



# State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR

April 12, 2017

## ADDENDUM NO. 1

TO: ALL POTENTIAL PROPOSERS

RE: RSIQ 2503-17-06 General Engineering Services for Coastal Protection and Restoration Authority Projects

**PROPOSAL DUE DATE: APRIL 27, 2017 3:00PM**

**This addendum shall be considered part of the RSIQ and associated enclosures. The clarifications, revisions and additions in this addendum supersede the requirements in the advertised RSIQ and enclosures.**

### I. QUESTIONS AND RESPONSES

1. What is the anticipated duration for the IDIQ contracts?

**3 years.**

2. What is the anticipated IDIQ contract not to exceed dollar amount?

**\$2,000,000.00**

3. Should firms with existing IDIQ Engineering contracts (expiring in 3Q2018) propose on these contracts or will IDIQ contracts be offered again in early 2018?

**A firm holding a current Professional Services contract with the agency may submit on any of the advertised RSIQs, however, a firm may hold only one Professional Services contract with the agency for contracts with similar scope items. In this instance, the firm's existing contract would be cancelled prior to issuing a new contract. It is anticipated that the next cycle of IDIQ contracts will be solicited in early 2018.**

4. This question is in regards to the last sentence of the 4<sup>th</sup> paragraph on first page of the RSIQ: Firms electing to submit a proposal as a prime contractor ..... Firms not submitting as prime contractor are allowed to ..... Please note, firms who are prime contractors on existing contracts with CPRA will be allowed to submit as subcontractors on this advertisement. **The question is** – If a firm is prime contractor on an existing CPRA environmental or other non-engineering contracts, does that restrict a firm from submitting as a prime on this engineering contract?

**No.**

5. Is it acceptable to submit resumes for Engineers as part of the qualifications who are submitting their qualification to the Louisiana Board of Professional Engineers for licensure by Comity? Can “pending” be placed in the blank for LA License No.?

**Yes. However, the firm, engineers, or surveyors that will accomplish the work as described in Enclosure 1, Scope of Services, shall be certified by the Louisiana State Board of Registration for Professional Engineers and Land Surveyors and shall possess current licenses throughout the term of the contract.**

6. Enclosure 3 – Sample Contract for Professional Services seems to fit more with a construction Contractor than with a Professional Engineering Services firm. Can the language of the final contract be changed to terms typical of an engineering contract? For example, we would want the work “Contractor” changed to “Engineer”, “Consultant”, or “Design Professional” throughout the contract.

**The sample contract titled “Contract For Professional Services” has been used on all previous IDIQ contracts providing the same services as advertised. The requested contract language change will not be considered at this time, but may be discussed with selected firms during the negotiation phase.**

7. Can Section 12 of the Sample Contract be modified to apply to damages arising from our Professional Services? As written, the scope of liability and indemnification seems too broad and would not typically be covered by insurance for Professional Services.

**The sample contract titled “Contract For Professional Services” has been used on all previous IDIQ contracts providing the same services as advertised. The requested contract language change will not be considered at this time, but may be discussed with selected firms during the negotiation phase.**

8. Enclosure 4 – SF 24-102 is a pdf of the 4/2016 version. The CPRA website also has a Word document and instructions for the more recent 8/2016 version of SF 24-102. Is it acceptable for us to use the 8/2016 version for our submittal?

**All references to CPRA SF 24-102 and the “latest version” of the CPRA 24-102 are hereby amended to mean the Standard Form: CPRA 24-102 (Rev. 8/2016). This version of CPRA SF 24-102 is included in the revised Enclosure 4 of this RSIQ and included as Attachment 1 of this addendum; and can also be downloaded from the CPRA website at: <http://coastal.la.gov/wp-content/uploads/2017/03/Enclosure-4-5-1.pdf>.**

9. Please see Scoring Criteria and Point Allocations (Enclosure 2 to RSIQ No. 2503-17-06), Capability of Firm. There is a parenthetical reference to Section 10 of the 24-102. Should the reference be to Section 11 (Additional Information)?

**See the revised Enclosure 4 of this RSIQ and included as Attachment 1. Using this revised form, Section 10 is the correct reference in response to the question.**

## **II. RSIQ REVISIONS**

The RSIQ and enclosures have been modified in the below areas as part of this addendum.

All references to CPRA SF 24-102 and the “latest version” of the CPRA 24-102 are hereby amended to mean the Standard Form: CPRA 24-102 (Rev. 8/2016). This version of CPRA SF 24-102 is included in the revised Enclosure 4 of this RSIQ and included as Attachment 1 of this addendum; and can also be downloaded from the CPRA website at: <http://coastal.la.gov/wp-content/uploads/2017/03/Enclosure-4-5-1.pdf>

**Attachment 1: Standard Form: CPRA 24-102 (Rev. 8/2016)**

**END OF ADDENDUM NO. 1**

**Attachment 1: Standard Form: CPRA 24-102 (Rev. 8/2016)**

# Standard Form: CPRA 24-102

(Rev. 8/2016)

## Professional Services Contracts

1. Advertisement Title	2a. Announcement date	2b. RSIQ number
3a. Name and mailing address of the firm's office performing the work	3b. Name, title, telephone number and email address of the official with signing authority for this contract.	
	3c. Name, title, telephone number and email address of the <b>point of contact</b> for this contract (if different from 3b.)	
	3d. Firm's Louisiana License number	

4. Full-time personnel on firm's payroll:	<u>All Personnel Domiciled in LA</u>	<u>Project Specific Personnel NOT Domiciled in LA</u>
a. Civil Engineers, with current Louisiana P.E. registration	_____	_____
b. Environmental Engineers, with current Louisiana P.E. registration (not included in 4a)	_____	_____
c. Engineer Interns	_____	_____
d. Technical Support Personnel (non-engineers)	_____	_____
e. Environmental personnel (non-engineers)	_____	_____
f. Planning personnel (non-engineers)	_____	_____
g. Other personnel not included in above categories (If project specific, list titles and total numbers for each below)	_____	_____
<hr/> Total personnel (sum of a – g)	_____	_____

5a. If one or more sub-consultants will be used, provide the information requested below for each.

Name and Address	Has the firm worked with this sub-consultant before? (Yes/No)
1.	
2.	
3.	
4.	
5.	

5b. Identify the percentage of work for the **overall project** to be performed by the prime consultant and each sub-consultant.

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6. Project Staffing Plan – Provide an organizational chart showing all key prime consultant and sub-consultant (if applicable) personnel assigned to each work element of the project, specific duties for each, and immediate supervisors. This Section **not required** for Indefinite Delivery, Indefinite Quantity (IDIQ) RSIQ's.

7. Brief résumé of key project personnel anticipated to work on this contract.

a. Name, domicile and email address

b. Title/ Engineering area of expertise

c. Name of firm by which employed full time

d. Years experience:

With this firm: \_\_\_\_\_ With other firms: \_\_\_\_\_

e. Education: Degree(s) / Years / Specialization

f. Active registration: Year first registered: \_\_\_\_\_

Branch: \_\_\_\_\_ LA License No. \_\_\_\_\_

g. Other experience and qualifications **relevant to the proposed project:**







9. All work by firm (all offices) currently being performed directly for or selected by the CPRA.

a. Project number, name, and location*	b. Nature of your firm's responsibility (also identify if prime or sub-consultant)	c. Percent complete (by phase/type of work)	d. Contract fees (in thousands) (by phase/type of work)	
			Total	Remaining
* For retainer/IDIQ contracts, list open task orders individually			Total	

10. Use this space to provide any additional information or description of resources supporting your firm's qualifications for the proposed project. This section is limited to five (5) pages.

11. This is to certify that all information contained herein is accurate and true.

Signature: \_\_\_\_\_ Typed name and title: \_\_\_\_\_ Date \_\_\_\_\_