

STUART CONSULTING GROUP

ROUTINE ENGINEERING SERVICES FOR STREETS PROJECTS IN JEFFERSON PARISH Resolution No. 144319

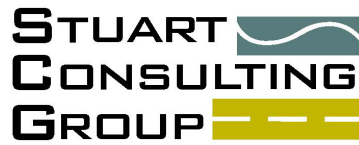
July 16, 2024 @ 3:30PM

Prepared for :

Jefferson Parish Council
Attention: Purchasing Department
General Government Building
200 Derbigny Street, Suite 6700
Gretna, LA 70054

Presented by :

Stuart Consulting Group, Inc
113105 Northwest Freeway, Suite 1100
Houston, Texas 77040



1018 Central Avenue, Suite 200
Metairie, LA 70001

www.stuartconsultinggroup.com

PHN: (504) 888-5733
FAX: (504) 962-0931

July 16, 2024

Jefferson Parish Council
Attention: Purchasing Department
General Government Building
200 Derbigny Street, Suite 6700
Gretna, LA 70054

RE: Routine Engineering Services for Streets Projects Resolution No. 144319

Dear Purchasing Manager,

Thank you for the opportunity to present our credentials and experience in response to the Request for Qualifications for firms interested in providing Routine Engineering Services for Streets Projects throughout Jefferson Parish. Our enclosed qualification package includes one electronic copy via www.centrauctionhouse.com outlining general firm information, company personnel resumes and past project experience for Stuart Consulting Group, Inc (SCG).

During the course of our 20-year history, SCG has obtained vast management and design experience and is currently designing several projects in and around the New Orleans Area, including Jefferson Parish. We possess the staff, qualifications and extensive experience in municipal drainage planning and design and construction management, wastewater and water engineering, parks and recreation planning and design, traffic and transportation engineering and construction management.

At Stuart Consulting Group, we strive to meet and exceed the highest standards and requirements in each and every job for our clients. As a mid-sized engineering and management group, we pride ourselves on the ability to provide exemplary service without the extensive overhead of larger international firms.

We very much look forward to hearing from you and are available to answer questions, comments, or concerns at any time. Thank you for your consideration.

Sincerely,
STUART CONSULTING GROUP, INC.

A handwritten signature in blue ink, appearing to read "Thomas J. Martin, Jr.", with a stylized flourish at the end.

Thomas J. Martin, Jr. P.E.
President

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 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 Ordinances 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:

ROUTINE ENGINEERING SERVICES FOR STREETS PROJECTS IN JEFFERSON PARISH
Resolution No. 144319

B. Firm Name & Address:

STUART  1018 Central Avenue
CONSULTING Suite 200
GROUP  Metairie, LA 70001
504.888.5733

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:

Thomas J. Martin, Jr., P.E. President
504-888-5733 Phone • 504-962-0931 Fax
Tommy@stuartconsultinggroup.com

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.

Thomas J. Martin, Jr., P.E. President
504-888-5733 Phone • 504-962-0931 Fax
Tommy@stuartconsultinggroup.com

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

<u>6</u> Administrative	___ Estimators	___ Specification Writers
___ Architects (Licensed)	___ Geologists	___ Structural Engineers
___ Chemical Engineers	___ Geotechnical Engineers	___ Graduate Engineers
<u>5</u> Civil Engineers	___ Interior Designers	___ Project Managers
<u>4</u> Construction Inspectors	___ Landscape Architects	<u>2</u> Clerical
___ Ecologists	___ Land Surveyor	<u>3</u> Grant/Funding Specialist
___ Electrical Engineers	___ Mechanical Engineers	___ Sanitary Engineers
<u>5</u> Engineer Intern	___ Environmental Engineers	
___ Professional Land Surveyors		<u>25</u> TOTAL

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.
N/A

2.
N/A

H. Has this JOINT-VENTURE previously worked together? Please check:
YES NO ☒ X

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. None at this time. Will depend on scope.		
2.		
3.		

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

0 _____

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:

THOMAS J. MARTIN, JR., P.E.
President

Project Assignment:

Managing Principal

Name of Firm with which associated:



Years' experience with this Firm:

20 (2004)

Education: Degree(s)/Year/Specialization:

1989, M.S., Civil Engineering, Louisiana State University, Baton Rouge
1986, B.S., Civil Engineering, Louisiana State University, Baton Rouge

Active registration: Year first registered/discipline:

1994, Professional Engineer, Louisiana P.E. No. 0025925

Other experience and qualifications relevant to the proposed Project:

As a Registered Professional Engineer, Mr. Martin has experience in the detailed design, design management, and construction management of a variety of aspects of municipal, federal, and industrial projects. His project design and design management experience includes: roadway design and rehabilitation; stormwater collections systems and pumping stations; wastewater collection system improvements including force main and pumps tation design; water and wastewater treatment plant design (for municipalities, organics manufacturers, and petroleum refiners); and general civil support systems for commercial developments. Mr. Martin's extensive career is highlighted by his expertise in sanitary sewer and water treatment systems.

TEC Professional Services Questionnaire

Other experience and qualifications relevant to the proposed Project:

THOMAS J. MARTIN, JR., PE

MANAGING PRINCIPAL. CONVENTION CENTER BLVD. LINEAR PARK- NEW ORLEANS, LA. Stuart Consulting Group Inc. (SCG) serves as the lead civil design firm on the team that was hired to design and manage upgrades to the existing Convention Center Blvd. corridor in front of the Ernest N. Morial Convention Center in New Orleans, LA.

MANAGING PRINCIPAL. CAMP, LEONTINE, VALMONT, COLISEUM, & CHESTNUT ROADWAY & UTILITY REPLACEMENT – NEW ORLEANS, Stuart Consulting Group (SCG) provided engineering design services for full reconstruction of several asphalt streets in Uptown New Orleans.

MANAGING PRINCIPAL. OLD GENTILLY ROAD (FROM I-510 TO CHEF MENTEUR HIGHWAY) - NEW ORLEANS, LA. SCG provided services to make substantial infrastructure improvements to the entryway of the NASA Michoud Assembly Facility, along 2.2 miles of Old Gentilly Road and a portion of Almonaster Avenue and Michoud Boulevard.

MANAGING PRINCIPAL. NEW NEIGHBORHOOD MASTER PLAN UPDATE - ERNEST N. MORIAL CONVENTION CENTER - NEW ORLEANS, LA. SCG is an integral member of the team that is assisting the Convention Center with planning related to the proposed mixed-use development of over 40 acres of vacant land. SCG is the lead civil engineer on the project and is responsible for coordination with various city agencies and utility providers to plan the new street and utility infrastructure required to serve the proposed development.

MANAGING PRINCIPAL. LEONIDAS GROUP C & D (RR098) ROADWAY & UTILITY REPLACEMENT. NEW ORLEANS, LA As a Managing Principal, Mr. Martin provided project and budget oversight e during design and construction administration.

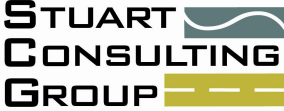
MANAGING PRINCIPAL. LITTLE WOODS GROUP B & C(RR101) ROADWAY & UTILITY REPLACEMENT. NEW ORLEANS, LA . As a Managing Principal, Mr. Martin provided project and budget oversight e during design and construction administration.

MANAGING PRINCIPAL.. AMES BLVD. ROADWAY REHABILITATION. CITY OF NEW ORLEANS, LA. As Managing Principal, Mr. Martin provided design and budget oversight for all phases of design. As part of the Jefferson Parish ongoing roadway improvement program, Stuart Consulting Group (SCG) is providing engineering design services for this roadway concrete panel replacement project. This project included: field analysis of existing roadway condition, and full-depth concrete panel replacement in close coordination with the Streets Department, Capital Projects Department and the Department of Public Works. Sidewalks and corners were upgraded to meet current ADA standards.

MANAGING PRINCIPAL. RIVER FOREST PAVING AND DRAINAGE IMPROVEMENTS - PATRICIA DRIVE CITY OF COVINGTON, LA As the Managing Principal, Mr. Martin provided design and budget oversight for developing the plans and specifications for the drainage improvements and roadway replacement along Patricia Drive.

MANAGING PRINCIPAL. CORINNE CANAL AT E. GENIE ST IMPROVEMENTS. ST. BERNARD PARISH, LA. As Senior Engineer, Mr. Martin provided design and budgetoversite for developing the plans and specifications for the drainage improvements to Corinne Canal and roadway replacement along E. Genie Street.

TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:
Name & Title:
CHRISTOPHER FENNER, P.E. Vice-President
Project Assignment:
Project Manager
Name of Firm with which associated:
 The logo for Stuart Consulting Group features the company name in a bold, sans-serif font. To the right of the text is a stylized graphic consisting of three horizontal bars of increasing height, colored in shades of blue and green.
Years' experience with this Firm:
13 (2010)
Education: Degree(s)/Year/Specialization:
2009, B.S., Professional Engineering, Louisiana State University
Active registration: Year first registered/discipline:
2013, Professional Engineer, Louisiana, No. 0038566
Other experience and qualifications relevant to the proposed Project:
Mr. Fenner has extensive experience in the area of Civil Engineering infrastructure design, project and program management, federal grant management, and commercial property site development. He has also served as the Design Team coordinator for Stuart Consulting Group overseeing and managing the design staff with several active design and construction projects. In addition, Mr. Fenner has also served as the Program Manager for the Non-Flood Protection Asset Management Authority Katrina Recovery Program and is currently serving as the Deputy Program Manager for the Harris County Flood Control Disaster Recovery Program.

TEC Professional Services Questionnaire

Other experience and qualifications relevant to the proposed Project:

CHRISTOPHER A. FENNER, PE

ENGINEER OF RECORD. CONVENTION CENTER BLVD. LINEAR PARK. ERNEST N. MORIAL CONVENTION CENTER . NEW ORLEANS, LA . As the Civil Engineer of Record, Mr. Fenner was integral to the design of the revitalization of Convention Center Blvd., a project that converted an existing 4-lane divided urban collector road into a 2-lane road and a linear park. Mr. Fenner provided the lead civil design services for the project. In this role he provided critical feedback to the Owner and the other members of the design team throughout the project which helped shape preliminary concepts and bring the project to completion. Mr. Fenner coordinated with several utilities and governing regulatory agencies for plan review and permits. He also designed the new roadway and subsurface utilities, including detailed drainage calculations in conformance with the LADOTD Hydraulics Manual. A unique component of the project was the incorporation of a multi-modal transportation facility to consolidate bus, shuttle, limo, taxi and ride-share services. Mr. Fenner's site layout experience was critical in taking the proposed conceptual ideas and developing them into a design that would fulfill the client's needs and meet regulatory approval. Mr. Fenner also provided extensive assistance during the bidding and construction phases to resolve unforeseen conflicts and keep the project on schedule and under budget.

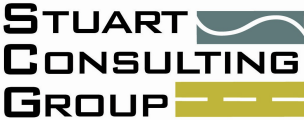
PROJECTENGINEER. OLD GENTILLY ROAD (FROM I-510 TO CHEF MENTEUR HWY.) NEW ORLEANS, LA As a Project Engineer, Mr. Fenner provided technical assistance during the construction phase for this project, an asphalt overlay and concrete panel replacement project in New Orleans East. Mr. Fenner coordinated with the Owner and Resident Inspector to help resolve issues that arose during construction to keep the project on schedule and under budget.

ENGINEER OF RECORD. CAMP, LEONTINE, VALMONT, COLISEUM, & CHESTNUT ROADWAY & UTILITY REPLACEMENT NEW ORLEANS, LA . As the Engineer of Record, Mr. Fenner was responsible for managing the design team throughout each phase of the project, reviewing drainage calculations, designing the roadway section, and developing plans, specifications, and cost estimates. Mr. Fenner also coordinated with multiple subconsultants on the project to provide the client with a consistent final product.

PROJECT ENGINEER.LEONIDAS GROUP C & D (RR098) ROADWAY & UTILITY REPLACEMENT. NEW ORLEANS, LA As a Project Engineer, Mr. Fenner provided QA/QC review and guidance during design and construction administration.

PROJECT ENGINEER. LITTLE WOODS GROUP B & C(RR101) ROADWAY & UTILITY REPLACEMENT. NEW ORLEANS, LA . As a Project Engineer, Mr. Fenner provided QA/QC review and guidance during design and construction administration.

TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:	
Name & Title:	
CHRISTOPHER BLAZO, PE ENGINEER	
Project Assignment:	
Project Engineer	
Name of Firm with which associated:	
	
Years' experience with this Firm:	
10 (2014)	
Education: Degree(s)/Year/Specialization:	
2013, M.S., Civil Engineering, University of New Orleans 2009, B.S., Civil Engineering, Bangladesh University of Engineering and Technology	
Active registration: Year first registered/discipline:	
2017, Professional Engineer, Louisiana, No. 0042063	
Other experience and qualifications relevant to the proposed Project:	
<p>Mr. Blazo has been involved in design and construction of several drain-age improvements project in Louisiana and Mississippi. He worked on design of Neighborhood and Belle Chasse Drainage improvements project for Plaquemines Parish Government. He was also assigned by Stuart Consulting Group to run drainage model for a drainage channel in Jackson, MS using the HEC-RAS format (4.1). He analyzed 10, 25 and 50 year storm events for the drainage channel and provided recommendations to the client for the improvements of the channel.</p>	

TEC Professional Services Questionnaire

Other experience and qualifications relevant to the proposed Project:

CHRISTOPHER BLAZO, PE

PROJECT ENGINEER. CONVENTION CENTER BLVD. LINEAR PARK. NEW ORLEANS, LA. AS A PROJECT ENGINEER, Mr. Blazo was an integral member of the design and construction management team that oversaw the revitalization of Convention Center Blvd, a project that converted an existing 4-lane divided urban collector road into a 2-lane road and a linear park. Mr. Blazo provided critical civil engineering services for the project including coordination with several utilities and governing regulatory agencies for plan review and permits, horizontal and vertical roadway design, and detailed drainage calculations in conformance with the LADOTD Hydraulics Manual. A unique component of the project was the incorporation of a multi-modal transportation facility to consolidate bus, shuttle, limo, taxi and ride-share services. Mr. Blazo assisted the team with evaluating several conceptual layouts and developing the selected configuration into a design that would fulfill the client's needs and meet regulatory approval. Mr. Blazo also provided extensive construction phase services to track quantities, document progress, and resolve unforeseen conflicts efficiently to keep the project on schedule and under budget.

PROJECT ENGINEER. LITTLE WOODS GROUP B (RR101) ROADWAY & UTILITY REPLACEMENT. NEW ORLEANS, LA As the Engineer of Record, Mr. Blazo was responsible for managing the design team throughout each phase of the project, reviewing drainage calculations, designing the concrete roadway section, and developing plans, specifications, and cost estimates. Mr. Blazo also coordinated with multiple subconsultants on the project to provide the client with a consistent final product.

PROJECT ENGINEER. LITTLE WOODS GROUP C (RR102) ROADWAY & UTILITY REPLACEMENT. NEW ORLEANS, LA As the Engineer of Record, Mr. Blazo was responsible for managing the design team throughout each phase of the project, reviewing drainage calculations, designing the concrete roadway section, and developing plans, specifications, and cost estimates. Mr. Blazo also coordinated with multiple subconsultants on the project to provide the client with a consistent final product.

PROJECT ENGINEER. LEONIDAS GROUP C (RR098) ROADWAY & UTILITY REPLACEMENT . NEW ORLEANS, LA As the Engineer of Record, Mr. Blazo was responsible for managing the design team throughout each phase of the project, reviewing drainage calculations, designing the asphalt roadway section, and developing plans, specifications, and cost estimates. Mr. Blazo also coordinated with multiple subconsultants on the project to provide the client with a consistent final product.

PROJECT ENGINEER. LEONIDAS GROUP D (RR099) ROADWAY & UTILITY REPLACEMENT . NEW ORLEANS, LA As the Engineer of Record, Mr. Blazo was responsible for managing the design team throughout each phase of the project, reviewing drainage calculations, designing the asphalt roadway section, and developing plans, specifications, and cost estimates. Mr. Blazo also coordinated with multiple subconsultants on the project to provide the client with a consistent final product.

PROJECT ENGINEER. CAMP, LEONTINE, VALMONT, COLISEUM, & CHESTNUT ROADWAY & UTILITY REPLACEMENT NEW ORLEANS, LA As the Project Engineer, Mr. Blazo was responsible for managing the design team throughout each phase of the project, reviewing drainage calculations, designing the asphalt roadway section, and developing plans, specifications, and cost estimates. Mr. Blazo also coordinated with subconsultants on the project to provide the client with a consistent final product.

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

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

PROJECT NO. 2

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

TEC Professional Services Questionnaire

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

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

TEC Professional Services Questionnaire

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

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

TEC Professional Services Questionnaire

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

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

TEC Professional Services Questionnaire

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

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

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

Stuart Consulting Group, Inc. (SCG) is an employee-owned civil engineering firm providing a full range of services for the design of general civil projects, municipal public works projects, and their support facilities. Working in both the public & private sectors, SCG assists clients not only with design of projects but in all phases in the development of their projects including grants management, planning, cost estimating, evaluation, rehabilitation, management, and construction. We have more than 20 staff members. SCG has offices in Metairie, Louisiana, Slidell, Louisiana and Houston, Texas.

Our specialties include:

- Roadway Design (Municipal, State, Federal)
- Program and Construction Management
- Drainage Infrastructure Design
Wastewater Collection, Transportation, and Treatment
- Water Treatment, Storage and Distribution
- Disaster Response and Recovery
- Federal (CDBG and FEMA) Grant Management
- Hydraulic and Hydrological Modeling
- FEMA Floodplain Map Revision (CLOMR/LOMR)
- Resident Inspection

SCG employs a staff of highly qualified professionals experienced in providing Civil Engineering Design services and Construction Management. Although we have the capability to provide most general engineering design services in-house, occasionally during the course of a project the need may arise for a specific specialty service. In these instances, we work closely with our clients to identify approved consultants and bring them onto the team. SCG has a long history of utilizing a variety of other small, women owned and disadvantaged businesses to supplement the work load and provide any required specialty services to meet project requirements.

SCG's team members have been carefully chosen for this project pursuant to our understanding and acceptance of the advertised project requirements. This team contains all necessary disciplines and components to begin and complete these exciting projects for Jefferson Parish in the timeline as defined by the city. As outlined later in this response, SCG, and our team members, are local firms with extensive experience providing civil design, construction phase management services and resident inspection services for a variety of parish projects. SCG is confident that the proposed team is uniquely qualified to provide the services outlined in the RFQ.

The SCG Team assembled for this RFQ has experience on a variety of both large and small projects similar to the projects under this RFQ, most specifically on several other City projects. Our team understands that drainage and paving projects can be multi-jurisdictional and it is critical to understand the various jurisdictional regulations. SCG has served as a designer for several roadway and drainage projects across the City and is very familiar with the specific requirements of the various City departments and Sewerage and Water Board. From our work as a designer, SCG fully understands the process of preparing construction documents and how to manage the construction phase to minimize risk and cost exposure for the City. We fully understand what the City is looking for from a management team and what is expected for the finished product.

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

Culture and Project Management

SCG prides itself in having a client-service-oriented culture. Our approach to project management is based on the unique needs of each individual client and project, not solely on our engineer's years of experience. This approach allows for all members of our team to work to their strengths. In some cases, it may lead to a more senior engineer performing a specific task to support a less senior engineer that is responsible for the overall project. We have found that by focusing more on the needs of our clients and less on hierarchy, we have not only been able to better meet our clients' expectations, we have also developed a strong team of professionals with diverse range of expertise.

Documentation

SCG believes the adage "if it's not in writing it never happened" is the basis for any project's timely delivery. From filing of email messages to recording and distribution of detailed meeting minutes we can provide project timelines and records of decision that stand up to scrutiny. Our documentation standard has been recognized as some of the most detailed (if not the most detailed) in the state.

Communication and Reporting

Equal to documentation, regular communication and standard reporting is crucial to project progress and timely decisions. Our standard reporting and meeting processes allow SCG to provide exceptional project histories and allows our clients full visibility on project status and progress. As noted, we provide written records of decision for every meeting that takes place as well as a list of commitments from each meeting indicating what has been agreed to be done and by whom. Typically, this list of commitments has proposed completion dates and is reviewed at the start of the next meeting.

Project Progress Review

Second only to project documentation is regular and open communication between all parties involved in order to maximize efficiency while providing timely high-quality program delivery. Meetings are followed up by documented meeting minutes and all written correspondence is cataloged and filed using standard procedures. This level of documentation and project life cycle control has proved invaluable as programs and projects progress. SCG, and our team members, have extensive experience with Procore for managing construction projects. On other City projects managed by SCG, we have gone above and beyond to employ Procore tools to maintain project documentation and detailed meeting minutes, helping to further the City's software rollout and implementation.

Construction Management

Any construction management program will involve the highest level of documentation, regular communication, and implementation of standard procedures. SCG uses several different tracking tools and has a staff of experienced construction managers ready to address whatever needs the City may have. Our success on projects ranging from major historical renovations to street and infrastructure repairs has given us a unique background in the different processes.

SCG is comprised of dynamic engineers, planners, project managers, technicians, and administrators whose varied professional experience allows us to confidently compete with larger companies for major projects. Members of our staff have previously served in a variety of positions ranging from staff level engineer to director of public works in a major city, thus lending to extensive experience in the design, planning, management, and/or construction of several major projects throughout the Gulf Coast Region.

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. N/A		
2.		
3.		
4.		

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

REFERENCES:

Ken Dugas, Plaquemine Parish Engineering Department
P: 504.934.6116 | E: Ken_Dugas@plaqueminesparish.com

Khalid Saleh, Capital Projects
City of New Orleans, Louisiana
P: (504) 658-8000 | E: khsaleh@nola.gov

Scott Elmer, PE Deputy Executive Director
Harris County Flood Control District
P: 346-286-4000 | E: Scott.Elmeer@hcfcd.hctx.net

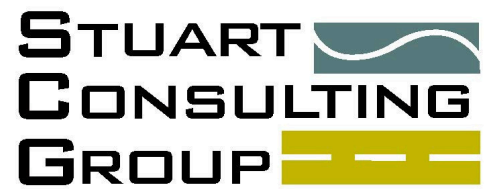
Mike Noto, Chief Administrative Officer
City of Slidell
P: 985-646-4333 | E: mnoto@cityofslidell.org

Louis Capo, Executive Director
Orleans Levee District
P: 504-355-5990 | E: director@nolalakefront.com

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

Signature: Thomas J. Martin, Jr. **Print Name:** Thomas J. Martin, Jr., PE

Title: President **Date:** July 16, 2024



Prepared for :

Jefferson Parish Council
Attention: Purchasing Department
General Government Building
200 Derbigny Street, Suite 6700
Gretna, LA 70054

Presented by :

Stuart Consulting Group, Inc
113105 Northwest Freeway, Suite 1100
Houston, Texas 77040