> Geotechnical Engineers	<input type="checkbox"/> Graduate Engineers
<input type="checkbox"/> Civil Engineers	<input type="checkbox"/> Interior Designers	<input type="checkbox"/> Project Managers
<input type="checkbox"/> Construction Inspectors	<input type="checkbox"/> Landscape Architects	<input type="checkbox"/> Clerical
<input type="checkbox"/> Ecologists	<input type="checkbox"/> Land Surveyor	<input type="checkbox"/> Grant/Funding Specialist
<input type="checkbox"/> Electrical Engineers	<input type="checkbox"/> Mechanical Engineers	<input type="checkbox"/> Sanitary Engineers
<input type="checkbox"/> Engineer Intern	<input type="checkbox"/> Environmental Engineers	
<input type="checkbox"/> Professional Land Surveyors		<input type="checkbox"/> <b>TOTAL</b>

**F. Is this submittal by a JOINT-VENTURE? Please check: YES \_\_\_\_\_ NO \_\_\_\_\_**

**If marked "No" skip to Section I. If marked "yes" complete Sections G-H.**

**TEC Professional Services Questionnaire**

**G. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.**

1.

2.

**H. Has this JOINT-VENTURE previously worked together? Please check:  
YES \_\_\_\_\_ NO \_\_\_\_\_**

**I. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.**

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1.		
2.		
3.		

**J. Please specify the total number of support personnel that may assist in the completion of this Project:**

\_\_\_\_\_

**TEC Professional Services Questionnaire**

**K. List the professional in charge, key persons, specialists, and individual consultants anticipated for this Project and provide their relevant information below. If necessary, please attach additional documentation (i.e. resume) that demonstrates the employment history and experience of the Firm's key persons that may assist in the completion of this Project. Please attach additional pages if necessary.**

**PROFESSIONAL IN CHARGE OF PROJECT:**

**Name & Title:**

**Project Assignment:**

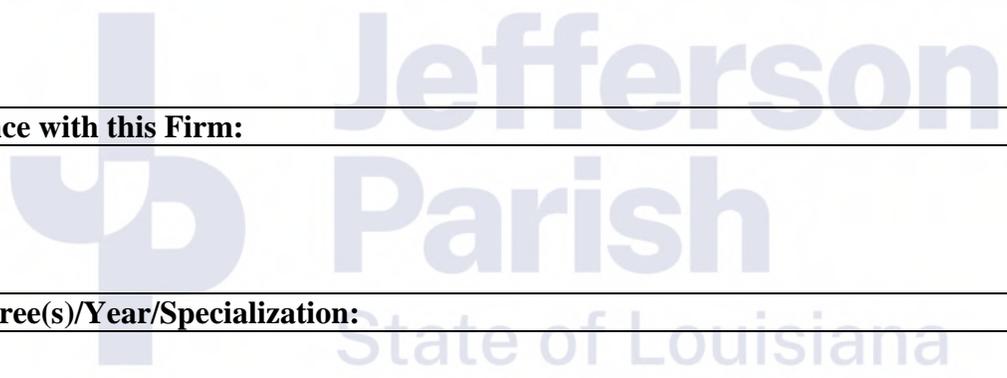
**Name of Firm with which associated:**

**Years' experience with this Firm:**

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

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

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



**TEC Professional Services Questionnaire**

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>
<b>Name &amp; Title:</b>
<b>Project Assignment:</b>
<b>Name of Firm with which associated:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Active registration: Year first registered/discipline:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

**TEC Professional Services Questionnaire**

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>
<b>Name &amp; Title:</b>
<b>Project Assignment:</b>
<b>Name of Firm with which associated:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Active registration: Year first registered/discipline:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

**TEC Professional Services Questionnaire**

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

**Name & Title:**

**Project Assignment:**

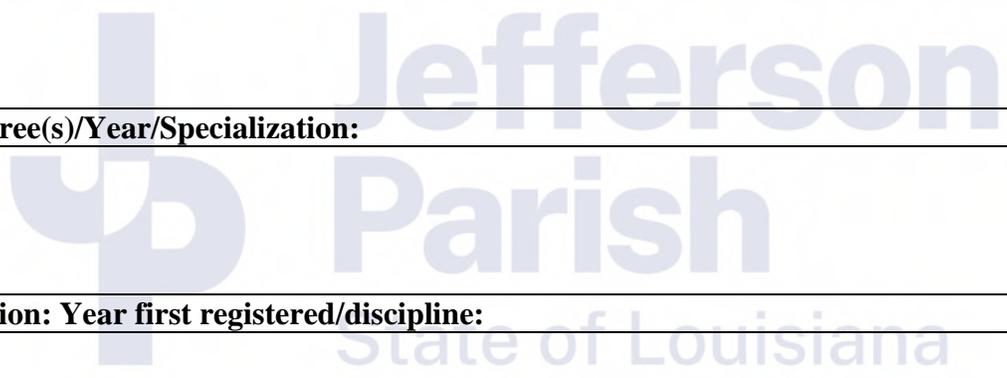
**Name of Firm with which associated:**

**Years' experience with this Firm:**

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

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

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



**TEC Professional Services Questionnaire**

<b>KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:</b>
<b>Name &amp; Title:</b>
<b>Project Assignment:</b>
<b>Name of Firm with which associated:</b>
<b>Years' experience with this Firm:</b>
<b>Education: Degree(s)/Year/Specialization:</b>
<b>Active registration: Year first registered/discipline:</b>
<b>Other experience and qualifications relevant to the proposed Project:</b>

**TEC Professional Services Questionnaire**

**L. Work by Firm or Joint-Venture members which best illustrates current qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.**

**PROJECT NO. 1**

<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

**PROJECT NO. 2**

<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

**TEC Professional Services Questionnaire**

<b>PROJECT NO. 3</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility</b>	
<b>Completion Date (Actual or estimated)</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

<b>PROJECT NO. 4</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

**TEC Professional Services Questionnaire**

<b>PROJECT NO. 5</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

<b>PROJECT NO. 6</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

**TEC Professional Services Questionnaire**

<b>PROJECT NO. 7</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

<b>PROJECT NO. 8</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

**TEC Professional Services Questionnaire**

<b>PROJECT NO. 9</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

<b>PROJECT NO. 10</b>		
<b>Project Name, Location and Owner's contact information:</b>	<b>Nature of Firm's Responsibility:</b>	
<b>Completion Date (Actual or estimated):</b>	<b>Estimated Cost:</b>	
	<b>Entire Project:</b>	<b>Work for which Firm was Responsible:</b>

**TEC Professional Services Questionnaire**

**M. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.**

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1.		
2.		
3.		
4.		

**N. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.**

Jefferson Parish  
State of Louisiana

**O. To the best of my knowledge, the foregoing is an accurate statement of facts.**

Signature:                     *Justyn Drape*                     Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_



**Office of the Secretary**

PO Box 94245 | Baton Rouge, LA 70804-9245

ph: 225-379-1200 | fx: 225-379-1851

**John Bel Edwards**, Governor

**Eric Kalivoda**, Secretary

May 24, 2023

**Marias Consultants, LLC**

Attn: Jennifer Snape

2018 Jena Street

New Orleans, La 70115

Dear Jennifer Snape:

**Congratulations!** The Louisiana Department of Transportation (LADOTD) Compliance Programs Office, on behalf of the Louisiana Unified Certification Program (LAUCP), is pleased to notify you that your company has been certified as a Disadvantaged Business Enterprise (DBE) in accordance with 49 CFR Part 23, 26, and all the laws of this state applicable to the transaction of business.

The LAUCP has been established to facilitate statewide DBE certification. It eliminates the need for DBE applicant firms to obtain certification from multiple agencies and provides reciprocity within Louisiana. The Louisiana Department of Transportation (LADOTD), the Louis Armstrong New Orleans International Airport (MSY) and the Regional Transit Authority (RTA) are the only certifying agencies, which comprise the LAUCP.

Your firm has been certified to perform services as described in the following North American Industry Classification System (NAICS) & DOTD Work code(s):

**NC541330 – Engineering Services**

**C05 – Structural Engineering**

**C09 – Civil Engineering**

**NC541611 – Administrative Management and General Management Con**

**C10 - Management**

Your firm's designation as a DBE will appear on the official Louisiana UCP DBE Directory website at [www.laucp.org](http://www.laucp.org). This directory consists of DBE firms certified by all of the above-mentioned agencies.

*Per the federal regulations, suppliers only receive 60% goal credit towards the materials they provide. Any contractor performing work in excess of \$50,000 with the exception of electrical, mechanical and plumbing, which are required to have a license if work is in excess of \$10,000, requires a Louisiana Contractor's License. You may contact the State Licensing Board for Contractors at (225) 765-2301 for more information.*

**Marais Consultants, LLC**

May 24, 2023

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In accordance with 49 CFR paragraph 26.83 (j), you must provide to the LAUCP, every year on the anniversary of the date of your certification, **May 31, 2024**, an affidavit sworn to by the firm's owner, along with all supporting documents (**Business taxes with all attachments, such as 1098, 1099, K-1's and/or W-2's**) stating your firm continues to meet the eligibility requirements of the program. If you fail to provide this affidavit in a timely manner, you will be deemed to have failed to cooperate under 49 CFR Part 26. 109(c). An email informing you to submit the necessary documentation will be forwarded to you approximately six (6) weeks prior to your anniversary date. However, should you not receive notification for your annual affidavit, contact this office. The responsibility to assure continued certification is yours. Failure to continue your eligibility will result in immediate action to decertify your firm. Additionally, in accordance with 49 CFR paragraph 26.83 (i), as a DBE, you must notify our office, immediately in writing of change in circumstances affecting your ability to meet size, disadvantaged status, ownership or control of your firm. You must provide the written notification within 30 days of the occurrence of the change.

The LADOTD has contracted with Urban League of Louisiana Center for Entrepreneurship & Innovation to provide DBE Supportive Services to all certified DBEs, in the LAUCP, at no cost to you. This consultant can offer your firm assistance and guidance on areas such as marketing, estimating, bidding, financial preparations, etc. Please feel free to contact Klassi Duncan with Urban League of Louisiana Center for Entrepreneurship and Innovation at (504) 620-9647 for any assistance needed to grow your organization.

The Louisiana UCP certifying entity reserves the right to withdraw this certification if at any time it is determined your certification was knowingly obtained by false, misleading will, or incorrect information. The Louisiana UCP certifying entity also reserves the right to request additional information and/or conduct an onsite visit at any time during the certification period to verify any documentation submitted in the application for certification. By accepting certification, your firm hereby consents to the examination of its books and documents by the certifying entity's DBE Program.

We are pleased to have you as a participant in the LAUCP and wish you much success.

If you have any questions regarding the content of this letter, contact the LADOTD DBE Certification Unit at (225) 379-1382.

Respectfully,

*Rhonda Wallace*

Rhonda Wallace

DBE/SBE Programs Manager



# LOUISIANA UNIFIED CERTIFICATION PROGRAM

## Disadvantaged Business Enterprise Program (DBE)

### Small Business Element (SBE)

This is to certify that under Title 49, Part 26 of the Code of Federal Regulations & under the State of Louisiana Unified Certification Program (LAUCP)

## Marais Consultants, LLC

is a Certified Disadvantaged Business Enterprise (DBE) & Small Business Element (SBE) in the following specialties:

**NC541330, NC541611**

NOTE: There may be other approved NAICS Codes. The online DBE Directory includes a complete list of approved codes.

### **Certificate Eligibility: May 2023 to May 2024**

*This certificate is valid through the above date provided. This firm meets the on-going programmatic standard and fulfills the annual update requirement to remain in good standing as a DBE. This certification is subject to annual verification and suspension or revocation based upon reasonable cause to believe that the firm is ineligible.*

*Rhonda Wallace*

**Rhonda Wallace, DBE/SBE Programs Manager**

*Louisiana Department of Transportation & Development*