



**STATE OF LOUISIANA
COASTAL PROTECTION AND RESTORATION AUTHORITY**

**REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS
FOR ENGINEERING AND DESIGN**

RSIQ NO. 2503-17-03

**MID-BARATARIA SEDIMENT DIVERSION PROJECT (BA-153)
PLAQUEMINES PARISH, LOUISIANA**

MARCH 6, 2017

1.0 INTRODUCTION

The Coastal Protection and Restoration Authority of Louisiana (CPRA) is seeking within this Request for Statement Interest and Qualifications (RSIQ) to contract with a qualified design team to provide project management, engineering and design, and other technical support for the Mid-Barataria Sediment Diversion (MBSD) Project as described in Enclosure 1, Scope of Services. This solicitation is a component of the overall Construction Management at Risk (CMAR) approach to designing and constructing the MBSD. Tasks pertinent to this RSIQ for the MBSD Project are defined in Enclosure 1, Scope of Services – Section 4.

2.0 GENERAL BACKGROUND AND DESCRIPTION

CPRA has established the Mississippi River Mid-Basin Sediment Diversion Program (Program) which is comprised of the Mid-Barataria Sediment Diversion (MBSD) and the Mid-Breton Sediment Diversion (MBrSD) Project. The funding for the planning, permitting, engineering and design as well as construction for the overall Program is expected to come primarily from the National Fish and Wildlife Foundation (NFWF), the Gulf Environmental Benefit Fund (GEBF) and the Natural Resource Damage Assessment (NRDA) process. CPRA is seeking to select a firm with sub-consultants (DESIGN TEAM) to provide project management, engineering and design, and other technical support for the MBSD. This document and enclosures are for the design services associated with the MBSD project only.

The MBSD is a riverine sediment diversion being designed to strategically reintroduce sediment and freshwater inputs into the Barataria Basin. Current preliminary designs for this project include an inlet channel, a gated diversion structure at the Mississippi River Levee (MRL), a conveyance channel, interior drainage improvements, a structure/connection through the future New Orleans to Venice (NOV) Levee, highway and railroad alignment accommodations and utility relocations. It is proposed to construct the diversion intake and control structure through the MRL on the west side of the Mississippi River at approximately river mile 60.7 above Head of Passes (AHP), in Plaquemines Parish, LA, and the diversion outfall through the future NOV Levee into the Barataria Basin to allow sediment-laden water from the Mississippi River to flow into the Barataria Basin.

The vision for the MBSD encompasses restoration of the natural deltaic and sedimentation processes along the Mississippi River. The purpose of the MBSD is to divert sediment-laden Mississippi River water into the Barataria Basin to re-establish the connection between the Mississippi River and the Basin to build, sustain, and maintain land. The primary goals and features of the project include:

- Reconnect the Mississippi River to the Barataria Basin
- Establish conditions to allow the development of a delta area open to tidal exchanges.
- Use, as an initial basis of design, a normal flow capacity of 75,000 cubic feet per second (cfs) through the conveyance channel from the MRL to the Barataria Basin by operating the gate(s) of the diversion structure. The final diversion flow rates are to be designed to meet the project goals.
- Maintain the current level of flood risk reduction of the MRL and NOV Levee.
- Design the intake structure, control structure, channel, and appurtenances to maximize sediment capture, maximize flow efficiency, and allow for operations adaptability based on monitoring data collected during project operation, while minimizing Operations, Maintenance, Repair, Replacement and Rehabilitation costs.
- Meet state and federal design criteria and environmental compliance requirements as required to achieve project regulatory approval.
- Develop an operational plan for the diversion structure

The project will be subject to United States Army Corps of Engineer (USACE) Section 404/10 regulatory programs and Section 408 permissions to modify federal projects which includes the MRL. CPRA has submitted a Section 404/10 permit application to the USACE. CPRA has procured the services of a third party independent contractor (TPC) firm to prepare the Environmental Impact Statement (EIS) as required for National Environmental Policy Act (NEPA) compliance. The EIS work and associated efforts will be progressing concurrently with the development of the MBSD design. Refer to Enclosure 1, Scope of Services – Section 3.9 for more information regarding the interface of the DESIGN TEAM with the EIS TPC.

The DESIGN TEAM will support the regulatory process as defined in the Preliminary Scope of Services through submission of the Basis of Design (BOD) report, 30% design and 60% design, and as required participate in workshops, public meetings, and regulatory meetings necessary to accomplish the goals listed in Section 2 of this document. The USACE Section 408 Agency Technical Review (ATR) will review the 30% design documents for concept approval and the 60% ATR review is the formal review for the Section 408 permission process. The Section 408 review submittals will be separate documents from the total 30% and 60% design documentation, because not all elements of the design will require Section 408 approval. The intent is to submit only the design elements subject to Section 408 approval to the USACE for review. The 100% design documents will be reviewed by the USACE (404 permit and the Section 408 permission) ATR as a condition of the agency approval.

The Scope of Services requires that the design will be conducted in two (2) phases. Phase 1 will be all activities leading up to the development of the BOD and also include the BOD milestone. During the development of the BOD, the CMAR will be selected. During the BOD phase, the DESIGN TEAM will conduct the engineering alternatives analysis and select the preferred engineering alternative for Phase 2. The CMAR will provide constructability reviews for the design alternatives

evaluated during the BOD phase, and review the cost estimate for the preferred engineering alternative. Phase 2 will include all activities required for the DESIGN TEAM to complete the detailed design of the project. During Phase 2, the CMAR firm will contribute constructability reviews and cost estimates at the 30%, 60%, 90% and 100% design milestones.

The DESIGN TEAM is expected to prepare final, coordinated Construction Documents that detail the design in order to procure, permit, and construct the project. The Program Management Team (PMT), Figure 1, will utilize a Construction Manager at Risk (CMAR) model to deliver this project. CPRA will procure the CMAR under a separate contract who will collaborate with the DESIGN TEAM throughout the design phase and provide input to the design pertaining to constructability, temporary works, cost and schedule. Refer to Enclosure 1, Scope of Services – Section 4.4 for more information regarding the interface of the DESIGN TEAM with the CMAR.

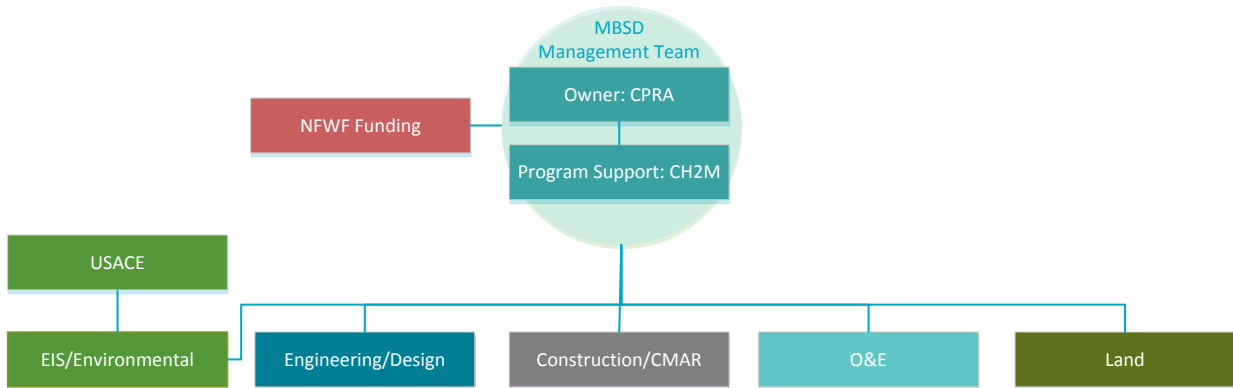


Figure 1: MBSD Program Management Team

The project was selected for implementation in the 2012 Coastal Master Plan (CPRA 2012). In 2014, a previous designer submitted a draft Basis of Design (referred to as 2014 Base Design) which included reports and Preliminary Drawings that are available for viewing at the following link:

<http://coastal.la.gov/mid-barataria-sediment-diversion-draft-30-deliverables/>

The 2014 Base Design is being provided for informational purposes only. CPRA desires the selected DESIGN TEAM to review the documents and confirm concepts shown in the 2014 Base Design and/or develop their own recommended concepts during the BOD (15%) phase. Although these deliverables are titled 30%, CPRA recognizes the 2014 Base Design is currently not at the 30% level. Refer to Enclosure 1, Scope of Services - Section 1.4 MBSD Project Features for more information on CPRA’s position on design parameters. The DESIGN TEAM shall not advance the design beyond 30% until the CMAR is under contract with CPRA. CPRA is looking for the selected DESIGN TEAM to initiate the BOD phase utilizing the existing 2014 Base Design while bringing proven innovative, cost-saving and value-adding concepts for consideration.

The project milestones, as currently scheduled, are provided in Enclosure 1, Scope of Services – Section 4.1. These milestones are subject to possible modification due to permitting, EIS, or Section 408 process schedules uncertainty and collaboration with the selected CMAR.

3.0 EXISTING AND PROPOSED TEAM MEMBERS

The full MBSD Project Delivery Team (MBSD-PDT) will be composed of CPRA, CH2M, EIS TPC, DESIGN TEAM, CMAR, Outreach and Engagement consultant, Independent Cost Estimator (I.C.E.), land consultant, The Water Institute of the Gulf (TWIG) and other consultants as determined by CPRA, as shown in Figure 2. The MBSD-PDT is tasked by CPRA to be cooperative and collaborative in successfully completing the project on schedule and within the overall budget.

The DESIGN TEAM will be required to facilitate collocation of key staff members of the DESIGN TEAM and the CMAR in Baton Rouge to meet the MBSD-PDT goals of cooperation and collaboration. The DESIGN TEAM will provide physical facilities for key staff during the entire design phase (phased to the needs of the project). Key staff are considered to be the following: an estimated peak of twenty-five (25) design team members, five (5) CPRA/CH2M team members, three (3) Independent Cost Estimators (at milestones) and a minimum of five (5) members of the CMAR Team, which could be included of the ATR staff. These facilities are required to have telecom/networking capabilities. The facilities are expected to be in East Baton Rouge Parish (within a five (5) mile radius of downtown Baton Rouge) and should include the following minimum conference rooms (with A/V) to accommodate milestone workshops and meetings: two twelve (12) person conference rooms. The timing of CMAR key personnel collocation will be determined in the CMAR solicitation and CMAR contract negotiation processes.

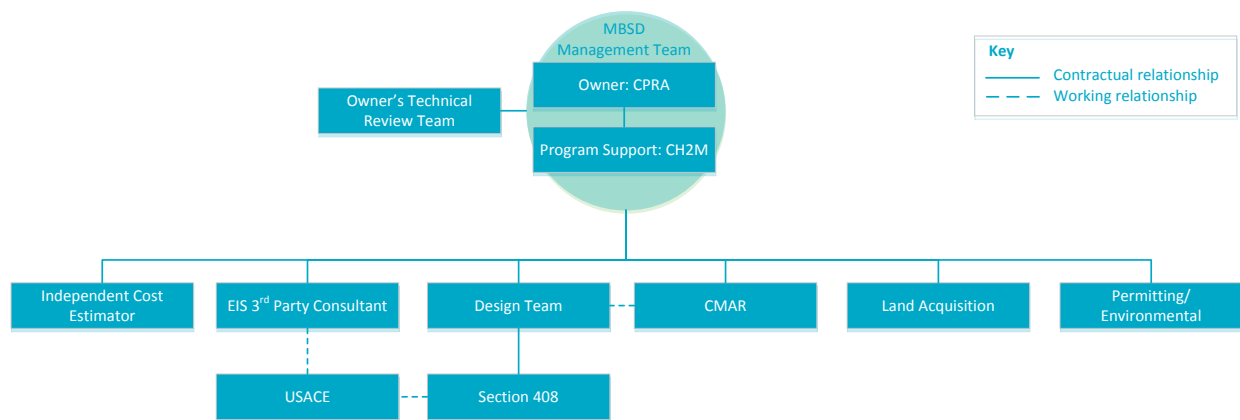


Figure 2: MBSD Project Delivery Team

The DESIGN TEAM will provide key personnel to the MBSD Project in the below disciplines, as further defined in Enclosure 1, Scope of Services – Section 3. The DESIGN TEAM shall consist of individuals who can collectively execute the design for the MBSD E&D phase and complete and/or support all the permitting processes for the project to proceed to construction. The DESIGN TEAM should display capabilities in E&D, permitting, and quality control. Minimum disciplines include:

- Project Management
- Civil Engineering
- Coastal Engineering and Dredging
- Hydraulics Engineering
- Hydrology and Drainage Engineering
- Geotechnical Engineering
- Surveying
- Structural/Bridge Engineering

- Highway and Traffic Engineering
- Environmental and Permitting
- Mechanical Engineering
- Electrical Engineering
- Instrumentation/Controls Engineering
- Navigation Engineering or Expert

Technical review of the design documents will be conducted by CPRA, USACE, and other MBSD-PDT members. The Section 408 process will have the ATR and the Safety Assurance Review (SAR). The CPRA will conduct a program review at each milestone. The DESIGN TEAM is required to maintain a strong Quality Control program and provide an Independent Technical Review (ITR) prior to submittal of milestone deliverables. A review schedule/responsibility summary will be developed during contracting of the DESIGN TEAM.

4.0 STATEMENT OF INTEREST AND QUALIFICATIONS (SIQ) SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA

If interested, firms should submit a Statement of Interest and Qualifications (SIQ) that highlights the experience record of the *prime firm* on successful implementation of large scale civil works projects of similar size and complexity. CPRA will review the SIQs in an effort to select a firm/team that displays a thorough understanding of the implementation process with a proven track record of success. Innovative concepts can be presented when detailing the approach to the project design in the SIQ, only if the innovation is proven and the firm has successfully implemented the concept(s) on other project(s). The submittal should meet the following requirements as outlined below and in **Enclosure 3, Submittal Requirements and Evaluation Criteria.**

A. Understanding of Project	5 Points
B. Approach to Project Design	15 Points
C. Proposed Project Team	30 Points
D. Relevant Project Experience	30 Points
E. Project Management	15 Points
F. Ability to Meet All SIQ Requirements	5 Points
Total	100 Points

The combined page count of the Executive Summary, Part A, Part B, Part C, Part D, Part E and Part F of the submittal should not exceed **eighty (80)** pages in length. The standard forms, contract acknowledgment and certificates are not included in this page count requirement and should be included in the appropriate ‘part’ (if indicated in the requirements) or should otherwise be organized clearly in the submittal. Elaborate submittals are not required and are discouraged. Included in the submittal should be the following:

Executive Summary

Each prime firm submitting a response to the RSIQ shall submit a cover letter describing the firm/team and its commitment to successful completion of the design of this project within the project schedule and budget as to be provided by CPRA and negotiated with the successful Proposer. This summary should state the firm’s particular expertise, resources and advantages that they and their

team will bring to CPRA. The letter shall present the name, telephone number, email address, and mailing address for the Principal committing the Proposer to the project. If the Principal will not be serving as the primary contact person during the selection process, a contact person should be listed with contact information.

Maximum Pages: 2

Part A: Understanding of Project

5 Points

The DESIGN TEAM will submit their understanding of the project goals, anticipated new or relocated components based on the 2014 Base Design, project location, project future operational considerations, permitting/regulatory support required by the DESIGN TEAM, design and construction opportunities and challenges, and local stakeholder dynamics. The DESIGN TEAM should provide detailed discussion of the challenges foreseen and possible solutions and/or consequences of each design and construction challenge as well as how they will be addressed in the design process.

Maximum pages: 10 (one 11"x17" sheet allowed in this section as one of the 10 pages)

Part B: Approach to Project Design

15 Points

The DESIGN TEAM will provide their approach to meeting the goals of the project and provide specificity to their process, the DESIGN TEAM's experience, and design steps to meet the project schedule as described in Enclosure 1, Scope of Services. The approach should include a description of the DESIGN TEAM roles within the CMAR delivery process and how the proposer will meet the needs of the CMAR, EIS TPC, O&E Consultant, and the needs of the regulatory process. The DESIGN TEAM will be responsible for assembly of the Section 408 Design Packages; CPRA will assemble the information and provide written request to USACE. The ITR and quality control program of the DESIGN TEAM should be described and their interface with the entire DESIGN TEAM and subsequent reporting to CPRA should be a component described in the project approach. Innovative concepts can be discussed here, but only if the innovation is proven and the firm has successfully implemented the concept on other project(s). Additional details on these projects should also be included in the response to Part D. The approach should include a description of the DESIGN TEAM's plan for execution of the two phased design.

Maximum pages: 15 (one 11"x17" sheet allowed in this section as one of the 15 pages)

Part C: Proposed Project Team

20 Points + 10 Points for Hudson Participation

The DESIGN TEAM organization and the DESIGN TEAM's communication, coordination and cooperation in both the internal format and the CMAR delivery format is to be described in detail. The key team professionals are to be presented in the discussion accompanied with one (1) page resumes of each key member and a discussion of their qualifications and roles and responsibilities within the DESIGN TEAM. Sub-consultants that hold key professional roles in the DESIGN TEAM are to be also identified herein. The submittal shall include a justification for each sub-consultant being proposed as part of the DESIGN TEAM as well as a breakdown showing the anticipated percentage of work the sub-consultant will perform. Overlap of responsibilities and redundancy

between prime and multiple sub-consultants functions is discouraged in the DESIGN TEAM structure. The team members and their roles in relevant projects provided in Part D are to be described in this section and summarized in SF330 Sections F and G provided as Enclosure 6. An organizational chart should be provided depicting the DESIGN TEAM structure.

The availability of key individuals and support resources on the DESIGN TEAM shall be provided in a table or chart format. The table or chart will provide the DESIGN TEAM's current workload and time that would be allocated for this project should they be selected. The DESIGN TEAM is to indicate their agreement to provide written commitment prior to contract signing for the key individuals dedicated time to the project if selected as the project DESIGN TEAM.

A matrix should be included which shows the staff member's intended assigned office location (city and state) over the duration of this project. Key staff members as defined by the Proposer are expected to be domiciled in Baton Rouge, Louisiana in the designated collocated facility.

CPRA fully participates in and encourages participation in the Hudson Initiative. The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as "LaVets" and "SEs" respectively) to participate in contracting and procurement with the State. Ten (10) points are available to prime proposers who themselves are a Hudson Initiative small entrepreneurship certified through the Louisiana Economic Development for small entrepreneurship under the Hudson Initiative Program (H.I.P.) or prime proposers who engage one or more subcontractors certified through the Louisiana Economic Development for small entrepreneurship under the H.I.P. Certification shall be valid at the date of the SIQ submittal. Failure to provide required documentation and certifications as part of the response to Part F in the submittal will lead to award of 0 of 10 points available.

Maximum pages: 20 (two 11"x17" sheets allowed in this section as two of the 20 pages)

Part D: Relevant Project Experience

30 Points

Relevant project experience, as defined in the Key Definitions section of Enclosure 3, Submittal Requirements and Evaluation Criteria, is to be provided in this section with particular emphasis on alternative delivery projects (such as CMAR, Design Build, and Progressive Design Build) and the DESIGN TEAM's roles within these projects, summarized in SF 24-102 provided as Enclosure 5. Emphasis on project experience selection should include those within Louisiana, the Southeastern United States, and other geographic areas of the United States and the world which provided similar site characteristics, geotechnical conditions, climate, and interaction with riverine and marsh systems. The 'relevant project experience' projects should also emphasize the DESIGN TEAM's experience in Section 408 approvals, 404 permitting, and support of a third party EIS. DESIGN TEAM sub-consultants' project experience can be included as applicable to the above considerations within the DESIGN TEAM's submittal. A minimum of five (5) and a maximum of ten (10) relevant projects are to be submitted.

The selection committee will select a minimum of five (5) or up to the total number of submitted relevant projects listed on SF 24-102 for reference checks. The Proposer shall be responsible for verifying the contact numbers submitted on SF 24-102, as the selection committee will try the number

twice prior to considering the reference as negative in the overall evaluation. The feedback from the reference checks will be incorporated into the scoring of this section.

Maximum pages: 25 (one 11"x17" sheet allowed in this section as one of the 25 pages) Maximum 2 pages per project reported

Part E: Project Management

15 Points (5 pts Organization & 10 points for Project Manager)

The proposed project management processes, tools and the proposed Project Manager must be presented with emphasis on the DESIGN TEAM's relevant project experience working in similar water resource, flood protection, or environmental restoration projects. The submittal shall demonstrate the proposed Project Manager's relevant project management experience for large scale complex civil works projects, environmental infrastructure/restoration, permitting, and the multi-discipline nature of the project. The proposed Project Manager should also have a record of good communication and collaboration on projects that involve large, multi-disciplinary teams. The Quality Control review tools and use of ITR (as specific to the USACE) teams are required and should be described within the project management section.

The resume(s) for the proposed Project Manager should include a minimum of two (2) and a maximum of ten (10) relevant projects and clearly identify the proposed Project Manager's role in those projects. The Project Manager is expected to have been a key discipline lead or senior Project/Program Manager for a minimum of two (2) projects submitted. Contact information for the Owner of each project should be provided on the resume. These projects and contacts listed in the resume(s) may or may not be the same projects presented in Part D. The selection committee will select a minimum of two (2) or up to the total number of projects and contacts listed on the resume for reference checks. The Proposer shall be responsible for verifying the contact numbers submitted on the resume, as the selection Committee will try the number twice prior to considering the reference as negative in the overall evaluation. The feedback from the reference checks will be incorporated into the scoring of this section.

Maximum pages: 6 (one 11"x17" sheet allowed in this section as one of the 6 pages)

Part F: Ability to Meet All SIQ Requirements

5 Points

SIQ requirements have been identified throughout this RSIQ package. The Proposer is expected to follow the outlined instructions and meet all submittal requirements. The Proposer must submit all required forms, submit the required number of copies in the required format and size, and verify all licenses and insurance certifications. A Submittal Requirement Checklist is included in Enclosure 4. In order to receive the maximum score of five (5) points, all SIQ requirements, including the submittal of a completed Submittal Requirements Checklist, must be met.

Maximum pages: 2

Standard Forms, Contract Acknowledgment, Certificate(s) and Other Requirements

Standard forms, insurance certificates, professional licenses, company licenses to work in Louisiana, Hudson Initiative Certificate and certifications are to be included in this section. All required forms

are to be up to date, current as of the anticipated award, and provide the assurances required in the draft contract for this project.

Standard Forms

CPRA Standard Form 24-102

The Standard Form 24-102 will be used to provide details for the relevant projects described in Part D which will be used for reference checks. A minimum of five (5) project references and a maximum of ten (10) project references should be noted in form's project description (8b). Refer to Part D for more clarification of the references checks. CPRA reserves the right to call any of those listed project owners or contacts as listed on this form to verify the proposer's quality of work and owner satisfaction. In the event the SIQ contains subcontractors that are to perform over 25% of the work, the particular task they will perform together with the relevant experience should be included. Also, if the subcontractor participates in the Hudson Initiative, they shall include supporting documentation. Names listed on Form CPRA 24-102 must precisely match the names filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. Standard Form 24-102 can be provided for each firm in the DESIGN TEAM and should be organized with the prime firm first and alphabetically for sub-consultants.

Standard Form SF330 (Sections F and G Only)

Only Sections F and G of this industry standard form are being requested from the Proposer. This form is intended to complement SF 24-102 primarily due to its ability to show a matrix of the key team members and a history of the projects that those individuals have worked on together. Showcasing of projects should be done under Standard Form 24-102. This form will be used to support in CPRA's understanding of the project team and their previous interaction on projects described in the SIQ.

Contract Acknowledgment

Enclosure 2 is the draft contract to be executed by the selected Proposer. The Proposer should submit a contract acknowledgment agreement with the submittal. The Proposer may provide proposed modifications to the contract that the Proposer wishes to discuss during the negotiation period. CPRA reserves all rights to reject any and all modifications to the contract that are not in CPRA's interest or that CPRA solely determines is not in the best interest of the project.

Certificate(s) and Other Requirements

Insurance requirements are listed in the Draft Contract included in Enclosure 2. The Proposer must submit a letter from the insurance carrier verifying the prime firm's capability to meet these insurance requirements.

Proposers submitting a response to this RSIQ should be advised that contractors of the State of Louisiana may, in certain circumstances, be deemed public employees as defined by the Ethics Commission. **Full disclosure to CPRA is required of any potential conflicts.** Any potential conflicts shall be resolved with the Ethics Commission prior to seeking a contract. The commission on Ethics for Public Employees is located at 617 North Third Street, LaSalle Building, 10th Floor, Baton Rouge, LA 70802; telephone number 225 219-5600; toll free at 1-800-842-6630. **CPRA considers the Prime Contractor and any Sub-consultants for the MBSD EIS to be ineligible due**

to conflict for any involvement in the MBSD Engineering Design or Design Review in support of Plans and Specifications performed concurrently with the EIS.

According to the provisions of LA. R.S. 12:301-302, any corporation which is not incorporated in the State of Louisiana must obtain a certificate of authority to transact business in Louisiana from the Louisiana Secretary of State, Corporations Division, 3851 Essen Lane, Baton Rouge, Louisiana 70809, Phone no. (225) 925-4704.

For-profit and non-publicly traded corporations must provide a Disclosure of Ownership form when contracting with CPRA. The Disclosure of Ownership should **not** be submitted with SIQ. However, prior to contracting with CPRA, the forms must be completed, notarized, and submitted to the Louisiana Secretary of State, Corporations Division, 3851 Essen Lane, Baton Rouge, Louisiana 70809 and a copy stamped by the Corporations Division must be provided to CPRA.

The firm, engineers, or surveyors that will accomplish the work as described in this RSIQ, shall be certified by the Louisiana State Board of Registration for Professional Engineers and Land Surveyors and shall possess and maintain licensure. The firm, engineers, or surveyors shall provide all services in compliance with the registration law for Professional Engineers and Land Surveyors (L.R.S. 37:681 through 37:703 as amended by Act 568 of 1980) and the rules of the Board of Registration for Professional Engineers and Land Surveyors.

5.0 PRE-SUBMITTAL MEETING

An informational pre-submittal meeting will be held at the CPRA office, 150 Terrace Avenue, Suite 400, Baton Rouge, LA. The purpose of the meeting is to present and clarify information about the MBSD Project and the procurement process, and to respond to any immediate questions that potential Proposers may have about the RSIQ. The pre-submittal meeting is not considered to be mandatory by CPRA. Due to limitations in space, CPRA requests that the firms limit their attendance to no more than five (5) individuals per Proposer. The meeting will be held on March 16, 2017 at 10:00 am C.S.T.

OFFICIAL QUESTIONS REGARDING THIS RSIQ SHOULD BE SUBMITTED IN WRITING TO CPRA.

Those consultants submitting questions on the RSIQ must submit their questions in writing by March 31, 2017 to Gloria Tigner, RSIQ Coordinator CPRAcontracts@la.gov. Official responses to all questions submitted by potential proposers will be posted on the CPRA website <http://coastal.la.gov/resources/rfps-rsiqs-contracts/contracts-and-grants/> by 4:00 pm C.S.T., on April 7, 2017.

6.0 ACCEPTANCE PERIOD & SUBMITTAL REQUIREMENTS

The response to the RSIQ shall be provided on 8 ½” x 11” format paper, double sided, and bound in a sturdy 3-ring binder(s). The response pages shall be divided into sections responding to the Part A through Part F tabs within the binder. Sections should be tabbed within the binders for ease of navigating through each RSIQ response. When reference is made to a ‘page’ or a ‘sheet’, this means one side; a single page printed on both sides equates to two ‘pages’ or ‘sheets’. The response shall be

submitted in a font size no smaller than 11 point in Garamond font. The responder will be allowed six (6) –11” x 17” format paper, such as for the organization charts, and site maps if included in the response. The maximum number of pages for each section should be as indicated above. Responses should also be submitted as PDF(s) on two (2) USB flash drives.

Seven (7) paper copies of the SIQ shall be delivered to Gloria Tigner at 150 Terrace Avenue. SIQ’s will be accepted until **4:00 pm C.S.T., on April 20, 2017**. Submittals can also be mailed to CPRA, Attn: Gloria Tigner, 150 Terrace Avenue, Baton Rouge, LA 70802; however, they must be *received* by CPRA prior to the above deadline. Proposals not submitted to Gloria Tigner at 150 Terrace Avenue by **4:00 pm C.S.T., on April 20, 2017** will not be reviewed.

CPRA reserves the right to change the Schedule of Events or revise any part of the RSIQ and/or Enclosures by issuing an addendum or amendment to the RSIQ at any time. Amendments or addenda, if any, will be posted at <http://coastal.la.gov/resources/rfps-rsiqs-contracts/contracts-and-grants/>. It shall be the responsibility of the proposer to check the website for amendments or addenda, if any.

7.0 SELECTION PROCESS

After receipt of the RSIQ submittals, the CPRA Selection Review Committee will evaluate and grade the submittals and short list the top firms. Short listed firms may be requested by CPRA, at its sole discretion, to provide an Oral Presentation of capabilities, resources and approach. If Oral Presentations are requested by CPRA, detailed information and requirements for presentations will be provided to the contact person for each of the short listed firms. Upon conclusion of Oral Presentations, a recommendation of the selected firm will be sent to the CPRA Executive Director. Contract award and execution is contingent upon the selected firm and CPRA reaching an agreeable contract. **The selected firm will be posted on the CPRA web page at <http://coastal.la.gov/resources/rfps-rsiqs-contracts/contracts-and-grants/>.**

CPRA reserves the right to reject any and all submittals for this RSIQ invitation.

8.0 SCHEDULE OF EVENTS

The current schedule for the selection process activities is provided in the table below:

Advertisement Period	March 6, 2017 – April 20, 2017
Pre-Submittal Meeting	March 16, 2017
Deadline for Questions	March 31, 2017
SIQ Responses Due	April 20, 2017
Selection Committee Review	April 20, 2017 – May 19, 2017
Oral Presentation Notification	May 22, 2017
Tentative Date for Oral Presentation(s)	June 7, 2017
Announcement of Selected DESIGN TEAM	June 30, 2017
Contracting/Negotiation/Award Period	July 3, 2017 – August 23, 2017
Target Notice to Proceed	August 25, 2017

Enclosure 1: Scope of Services

Enclosure 2: Draft Contract

Enclosure 3: Submittal Requirements and Evaluation Criteria

Enclosure 4: Submittal Requirements Checklist

Enclosure 5: CPRA Standard Form 24-102

Enclosure 6: Standard Form SF330 (Parts F and G Only)

Enclosure 1: Scope of Services

THIS PAGE INTENTIONALLY LEFT BLANK.

Enclosure 2: Draft Contract

THIS PAGE INTENTIONALLY LEFT BLANK.

Enclosure 3: Submittal Requirements and Evaluation Criteria

THIS PAGE INTENTIONALLY LEFT BLANK.

Enclosure 4: Submittal Requirements Checklist

THIS PAGE INTENTIONALLY LEFT BLANK.

Enclosure 5: CPRA Standard Form 24-102

THIS PAGE INTENTIONALLY LEFT BLANK.

Enclosure 6: Standard Form SF330 (Sections F & G Only)

THIS PAGE INTENTIONALLY LEFT BLANK.