

REQUEST FOR QUALIFICATIONS

To Perform Architectural Design, Engineering, Pre-Construction Services and Construction Management of a Greater New Orleans Food & Beverage Incubator



Project Title: New Orleans Food & Beverage Incubator

RFQ Number: 24-1211

Firm Name: Holly & Smith Architects, APAC

Proposal Receipt Date: December 11, 2024

Proposal Receipt Time: 3:30 pm

*Jefferson Parish Economic Development Commission
700 Churchill Parkway
Avondale, LA 70094*

December 11, 2024

Jefferson Parish Economic Development Commission
ATTN: Scott Rojas
700 Churchill Pkwy
Avondale, LA 70094

RE: Qualifications Statements for Architectural Services for JEDCO - New Orleans Food & Beverage Incubator
Project Number: 24-1211

To Whom it May Concern:

The Greater New Orleans Food & Beverage Incubator is a transformative initiative that directly addresses the growing need for small-scale food manufacturing spaces in the region. It represents a pivotal investment in fostering economic resilience and innovation within the area's renowned culinary ecosystem, ensuring that local entrepreneurs have the resources needed to thrive.

Holly & Smith Architects is proud to support this vision by contributing its 45 years of design excellence, project management expertise, and comprehensive understanding of public-sector projects. With a strong local presence and a history of successfully delivering hospitality, commercial, and food service design projects, we are uniquely qualified to create a facility that will become a vital resource for small businesses and a cornerstone of economic growth in the Greater New Orleans metropolitan area.

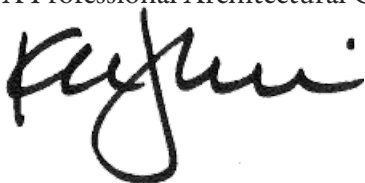
Our approach to this project will reflect our philosophy of Design for Life, focusing on sustainability, functionality, and cultural responsiveness. By drawing on our extensive experience with similar projects—such as the Southeastern Louisiana University Student Union and The Cove at The University of New Orleans—we will confidently manage the complexities of the incubator's design and construction.

Utilizing advanced tools like BIM 360 and a proactive quality control process, we will ensure the project is executed with efficiency, transparency, and attention to detail. Our established relationships with key consultants, including Innovative Foodservice Design Team, and our proven track record of managing complex budgets and timelines will drive this project's success.

Holly & Smith Architects would be proud to partner with JEDCO and its collaborators to bring this vision to life. Together, we will create a facility that not only supports the region's innovative food businesses but also strengthens the economic and cultural fabric of the Greater New Orleans area.

We thank you for this opportunity and look forward to your consideration of Our Team for this project.

Sincerely,
HOLLY & SMITH ARCHITECTS
A Professional Architectural Corporation



Kevin J. Morris, AIA, CSI, CDT, CCCA, NCARB, President / Principal

TEC Professional Services Questionnaire

A. Project Name and Advertisement Resolution Number:

New Orleans Food and Beverage Incubator
RFQ No. 24-1211

B. Firm Name & Address:

Holly and Smith Architects, APAC

2302 Magazine Street
New Orleans, LA 70130

(3 LOUISIANA OFFICE LOCATIONS)
New Orleans - Hammond - Lafayette

www.hollyandsmith.com

LA License #AC0079



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:

Kevin J. Morris, AIA, CSI, CDT, CCCA, NCARB
Principal, President
LA License No. 5598
Office: 504-585-1315
Email: k.mo@hollyandsmith.com

(RESIDENT OF JEFFERSON PARISH FOR OVER 20 YEARS)

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.

Kevin J. Morris, AIA, CSI, CDT, CCCA, NCARB
Principal, President
LA License No. 5598
Office: 504-585-1315
Email: k.mo@hollyandsmith.com

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

<u>3</u> Administrative	<u>1</u> Estimators	<u>1</u> Specification Writers
<u>19</u> Architects (Licensed)	<u> </u> Geologists	<u> </u> Structural Engineers
<u> </u> Chemical Engineers	<u> </u> Geotechnical Engineers	<u> </u> Graduate Engineers
<u> </u> Civil Engineers	<u>3</u> Interior Designers	<u>7</u> Project Managers
<u> </u> Construction Inspectors	<u>1</u> Landscape Architects	<u>1</u> Clerical
<u> </u> Ecologists	<u> </u> Land Surveyor	<u> </u> Grant/Funding Specialist
<u> </u> Electrical Engineers	<u> </u> Mechanical Engineers	<u> </u> Sanitary Engineers
<u> </u> Engineer Intern	<u> </u> Environmental Engineers	
<u> </u> Professional Land Surveyors		
		<u>36</u> TOTAL
		(3 LOUISIANA OFFICE LOCATIONS)

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: N/A
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. Schrenk, Endom and Flanagan 4227 Bienville Street New Orleans, LA 70119 	Civil Engineering and Structural Engineering	YES - for over 20 years
2. Parish Engineering, LLC 7600 Innovation Park Drive Baton Rouge, LA 70820 	Mechanical, Electrical and Plumbing Engineering	YES - for over 5 years (and 20 years with their former company)
3. Innovative Foodservice Design Team 11101 North 46th Street Tampa, FL 33617 	Food Service Consultant	YES - for over 15 years

J. Please specify the total number of support personnel that may assist in the completion of this Project:
5-6 (from Holly & Smith Architects) and 12-14 (Including Consultants)

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:

Kevin J. Morris, AIA, NCARB, CSI, CDT, CCCA
 President - Holly and Smith Architects
Resident - Kenner, LA for > 20 years



Project Assignment:

Principal-in-Charge: As a resident of Jefferson Parish and the President of Holly & Smith Architects, Kevin will serve as Project Oversight and the interface with Jefferson Parish throughout all phases of the project. Kevin's effective project leadership skills will navigate the process and shepherd this project to a successful completion.

Name of Firm with which associated:



Holly and Smith Architects, APAC
 2302 Magazine Street
 New Orleans, LA 70130

Years' experience with this Firm:

15 Years with H/S
 28 Years in the industry

Education: Degree(s)/Year/Specialization:

Bachelor of Arts, Architecture, 1995, Louisiana State University

Active registration: Year first registered/discipline:

2001, Louisiana Registered Architect, License No. 5598
 Construction Specification Institute
 Construction Documents Technology

Certified Construction Contract Administrator
 NCARB

Other experience and qualifications relevant to the proposed Project:

As a **life-long resident of Jefferson Parish**, Kevin's most significant **Project Experience Includes:**

- **Alack Culinary Equipment & Supplies Superstore**
- **Manresa Kitchen Renovation**
- **Reily Foods Tenant Build-Out**
- **John Curtis High School Cafeteria**

With a robust set of leadership skills, Kevin will lead the overall effort with direct Client + Contractor interface. His collaborative involvement and consensus-building team approach, will shepherd the project advancement to ensure that all objectives are achieved, all requirements fulfilled, and all milestones are met.

TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:

Name & Title:

Robert J. Boyd, AIA
Associate Principal/New Orleans Studio Director



Project Assignment:

Project Director: Robert is seasoned professional and has served in a management role for several noteworthy projects including the 24th Judicial District Courthouse Renovation, West Bank General Government Center, and New Orleans 4th District Police Station. His will serve as the Project Manager orchestrating all project production and workflow including Programming, Budgets, Estimates and Consultant coordination.

Name of Firm with which associated:



Holly and Smith Architects, APAC
2302 Magazine Street
New Orleans, LA 70130

Years' experience with this Firm:

11 Years with H/S
35 Years in the industry

Education: Degree(s)/Year/Specialization:

Bachelor of Architecture, 1991, Tulane University
Masters of Architecture, 2004, Tulane University

Active registration: Year first registered/discipline:

1993, Louisiana Registered Architect,
License No. 4660

Other experience and qualifications relevant to the proposed Project:

Robert is a seasoned Project Manager/Architect/Designer with over 30 years of experience in the planning, design, and construction of a diverse range of project types, including government, institutional, hospitality, interiors, recreational, and office facilities. His extensive background covers the entire design process scope and he has directed every project phase, from scope definition/programming through construction documents to construction administration and project closeout. **Robert's Project Experience Includes:**

- Chapter IV Restaurant, New Orleans, LA
- Cambria Hotel New Orleans
- Cambria Hotel Nashville
- Cambria Brand Standards, Choice Hotels International
- Maison Dupuy Hotel, New Orleans LA
- B Hotel Renovation / Conversion, New Orleans, LA
- Hampton Inn PIP Renovation, Garden District
- Hampton Inn PIP Renovation, Downtown / French Quarter
- Hampton Inn PIP Renovation, Convention Center
- Provincial Hotel, New Orleans, LA
- Dickie Brennan's Tableau Restaurant, New Orleans, LA*
- Memphis Q Restaurant, Beau Rivage Resort, Biloxi, MS*



- Café Vetro, City Center Resort, Las Vegas, NV*
- The Buffet, Beau Rivage Resort, Biloxi, MS*
- Terrace Café, Beau Rivage Resort, Biloxi, MS*
- Todd English's Olives Restaurant, Biloxi, MS*
- Jia Restaurant, Biloxi, MS*
- BR Prime Restaurant, Biloxi, MS*
- The Roasted Bean, Biloxi, MS*
- Le Petit Theatre Du Vieux Carre, New Orleans, LA*

* Project completed while with another firm.



TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:	
Name & Title:	
Pierre Theriot, AIA Design Director, Principal	
Project Assignment:	
Project Designer: As Design Director, Pierre will guide the project development for conceptual and programmatic requirements. He will manage and inspire creative collaboration between the client, the design team and the general contractors to deliver a product that both is functional and beautiful.	
Name of Firm with which associated:	
	Holly and Smith Architects, APAC 2302 Magazine Street New Orleans, LA 70130
Years' experience with this Firm:	
25 Years with H/S	
Education: Degree(s)/Year/Specialization:	
Bachelor of Architecture, 1998, University of Louisiana at Lafayette	
Active registration: Year first registered/discipline:	
2005, Louisiana Registered Architect, License No. 6217	
Other experience and qualifications relevant to the proposed Project:	
<p>Pierre will work hand-in-hand with the client and the design team to establish early design goals and further ensure design continuity throughout all phases of the project. His approach to design begins with the site: defining the need and the key driving issues that influence the solutions. From there, collaboration with key stakeholders through workshops drives the study of options that result in solutions that are vetted by the users. Various stages of design and construction will be peer-reviewed for conformance with the project's "Big Idea" and continuity with the program and desires. Pierre's Project Experience includes:</p> <div style="display: flex; flex-wrap: wrap;"> <ul style="list-style-type: none"> - Southeastern Louisiana University Student Union Renov. & Add. - Southeastern Louisiana University Student Housing - Northshore Technical Community College, Livingston Campus - Northshore Technical Community College, Livingston Campus - Delgado New River City Campus <ul style="list-style-type: none"> - STOA Group Headquarters - Kirin Sushi Restaurant - 200 Downtown Mixed-Use - Square 71 Mixed-Use Development - Tangipahoa Parish Library Main Branch </div>	



TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:	
Name & Title:	
Wil Finley, AIA Architect	
Project Assignment:	
Project Architect: Wil plans and develops projects from initial concept to finished construction, including making design decisions and product research. He coordinates all administrative and technical aspects within the office and with consulting engineers.	
Name of Firm with which associated:	
	Holly and Smith Architects, APAC 2302 Magazine Street New Orleans, LA 70130
Years' experience with this Firm:	
9 Years with H/S 9 Years in the industry	
Education: Degree(s)/Year/Specialization:	
Master of Architecture, 2015, University of Louisiana at Lafayette Bachelor of Architecture, 2013, University of Louisiana at Lafayette	
Active registration: Year first registered/discipline:	
2022, Louisiana Registered Architect, License No. 9697	
Other experience and qualifications relevant to the proposed Project:	
Professional Experience includes: <ul style="list-style-type: none">- SUNO Student Life Center / Union- Cambria Hotel Nashville- B Hotel New Orleans- Hotel Provincial Renovations- Entergy Hammond Distribution Center- LCTCS Delgado New River City Campus	


TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:	
Name & Title:	
Richard Longman, AIA, PLA, ASLA, LEED AP BD+C Architect III / Landscape Architect	
Project Assignment:	
Landscape Architect + Construction Administration: With dual degrees, Richard is the "Swiss Army Knife" in the H/S toolkit, providing expertise in various facets of a project's development from conception to occupancy. Richard compliments the design team with a sustainable approach for landscaping and site drainage, in addition to his diverse Construction Administration skills.	
Name of Firm with which associated:	
	Holly and Smith Architects, APAC 2302 Magazine Street New Orleans, LA 70130
Years' experience with this Firm:	
2 Year with H/S 47 Years in the industry	
Education: Degree(s)/Year/Specialization:	
Bachelor of Architecture, 1977, Louisiana State University Masters of Landscape Architecture, 1985, Louisiana State University	
Active registration: Year first registered/discipline:	
1980, Louisiana Registered Architect, License No. 2666 1984, Louisiana Registered Landscape Architect, License No. L-221 NCARB	
Other experience and qualifications relevant to the proposed Project:	
Richard has a diverse background as a licensed architect and landscape architect. With over 45 years' experience, he has worked on a variety of building types on a variety of scales. Project Experience Includes: <ul style="list-style-type: none"> - Nunez Community College Student Testing and Career Counseling Center - 2400 Napoleon Ave. Adaptive Reuse, Inn at Southeastern - 400 Laurel Street, Baton Rouge, LA - Il City Plaza, Baton Rouge, LA - Spatz Office Building, Baton Rouge, LA - Chet Morrison HQ, Houma, LA - Oak Brook Office Building, Baton Rouge, LA - St. James Stevedoring, Convent, LA 	

TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:	
Name & Title:	
Mary Mowad Guiteau, IIDA, IFMA Interior Design Director	
Project Assignment:	
Interior Designer: In the early conceptual phases, Mary provides expertise in assisting the Owner / User Agency in identifying all project parameters and necessities to solidify the project program. Once areas are established through the design process, Mary serves as the integrator of space planning, finish materials, and furniture to ensure a complete holistic project deliverable.	
Name of Firm with which associated:	
	Holly and Smith Architects, APAC 2302 Magazine Street New Orleans, LA 70130
Years' experience with this Firm:	
17 Year with H/S 28 Years in the industry	
Education: Degree(s)/Year/Specialization:	
Bachelor of Interior Design, 1997, Louisiana State University	
Active registration: Year first registered/discipline:	
Registered Interior Designer: Louisiana, 2001 LSBID #1181, NCIDQ # 17391 Texas, 2022, #12955	
Other experience and qualifications relevant to the proposed Project:	
<p>Her work in commercial interior design starts with programming to understand the specific needs of each unique client. She takes that programmatic information and develops space plans that are functional, efficient, and innovative. She develops the design and construction documents and completes each project with finishes, furnishings, and accessories that add the final touches. Listening to her clients, responding to their project requirements, and guiding them to think creatively are a few of the things Mary loves about her role.</p> <p>Mary's Project Experience Includes:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <ul style="list-style-type: none"> - Chapter IV Restaurant, New Orleans, LA - University of New Orleans The Cove - Reily Foods Co. Test Kitchen - Reily Foods Co. Tenant Build-Out - S&D Spicy Kitchens Headquarters - STOA Group Headquarters - Entergy Corporate Headquarters - 7th Floor - Entergy Aerosol Building - Southeastern Louisiana University Student Union Renovations & Additions </div> <div style="width: 50%;"> <ul style="list-style-type: none"> - Falstaff Hotel - JMK5 Arena - Texas Entertainment Xperience - Chapter IV Restaurant at Warwick Buiding - Cambria Hotel New Orleans </div> </div>	

TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:	
Name & Title:	
Andre Villere, Jr. AIA, NCARB Quality Control	
Project Assignment:	
Quality Control: Andre serves as project interface offering knowledge and insight for project delivery. His contribution to the team focuses on Project Delivery and Constructability, with a particular focus on Quality Control over the Bid Documents and Submittals.	
Name of Firm with which associated:	
<div style="display: flex; align-items: center;"><div style="background-color: orange; color: white; padding: 10px; font-weight: bold; font-size: 2em; margin-right: 10px;">H/S</div><div>Holly and Smith Architects, APAC 2302 Magazine Street New Orleans, LA 70130</div></div>	
Years' experience with this Firm:	
2 Year with H/S 49 Years in the industry	
Education: Degree(s)/Year/Specialization:	
Master of Architecture, 1973, Tulane University	
Active registration: Year first registered/discipline:	
1973, Louisiana Registered Architect, License No. 2092 NCARB	
Other experience and qualifications relevant to the proposed Project:	
Andre is a skilled architect with with 28 years of experience at the Archdiocese of New Orleans and 21 years in the private commercial sector. Andre provided oversight to numerous Cafeteria Projects for the Archdiocese. Project Experience Includes: FPC SUNO Nursing School St. Louis Cathedral Restoration NOPD 4th District Station NOFD 8th District Station RPSS – S M Brame Jr High School RPSS - J.B. Nachman Elementary School Transfiguration of Our Lord School Cafeteria - Gentilly, LA St. Peters Catholic Church and School Cafeteria - Covington, LA	

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:

John S. Endom

Project Assignment:

Structural Project Engineer

Name of Firm with which associated:

Schrenk Endom & Flanagan, LLC Consulting Engineers

Years' experience with this Firm:

30

Education: Degree(s)/Year/Specialization:

Bachelor of Science - University of Mississippi - 1994 Civil Engineering

Active registration: Year first registered/discipline:

Registered Civil Engineer: Louisiana, CE 28245 (1999)

Other experience and qualifications relevant to the proposed Project:

Jefferson Parish Juvenile Services Bldg.
Jefferson Parish Ames Pumping Station
Jefferson Parish River Ridge Library
Matt Bowers Ford Renovations

TEC Professional Services Questionnaire

KEY PERSON, SPECIALIST, OR INDIVIDUAL CONSULTANT:
Name & Title:
Ryan M. Flanagan, P.E., Principal/Member
Project Assignment:
Civil Project Engineer
Name of Firm with which associated:
Schrenk Endom & Flanagan, LLC Consulting Engineers
Years' experience with this Firm:
20
Education: Degree(s)/Year/Specialization:
B.S. Science in Civil Engineering, Louisiana State University 1993-1997
Active registration: Year first registered/discipline:
Registered Civil Engineer: Louisiana, CE 30577 (2003)
Other experience and qualifications relevant to the proposed Project:
Ochsner Hospital West Tower Expansion Ochsner Central Utility Plant Expansion Ochsner Benson Cancer Center Addition Ochsner Elmwood Medical Center Jefferson Parish River Ridge Library Jefferson Parish Ames Pumping Station Jefferson Parish St. Ville Elementary School Leitz-Eagan Funeral Home Improvements Matt Bowers Ford Renovations Kenworth Parking Lots

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

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

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:	
<div style="text-align: right; padding-right: 50px;">\$40 M \$18 M</div>	

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:	
Southeastern Louisiana University Student Union Renovations & Additions Hammond, LA Contact: Southeastern Louisiana University, Ken Howe - Director SLU Facility Planning 985.549.2240	Architect of Record, Oversight for Consulting Engineers, Construction Administration. Southeastern Louisiana University proposed a major expansion and renovation to the War Memorial Student Union, featuring an 87,163 sq. ft. addition with dining operations on two floors (one a dining hall, the other, numerous national brands), a Multipurpose Ballroom, meeting and conference facilities, and offices. Designed as the 'Front Door' to the University, the building includes abundant glazing, especially on the three-story north façade, with brick and limestone trim to harmonize with campus architecture. The first floor promotes student circulation through fast-food dining and lounge areas, while the north façade acts as an evening lantern showcasing student activities. <i>In association with WTW Architects.</i>	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
Completed 2015	\$32,927,000	\$32,927,000

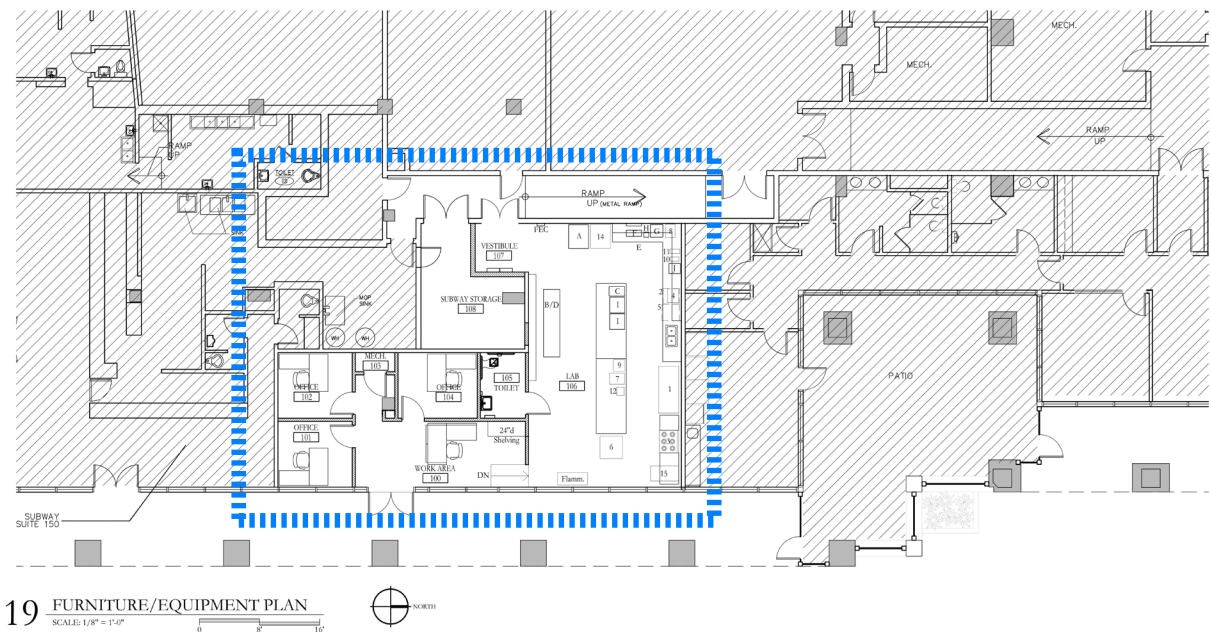
PROJECT NO. 2

Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
Reily Foods Co. Tenant Build-Out and Test Kitchen New Orleans, LA Contact: Reily Foods Company 504.799.1550	Architect of Record, Coordination with Design-Build Contractor, Oversight for Consulting Engineers, Construction Administration. Build-out of a test kitchen/lab for a major food manufacturer/distribution company. The spaces included offices, a work area, and a lab where food formulations were created and tested. An in-depth review of the client's former test lab was conducted to determine efficiencies that could be realized. Scope of work included programming, space planning, design, construction documents, finish selections, and specification of equipment and furniture.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
Completed 2017	WND	WND

Southeastern Louisiana University Student Union Renovations & Additions, Hammond, LA



Reily Foods Co. Tenant Build-Out and Test Kitchen, New Orleans, LA



TEC Professional Services Questionnaire

PROJECT NO. 3		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility	
<p style="text-align: center;">The Cove, University of New Orleans New Orleans, LA</p> <p>Contact: University of New Orleans Deborah Leitz Hadaway 504.280.1292</p>	<p>Architect of Record, Oversight for Consulting Engineers, Construction Administration. Originally built in 1973, The Cove became a campus hub for dining, entertainment, and jazz performances by great musicians and their protégés. After Hurricane Katrina caused severe damage, a HUD Community Development Block Grant and alumni support helped fund a re-envisioned facility. While much of the original structure was lost to termite and water damage, a new steel structure hints at the original design. The facility integrated numerous fast-food national brands into the complex. Light, maritime-inspired materials and shipbuilding techniques were used, and a professionally equipped stage brings music back to this modern venue.</p>	
Completion Date (Actual or estimated)	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
Completed 2011	\$4,700,000	\$4,700,000

PROJECT NO. 4		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
<p style="text-align: center;">Chapter IV Restaurant by Dook Chase New Orleans, LA</p> <p>Contact: Chef Dook Chase / Corporate Realty Maureen Clary, 504.493.6760</p>	<p>Architect of Record, Oversight for Consulting Engineers, Construction Administration. The new Chapter IV restaurant by Chef Edgar "Dook" Chase IV, located in Downtown New Orleans, offers a fresh, modern dining experience infused with cultural and artistic touches. Situated on the first floor of the Thirteen15 Building, the light-filled space features mid-century-inspired interiors that highlight original artwork, creating a clean and welcoming atmosphere. The restaurant includes a large bar for grab-and-go items and hand-crafted cocktails, as well as an outdoor patio for live music and community engagement. Serving breakfast, brunch, and lunch, Chapter IV celebrates modern Creole cuisine with a nod to the culinary legacy of the Chase family, including Chef Chase's grandmother, legendary Leah Chase.</p>	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
Completed 2023	\$1,434,000	\$1,434,000

The Cove, University of New Orleans, New Orleans, LA



Chapter IV Restaurant by Dook Chase, New Orleans



TEC Professional Services Questionnaire

PROJECT NO. 5		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
Alack Culinary Equipment & Supplies Superstore New Orleans, LA Contact: Alack Hospitality 985.345.9476	Holly and Smith Architects worked with ALACK to transform this abandoned warehouse in New Orleans's CBD, to become the new commercial kitchen supply, distribution center and demonstration kitchen. The existing 28,000 SF / 2 story warehouse was updated to address retail sales, parking, storm water management, landscaping, in addition to creating a showroom sales floor, equipment warehouse and demonstration kitchen. Additional amenities include an enclosed loading dock, multi-floor warehouse storage, China Display, retail sales floor, food and beverage demonstration service component.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
Completed 2015	\$1,200,000	\$1,200,000

PROJECT NO. 6		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
Alack Culinary Equipment & Supplies Superstore Hammond, LA Contact: Alack Hospitality 985.345.9476	The Alack Refrigeration project in Hammond, Louisiana, is a 2.5-acre development along US Highway 51, combining office, showroom, warehouse, and retail spaces. It includes 14,000 square feet of speculative rental retail space, a 4,500-square-foot kitchen equipment showroom and warehouse, and a 6,600-square-foot office and warehouse area. The site features well-planned parking and truck delivery areas to support seamless operations and tenant accessibility, making it a functional and valuable addition to the local business community.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
Completed 2000	\$1,500,000	\$1,500,000

Alack Culinary Equipment & Supplies Superstore, New Orleans, LA



Alack Culinary Equipment & Supplies Superstore, Hammond, LA



TEC Professional Services Questionnaire

PROJECT NO. 7		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
Nunez Community College Student Testing and Career Counseling Center Chalmette, LA Contact: Louisiana Community and Technical College System Dr. Tina Tinney, Chancellor, 504.278.6468 Ext: 468	Architect of Record, Oversight for Consulting Engineers, Construction Administration. Nunez Community College's new facility establishes a bold, student-centered identity with career counseling, testing services, meeting spaces, and a food service café. The design navigates site constraints like a live oak grove, existing structures, and flood elevation requirements. The café, located on the community-facing side of the building, is a key feature designed to engage both students and visitors. Adjacent to a multipurpose meeting room, it creates a welcoming space for interaction and connection. A transparent veil of perforated and corrugated metal enhances the outdoor portion of the café lounge, reinforcing the industrial theme while offering shaded seating. The café integrates seamlessly with the broader student environment, serving as a vibrant hub for the campus.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
Completed 2024	\$9,280,000	\$9,280,000

PROJECT NO. 8		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
Stoa Group Headquarters Hammond, LA Contact: Stoa Group Toby Easterly 225.414.1100	Architect of Record, Oversight for Consulting Engineers, Construction Administration. The new office headquarters for Stoa Group is a 16,000 sq. ft., two-story structure in downtown Hammond, Louisiana. The first floor is designed as speculative office space for future tenants, while Stoa Group occupies the second floor. The interior features include staff and executive offices, a large training classroom, and a staff breakroom designed with a welcoming "coffee shop" vibe, featuring comfortable seating and a relaxed atmosphere to foster collaboration. The building aligns with the existing street façade, with employee parking at the rear. Materials include dark gray modular brick, anodized aluminum storefront, and corrugated siding. Beneath the training room, an open-air patio provides outdoor seating.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
Completed 2021	\$2,250,000	\$2,250,000

Nunez Community College Student Testing and Career Counseling Center, Chalmette, LA



Stoa Group Headquarters, Hammond, LA



TEC Professional Services Questionnaire

PROJECT NO. 9		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
STPSB Covington High ProStart Renovation Covington, LA Contact: St. Tammany Parish School Board, Cameron Tipton, 985.898.3291	Architect of Record, Oversight for Consulting Engineers, Construction Administration. The existing Consumer Science classroom and teaching lab area within the high school has not been substantially renovated since its construction. The Project consists of renovation of this 2,000 SF area to include new cabinets and cooking islands, new gas ranges, hood ventilation with suppression systems, a demonstration cooking area, and a folding partition to separate the teaching lab from the classroom area during those portions of the school year where separate classes are held.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
Est. Completion Oct. 2025	\$800,000	\$800,000

PROJECT NO. 10		
Project Name, Location and Owner's contact information:	Nature of Firm's Responsibility:	
Benson Tower: Cafe Z New Orleans, LA Contact: Corporate Realty Maureen Clary, 504.493.6760	Architect of Record, Oversight for Consulting Engineers, Construction Administration. This grab-and-go retail food service center is a focal point within the existing Benson Tower lobby that was originally designed in 1980. The fresh and unique design aesthetic reflects the mission of the cafe, which is to provide fresh healthy beverages and food items made daily at an offsite location. H/S worked closely with the building manager, contractor, tenant, and food equipment supplier to provide a design which would have form as well as function.	
Completion Date (Actual or estimated):	Estimated Cost:	
	Entire Project:	Work for which Firm was Responsible:
Completed 2013	\$325,000	\$325,000

STPSB Covington High School ProStart Renovation, Covington, LA



Benson Tower: Cafe Z, New Orleans, LA



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		No current claims
2. N/A		No current claims
3. N/A		No current claims
4. N/A		No current claims

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

With 45 years of experience and strong local presence, **Holly & Smith Architects** has provided Architectural Services for various private clients, as well as the state and local municipalities, throughout southern Louisiana. Our project expertise includes **Hospitality and Commercial, in addition to Educational, Recreational, and Healthcare Facilities**. We provide **Programming** and **Master Planning**, as well as specialty focus on Historic Preservation and Tax Credit eligible projects. We also have a long track record of working closely with local government entities, with food service related requirements, providing us with a deep understanding of the unique challenges of doing work in the public environment. H/S's focus on a collaborative, team-oriented process results in timely and cost effective projects for our clients. We take great pride in understanding out client's goals and aspirations and tailor our solutions to meet those objectives.

FIRM BACKGROUND / MANAGEMENT STYLE / DESIGN PHILOSOPHY

Holly & Smith has been operating as a design firm for 45 years. During that time, they have developed & refined procedures that have proven to be effective in the delivery of successful projects that meet our clients' needs. It is our belief that human life unfolds within the built environment. Therefore, we design spaces that enhance how people live, work, learn, heal, and gather—improving quality of life. Our design culture prioritizes empathy, collaboration, and sustainability, recognizing that great design enriches lives and respects the environment. By understanding a site's unique qualities, we create sustainable solutions that celebrate life. For us, Designing for Life means creating spaces that benefit all life.

Our approach to projects is collaborative in nature. We believe that the best solutions to design problems are derived by facilitating a process that engages users at every step along the way. The following graphic indicates how we work.

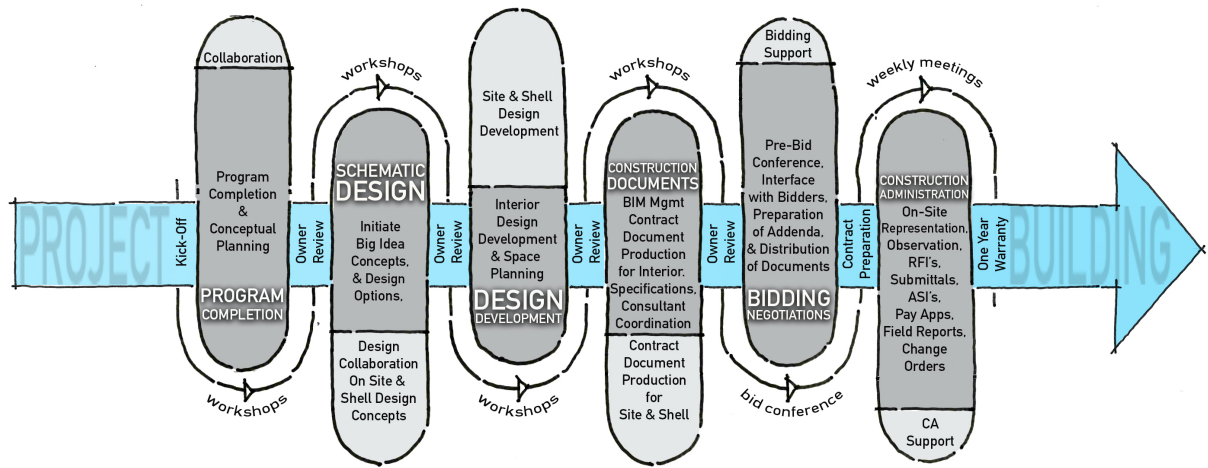


Figure 1: The Holly & Smith Process

The thread winding its way through each step of the project represents the various stakeholders involved. We utilize workshops and weekly meetings throughout to ensure that all interested parties remain informed about the project's progress and direction, allowing us to achieve the highest quality final product.

During the initial programming phase, we thoroughly outline the project's requirements, clarifying its intentions before any definitive lines are drawn. As we transition into the design phases, we utilize digital 3D images and printing to communicate our design intent, ensuring that all stakeholders remain engaged and informed as design decisions are finalized.

Throughout the construction phase, we hold weekly meetings with the owner's representatives, the general contractor, and the architect to share information, report on progress, and address any questions, ensuring that all parties are actively involved in the process.



Figure 2: 3-D Design Examples

DESIGN PHILOSOPHY

Our Philosophy in design is to embrace what we term, Regional Modernism, blending architecture with its environment and culture. Our work fuses art and science, respects history while advancing innovation and practical in nature. Through thoughtful material selection, site responsiveness, and expressive tectonics, we create architecture that celebrates place, enhances life, and honors craftsmanship. Guided by environmental sensitivity and evolving technology, we strive for cohesive, enduring products that balance tradition, progress and sensibility.

EDUCATION EXPERIENCE

Our work over the course of 45 years has spanned projects in size from modest levels to \$74M. Our approach has been to treat each project as if it is our only project. Staffing is adjusted in accordance with project size and the talents of our team members. We have listed herein in **Section K** the team members we intend to assign to this project. The following organization chart outlines all participants proposed for this important work:

TEAM ORGANIZATION

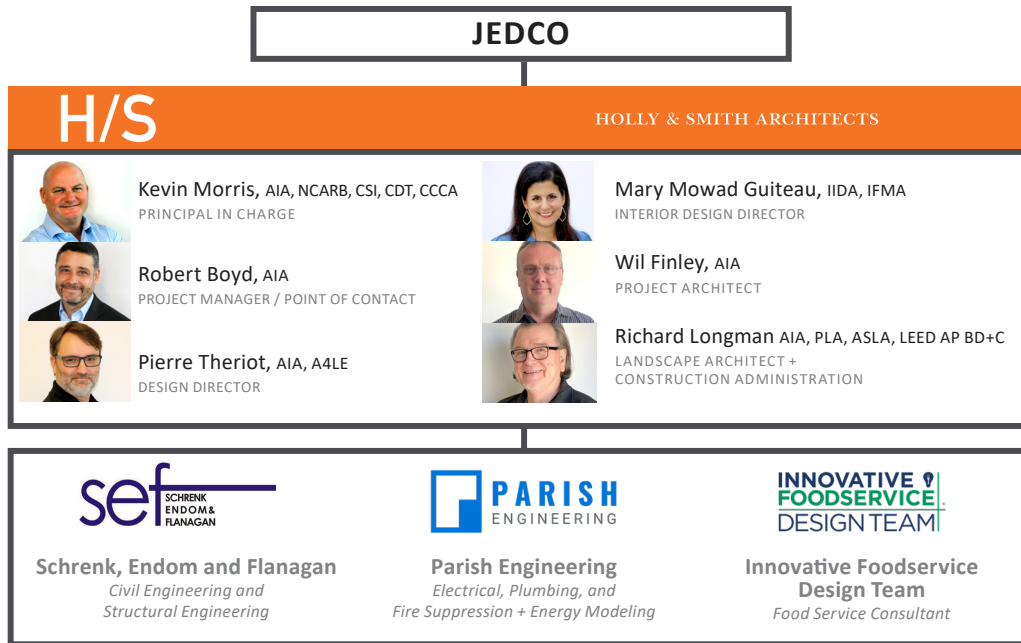


Figure 3: Organizational Chart

MANAGEMENT PLAN

Our management plan is rooted in a well-organized approach, as shown in Figure 1. During the program stage, we define space needs, analyze the site, and develop an opinion of cost based on current market conditions. This stage concludes with identifying the “big idea” to guide the project’s success. Throughout the process, we collaborate with stakeholders to ensure challenges identified at the program level are addressed, including updates to the cost opinion. We use digital tools like BIM 360 for real-time communication with design participants and employ a rigorous quality control process. Senior team members review architectural and consultant-level work to ensure cohesion, while an in-house specifications writer integrates with the Q/C process using E-Spec. During construction, we use a web-based tracking system for efficient document management. Our team visits the site weekly, requiring consultants to do the same, and we conduct monthly Owner/Architect/Contractor meetings to ensure coordination. We prioritize quick responses to submittals and RFIs, striving for a 10-day turnaround to maintain progress. Our proactive, teamwork-focused approach ensures a successful construction process and project outcome.



Figure 4: Design Software Used for Project Production

PAST PERFORMANCE

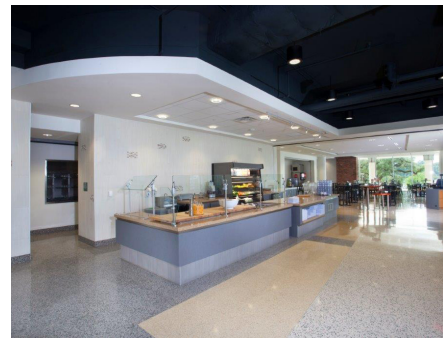
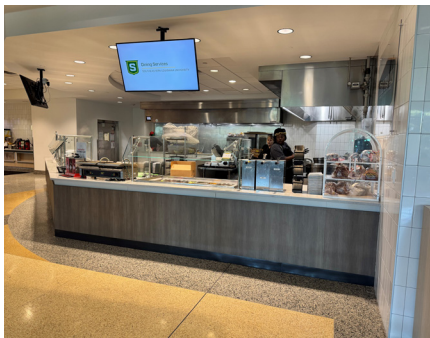
Our past performance is outlined in Section L of this TEC. The three projects that best align with this proposed project are:

- The Southeastern Louisiana University Student Center
- The Cove at The University of New Orleans
- Reily Foods Test Kitchen

KITCHEN SPECIFIC

Holly and Smith has extensive experience in food service design across various sectors, including education, workplace, and hospitality. Our team frequently collaborates with food service consultants to ensure that our designs meet the unique needs of each project.

One notable partnership has been with the **Innovative Food Service Design Team (IFDT)**, which has been instrumental in delivering high-quality food service solutions. A prime example of our collaborative efforts is the Southeastern Louisiana University Student Union project, where we developed a comprehensive food service equipment package valued at over \$1.5 million. This project exemplifies our ability to create functional and efficient food service environments that support diverse user needs while adhering to the highest standards of design and innovation.



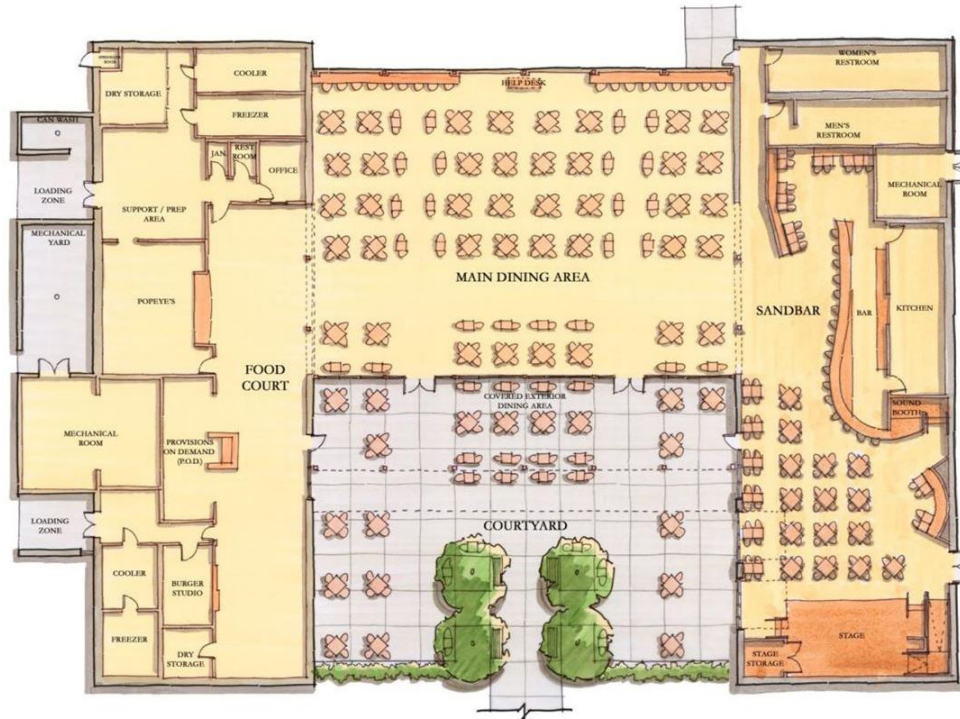
In addition, IFDT has handled numerous similar projects that are in line with this effort. Representing the food & beverage business is their expertise. Their award-winning team has designed and worked with everything from hospitals and colleges to the Dallas Cowboys Stadium. Anything that sells food and beverage services is their specialty.

The Cove at The University of New Orleans

Owner Contact: University of New Orleans, Deborah Leitz Hadaway, 504.280.1292

Project Budget: \$4.7M

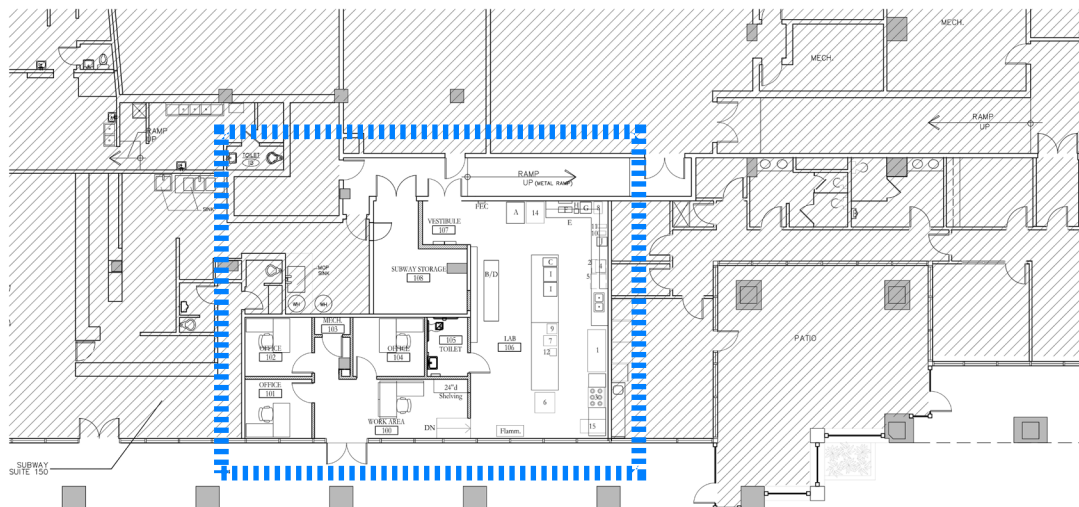
This project was a renovation of an existing food service venue that was heavily damaged by Hurricane Katrina. Coordination and management of the budget was required with the University, the food service vendor and FEMA. Besides national food service tenant coordination & design, this facility included development of an entertainment / bar venue to support the cultural development of New Orleans based music.



Reily Foods Test Kitchen

Owner Contact: Reily Foods Company, 504.799.1550

Build-out of a test kitchen/lab for a major food manufacturer/distribution company. The spaces included offices, a work area, and a lab where food formulations were created and tested. An in-depth review of the client's former test lab was conducted to determine efficiencies that could be realized. Scope of work included programming, space planning, design, construction documents, finish selections, and specification of equipment and furniture.



ERRORS AND OMISSIONS

Our rigorous quality control program and numerous coordination meetings during the production phase result in high quality construction documents, providing limited opportunities for Change Order Requests during construction. We try to anticipate unknown conditions wherever possible and plan for them in our bidding documents to minimize surprises during construction. However, no documents can be 100% error free, or foresee all unknown conditions, especially in complex renovation projects. When issues arise during construction, we work with the Contractor to minimize the cost impact on the Owner and never request additional fee for work that might be attributed to an error or omission on the part of the Design Team. In addition, Holly and Smith Architects carries errors and omissions professional liability insurance that covers all of the projects worked on by the firm.

PROFESSIONAL REFERENCES

We have included in Section L the project and contact person for each of those projects.

CURRENT WORKLOAD / FIRM SIZE RELATIVE TO MAGNITUDE

H/S has 3 offices and currently has 36 Staff (including 19 Architects and 3 Interior Designers)

Our consultants for this project include the following staff:

Schrenk Endom & Flannagan Consulting Engineers: 16

Parish Engineering: 14

Innovative Foodservice Design Team: 5

We are available in our workload to address the needs of this project and can start the work immediately.

RESPONSIVENESS TO THE SCOPE OF WORK

Our assessment of the workflow on this project is shown in Figure 1 of this document.

Proposed Project Schedule

H/S Project: P24-105

Date: 12.11.2024

Task	Duration	2025												2026												2027			
		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
Kickoff Meeting	1 Day																												
Programming	8 Weeks																												
Owner Review	2 Weeks																												
Schematic Design Phase	8 Weeks																												
Owner Review	2 Weeks																												
Design Development Phase	10 Weeks																												
Owner Review	2 Weeks																												
Construction Documents	12 Weeks																												
Owner Review	2 Weeks																												
Bidding Phase	6 Weeks																												
Construction Phase	52 Weeks																												
Substantial Completion	April 1, 2027																												

DBE PARTICIPATION

Parish Engineering, LLC (MEP Engineer) is a Louisiana Veteran Owned Business.

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

Signature: Kevin J. Morris

Print Name: Kevin J. Morris

Title: Principal

Date: 12/11/24

State of Louisiana

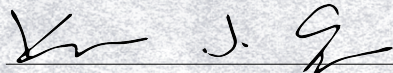
Board of Architectural Examiners

The firm whose name appears on this certificate is in compliance with the provisions of the Louisiana State Board of Architectural Examiners' Licensing Law and Rules and Regulations and is duly registered and entitled to practice architecture in the State of Louisiana.

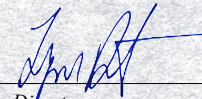
CERTIFICATE OF AUTHORITY NO. AC0079

EXPIRES June 30, 2025

Holly and Smith Architects, APAC, APAC


President


Secretary


Executive Director



May 1, 2024
Date

\$75.00
Fee Paid

THIS CERTIFICATE EXPIRES ON THE DATE LISTED ABOVE

State of Louisiana

Board of Architectural Examiners



Registration No. AC0079

Expires June 30, 2025

Holly and Smith Architects, APAC, APAC

The above named is duly registered and entitled to practice Architecture in the state of Louisiana until the indicated expiration date.


Executive Director

Request for Qualifications

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Tangipahoa

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a proposal in response to RFQ Number 24-1211, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B X _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B X _____ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B X _____ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant 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 in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.



Signature of Affiant

KEVIN J. MORRIS

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 10th DAY OF December, 2024



Notary Public

Mary Ann S. Valega

Printed Name of Notary

47167

Notary/Bar Roll Number

My commission expires upm death

Mary Ann S. Valega, Notary Public
200 N. Cate St., Hammond, LA 70401
State of Louisiana, Notary# 47167
My commission expires at death