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Agenda

Facilities and Property

Wednesday, August 20, 2025
10:50 AM

Claiborne Building, 1st Floor ▪ Iowa Room 1–153
1201 N. Third St. ▪ Baton Rouge, LA 70802

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
 - A. Small Capital Projects Report
 - 1. Fletcher TCC: Houma Campus Storage/Maintenance Building
 - 2. LSU A&M: Campus Mounds Restoration 2025
 - 3. LSU A&M: Himes Hall Suite 150 Renovation
 - 4. LSU A&M: Hodges Hall Rooms 116 and 116A Renovation
 - 5. LSU A&M: Patrick F. Taylor Hall Chilled Water Tertiary Pump Replacement
 - 6. LSU A&M: Pentagon Activity Center VRV Repair and Component Replacement
 - 7. LSU A&M: Tennis Facility HVAC System Modifications
 - 8. LSU A&M: Veterinary Medicine Heating Water Exchanger and Valve Replacements
 - 9. LSU A&M: Williams Hall Coil Replacement
 - 10. LA Tech: Parking Lot Improvements
 - 11. LA Tech: Warehouse and Applied Trade Shop Fire Damage Repairs
 - 12. LSU-S: Business Education Building Repairs, 1st – 3rd Floors
 - 13. LSU-S: Noel Library Rooms 141 and 142 Improvements
 - 14. LSU-S: Soccer Building Correction and Pedestrian Bridge
 - 15. SOWELA: Charleston Building Chiller 1 Replacement
- IV. P3 Project: Phase Four LSU A&M South Quad Housing Project
- V. Job Order Contracting Policy Approval

VI. Other Business

VII. Adjournment

Committee Members: Phillip R. May Jr., Chair; Collis B. Temple III, Vice Chair; David J. Aubrey; Ted H. Glaser III; Darren G. Mire; Christy Oliver Reeves; Terri P. Sterling; LCTC System Representative; LSU System Representative; SU System Representative; UL System Representative
Staff: Chris Herring, Associate Commissioner for Facilities Planning & Emergency Management

AGENDA ITEM III

Consent Agenda

A. Small Capital Projects Report

In accordance with the Board of Regents' Facilities Policy, small capital project proposals are reviewed by staff, approved where appropriate, and thereafter reported at the next meeting of the Facilities and Property Committee. Pursuant to R.S. 39:128, Board of Regents (BOR) staff may internally approve small capital projects ranging from \$175,000 to \$1,000,000 and report these approvals to the Board during a subsequent meeting.

All projects were approved by their respective systems or management boards and submitted for consideration. Staff approved the following small capital projects since the previous report:

1. Fletcher Technical Community College (Fletcher): Houma Campus Storage/Maintenance Building – Houma, LA

Fletcher's maintenance and storage building on the Houma campus was damaged beyond repair during Hurricane Ida. This project will replace the building, including all electrical and mechanical systems. **The project constructs approximately 1,200 square feet (SF) of space at a cost of \$205.96/SF, for a total project cost of \$247,150. The project will be funded with insurance proceeds received for the damage incurred from Hurricane Ida.**

2. Louisiana State University and A&M College (LSU): Campus Mounds Restoration 2025 – Baton Rouge, LA

The historical LSU Mounds require care and maintenance over time. The project scope includes detailed documentation of the existing conditions, removal of vegetation on areas to be repaired, the addition of appropriate soils, replacement of maintainable vegetation, and the careful installation of watering systems around the perimeter of the mounds. This project will help LSU minimize erosion on the site. **The total project cost of \$200,000 will be funded through a Campus Mounds Preservation Grant from the National Park Service.**

3. Louisiana State University and A&M College: Himes Hall Suite 150 Renovation – Baton Rouge, LA

The current space within LSU's Himes Hall Suite 150 is in disrepair for office use. This project will renovate space for the Office of Research and Economic Development staff. The project scope involves selective abatement, demolition of existing finishes, the installation of new finishes, ceilings, flooring, LED lighting, and framing for the creation of new offices. The electrical power and data and HVAC systems will also be modified. **The project renovates approximately 2,161 SF of space at a cost of \$96.26/SF, for a total project cost of \$208,000. The project will be funded with operational funds.**

4. Louisiana State University and A&M College: Hodges Hall Room 116 and 116A Renovation – Baton Rouge, LA

This project renovates two areas for Student Services within LSU's Hodges Hall to provide optimal file security, facilitation, functionality, and storage. The project scope includes selective demolition of casework, finishes, and plumbing fixtures. New shop fabricated casework and countertops will be installed along with new plumbing fixtures. Walls will be patched and painted as required. New flooring and LED lighting and controls will also be installed. Modifications to the power distribution, electrical, and HVAC will be done as required. **The project renovates approximately 550 SF of space at a cost of \$327.28/SF, for a total project cost of \$180,000. The project will be funded with operational funds.**

5. Louisiana State University and A&M College: Patrick F. Taylor Hall Chilled Water Tertiary Pump Replacement – Baton Rouge, LA

Tertiary pumps are designed to ensure the optimal flow of chilled water is obtained within a building. The pumps also increase water flow during a freeze event to ensure coils do not freeze. The project scope involves removal of the existing pumps and valve fittings, modification of the existing piping to adapt to a new style of tertiary pumps, and the installation of new pumps. **The total project cost of \$243,613 will be funded with operational funds.**

6. Louisiana State University and A&M College: Pentagon Activity Center Variable Refrigerant Volume (VRV) Repair and Component Replacement – Baton Rouge, LA

The existing Daikin VRV heat recovery system is currently operating with two condensing units that are both inoperable and have been deemed obsolete, thus repair is not a viable long-term solution. The project scope includes the removal of the existing units and replacement with new condensing units and central control systems. **The total project cost of \$198,103 will be funded with auxiliary revenues.**

7. Louisiana State University and A&M College: Tennis Facility HVAC System Modifications – Baton Rouge, LA

The LSU Tennis Facility's current HVAC system has reached the end of its life expectancy and repairs are continuously needed to keep the system operational. This project will replace the existing HVAC system with a 30-ton air-cooled variable air volume (VAV) chiller, including a dedicated outdoor air system. The project also includes the installation of a supplemental boiler for heating. **The total project cost of \$650,000 will be funded with auxiliary revenues.**

8. Louisiana State University and A&M College: Veterinary Medicine Heating Water Exchanger and Valve Replacements – Baton Rouge, LA

One of the two shell and tube heat exchangers used for heating LSU's Veterinary Medicine building has experienced tube leaks causing quality concerns in the steam generating system. The exchanger has been isolated; however, due to leaking isolation valves, the unit continues to

have operational issues. This project replaces the four primary isolation valves on the exchanger and removes the tube bundle for reverse engineering and fabrication of a new replacement tube bundle. **The total project cost of \$184,428 will be funded with auxiliary revenues.**

9. Louisiana State University and A&M College: Williams Hall Coil Replacement – Baton Rouge, LA

The existing coils within the air handler unit at LSU's Williams Hall are no longer viable for repair and require a full replacement to ensure continued and efficient system operation. The project scope involves site preparation, demolition, and the removal and installation of three new preheat coils. **The total project cost of \$198,930 will be funded with insurance proceeds.**

10. Louisiana Tech University (LA Tech): Parking Lot Improvements – Ruston, LA

This project will improve parking conditions and usability of the sites located adjacent to LA Tech's Tech Pointe II and the Integrated Engineering and Science Education Building (IESB) and the gravel lot between Davison Hall and California Avenue. The project involves diverting drainage and addressing the issue of gravel washing onto the concrete parking lot serving Tech Pointe II and the IESB. The Davison Hall portion of the project includes regrading the gravel lot, adding rock structure, and completely realigning the parking spots. The Davison lot work will provide for better control of ingress and egress onto California Avenue while better controlling the drainage onto the highway right-of-way. **The total project cost of \$235,000 will be funded with operational funds.**

11. Louisiana Tech University (LA Tech): Warehouse and Applied Trade Shop Fire Damage Repairs – Ruston, LA

LA Tech's Warehouse and Applied Trade Shop was damaged by a fire on April 22, 2024, and the space cannot be used without repairs. This project will remove and rebuild the structure's walls and the roof of one bay, and the roof will be replaced over a second bay. Electrical and mechanical systems will be replaced as required. **The total project cost of \$320,000 will be funded with insurance proceeds.**

12. Louisiana State University – Shreveport (LSUS): Business Education Building Repairs, First Through Third Floors – Shreveport, LA

LSUS' Business Education Building sustained damage to the facility as a result of roof failure during a storm event that caused flooding due to heavy rain and wind. This project will completely restore the damaged areas, which primarily are on the third floor of the northwest corner of the building. The project will also rectify lesser damage on the first and second floors as well as update rooms in close proximity to the storm damaged areas. **The project renovates approximately 12,701 SF of space at a cost of \$30.71/SF, for a total project cost of \$390,000. The project will be funded primarily with insurance proceeds, and LSUS will fund the portion not covered through the insurance claim with operational funds.**

13. Louisiana State University – Shreveport (LSUS): Noel Library Rooms 141 and 142 Improvements – Shreveport, LA

This project will improve the workspace for LSUS' Student Affairs and Counseling Departments to meet the specific acoustic needs of a confidential environment. The project scope involves redesigning the area's layout and the installation of new ceilings, floors, and doors. The electrical and HVAC systems will also be upgraded. **The project renovates approximately 2,907 SF of space at a cost of \$163.40/SF, for a total project cost of \$475,000. The project will be funded with self-generated revenues.**

14. Louisiana State University – Shreveport (LSUS): Soccer Building Correction and Pedestrian Bridge – Shreveport, LA

This project will provide a direct path from the LSUS soccer locker rooms to the field of play along with a covered entrance to the facility. The project scope involves the construction of a wood frame canopy to attach to the entrance of the facility which will reduce water intrusion and puddling near the door. A pedestrian bridge crossing an existing ditch between the locker room and the field will also be installed. **The total project cost of \$172,030 will be funded with auxiliary revenues.**

15. SOWELA Technical Community College (SOWELA): Charleston Building Chiller One Replacement – Lake Charles, LA

Chiller One in SOWELA's Charleston Building is past its useful life, and the coil circuits are damaged. The project scope includes demolition of the existing chiller, installation of a new 120-ton chiller, and reconnection to the existing piping, electrical, and controls. **The total project cost of \$275,000 will be funded with self-generated revenues.**

STAFF RECOMMENDATION

Senior Staff recommends approval of the consent agenda, including the small capital projects report, as presented.

AGENDA ITEM IV.

P3 Project: Louisiana State University and A&M College Phase Four South Quad Housing Project

Since 2012, LSU has pursued a multi-phase revitalization of its on-campus housing through a public-private partnership (P3) delivery model. The LSU Board of Supervisors, on behalf of LSU, submitted a P3 agreement for the purpose of constructing Phase Four of the Housing Program. The first three phases – Nicholson Gateway Project and the Greenhouse District Project Phases 2 and 3 delivered more than 3,000 new or renovated beds on schedule and under budget. The next phase of the initiative, South Quad Project – Phase 4 (SQ-4), will construct 1,266 first-year student beds on the South Quad site, in proximity to the College of Engineering

in Patrick F. Taylor Hall and the E.J. Ourso College of Business.

SQ-4 will also replace approximately 100 short-term master-leased beds, relieve pressure on upper-division apartments that are currently housing first-year students, and allow LSU to continue its first-year residency expectation even as enrollment grows. This project will also position LSU to be able to replace, in future phases, older first-year housing buildings that are reaching the end of their useful life.

The new housing will consist of approximately 1,266 new on-campus beds in two residence halls dedicated to first-year students. The total development cost of the project is not to exceed \$188,520,143, of which \$167M is the total estimated housing project cost. The legal agreements and deal structure for SQ-4 will be virtually identical, other than for construction details, to the Greenhouse District Phases 2 and 3. Bonds for the development will be issued by a special purpose entity subsidiary or affiliate of the LSU Real Estate and Facilities Foundation (REFF SPE), through the Louisiana Public Facilities Authority to fund the project. The bonds will be secured by a lease agreement between LSU and South Quad L3C. Funds to repay the bonds and operate the facilities will ultimately come from rent paid by students who choose to live on campus. The housing is scheduled to be completed by the fall of 2027.

LSU will lease the land to the REFF SPE who will contract with LSU's private housing development partner, RISE: A Real Estate Company (RISE), for the construction of SQ-4. LSU will continue to oversee all residential life-related functions with RISE performing all physical operations and maintenance of the facilities. LSU is requesting that the BOR approve the annual Maintenance Reserve Account (MRA) contribution to be based on an amount of no less than \$385 per bed annually. This is the same structure used successfully in the prior housing development phases.

The second component of the project involves construction of a new Mobility Hub. The Mobility Hub involves construction of a 5,000 SF air-conditioned building with restrooms, Wi-Fi, and ample security components to provide a space for students and staff while awaiting transit to the campus core. Parking for LSU students is a challenge that has grown over the last five-plus years primarily due to enrollment growth and a reduction in available parking spaces from construction. At the same time, over 2,000 parking spaces have been, or will be, removed from the campus core as a result of the new library and information commons, this housing project, and the reduction of on-street parking.

LSU has already initiated the Park & Geaux project to make improvements to campus parking and transit systems on the periphery of campus. The Mobility Hub will be constructed in the Park & Geaux lot across from the Vet School and adjacent to the softball stadium. The Mobility Hub will help anchor the overall project and provide improved security, paving, and signage to help mobility on campus. The cost of this portion of the project will not exceed \$10M, and the Office of Parking and Transportation will be responsible for paying this portion of the debt service. The Mobility Hub will open for the fall of 2026, and LSU is requesting the MRA on this portion of the project be based on an amount of \$0.40/SF of covered, conditioned space.

STAFF RECOMMENDATION

Senior Staff recommends approval of the public-private partnership project submitted by the Louisiana State University Board of Supervisors, on behalf of Louisiana State University and A&M College, for the purpose of construction of the South Quad Project – Phase 4 of the housing program, including the Mobility Hub.

AGENDA ITEM V.

Board of Regents Job Order Contracting (JOC) Manual

The passage of Act 88 during the 2025 Regular Legislative Session provided public postsecondary institutions with the ability to use the Job Order Contracting (JOC) project delivery method to accomplish work related to deferred maintenance, including the implementation of projects funded through Act 751 of 2024. JOC offers a flexible and efficient framework for completing projects by using competitively awarded, indefinite delivery/indefinite quantity (IDIQ) contracts with pre-priced construction tasks. This approach allows institutions to respond rapidly to facility needs, reduce procurement lead times, and ensure cost transparency while maintaining compliance with public contracting standards.

The BOR is statutorily responsible for establishing standard procedures and templates, certifying institutional readiness to implement the JOC program, approving procurement frameworks, and monitoring JOC program compliance and outcomes. Provided with this executive summary is the JOC policy manual for Board approval, including relevant Appendices. Staff presented a draft version of the BOR JOC Manual during the June 2025 Board meeting. Since the June meeting, the manual has been revised to clearly define the ability of an institution to hire a third-party firm to administer a JOC program on behalf of an institution, and the Appendices were added, including sample templates for solicitation and administration of a JOC agreement.

STAFF RECOMMENDATION

Senior Staff recommends approval of the Board of Regents' Job Order Contracting Manual, including all appendices, and authorize staff to make technical changes as needed.

Job Order Contracting (JOC) Policy & Procedures Manual Louisiana Board of Regents

Introduction

The Louisiana Board of Regents has established this Job Order Contracting (JOC) Policy Manual to guide the implementation and administration of JOC as an alternative project delivery method for deferred maintenance and minor construction at public postsecondary education facilities. Enabled by Act 88 of the 2025 Louisiana Regular Legislative Session, JOC is designed to streamline the delivery of small to mid-sized renovation and repair projects that are recurring in nature but variable in scope, timing, and location. This program also supports the implementation of Act 751 of the 2024 Louisiana Regular Session, which established the College and University Deferred Maintenance and Capital Improvement Program, administered by the Office of Facility Planning and Control within the Division of Administration, to finance critical infrastructure needs across Louisiana's public postsecondary institutions.

Job Order Contracting offers a flexible and efficient framework by using competitively awarded, indefinite delivery/indefinite quantity (IDIQ) contracts with pre-priced construction tasks. This approach allows institutions within a higher education system to respond rapidly to facility needs, reduce procurement lead times, and ensure cost transparency while maintaining compliance with public contracting standards.

This manual establishes the policies, roles, and procedures necessary to ensure consistency, accountability, and best-value outcomes across all JOC projects administered within Louisiana's public higher education systems.

Purpose

This policy establishes the Job Order Contracting (JOC) Program as an alternative project delivery method for the deferred maintenance of facilities throughout Louisiana's public postsecondary education institutions. The objective is to expedite small to medium-scale repairs and renovations while ensuring transparency, cost control, and efficiency. By working with on-call contractors, institutions can build long-term relationships that encourage accountability, faster response times, and higher-quality outcomes.

1.0 Definitions

Agreement: The contract between the Owner and the selected JOC contractor, establishing the terms and conditions under which work will be performed. This includes the Owner-Contractor Master agreement, General Conditions, and other contract exhibits.

Designer: A licensed architectural or engineering firm retained by the Owner to provide design, review, or scope definition services in support of specific Task Orders, where required.

Evaluation committee: A group formed to assess the qualifications of potential contractors or professionals who may be hired for construction work on campus projects. The role of the committee is to evaluate and select the most qualified candidates based on specific criteria.

Indefinite Delivery/ Indefinite Quantity (IDIQ): A type of contract used in public and government procurement that allows for an unspecified number of services or amount of work to be performed over a fixed period. Instead of setting a fixed scope and volume up front, an IDIQ contract provides a flexible framework where task or delivery orders are issued as needs arise.

Job Order: A written document signed by the Owner and the JOC contractor under the master JOC agreement that details the specific scope of work, duration, and price for a defined construction or renovation project.

JOC Contractor: A contractor selected through a Request for Qualifications Process to enter into a master JOC agreement and perform work under individual Task Orders issued by Owner.

Job Order Contract (JOC) Program: Enables a public higher education institution to efficiently order construction or maintenance work without rebidding each project. Work is authorized through individual Job Orders, each priced based on a predefined Unit Price Book (UPB) and a contractor's agreed-upon coefficient.

Public facility/facilities: Buildings, equipment, utilities, site components, roads and streets, and other permanent property or immovable property under the supervision and control of the board overseeing the postsecondary education institution.

Project: Improvements addressing deferred maintenance of public facilities, including the complete renovation of buildings with significant deferred maintenance needs; utility infrastructure; drainage, street, sidewalk, and site infrastructure; the demolition of public facilities; and any other improvements to address deferred maintenance needs. The term does not include new buildings or building additions, other than minor additions required for code compliance or improved access to a public facility.

Project Team: The collaborative group responsible for successful Task Order execution, which may include the Owner, JOC contractor, Designer (if applicable), and any support consultants or stakeholders designated by Owner.

Unit Price Book (UPB): A comprehensive catalog of standardized construction tasks with corresponding unit prices that serve as the basis for pricing work under a Job Order Contract (JOC) or other Indefinite Delivery/ Indefinite Quantity (IDIQ) contract.

System: The Louisiana State University System (LSU), the University of Louisiana System (ULS), the Southern University System (SUS), or the Louisiana Community and Technical College System (LCTCS).

Task Order: Synonymous with Job Order. See definition under “Job Order.”

Third-Party Firm: Entity hired by an institution to perform services related to the development, implementation, and support of a Job Order Contract program.

2.0 Governance & Authority

2.1 Legislative Authority

This policy is enacted pursuant to R.S. 38:2225.6 and R.S. 17:3369.3(A)(8), as established under Act 88 of the 2025 Louisiana Regular Legislative Session (RLS) which authorizes public postsecondary institutions to use job order contracting for deferred maintenance of public postsecondary education facilities.

2.2 Louisiana Board of Regents (BOR) Oversight

The Louisiana Board of Regents (BOR) serves as the responsible authority for establishing standard procedures and templates, certifying institutional readiness to implement the JOC program, approving procurement frameworks, and monitoring JOC program compliance and outcomes.

2.3 Establishment of Standard Procedures and Templates

The BOR JOC Policy Manual contained herein creates the standard procedures to be used by each system and respective institutions when implementing a JOC program. The appendices to this manual contain the minimum information required in the issuance of a Request For Qualifications (RFQ) and a sample template for evaluation of RFQ responses.

If an institution hires a third-party firm to administer a JOC program, the forms and templates contained within the Appendices may be substituted with templates of a similar nature, provided all applicable Louisiana laws are met.

2.4 Institutional Readiness Certification

The BOR shall certify each institution's readiness to implement a JOC program. Each system shall submit to the BOR in writing the qualifications of institutional

staff responsible for campus level administration of the JOC program, including JOC training received prior to the issuance of a Request for Qualifications (RFQ) for a JOC master agreement.

If an institution hires a third-party firm to administer the JOC program, the system shall submit to the BOR in writing the qualifications of the firm prior to entering into an agreement for the administration of the program.

2.5 Procurement Framework

Sections 4 and 5 of this manual provide the procurement framework to be followed by all systems and institutions for the implementation of a JOC program. The appendices included with the manual contain the minimum information to be included within a RFQ related to contractor solicitation and a sample template for evaluation of RFQ responses.

2.6 JOC Program Compliance and Outcomes

The BOR shall monitor JOC program compliance and outcomes pursuant to Section 7.3 of this manual. Six months after implementation of a JOC program, the system shall submit an update on the status of all projects completed and underway, which BOR staff will compile into a comprehensive report for presentation to the Division of Administration (DOA) and the Joint Legislative Committee on Capital Outlay (JLCCO).

2.7 System Role and Responsibilities

Each system shall provide direct oversight to all member institutions implementing a JOC program, to include at a minimum, issuance of the RFQ, evaluation of RFQ responses, contractor selection, and reporting. Job order issuance, scope/cost agreement, and performance evaluation may be delegated to the institution.

Systems shall ensure that institutions hiring a third-party firm to administer the program have a point of contact assigned by the institution for matters related to JOC program administration between the institution and firm.

Each system shall ensure all requirements of this manual (and Act 751 of 2024 RLS where applicable) are met prior to the issuance of a master JOC agreement and individual task orders. Each system may impose additional requirements upon member institutions as long as any additional requirements do not contradict the policies and procedures contained herein.

2.8 Institutional Role and Responsibilities

Each institution shall follow the policies and procedures provided for in this manual relative to the issuance of a JOC program unless otherwise excepted herein. Failure to follow established policies and protocols may result in the rejection of future JOC agreement requests submitted to the BOR.

3.0 Scope of Work

3.1 Eligible Projects

Eligible projects under the Job Order Contracting (JOC) Program must directly address deferred maintenance needs of public higher education facilities. These include improvements to buildings, utility infrastructure, and campus site systems where repair or replacement is necessary to restore functionality, comply with regulations, or ensure safety and access.

Specifically, eligible projects may include:

- Complete renovation of buildings with significant deferred maintenance
- Repairs or upgrades to utility systems, including electrical, plumbing, HVAC, and other infrastructure
- Improvements to site infrastructure, such as drainage systems, sidewalks, roads, and street lighting
- Demolition of deteriorated or unsafe facilities no longer viable for use
- Minor building additions required solely for code compliance or improved accessibility under ADA or life safety standards

3.2 Exclusions

JOC cannot be used for new construction or major building additions, except for minor improvements necessary for code compliance or accessibility.

4.0 Job Order Contract Program Structure

4.1 Contract Structure

Job Order Contracting (JOC) is an Indefinite Delivery/ Indefinite Quantity (IDIQ) contract model that allows public higher education institutions to complete a wide range of small- to medium-scale construction projects under a single, competitively awarded master contract. Work is initiated through individual Job Orders, eliminating the need for repetitive procurement processes.

4.2 Pricing Methodology

Pricing for each Job Order is derived from a Unit Price Book (UPB), such as Gordian's Construction Task Catalog®, which contains detailed line-item costs

for labor, materials, and equipment based on localized pricing. To this catalog, contractors apply a competitively bid Adjustment Factor—also known as a coefficient—which reflects their overhead, profit, and other indirect costs. Institutions may pursue JOC contracts through one of two options: (1) utilization of a third-party firm that would be responsible for administration of the entire JOC program for the institution, including the UPB; or (2) the institution may access a UPB from a third-party firm via a licensure or subscription agreement and manage the JOC program at the institution level.

4.3 Contract Award

JOC contracts are awarded through a public, qualifications-based selection process. Contractors must meet specific criteria related to experience, capacity, and past performance. Once selected, the contractor is eligible to receive Job Orders under the contract as the institution's on-call provider.

4.4 Contract Term

Initial term: Up to 2 years

Renewable: Up to 3 additional years, annually

There is no guarantee of work volume.

4.5 Contract Maximum Compensation

Each individual JOC contract shall not exceed \$5M per year (\$25M over the five-year maximum timeframe). The contract maximum will be reevaluated by the BOR on an annual basis should funding for the College and University Deferred Maintenance and Capital Improvement Program increase in the upcoming fiscal years.

Unused capacity may carry over to the following year.

5.0 Procurement & Contractor Selection

5.1 Request for Qualifications (RFQ)

See Appendix A for minimum RFQ content.

Each institution must:

- a. Publicly issue an RFQ describing the type of services anticipated
- b. Establish a maximum aggregate contract value
- c. Require submission of qualifications, licenses, and relevant project experience
- d. Language contained within the RFQ shall explicitly state if an institution intends to use a JOC contract across multiple sister institutions.

5.2 Use Within Higher Education Systems

JOC contracts shall be used exclusively within an individual higher education system. Campuses within the same system may use all JOC contractors across their system. However, one university system cannot use another university system's JOC contracts.

5.3 Evaluation Committee

Each institution must convene an Evaluation Committee to score proposals based on:

- a. Contractor and key personnel's experience
- b. Qualifications and Staffing
- c. Capacity to perform the work
- d. Past performance on public-sector projects
- e. Approach and Methodology to complete the work
- f. Any special considerations provided by the institution

5.4 Evaluation Committee Composition

The Evaluation Committee convened to score proposals shall include at a minimum: two system level representatives, a campus level representative, a representative from the Board of Regents, and a representative from the Office of Facility Planning and Control.

5.5 Evaluation Committee Scoring

Each committee member shall independently score proposals based on the established criteria (see 5.3). A consensus shall be reached before selection of the contractor. All scoring sheets shall be retained for audit and dispute purposes.

5.6 Conflict of Interest

Committee members must disclose any potential conflicts of interest and recuse themselves from the evaluation process if necessary.

5.7 Licensing Requirements

Selected contractors must be licensed by the Louisiana State Licensing Board for Contractors. All designers must be licensed in the State of Louisiana in accordance with applicable laws.

6.0 Job or Task Order Issuance

Each Task Order must be formally executed by the institution and the selected contractor. The Task Order outlines the agreed-upon compensation based on unit pricing and must clearly define the scope of work, a detailed schedule for completion, and any applicable liquidated damages. To ensure pricing transparency and consistency, each Task Order must refer to the applicable UPB, the predetermined coefficient, and any relevant city cost index adjustments.

6.1 Facility Planning and Control Concurrence

For projects funded through Act 751 of 2024 RLS, the system must submit the relevant delegated project concurrence form to the Office of Facility Planning and Control prior to the commencement of work on any Job Order.

7.0 Program Requirements

7.1 Performance & Payment Bonds

Required per state law, based on the value of individual task orders

7.2 Reporting & Transparency

Each institution must:

- a. Track Orders issued, completed, and under warranty
- b. Report every six months to the Board of Regents on usage, spending, and contractor performance
- c. Maintain public access to UPB-based pricing and coefficient rates

8.0 Contractor Management & Oversight

8.1 Performance Monitoring

Contractors are subject to continuous evaluation based on quality, schedule, and collaboration with consultants, the institution(s), and system. Future work will be determined based on satisfactory performance as determined by an evaluation matrix.

8.2 Dispute Resolution

Disputes shall be resolved per institutional procedures and terms of the master agreement.

9.0 Compliance

Institutions must comply with all provisions of Act 88 of the 2025 Regular Session (Louisiana R.S. 38:2225.6), follow state procurement rules unless explicitly superseded by Act 88, and ensure that all stakeholders are trained in JOC processes and standards.

10.0 Training

Any institution pursuing a JOC agreement shall designate a staff person responsible for ensuring policy and contractor compliance. Prior to issuance of a JOC RFQ, the designated staff person shall receive training from a third-party JOC facilitator or state-provided training program.

Exceptions to this requirement may be given to institutional personnel who have significant prior experience in administering a JOC program. Such exceptions must be requested in writing by a system on behalf of the individual(s) with proof of demonstrated prior experience. BOR staff will review and approve exceptions to this requirement in consultation with system staff.

11.0 Policy Review

This policy shall be reviewed by the Board of Regents during years one and two of the program and updated as needed in the subsequent years to ensure alignment with state law, industry standards, and institutional needs. Thereafter, policy review shall occur in three-year intervals.

12.0 Appendices

Appendix A: Minimum RFQ Contents

Appendix B: Sample Evaluation Matrix

APPENDIX A: MINIMUM CONTENT FOR REQUEST FOR QUALIFICATIONS (RFQ)

REQUEST FOR QUALIFICATIONS

JOB ORDER CONTRACT

CONSTRUCTION SERVICES

[INSERT UNIVERSITY NAME]

[Insert University System]

[City, Louisiana]

[Insert Project/RFQ Number If Applicable]

[Date]

REQUEST FOR QUALIFICATIONS

JOB ORDER CONTRACT

ISSUE DATE: (insert date)

Insert University Name

City, Louisiana

[Insert Relevant RFQ Number If Applicable]

ISSUED BY: University Name

University System

University Department

Building Name

Address

City, State, Zip Code

The electronic submission of "PROPOSALS" (Statements of Qualifications) will be received for the [Insert Institution/System Name] until [insert time] local time, [insert day], [insert date], for furnishing the work described herein. The "PROPOSAL" must be titled "CONSTRUCTION SERVICES Job Order Contract, [insert University name], [insert city], Louisiana, [insert relevant university project/contract/RFQ], and title indicated in the subject line of the email.

In compliance with this Request for Qualifications and with all Conditions imposed herein, the undersigned offers and agrees to furnish services in accordance with the attached signed Proposal.

I certify that I have read and understand this Request for Qualifications and am duly authorized to sign this proposal for the Proposer. I certify that the language in this document has not been altered in any way and appears as originally transmitted by the issuing authority.

NAME AND ADDRESS OF FIRM (PROPOSER):

DATE:

BY:

NAME:

TITLE:

PHONE:

EMAIL:

PROPOSAL (including all attachments) shall be submitted in electronic format only and emailed to: (insert e-mail address) prior to the stipulated deadline for receipt of Proposals (Statements of Qualifications).

**REQUEST FOR QUALIFICATIONS
JOB ORDER CONTRACT
CONSTRUCTION SERVICES**

[INSERT UNIVERSITY NAME]

[Insert University System]

City, Louisiana

[insert relevant number if applicable]

[insert date]

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1.0 GENERAL INFORMATION

1.1 INTRODUCTION AND PURPOSE

The purpose of this Request for Qualifications (RFQ) is to solicit Proposals (Statements of Qualifications) from qualified applicants to award Job Order Contracts for Construction Services for the [insert institution/system] ("Owner"). Owner intends to contract with a qualified contractor to provide Construction Services. Selection of the Job Order contractor will be a selection method based on the criteria evaluation and scoring addressed in Section 5 of this RFQ. The Owner seeks qualified contractors to coordinate the day-to-day facilitation, communication and management of construction of multiple capital renewal and/or deferred maintenance projects for the various project types described in this RFQ. It is anticipated that the successful contractors will be responsible and accountable for managing several subcontractors.

1.2 GENERAL DESCRIPTION AND BACKGROUND

This RFQ is issued by [Insert Institution Name], a public postsecondary institution in the State of Louisiana. The institution seeks to select one or more qualified contractors to provide Job Order Contracting (JOC) services for facilities-related projects that address deferred maintenance. This RFQ is issued pursuant to the authority granted in Act 88 of the 2025 Louisiana Regular Legislative Session (RLS), codified in R.S. 17:3369.3(A)(8) and R.S. 38:2225.6. Work performed under the contract may also support the capital improvement initiatives outlined in Act 751 of 2024 RLS, codified in R.S. 17:3369.1 through 3369.4.

1.3 STATEMENT OF INTENT

The Owner intends to use the JOC delivery method to expedite the execution of multiple, recurring deferred maintenance and minor renovation projects on higher education facilities. This approach is authorized by Act 88 of the 2025 RLS and offers distinct advantages in responsiveness, cost control, transparency, and procurement efficiency.

JOC allows the Owner to engage prequalified contractors for small-to-medium scale construction projects that are routine in nature but variable in timing, scope, and location. Job Orders issued under this contract will be based on a competitively selected Unit Price Book (UPB) and an agreed-upon coefficient, streamlining cost determination and execution. This delivery method enables the Owner to address facility needs across

its campuses in a timely and coordinated manner without the delays inherent in traditional design-bid-build processes.

1.3.1 JOC DELIVERY TEAM

1.3.1.1 Owner's Role

The Owner will assign a project manager who will serve as the central point of contact and provide oversight for each Task Order. This individual will coordinate with contractors, internal stakeholders, and any third-party consultants to ensure alignment with institutional goals and compliance with JOC standards.

1.3.1.2 Professional Services Support

The Owner may, at its discretion, engage architectural, engineering, or program management consultants to support specific Job Orders. Such consultants may assist in the development of scopes of work, performance criteria, cost evaluations, and quality assurance oversight. All such professionals will be appropriately licensed as required by R.S. 38:2225.6(F).

1.3.1.3 Contractor Role

The selected JOC contractor(s) will execute projects as directed through individual Task Orders. Contractors are expected to collaborate closely with Owner and consultants to finalize scopes and schedules, utilize the UPB and coefficient pricing model with transparency, ensure subcontractor selection follows any project-specific participation goals or objectives, and maintain appropriate staffing, supervision, and documentation for each Task Order.

1.3.1.4 Subcontractor Engagement

For each Job Order, contractors may be required to submit proposed subcontractor rosters for review and approval. Selection of subcontractors must follow applicable institutional procedures and aim to promote inclusivity, capability, and compliance with state and institutional goals.

1.3.1.5 Use of JOC as a Strategic Tool

JOC contractors will be viewed as strategic partners in the ongoing stewardship of campus assets. As such, they are expected to participate in periodic program reviews and contribute to process improvements, scope clarifications, and lessons learned documentation.

2.0 ADMINISTRATIVE INFORMATION

2.1 DEFINITIONS

For purposes of this Request for Qualifications, the following words and terms shall have the meaning specified below:

1. **Amendment:** A written modification to an executed Job Order, signed by the Owner and the JOC contractor, that authorizes a change in the scope of Work, the Contract Sum, and/or the time for completion.
2. **Agreement:** The contract between the Owner and the selected JOC contractor, establishing the terms and conditions under which work will be performed. This includes the Owner–Contractor Master Agreement, General Conditions, and other contract exhibits.
3. **Available Funds for Construction (AFC):** The total amount of funds allocated for the execution of Job Orders under this JOC contract, exclusive of contingency allowances, soft costs, or other non-construction expenses.
4. **Designer:** A licensed architectural or engineering firm retained by the Owner to provide design, review, or scope definition services in support of specific Job Orders, where required. Designers must be licensed in the State of Louisiana in accordance with applicable laws.
5. **General Conditions:** The terms and conditions that govern the administration, performance, and responsibilities of parties to the Agreement. These may include scheduling, site access, safety requirements, payment procedures, and other relevant provisions.
6. **Job Order:** A written document signed by the Owner and the JOC contractor under the master JOC agreement that details the specific scope of work, duration, and price for a defined construction or renovation project. Synonymous with Task Order.
7. **JOC Contractor:** A contractor selected through this RFQ process to enter into a master Job Order Contract and perform work under individual Job Orders issued by the Owner.
8. **Job Order Contract (JOC) Program:** Enables a public higher education institution to efficiently order construction or maintenance work without rebidding each project. Work is authorized through individual Job Orders, each priced based on a predefined Unit Price Book (UPB) and a contractor's agreed-upon coefficient.

9. **Key Subcontractor:** A subcontractor retained by the JOC contractor who will perform a significant portion of the work under a given Job Order or who is identified by name in the RFQ response due to their qualifications or role.
10. **Local Firm:** A firm that maintains an established, staffed office within the State of Louisiana and is authorized to conduct business in the state.
11. **Owner:** The public postsecondary education institution or higher education system issuing this RFQ, or its governing board or designated representative(s), as authorized under Louisiana law.
12. **Project:** Improvements addressing deferred maintenance of public facilities, including the complete renovation of buildings with significant deferred maintenance needs; utility infrastructure; drainage, street, sidewalk, and site infrastructure; the demolition of public facilities; and any other improvements to address deferred maintenance needs. The term does not include new buildings or building additions, other than minor additions required for code compliance or improved access to a public facility.
13. **Project Team:** The collaborative group responsible for successful Job Order execution, which may include the Owner, JOC contractor, Designer (if applicable), and any support consultants or stakeholders designated by the Owner.
14. **Proposal (or Statement of Qualifications):** A written submission provided by a Proposer in response to this RFQ detailing the firm's qualifications, project experience, personnel, and other relevant criteria for consideration in the selection process.
15. **Proposal Due Date:** The date and time by which all Statements of Qualifications must be submitted to be considered for evaluation under this RFQ.
16. **Proposer:** Any individual, partnership, firm, corporation, or other legal entity submitting a Statement of Qualifications in response to this RFQ.
17. **RFQ:** This Request for Qualifications, including all exhibits, attachments, and addenda issued before the Proposal Due Date.
18. **Selection Review Committee:** A panel appointed by the Owner to review, score, and rank Proposals in accordance with La. R.S. 38:2225.6 and other applicable procurement rules, and to recommend award of the JOC contract to the most qualified firm(s).
19. **Task Order:** Synonymous with Job Order. See definition under "Job Order."

20. **Third-Party Firm:** Entity hired by an institution to perform services related to the development, implementation, and support of a Job Order Contract program.

2.2 EXPECTED TIME PERIOD FOR CONTRACT

Each JOC contract awarded is expected to have an initial term of two years, with an option to extend annually for up to three additional years at the sole discretion of the Owner, subject to funding availability and performance.

2.3 RFQ COORDINATOR

Request for copies of the RFQ and written questions must be directed to the RFQ Coordinator below.

Name: [Insert Name]

Title: [Insert Title]

Email: [Insert Email]

Phone: [Insert Phone Number]

The RFQ is posted in electronic format at (insert locations of posting and link to website)

2.4 ISSUING OFFICE

The RFQ is being issued by [insert office, division, university, and system information]

2.5 SCOPE

Selected contractors will furnish all supervision, labor, tools, equipment, and materials necessary to complete task orders under JOC contracts. Projects typically include maintenance, repair, demolition, and minor construction for academic, administrative, and auxiliary buildings across [System/Campus Name] facilities.

2.6 INQUIRIES

The [System/Campus Name] will consider written Proposer inquiries regarding RFQ requirements or Scope of Services up until the deadline stipulated in the Schedule of Activities. The [System/Campus Name] reserves the right to modify this RFQ should modification be in the best interest of the [System/Campus Name].

2.7 COMMUNICATIONS

From the issuance of this RFQ until the execution of the Job Order Contract, all communications regarding this solicitation, including the evaluation process and any resulting award, shall be considered formal. All correspondence must be submitted in writing and directed exclusively to the RFQ Coordinator identified in **Section 2.3**.

Proposers shall not initiate contact with, nor seek information from, any personnel affiliated with the Owner, affiliated higher education institutions, consultants, or any other representatives involved in this process, except through the designated RFQ Coordinator. This includes inquiries related to the content of other proposals, contractor qualifications, subcontractor arrangements, or specifics regarding the scope of work outside the formal question-and-answer process.

Should a Proposer be approached by any representative of the Owner, a campus institution, or external consultants outside the authorized communication channel, the Proposer must immediately notify the RFQ Coordinator and seek clarification and guidance.

Failure to comply with this communication protocol may result in disqualification from consideration under this RFQ.

2.8 ADDENDA TO RFQ

Addenda to this RFQ may be issued in response to formal questions or to clarify requirements prior to the closing date stipulated in the Schedule of Activities and will be posted on [insert RFQ posting site] and made available to Proposers. The [System/Campus Name] reserves the right to revise the Schedule of Activities or revise any part of the RFQ by issuing Addenda to the RFQ up to 72 hours prior to the deadline for receipt of Proposals. If an addendum is issued within 72 hours of the proposal deadline, an appropriate time extension for submission of Proposals will be granted. The Acknowledgement of Addenda Form shall be submitted with the Proposal.

2.9 SCHEDULE OF ACTIVITIES

Insert Schedule of Activities Including:

- RFQ Issue Date
- Deadline for Questions
- Proposal Due Date (Date/Time)
- Evaluation Period
- Shortlist/Interviews (If applicable)
- Negotiation and Contract Execution

3.0 PROPOSAL INFORMATION

3.1 MINIMUM QUALIFICATIONS OF PROPOSER

Proposers must hold a valid Louisiana contractor's license appropriate for building construction and demonstrate at least five years of experience performing construction work on projects involving deferred maintenance or recurring improvements to public facilities. Experience working in higher education or campus environments is preferred. While prior experience with Job Order Contracting (JOC) is not required, it will be

considered as an advantage. Contractors without direct JOC experience should highlight comparable experience with task order or indefinite delivery-type contracts.

3.2 GENERAL REQUIREMENTS

Firms interested in providing construction services under this RFQ for Job Order Contracting must submit a complete Proposal as specified in Section 4.0. The Proposal must be received by the RFQ Coordinator at the email address listed below by the deadline set forth in the Schedule of Activities. Faxed submissions will not be accepted. Proposals may be submitted electronically to: [insert email address]

All requested information must be provided; incomplete submissions may be subject to lower evaluation scores or disqualification. All documents should be submitted as a single PDF file. Extraneous materials or elaborate presentations beyond those necessary to clearly and effectively present the firm's qualifications are discouraged.

3.3 STANDARDS OF RESPONSIBILITY

Proposers must ensure their Proposal includes sufficient detail to allow the Selection Review Committee to evaluate the firm's ability to fulfill all responsibilities under a Job Order Contract. Demonstrated experience with task order, indefinite delivery, or job order-type contracting is advantageous. Experience in campus or higher education environments is preferred.

3.4 ADDENDA TO RFQ

Failure to acknowledge receipt of issued Addenda using the Acknowledgement of Addenda Form provided in this RFQ may result in the Proposal being considered non-responsive.

3.5 WAIVER OF ADMINISTRATIVE INFORMALITIES

The Institution and System reserves the right to waive minor administrative informalities in any Proposal, at its sole discretion.

3.6 PROPOSAL REJECTION

Issuance of this RFQ does not obligate the Institution to award a contract. The Institution reserves the right to accept or reject any or all Proposals in whole or in part, or to cancel this RFQ if doing so is determined to be in the University's best interest.

3.7 WITHDRAWAL AND RESUBMISSION OF PROPOSALS

A Proposal may be withdrawn prior to the deadline by submitting a signed written request from the firm's authorized representative to the RFQ Coordinator. Resubmissions must comply with all original submission requirements and deadlines.

3.8 SUBCONTRACTING INFORMATION

Multiple contractors may be selected to perform services under multiple JOCs. All contractors awarded a JOC will be responsible for all deliverables and performance associated with the Job Orders assigned under the JOC. Subcontracting is permitted, and firms may propose teaming arrangements, but the lead contractor must accept full responsibility for all work performed under the JOC.

3.9 OWNERSHIP OF PROPOSAL

All materials submitted in response to this RFQ become the property of the System. Selection or rejection of a Proposal does not affect this right.

3.10 PROPRIETARY INFORMATION

Only legitimate trade secrets or non-published financial data may be designated as proprietary. Such information must be clearly marked, and a redacted version of the Proposal (with proprietary content removed) must be submitted. The redacted version may be shared in response to public records requests. The System shall not be liable for the release of proprietary information included in the redacted version. Submission of a Proposal signifies agreement to indemnify the System for any claims or legal actions stemming from the release of proprietary information. Entire Proposals marked “confidential” may be rejected.

3.11 COST OF PREPARING PROPOSALS

All costs associated with the development and submission of the Proposal, as well as participation in interviews or other evaluation activities, are the sole responsibility of the Proposer. The Institution/System assumes no liability for any such costs.

3.12 ERRORS AND OMISSIONS IN PROPOSALS

The Institution/System is not responsible for any errors or omissions in Proposals. The System may, at its discretion, request clarification or additional information and reserves the right to make necessary corrections or amendments.

3.13 CODE OF ETHICS

Proposers must ensure their Proposal complies with Louisiana’s Code of Governmental Ethics (La. R.S. 42:1101, et seq.). Any actual or potential conflicts of interest must be disclosed. Questions about ethics compliance should be directed to the Louisiana Board of Ethics.

4.0 RESPONSE INSTRUCTIONS

4.1 PROPOSAL SUBMISSION

Proposals must be received on or before the date and time specified in the Schedule of Activities, unless said date is modified by the Owner through Addendum. The Proposal must be electronically delivered to the RFQ Coordinator listed above. It is solely the responsibility of the Proposer to assure that his/her/its Proposal is received prior to the deadline for submission. Proposals that, for any reason other than the fault of the Owner, are not received in a timely manner may be deemed non-responsive and may not be considered.

4.2 PROPOSAL FORMAT

The System requires that the Proposal (including attachments) be submitted in PDF format and delivered electronically to the RFQ Coordinator at [insert email address].

Proposals must be signed by persons(s) or agent(s) duly authorized to sign proposals or contracts on behalf of the Proposer.

Proposals should not be more than fifty (50) pages in length and be no smaller than 11-point type. The page limit excludes the information requested in the INTRODUCTORY SECTION – GENERAL INFORMATION portion of the RFQ, listed below. The page limit also excludes covers, tabs and dividers. A page is defined as one 8 ½" x 11" page with normal 1" equal prescribed margins. All pages must be numbered.

4.3 SPECIFIC REQUIREMENTS OF THE PROPOSAL

The following components are required for a complete submittal. Owner intends to evaluate and compare only Proposals that substantially conform to the terms and conditions of this RFQ. Owner reserves the right to reject any and all Proposals and to waive any informality. The Proposal response should be presented and submitted with the Introductory Section and under tabs as set forth below.

4.3.1 Required Content

- Cover Letter and Acknowledgment of Addenda
- Executive Summary
- Firm History and Structure
- Financial Stability and Bonding Capacity
- Project Team Qualifications and Staffing Plan
- Understanding and Approach to Job Order Contracting
- Past Project Experience (within higher education preferred)
- Safety Program and OSHA Record

5.0 EVALUATION AND SELECTION

5.1 EVALUATION TEAM

Proposals will be evaluated by a selection review committee designated by R.S. 38:2225.6 for the purpose of determining Proposers qualified to deliver the Project, taking into consideration evaluation factors set forth in this section of the RFQ.

5.2 CLARIFICATION OF PROPOSAL

The System reserves the right to seek clarification of any Proposal for the purpose of identifying and eliminating minor irregularities or informalities.

5.3 ADMINISTRATIVE AND MANDATORY SCREENING

All Proposals will be reviewed to determine compliance with requirements as specified in the RFQ. Proposals found to be in non-compliance will be rejected from further consideration.

5.4 EVALUATION AND SELECTION PROCESS

5.4.1 Proposal Scoring Methodology

Each proposal submitted in response to this RFQ will be evaluated by the Evaluation Committee based on the following weighted criteria. The maximum possible score is 100 points. The criteria reflect the State's priorities for selecting a qualified Job Order Contract (JOC) contractor with the capacity, experience, and understanding necessary for the successful execution of deferred maintenance and campus-based construction projects.

Evaluation Criteria and Weights:

- **Firm History and Financials (15%)**
Evaluators will assess the firm's organizational history, stability, and financial capacity to manage JOC contracts. Strong, verifiable financials and a stable operating history will score more favorably.
- **Qualifications and Staffing (25%)**
This includes the qualifications, roles, and relevant experience of proposed personnel, especially those who will manage and execute JOC work. Teams with proven experience on similar projects and dedicated staff will receive higher scores.
- **Understanding of JOC (20%)**
Proposals will be evaluated on the firm's demonstrated understanding of the Job

Order Contracting model, including its purpose, structure, and unique challenges. Firms showing familiarity with JOC processes and terminology will score higher.

- **JOC Execution Approach (20%)**

The proposed method for executing JOC projects, including how the firm will manage task orders, pricing, scheduling, subcontractor engagement, and quality control, will be evaluated. Well-articulated and efficient execution strategies will be scored more favorably.

- **Past Performance and References (20%)**

Evaluators will consider the firm's past performance on similar contracts and the feedback from references. Successful delivery of comparable projects, especially in higher education or public sector settings, will be viewed positively.

Each criterion will be scored individually, and the weighted scores will be combined to determine the total score for each proposal. The highest-scoring proposer(s) may be invited to participate in interviews or further clarification discussions at the System's discretion.

5.4.2 Selection Process

5.4.2.1 Evaluation and Scoring of Proposals

Proposals will be evaluated by the Evaluation Committee based on the weighted criteria outlined in Section 5.4.1. Each criterion is assigned a percentage weight, and scores will reflect how well the proposal meets expectations in each area.

- Each proposal can receive a maximum of 100 points.
- Scores from all committee members will be averaged to produce a final composite score for each proposer.
- Proposals will be ranked in descending order according to final composite scores.
- Score sheets will be maintained for public view in the event of a dispute.
- Each evaluator will be assigned a unique, anonymous evaluator identification number for scoring purposes.

5.4.2.2 Selection of Contractors

Multiple proposers with the highest composite scores may be selected for award. The number of contractors selected will be based on the anticipated volume of work and the System determination of how many qualified firms are needed to adequately support the Job Order Contracting program.

Selection will be based solely on proposal evaluations unless the Committee determines that interviews are necessary to finalize the list of awardees.

5.4.2.3 Optional Interviews or Presentations

The Evaluation Committee reserves the right to invite top-ranked Proposers to participate in interviews or presentations. These sessions may be used to:

- Clarify proposal content;
- Evaluate team experience with JOC;
- Confirm the proposed execution approach.

If interviews are conducted:

- Only Proposers who meet the minimum qualifications and score competitively will be invited.
- Interview performance may be factored into the final evaluation.

5.4.2.4 Final Recommendation

Upon completion of all evaluations and any interviews, the Evaluation Committee will finalize its list of recommended contractors. These firms will be presented to the Owner for approval and contract award. Final selection is subject to verification of licensing, financial standing, and any other required documentation.

6.0 VENDOR REGISTRATION

To contract with the Institution/System, the Contractor must be registered with the State of Louisiana, as a vendor with the system per their criteria and must have an active vendor number. Registration in the LaGOV system is available through the System Office of Procurement at [insert web link]. Questions about this process should be directed to the System Procurement office at [insert email address].

7.0 SCOPE OF WORK

The selected contractors will be awarded Job Order Contracts (JOCs) to perform a variety of construction, repair, and renovation projects for deferred maintenance and improvements to public facilities within a postsecondary education setting. Work will primarily involve projects of a recurring nature with indefinite quantities, types, and delivery schedules.

7.1 Work under this contract may include:

- Renovation of educational, administrative, or auxiliary facilities;
- Repair and replacement of mechanical, electrical, and plumbing (MEP) systems;
- Site infrastructure improvements (e.g., sidewalks, roads, utilities, drainage);
- Demolition of obsolete structures;
- Roofing repairs and replacements;
- ADA/accessibility upgrades;
- Life safety improvements (e.g., fire alarms, suppression systems);
- Interior and exterior finishes (e.g., painting, flooring, windows);
- Other minor construction related to deferred maintenance and code compliance.

7.2 Key characteristics of the Job Order Contracting program:

- **Indefinite Delivery/Indefinite Quantity (IDIQ):** Work is performed under task orders issued over the term of the contract.
- **Unit Price Basis:** Projects will be priced using a pre-established Unit Price Book (UPB), with proposer-submitted coefficient(s) applied.
- **Multiple Contractors:** More than one contractor may be selected to allow for flexible project delivery based on capacity, specialty, or scheduling.
- **No Guaranteed Work Volume:** There is no minimum guarantee of work. Task orders will be issued at the discretion of the Institution/System based on need and contractor availability.

7.3 Construction Services Scope of Work – Job Order Contract

The selected Job Order Contractors will provide general construction services on an as-needed basis under task orders issued pursuant to a Job Order Contract (JOC). Responsibilities will generally include minor construction, renovations, repairs, and maintenance to existing System facilities and infrastructure.

Key responsibilities of selected JOC contractors include:

1. Collaboration with Institution/System and Design Teams:

The contractor shall collaborate with the Institution/System and design professionals to coordinate project execution, including understanding project requirements, reviewing design documents, and ensuring construction feasibility. Where applicable, Contractors may be required to participate in infrastructure coordination.

2. Procurement and Management of Subcontractors:

The Contractor shall be responsible for soliciting and managing qualified trade contractors and suppliers in accordance with the requirements of the task order. All subcontractor work must align with approved unit pricing and multiplier rates established in the contract.

3. Coordination with Institution/System Hired Vendors:

Contractors must coordinate their work with other vendors or contractors engaged separately by the Institution/System for furnishings, equipment, or other services necessary to complete the scope of work under each task order.

4. Efficient and Safe Project Delivery:

Contractors must execute all assigned work efficiently, safely, and in strict compliance with the project-specific task order and applicable regulations. Timely delivery and adherence to quality standards are essential.

5. Change Management and Contingency Use:

Contractors must follow the established JOC procedures for requesting authorization of changes, amendments, or contingency fund usage. All such requests must be documented and approved in writing by the Institution/System prior to execution.

6. Acceptance of System-Hired Specialty Vendors:

Contractors may be required to accept assignment of certain specialty vendors pre-selected by the Institution/System for specific work scopes. Such assignments shall not be unreasonably refused.

7. Continuous Improvement and Value Optimization:

Contractors are expected to provide ongoing recommendations to improve cost-efficiency, quality, and project delivery timelines. This includes identifying opportunities to streamline scheduling, enhance durability, or reduce life-cycle costs.

8. Leadership in Safety:

Contractors shall take primary responsibility for enforcing jobsite safety protocols and ensuring that all personnel and subcontractors comply with Occupational Safety and Health Administration (OSHA) and System safety requirements. A strong culture of safety is required.

9. **Financial Transparency:**

Contractors shall provide open-book documentation of all costs, including subcontractor quotes, invoices, and material costs, as requested by the Institution/System.

10. **Self-Performance:**

Contractors may self-perform portions of the work, subject to approval by the Institution/System. Self-performance must demonstrate clear value in terms of cost, schedule, or quality. All self-performed work will be monitored for fairness and compliance with JOC terms.

8.0 PROJECT SCHEDULE

The Job Order Contract (JOC) will be awarded for an initial term of **two (2) years**, with the option to renew annually for up to **three (3) additional years** at the System's discretion, based on contractor performance and funding availability.

Because JOC is an Indefinite Delivery/Indefinite Quantity (IDIQ) contract, there is no predefined project start or completion date for individual jobs at the time of contract award. Instead:

- **Task Orders** will be issued throughout the contract term on an as-needed basis.
- Each task order will include its own **scope of work, schedule requirements, and completion deadline**, based on the nature and urgency of the work.
- Contractors are expected to respond promptly to task order requests, provide timely estimates, and complete the work within the timelines established for each task.
- Typical task order durations may range from **a few days to several months**, depending on project complexity and site conditions.

Contractors must demonstrate the ability to manage multiple concurrent projects, respond quickly to short-notice needs, and mobilize labor and materials efficiently.

If the Owner and the Contractor are not able to agree upon the cost for an individual task or job order, or the maximum number of contract days to complete the task or job order, then the task or job order may be re-assigned to another Contractor that holds a Job Order Contract with the Institution/System.