

# **LANDSCAPE ARCHITECT SERVICES WANTED**

Applications for Landscape Architect Services for the following projects will be accepted until **2:00 p.m., Friday, October 16, 2020.**

**In accordance with La. Acts 2020, No. 302 and Executive Proclamations JBE 2020-123, this notice shall serve as a certification of the Louisiana Landscape Architects Selection Board's inability to otherwise operate in accordance with the Louisiana Open Meetings Law as a result of the COVID-19 public health emergency. The Louisiana Landscape Architects Selection Board will provide for attendance at the below advertised Selection Board meeting via video conference in a manner that allows for observation and input by members of the public, as set forth in the notice posted to the Louisiana Selection Board website at**

**<https://www.doa.la.gov/Pages/ofpc/Selection%20Boards/Selection%20Boards.aspx>**

**(Your attention is called to the 2:00 p.m. deadline -- exceptions WILL NOT be made). Applications shall be submitted on the standard LSB - 1 (September 2019 edition) only, with no additional pages attached. Please be sure to use an up-to-date copy of the form. These forms are available at the selection board office and on the Facility Planning & Control website at <http://www.doa.la.gov/Pages/ofpc/Index.aspx>. Do not attach any additional pages to this application. Applications with attachments in addition to the pre-numbered sheets or otherwise not following this format will be discarded. One fully completed signed copy of each application shall be submitted. The copy may be printed and mailed or printed and delivered or scanned in PDF format and e-mailed. Printed submittals shall not be bound or stapled. E-mailed PDF copies, as well as printed copies, shall be received by Facility Planning & Control within the deadline stated above. The date and time the e-mail is received in the Microsoft Outlook Inbox at Facility Planning & Control shall govern compliance with the deadline for e-mailed applications. Timely delivery by whatever means is strictly the responsibility of the applicant. By e-mailing an application the applicant assumes full responsibility for timely electronic delivery. DO NOT submit both printed and e-mail copies. Any application submitted by both means will be discarded.**

## **1. Cemetery Expansion, Northwest Louisiana Veterans Cemetery, Keithville, Louisiana, Project No. 03-130-19-01, WBS F.03000028.**

This project consists of expansion to the existing Northwest Louisiana Veterans Cemetery to add 1,520 pre-placed crypts and 620 columbarium niches. The project will make improvements and repairs to the existing storm water management systems, to include site structures and earth shaping to resolve existing drainage and erosion problems, as well as to mitigate future problems. Irrigation systems, landscaping, sidewalks, signage including grave control markers, benches and other furnishings will also be included in the scope of improvements. Related repairs to other hardscape such as existing roads and sidewalks are included. Designer is responsible for ensuring expansion complies with VA/SCGS standards, National Cemetery standards and all State and Federal guidelines. Oversight from the Federal VA is to be expected at all phases of the project. The existing cemetery will remain in operation and open to the public during construction. The project requires the services of a professional landscape architect. Design services are based on and limited to program completion through construction documents (60%). The fee has been adjusted to account for this. At the owner's option, the contract may be amended to include additional phases with the corresponding fee adjustment. The Designer shall prepare and submit all required drawings to Facility Planning and Control in AutoCAD and hard copy. Drawings shall follow the format specified in the "Instructions to Designers for AutoCAD Drawings Submittal". The funds available for construction are approximately **\$1,795,500.00** with a fee of approximately **\$89,998.00**. Contract design time is **150** consecutive calendar days; including **30** days review time. Thereafter, liquidated damages in the amount of

**\$125.00** per day will be assessed. Further information is available from **Perry Sims, Facility Planning and Control**, [perry.sims@la.gov](mailto:perry.sims@la.gov), (225)342-4251.

**GENERAL REQUIREMENTS APPLICABLE TO ALL PROJECTS:**

Applicants are advised that design time ends when the Documents are "complete, coordinated and **ready for bid**" as stated in Article 3.3.1 (4) of the Capital Improvements Projects Procedure Manual for Design and Construction. Documents will be considered to be "complete, coordinated and ready for bid" only if the advertisement for bid can be issued with no further corrections to the Documents. Design time will not necessarily end at the receipt of the initial Construction Documents Phase submittal by Facility Planning and Control. Any re-submittals required to complete the documents will be included in the design time.

In addition to the statutory requirements, professional liability insurance covering the work involved will be required in an amount specified in the following schedule. This will be required at the time the designer's contract is signed. Proof of coverage will be required at that time.

**SCHEDULE**

**LIMITS OF PROFESSIONAL LIABILITY**

<u>Construction Cost</u>	<u>Limit of Liability</u>
\$0 to \$10,000,000	\$1,000,000
\$10,000,001 to \$20,000,000	\$1,500,000
\$20,000,001 to \$50,000,000	\$3,000,000
Over \$50,000,000	To be determined by Owner

Applicant firms should be familiar with the above stated requirements prior to application. The firm(s) selected for the project(s) will be required to sign the state's standard Contract Between Owner and Designer. When these projects are financed either partially or entirely with Bonds, the award of the contract is contingent upon the sale of bonds or the issuance of a line of credit by the State Bond Commission. The State shall incur no obligation to the Designer until the Contract Between Owner and Designer is fully executed.

Firms will be expected to have all the expertise necessary to provide all Landscape Architect services required by the Louisiana Capital Improvement Projects Procedure Manual for Design and Construction for the projects for which they are applying. Unless indicated otherwise in the project description, there will be no additional fee for consultants.

Facility Planning and Control is a participant in the Small Entrepreneurship Program (the Hudson Initiative) and applicants are encouraged to consider participation. Information is available from the Office of Facility Planning and Control or on its website at [www.doa.la.gov/Pages/ofpc/Index.aspx](http://www.doa.la.gov/Pages/ofpc/Index.aspx).

**ANY PERSON REQUIRING SPECIAL ACCOMMODATIONS SHALL NOTIFY FACILITY PLANNING AND CONTROL OF THE TYPE(S) OF ACCOMMODATION REQUIRED NOT LESS THAN SEVEN (7) DAYS BEFORE THE SELECTION BOARD MEETING.**

Applications shall be delivered or mailed or emailed to :

**LOUISIANA LANDSCAPE ARCHITECT SELECTION BOARD  
c/o FACILITY PLANNING AND CONTROL**

**E-Mail:**  
**selection.board@la.gov**

**Deliver:**  
**1201 North Third Street  
Claiborne Office Building**

**Mail:** Seventh Floor, Suite 7-160  
**Post Office Box 94095** Baton Rouge, LA 70802  
**Baton Rouge, LA 70804-9095**

**Use this e-mail address for applications only. Do not send any other communications to this address.**

The tentative meeting date for the Louisiana Landscape Architect Selection Board is **Wednesday, October 28, 2020 at 10:00 AM via Zoom teleconference. Information on how to join the Zoom meeting can be found on the Louisiana Selection Board website at**

**<https://www.doa.la.gov/Pages/ofpc/Selection%20Boards/Selection%20Boards>**