

**Attachment A**

**COVER PAGE**

Legal Name of Organization/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Primary Representative/Manager/Partner-in-charge

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) E-mail: \_\_\_\_\_

Primary Contact for this RFP (if different from above)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) E-mail: \_\_\_\_\_

The representations made herein are made under penalty of perjury.

ATTESTED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014

\_\_\_\_\_  
Signature of Authorized Proposer

\_\_\_\_\_  
Title of Proposer

**Attachment B**

**STATEMENT OF QUALIFICATIONS**

1. Individual/Firm Name: \_\_\_\_\_

2. Business Address: \_\_\_\_\_

3. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

4. Type of Organization: (Check one)

- a.  Sole Proprietorship
- b.  Partnership
- c.  Corporation
- d.  Joint Venture

5. Year Established: \_\_\_\_\_

6. Proposed Staff (**include resumes**)

	NAME	DEGREE, CERTIFICATE, OR LICENSE	ROLE ON TEAM
A			
B			
C			
D			
E			
F			
G			

7. References: Contact name, company, phone number, and the name and brief description of the project on which the individuals were involved.

8. The undersigned declares under penalty of perjury that all of the information submitted in and with this form is true and correct and that this declaration was executed in \_\_\_\_\_ Parish, Louisiana, on \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
(Name and Title, printed or typed)

\_\_\_\_\_  
(Signature)

9. Please attach to this form any other information you wish us to consider, such as a discussion of your recent work.

**Attachment C**

**PROJECT DATA SHEET  
FOR  
PROJECT #1**  
(one form per project)

**NAME OF FIRM:** \_\_\_\_\_

1. Project #1 Name: \_\_\_\_\_

2. Project Location: \_\_\_\_\_

3. Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

4. Design Professional: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

5. General Contractor: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

6. Gross Square Feet: \_\_\_\_\_

7. Project Timetable:

A. Start Date: \_\_\_\_\_

B. Completion date: \_\_\_\_\_

8. Project Cost at Completion: \$ \_\_\_\_\_

9. Describe, briefly, the scope of project:

10. Describe the services provided on the project:

**PROJECT DATA SHEET  
FOR  
PROJECT #2**  
(one form per project)

**NAME OF FIRM:** \_\_\_\_\_

1. Project #1 Name: \_\_\_\_\_

2. Project Location: \_\_\_\_\_

3. Owner's Name: \_\_\_\_\_

    Address: \_\_\_\_\_

    Phone: \_\_\_\_\_

    Contact Person: \_\_\_\_\_

4. Design Professional: \_\_\_\_\_

    Phone: \_\_\_\_\_

    Contact Person: \_\_\_\_\_

5. General Contractor: \_\_\_\_\_

    Phone: \_\_\_\_\_

    Contact Person: \_\_\_\_\_

6. Gross Square Feet: \_\_\_\_\_

7. Project Timetable:

    A. Start Date: \_\_\_\_\_

    B. Completion date: \_\_\_\_\_

8. Project Cost at Completion: \$ \_\_\_\_\_

9. Describe, briefly, the scope of project:

10. Describe the services provided on the project:

**PROJECT DATA SHEET  
FOR  
PROJECT #3**  
(one form per project)

**NAME OF FIRM:** \_\_\_\_\_

1. Project #1 Name: \_\_\_\_\_

2. Project Location: \_\_\_\_\_

3. Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

4. Design Professional: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

5. General Contractor: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

6. Gross Square Feet: \_\_\_\_\_

7. Project Timetable:

A. Start Date: \_\_\_\_\_

B. Completion date: \_\_\_\_\_

8. Project Cost at Completion: \$ \_\_\_\_\_

9. Describe, briefly, the scope of project:

10. Describe the services provided on the project:



**Attachment D**  
**Bid Sheet**

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

**Project:** Edible Schoolyard NOLA  
Arthur Ashe Charter School  
Oak Park Garden Pavilion  
and  
Accessory Landscape Features

<b>Lump Sum Price Written In Words</b>	<b>In Numbers</b>
PHASE 1 (Garden Pavilion ONLY)  <b>Design Services Bid</b>	\$
PHASE 2 (Sidewalks, Compost Areas, Fence, and Greenhouse Porch)  <b>Design Services Bid</b>	\$

**Attachment E**

**NON-COLLUSION AFFIDAVIT**

**STATE OF LOUISIANA  
PARISH OF**

I, \_\_\_\_\_, depose and state that I am  
(Typed or Printed Name)

the \_\_\_\_\_ of \_\_\_\_\_ (the "Proposer"),  
(Title) (Proposer's Name)

the party submitting the foregoing Proposal ("the Proposal"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.

2. The Proposal is genuine and not collusive or sham.

3. The Proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other proposer or anyone else to put in a sham proposal, or to refrain from submitting a proposal.

4. The Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price, or that of any other proposal, or to fix any overhead, profit or cost element of the Proposal price or that of any other proposer, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.

5. All statements contained in the Proposal and related documents are true.

6. The Proposer has not, directly or indirectly, submitted the Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

Executed this \_\_\_ day of \_\_\_\_\_, 2014 at \_\_\_\_\_  
(City, Parish, and State)

I declare under penalty of perjury under the laws of the State of Louisiana that the foregoing is true and correct.

By: \_\_\_\_\_ Title: \_\_\_\_\_

## Exhibit 1

### FirstLine Schools Contractor / Vendor Selection Criteria for Evaluation of RFP And RFQ Applicant Proposals and Responses

Edible Schoolyard NOLA at Arthur Ashe Charter School  
Oak Park Garden Pavilion and Accessory Landscape Features  
Firm/Team:

Date:

Component	Scoring Scale	Evaluation Criteria
Proposal Quality	5 points	Award of a purchase order or contract is based on the best value to FirstLine: quality, availability, delivery, specifications, terms, conditions, and fitness for the particular purpose. When a solicitation requires an oral presentation or submission of test samples or inspection of facilities or place business the factors are part of the component evaluation.
Price	1-3 points for each  The highest score is 3 points; however, applicants failing to address a component entirely will receive a score of zero	Lowest bid(s) will receive 3 points; Highest bid(s) will receive 1 point; all other bids will receive 2 points. The total cost may include unit price, delivery and installation, maintenance and cost of operation, as defined in the solicitation. If there is a discrepancy between a unit price and its extension, the unit price will prevail.
Executive Resumes		Relevant professional experience, but no expertise in project subject; between 5 and 10 years of specified expertise in project subject; more than 10 years of expertise in specific project subject
Professional References		Consideration is also given to the applicants' potential ability to successfully perform under the terms and conditions, and the applicants' past performance record.
Company Financials		Three most recent years of company financials are requested.
Headquartered in Orleans Parish	1 point for each  Applicant can successfully demonstrate the component as described by the Evaluation Criteria	Principal of Business and Registered Office in Orleans Parish as listed with the Louisiana Secretary of State.
State & Local Disadvantaged Business Enterprise		Listed in the SLDBE Directory on the City of New Orleans website.
Community Involvement		Demonstrated organizational commitment to programs or public service initiatives serving the youth of New Orleans.
Innovation		Demonstrated organizational commitment to business practices and methodologies that: 1. Promote continuous professional development and technical training of employees, 2. Promote the health, safety, and wellness of employees, or 3. Promote sustainable and responsible environmental and community relationships.