January 26, 2016

TO: ALL POTENTIAL PROPOSERS

RE: RFP NO. 2503-16-02
"Environmental Science Consulting Services"

**PLEASE NOTE: REVISED PROPOSAL DUE DATE: FEBRUARY 23, 2016 3:00PM**

## QUESTIONS AND ANSWERS

1. **Q.** Can a consulting firm submit a response to the subject RFP as a prime contractor and as a subcontractor. In previous RFPs for Environmental Science Consulting Services for CPRA, this was not allowed. I would like confirmation that this is still the case.

   **A.** **The prime contractor cannot also be a subcontractor on another submittal for this RFP. However, a firm can be a subcontractor on multiple submittals.**

2. **Q.** We would like to request a copy of this RFP in an original Word-based version if it available. Thank you for your assistance with our request.

   **A.** **The RFP will not be provided in Word or any other format than the PDF version.**

3. **Q.** We would like to add an individual as an advisor to our team who is an academic professor and an expert in certain services of the scope. It is our understanding that all sub-consultants must provide financial statements. With that being said, since this is an individual and not a sub-consultant firm, what would he need to provide as a financial statement requirement?

   **A.** **Yes. An individual is considered a sub-consultant and is required to provide financials. If a company has not been in business for three years, we recommend providing the financial statements that are available and supplement your financial capability documentation with a bank reference letter.**

4. **Q.** Section 1.5 - Proposal Format; Paragraph g - Approach and Methodology; 2nd bullet; Page 7 of the RFP. **Question:** The RFP requests that the proposer "Define its functional approach in providing the services". Would the State please clarify what is meant by "functional approach", or provide its definition of "functional approach"?

   **A.** **Specify your firm's approach to providing services in Attachment II, Scope of Services.**

5. **Q.** Section 1.5 – Proposal Format; Paragraph i - Page 9 of the RFP.
**Question:** The RFP requests that a proposer include the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract. As the proposer does not know the dollar value of the task orders to be awarded, would the State change the requirement to a percentage of the dollar value awarded to the proposer?

**A.** **CPRA recognizes that the Scope of Services is broad and encompasses a wide variety of work examples to potentially be tasked. Regarding this RFP section on Veteran Initiative and Hudson Initiative, the language in the RFP is mandated. Therefore, proposers must attempt to provide an estimate of the dollar value of each proposed Veteran Initiative and Hudson Initiative subcontractor identified based on the proposer's understanding of the work examples in the Scope of Services.**

6. **Q.** Section 1.5 - Proposal Format; Paragraph j - Cost Proposal; Page 9 of the RFP.
**Question:** The RFP requests that "The Proposer shall provide an hourly rate (numerical value) for each of the staff classifications listed in the Required Rate Schedule in Attachment III." Are the hourly rates considered ceiling rates that awardees may discount if needed at the task order level?

**A.** **Yes, CPRA will accept discounted rates at the task order level. <u>However,</u> only one rate schedule shall be submitted with a proposal and this will serve as the maximum rate schedule that will be reimbursed on any resulting contract.**

7. **Q.** Section 1.5 - Proposal Format; Paragraph j - Cost Proposal; Page 10 of the RFP.
**Question:** Could the State provide an estimate of the percentage of work that will be conducted at CPRA offices, at awardees offices, and in the field?

**A.** **The type of technical support needed, nor the site location are known at this time.**

8. **Q.** Section 3.1 - Cost Evaluation, page 18
The RFP details that "For cost evaluation purposes, all hourly rates will be averaged. The proposer with the lowest rate schedule average (LRSA) will receive 25 points. All other proposals will be rated by multiplying the maximum possible points (25) by a fraction that consists of the lowest rate schedule average (LRSA) as numerator and the rate schedule average of the proposer being evaluated (PRSA) as the denominator."
**Question:** Will the State evaluate cost reasonableness when considering the proposer with the LRSA?

**A.** **Allocation of points will be determined by evaluation team.**

9. **Q.** Attachment II – Scope of Services; Paragraph I - Execution of Work; page 21. **Question:** Could the State provide an estimate of the average size (dollar value) of anticipated task orders? Also, could the State provide an estimate of the response time (in days) that awardees will have to respond to CPRA Task Order requests?

**A.** **a.1) The number of task orders, nor the type of technical support needed are known at this time.**

**a.2) Response time will be determined based on the type of work required for the task order.**

10. **Q.** In regard to Volume II: Financial Information, the requirement as listed is that the "*Proposer shall provide the latest three years of financial statements, preferably audited....*". One of our Teaming Partners posed the question: We have audited financials for 2012, 2013, & 2014, however they are available in two reports, one for 2014 comparing back to 2013 and one for 2013 comparing back to 2012. Will this suffice for the financial statements? The 2013 report will have both 2012 & 2013 financials. If this will not suffice they can provide the 2012 financial report but it will include 2011 financials and they would be providing four years rather than three. Please advise.

**A.** **Provide both reports to include all three years of financials.**

11. **Q.** The Prime and Sub-consultants will all adhere to the "Required Rate Schedule" for the full term of the contract..." Is it permissible to provide rates for staff with a statement acknowledging that these rates may be adjusted in accordance with cost of living changes over the duration of the contract?

**A.** **No. The rates are for the full term of the contract.**

12. **Q.** Regarding how the "Field Rate" will be applied, will it be used for all time spent outside of the employee's home office since it includes lodging and per diem? For example, if an employee travels to Baton Rouge for several days to work, will that hourly field rate apply to each hour worked for the duration of the trip (including hours spent performing office/desk work)?

**A.** **Yes.**

13. **Q.** Regarding "Field rate/embedded," is there a minimum number of days that the employee must spend on-site at CPRA before the embedded rate is applicable?

**A.** **No.**

**14. Q.** Would CPRA consider adding the labor classifications of "Environmental Modeler" and "Senior Environmental Modeler" to Attachment III on page 24 of the RFP?

**A.** **No.**

**15. Q.** Section 1.7.2- Letters of Commitment - who is the proper addressee? In our prior 2013 submittal, the letters were addressed to a Ms. Renita Hopkins, Contracts & Grants Reviewer. Should Ms. Hopkins still be the appropriate recipient?

**A.** **Section 1.7.2 does not reference "letters of commitment", but the RFP Coordinator is David Guidry, Department of Natural Resources, P.O. Box 94396, Baton Rouge, LA 70804**

**16. Q.** Section 1.7.2- Financials – we are evaluating the inclusion of several subconsultants whose businesses were set up recently thus they do not have the detailed financials over the required three year period that are sought by the RFP. How should we instruct them to respond so that we can properly comply with your RFP.

**A.** **Financial Statements are preferred, although letters from banks are acceptable. If a company has not been in business for three years, we recommend providing the financial statements that are available and supplement your financial capability documentation with a bank reference letter.**

**17. Q.** Section 1.5, Proposal Format, letter f. Qualifications of the Individual Assigned to the Project, specifically the sentence "This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability.
Please clarify:

a) Planned Level of Effort (LOE) – what do you mean by this and how should this information be presented? LOE is a classic project management term that has a very specific definition but we are not sure that is what you seek.

For example, are we to indicate whether someone is involved top level tasks or lower level related to the top level task and then estimate the # of hours they will need to do that work? If so, should we assume one set of constraints per tasks knowing that in reality there might be more than one constraint per task?

b) Anticipated Duration of Involvement – do you want this quoted in terms of number of months, weeks, days, etc.?

c) On-site Availability – are you looking for a yes or no answer here or more specifics than that? If so, please describe the details you seek.

A. **a.) LOE should be presented as the percentage of overall work by personnel categories.**

**b.) The number of task orders, nor the type of technical support needed are known at this time; therefore, provide your anticipated duration of involvement in number of months.**

**c.) Provide yes/no answers.**

18. Q. On page 10 of the RFP, under the description of Volume II – Financial Information, it is required that each subcontractor identified in a proposal provide financial information as described by the subsection. Because the latest 3 years of financial statements can be considered proprietary information, is it possible for subcontractors to provide the financial information directly to CPRA instead of having that financial information included in the prime contractor's proposal?

A. **Subcontractors may submit proprietary information in a sealed envelope marked "CONFIDENTIAL" to the attention of David Guidry at the address in Answer 15.**

19. Q. Page 7, Section 1.5(A)(f): Qualifications of Individuals Assigned to the Project: Since the awarded contract will be an Indefinite Delivery/Indefinite Quantity (IDIQ) contract, how should the "planned level of effort" be presented? Should this be their overall availability to work on projects with CPRA under this contract? Does "on-site availability" in this section refer to the individual's availability to work at the CPRA office (applying the "Field Rate/Embedded" rate column for personnel staff categories)?

A. **a.1) See response to a.1, Question 17.**

**a.2) See response to a.2, Question 17.**

**a.3) Yes.**

20. Q. Page 7, Section 1.5(A)(f): Qualifications of Individuals Assigned to the Project: "The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the success of the project." Should resumes be provided for office and administrative support staff, or just the key technical staff (scientists, GIS staff, engineers, etc.)?

A. **Yes, resumes should be provided for all staff on the rate schedule.**

21. Q. Page 7, Section 1.5(A)(f): Qualifications of Individuals Assigned to the Project.: What is the distinction among "technical experience," "functional experience," and "relevant

and related experience"?

A. **Technical experience - specialized knowledge, capabilities, or understanding of a subject in a professional capacity.**
**Functional experience - actual work experience that requires exercising technical experience.**
**Relevant and related experience - experience directly related to services listed in the Attachment II, Scope of Services.**

22. Q. Page 9, Section 1.5(A)(i): Veteran-Owned … reads:
a. "Points will be allocated based on the following criteria:
i. the number of certified small entrepreneurships to be utilized
ii. the experience and qualifications of the certified small entrepreneurship(s)
iii. the anticipated earnings to accrue to the certified small entrepreneurship(s)"
b. How will the 10-point total be broken down according to these criteria (repeated on Page 19 under Section 3.2)? Would equal weight be given to each criterion? Would points be awarded based on the percentage of the total contract usage by small entrepreneurship(s)? or some other combination of the above? Please clarify.

A. **See response to Question 8.**

23. Q. Page 9, Section 1.5(A)(j): Cost Proposal: Statement: "Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using established billable rates mentioned above for the actual work performed on this Task Order or negotiated lump sum compensation." Does this mean that some Task Orders will be time and materials (hourly, with reimbursement for direct expenses of specialized equipment) and other Task Orders will be lump sum? How will these be differentiated?

A. **All task orders will be time and materials.**

24. Q. Page 10, 1.5(A)(l): Insurance: Is proof of the insurance required only of the prime or would proof of insurance be required of all subcontractors?

A. **Prime and subcontractor insurance must be submitted.**

25. Q. Page 18, Section 3.1 (Cost Evaluation): Will the rates be weighted for different personnel categories (this was done for the Request for Proposal #2013-13-26), or will all ten (10) personnel categories be weighted equally when calculating the average weight?

A. **All personnel categories will be weighted equally.**

**26. Q.** Page 18, Section 3.1 (Cost Evaluation): Because three rates are being requested for each personnel category, upon which set of rates will the average rate be calculated for scoring purposes?

**A. All sets of personnel categories will be weighted equally.**

**27. Q.** Page 21, Attachment II: Scope of Services, Section I.B.: Environmental/Biological Surveys: How does "infrastructure/asset surveys" on line two differ from "structure surveys of existing infrastructure/assets" at the end of the sentence? Or, are these items clarifying "environmental, biological, and infrastructure/asset surveys"?

**A. Items are clarifying.**

**28. Q.** Page 41, Appendix F – the term CDBG does not appear to be defined – can you please specify? What percentage of the work being contemplated under this RFP will be funded by the CDBG, and hence, be subject to termination for cause of five (5) days?

**A. CDBG is Community Development Block Grant. The percentage of work funded by CDBG is unknown until task orders are issued. It is a federal requirement to include Appendix E in any contracts that use CDBG funds; therefore, it is included in the sample contract as a preventative measure.**

**29. Q.** Appendix F: CDBG Compliance Provisions: Sections 9 13, 16, 17, 18, 19, 21, 25, 26, 28 and 33 – The use of a defined term "Owner" occurs in each of these sections. It was unclear that this term was previously defined. Can you please clarify the term "Owner" as it relates to these sections?

**A. Owner refers to the State.**

**30. Q.** Is it allowable for a firm to submit as both a Prime as well as a subcontractor on another team?

**A. See response to Question 1.**

**31. Q.** Should the RFP **Attachment 1: Certification Statement** form ***(RFP pg. 20)*** only be completed by the Prime firm, or by each of the subcontractor firms on the team as well?

**A. Only the prime firm signs and submits the Certification Statement.**

**32. Q.** Can the Project Manager be located outside of the Baton Rouge Area and/or outside of Louisiana?

**A. Yes.**

33. Q. **1.23 Payment *(RFP pg. 15)*** – "If specialized equipment is required for task completion (eg, boat rental and unique field sampling equipment), rates for that equipment will be reimbursed at cost. If a rate for specialized equipment is not included in the task, it will be considered to be included in the hourly rates and will therefore not otherwise be reimbursed."
***Question:*** What other items would be considered "specialized equipment"? Examples are vehicle rentals for general travel to job sites, or to transport items like boats as a trailer item, laptop computers or tablets used in the field to access field loggers and download data of any type, water velocity or quality meters for obtaining hydraulic or quality data, sonar equipment for conducting bathemetry of streams or lakes, any type of modelling software purchased specifically for a project, etc). Generally, if the item is not a general use item (eg, office computer used in the office, personal vehicle used for commuting, other personal items used specifically for a job such as HSE PPE), it will be considered "specialized equipment" in most client contracts.

A. **Examples of specialized equipment include, but are not limited to, airboat rentals, a sidescan sonar system, magnetometer, etc.**

34. Q. **j. Cost Proposal *(RFP pg. 9)*** – "All outside expenses (third party charges, equipment and material rentals, etc.) will be reimbursed at cost."
***Question:*** Air travel, hotel stay(s), travel meals obtained from third parties required for attendance at a project meeting, are understood to be reimbursed at cost – this type of cost is not included in our overheads in our accounting system, as it is a discrete direct cost that is normally invoiced separately to the client. The exception is field labor rates where daily per diem (daily mileage or vehicle rentals, travel meals and lodging obtained on a regular basis as a component of a budgeted field project) can be included in overheads when properly budgeted as a regular daily cost. Is this a correct understanding of the Cost Proposal language?

A. **Specialized equipment will be negotiated on a task order basis. Additional costs associated with the use of specialized equipment (i.e. lodging, travel, and per diem) should be included in the proposer's hourly rates and will not be reimbursed.**

35. Q. **B: Volume II (2) *(RFP pg. 10)*** – Letters from proposers or subcontractors declaring their own financial capability will not be accepted.
***Question:*** In the event of a subcontractor being a sole proprietor who normally in the course of business as one of our firm's subcontractors provides evidence of financial capability based on a bank letter of credit or a similar document, will this type of "letter" (not a personal letter) be an acceptable form of documentation of financial capability?

A. **Financial statements are preferred, although letters from banks are acceptable. Please check with your financial institution as to what should be included on**

**"letters from the bank".**

36. Q. **Section k. Subcontractors** - Since this is an continuing contract for a variety of environmental science services it would be impossible to determine at this time the percentage of the project to be accomplished by our project subcontractors. Please advise as to what CPRA is looking for or if this requirement should be removed.

A. **CPRA recognizes that the Scope of Services is broad and encompasses a wide variety of work examples to potentially be tasked. Therefore, proposers must attempt to provide an estimated percentage of work to be accomplished.**

37. Q. Both **Section i. Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation on page 9 and Section k. Subcontractors on page 10** reference the need to a description of work, the dollar value of each subcontract and include a percentage of the project to be performed.
Question: Since this RFP is for an IDIQ contract and there are no defined tasks/scope of work and/or costs, is it sufficient to state in our subcontractor letters of agreement that an anticipated % of work that will be finalized based on the nature of the task order and not include an actual description of work and/or dollar value?

A. **See response to Question 36.**

38. Q. **Section j. Cost Proposal on page 9** of the RFP refers to an Office Rate, a Field Rate and a Field/Embedded Rate. It is our understanding that the Field Rate is designed to be inclusive of lodging, travel and per diem and the Field/Embedded Rate is for staff working out of the CPRA offices.
Question: What is the defined criteria for applying the Field Rate for staff? Is the Field Rate applicable to all hours worked by staff who are traveling or only days of actual travel? For example a senior technical resource travels into Baton Rouge for a 40 hour work week. Would they bill 40 hours at the Field Rate for the duration of the work to cover travel, lodging and per diem or only 16 hours (2 days travel) at the Field Rate and 24 hours at the Office Rate? What is the defined criteria for applying the Field/Embedded Rate to staff? Please clarify if this is for full-time Embedded staff or does it apply to part-time staff working at CPRA offices as well?

A. **Locations and types of work are unknown at this time. Field versus office rates will be addressed on a task order basis.**

39. Q. **1.32 Corporate Requirements on page 16** of the RFP refers to the need to obtain a certificate of authority from the Secretary of State of Louisiana.
Question: Is there a required minimum timeframe or expiration date for the disclosure of ownership form on file with the Secretary of State of Louisiana? Do copies of the

certificate of authority and disclosure of ownership forms need to be included in the proposal?

A. **Contact the Secretary of State regarding expiration dates. Certificate of Authority and Disclosure of Ownership forms are not required with the proposal.**

40. Q. Section 1.5 – A. Volume I (f. Qualifications of Individuals Assigned to the Project): Please define "on-site availability". Is availability for site visits and meetings or Field/Embedded, staffed at CPRA offices?

A. **a.1) Availability to work on-site at CPRA offices.**

**a.2) Availability for site visits and meetings and Field/Embedded staffed at CPRA offices.**

41. Q. Section 1.5 – A. Volume I (k. Subcontractors): States "Persons who are not full time employees of the proposer shall be considered as subcontractors." Please define 'full time employees' for the purpose of this proposal.

A. **Full time is 32 or more hours per week.**

42. Q. Section 1.5 – A. Volume I (l. Insurance): Are certificates of insurance to be included in Volume I or at the time of contract negotiation? Or both? If needed as proof in the proposal Volume 1, are certificate of insurance required as proof from subcontractors?

A. **The proposal should include a certificate of insurance as proof that proposer has in effect limits of insurance required by the Sample Contract. If selected as a Contractor, the proposer shall provide certificates of insurance as proof of coverage at the time of contract negotiation. Subcontractors' insurance certificates will be requested at time of contract negotiation.**

43. Q. Section 1.5 – B. Volume II (1. Financial Capability): – Do propose subcontractors who are individuals need to submit evidence of financial capability?

A. **Yes.**

44. Q. Section 1.5 – B. Volume II (1. Financial Capability): – If a bank letter states the financial status of the proposer or subcontractor to be sufficient to carry out the project, does CPRA still require financial statements? In section B (1.) the first sentence states one or the other, but the second sentence indicates letters only if financial statements are not

available.

A. **Financial statements are preferred, although letters from banks are acceptable.**

45. Q. Section 1.5 – B. Volume II (1. Financial Capability): – Are there any unacceptable reasons for not providing financial statements (i.e., proprietary)?

A. **Financial Capability is required.**

46. Q. Section 3.1 (Cost Evaluation): Is the LRSA an hourly average rate of the ten (10) personnel categories for the Office Rates only, or does it include Field Rates and Field/Embedded Rates? If the LRSA includes Field/Embedded rates, is there any consideration in the scoring for proposals that do not offer reduced Field/Embedded rates?

A. **a.1) See response to Questions 25 and 26.**

**a.2) Refer to page 24 of the RFP, Attachment III, Required Rate Schedule.**

47. Q. The RFQ says that audited financial statements are preferred. Please confirm that consolidated reviewed financial statements will be sufficient. If reviewed financials are not acceptable, what would be an acceptable substitute?

A. **Reviewed financials are acceptable.**

48. Q. Since this contract is task-order based, is it acceptable to submit a rate schedule as presented in the RFP for each of our subs? This would allow us to offer the best costs for each task order.

A. **See response to Question 6.**

49. Q. Can a firm submit as both a prime and as a sub on another team?

A. **See response to Question 1.**

50. Q. RFP Page 7, Section 1.5 Proposal Format - f. Qualifications of Individuals Assigned to the Project:
Clarification is requested on the following statement – Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.
What if the company has been sold and/or the contact for your reference is no longer employed (retired/left the company)?

**A.** **Include company name and contact regardless of employment status.**

**51. Q.** Per RFP requirement Page 13, Section 1.16 Use of Subcontractors: "Information required of the proposer under the terms of this RFP shall also be required for each subcontractor" Can you clearly delineate what forms, certificates, or business licensing documentations are required for the prime to include for subs, for instance, is the prime required to include certificates of insurance for each proposed subcontractor on the team?

If yes, Individual or Sole Proprietor consultants generally do not carry the insurance meeting the requirements listed in 1.5 A.l. (referencing Section 26 of Attachment IV: Sample Contract) and they also generally do not have audited financial statements as required in 1.5.B.1. Can these requirements be waived for individual senior technical specialist consultants? If not, what would constitute an acceptable financial statement for such an individual?
Do we need to include Certificates of State for each subcontractor?

**Reference: 1.32 Corporate Requirements**
If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.
If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.
Does each subcontractor need to provide a certified copy of a board resolution granting such authority?

**A.** **Subcontractors' Certificate of Insurance will be requested at time of contract execution. Insurance requirements or exceptions will be discussed on a case-by-case basis at the time to of contract execution. Financial statements are preferred, but bank letters are acceptable. Certificate of Authority from the Secretary of State is not required for subcontractors, only the prime. Only the prime provides a board resolution.**

**52. Q.** As the value of this contract is undetermined and unpredictable, we are not able to include dollar values for each of our subcontractor. Will percentages of estimated divisions of responsibility per scope element be acceptable?
RFP language for reference: ***Under 1.5 Section Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation: Page 9:*** ***If a proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), proposer shall include in its proposal the names of their certified***

***Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.***

A. **See responses to Questions 5 and 36.**

53. Q. Is there a minimum number of references CPRA would accept for relevant project experience in section e and does CPRA require references for projects from every sub on the team?

A. **References should demonstrate full scope of firms' capabilities relevant to Attachment II, Scope of Services.**

54. Q. An Independent Freelance Technical Team Member may not have a firm and works only on a contract basis. Are they subject to the same insurance and financial requirements as other team members, firms if the freelance contract employee is covered under one of the subconsultant's financials and insurance umbrella?

A. **Yes.**

55. Q. Are all the subconsultants required to disclose their confidential financials or will the prime's financials be sufficient as an umbrella as the prime is the holder of the contract?

A. **Yes, financials are required for each subcontractor.**

56. Q. Will you provide examples of "All outside expenses (third party charges, equipment and material rentals, etc.) will be reimbursed at cost" referenced in Section J?

A. **See response to Question 33.**

57. Q. What form(s) of documentation will you accept/require for Confidential Clients references?

A. **Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.**

58. Q. Is this an existing contract, and if so, who are the incumbent firms?

A. **Brown and Caldwell, BEM Systems, Inc., CB&I Government Solutions, Inc., ARCADIS, Gulf Engineers & Consultants, Inc., CH2M Hill, Inc., Moffatt & Nichol, Royal Engineers and Consultants, LLC, Tetra Tech, Inc., URS Corporation, CDM Smith**

59. Q. Is there a budget for this contract, or expected budget for the services requested if met by

more than one contract? (Section 1.4.2, first paragraph--"Data Analysis and management; Environmental/Biological Survey; Environmental Characterization, Compliance, and Hazardous Toxic Radiological Wastes (HTRW); Environmental Modeling; Environmental Studies and Reports; Natural Resources Socioeconomics; Nesting Bird Abatement and Water Resources Planning, Project and Program Management."

A. **The task order amounts are unknown at this time. It is the intention of CPRA to award up to 12 contracts to address all services outlined in Attachment II, Scope of Services.**

60. Q. Under Section 1.4.1, can the highly desirable years of experience be met by a combination of experience between the prime and subcontracting teaming firms, or will this only be evaluated for the prime firm submitting a proposal with subcontracting team partners?

A. **Yes, experience can be met by a combination of experience between the prime and subcontracting teaming firm.**

61. Q. Must the proposer be able to provide all services listed, or will separate contracts be considered for smaller firms submitting with qualifications in some of the service areas but not all of the service areas?

A. **Proposer must be able to provide all services outlined in Attachment II, Scope of Services.**

62. Q. Is there a scoring preference for proposers that can provide services for all service areas requested in Section 1.4.2?

A. **See response to Question 61.**

63. Q. In Section 1.1.1 (page 3) the RFP states that "it is the intent of the CPRA to award up to twelve (12) contracts." Are all of these contracts covering all the services requested in Section 1.4.2 of the RFP, or are some of these contracts for some services but not others? If the latter, what services will likely be awarded as individual contracts?

A. **Contracts awarded will cover all services.**

64. Q. Both sections e and f ask proposers to relate experience and qualifications to the requirements of section 1.4.1? Would it be appropriate to relate section e (firm) to the requirements of 1.4.1 and section f (individuals/personnel) to the requirements of 1.4.2?

A. **Both sections e and f should relate to section 1.4.1.**

**65. Q.** Will Louisiana strike this requirement for "dollar value of each subcontract" as subcontract values cannot be known until task order solutions are developed and/or awarded?

**A. The dollar value must be estimated.**

**66. Q.** How many evaluation points are available to large business proposers who have engaged one or more certified small entrepreneurships to participate as subcontractors?

**A. See response to Question 8.**

**67. Q.** Does LA intend to issue solicitations for task order proposals under the awarded contracts for Environmental Science Consulting Services? If so, will this be the process for all work under the contracts? Or will CPRA be able to contract directly with a firm awarded a contract without further competition?

**A. a.1) CPRA may consider this on a task order basis.**
**a.2) No.**
**a.3) CPRA can issue a task directly without further competition.**

**68. Q.** How can a proposer identify the percentage of project to be accomplished by the subcontractor, as subcontract level of effort cannot be known until task order solutions are developed and/or awarded?

**A. See response to Question 36.**

**69. Q.** Please define Client Services Manager for the purpose of this solicitation.

**A. Service manager for clients; see section 1.5(h): Agency/Client Relationship Management.**

**70. Q.** e. Firm Experience
"...with references from previous clients including names and telephone numbers."
In this section, are references required for subcontractor team members or only for the prime proposer?

**A. References are required for both the prime and subcontractors.**

**71. Q.** I. Meeting/Reporting Requirements
"The Contractor will be required to attend meetings as requested by CPRA. The Contractor shall be required to submit reports as indicated in Attachment IV: Sample Contract, Articles 5 [Contract Monitor], 23 [Hudson & Veterans Initiatives] and 25

[Disadvantaged Business Enterprises]."
Can additional information be provided about this service area? Is it a task/service area that includes planning and facilitation of meetings for CPRA? Or is it solely intended for contract-level meetings with the Contract Monitor (CM) and required reporting to the CM?

**A.** **Yes, this is for planning and facilitation of meetings.**

**72. Q.** Can closed/sealed envelopes with the required three years of financial statements be included with the Financial Volume for the proposer and any subcontractors? This information is considered confidential business information.

**A.** **Yes.**

**73. Q.** Is CPRA willing to modify the proposed contract so that travel expenses (in particular, airfare) can be invoiced at cost instead of being incorporated into the Field Rate? We cannot predict the average duration of the field work to be completed, complicating the appropriate adjustments to rates to incorporate travel expenses.

**A.** **No, CPRA is requesting an hourly rate that includes travel costs.**

**74. Q.** Would CPRA be willing to consider adding an "Expert/Specialist" category and rate that wouldn't be included in the average for evaluation purposes? This would help proposers accommodate potential CPRA needs for highly specialized expertise (e.g., testifying experts).

**A.** **No.**

**75. Q.** We assume that regular employees of the proposer working a reduced-hours schedule should be considered equivalent to full time employees of the proposer for the purpose of this solicitation. Is that assumption correct?

**A.** **Yes.**

**76. Q.** j. Cost Proposal; k. Subcontractors; l. Insurance and B. Volume II – Financial Information
Items j through l are currently part of Volume I – Technical Proposal and Cost Rates. Would CPRA consider these sections being presented as part of Volume II instead?

**A.** **No. These documents are not considered confidential information.**

**77. Q.** Is the proposer required to obtain the certificate of authority and disclosure of ownership prior to submittal of a proposal or upon award of a contract?

**A.** **See response to Question 39.**

**78. Q.** If a proposer identifies any exception(s) to the contract terms in its Executive Summary, may we include a footnote to the certification statement at item 3 to indicate this?

**A.** **No.**

**79. Q.** Are proposers required to include signed Certification Statements for all team members with the proposal or only for the prime proposer?

**A.** **See response to Question 31.**

**80. Q.** Is the definition for "key personnel" up to each proposer, or will CPRA provide some guidance on how to define "key personnel" for the purpose of this solicitation? If each proposer may define it for their team, will CPRA also consider the qualifications of non-key personnel in their evaluation?

**A.** **It's up to each proposer to define key personnel. Qualifications of non-key personnel will also be considered in the evaluation.**