



STATE OF LOUISIANA
COASTAL PROTECTION AND RESTORATION AUTHORITY

REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS
FOR ENGINEERING AND DESIGN

RSIQ NO. 2503-18-02

MID-BRETON SEDIMENT DIVERSION PROJECT
PLAQUEMINES PARISH, LOUISIANA

OCTOBER 5, 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 consulting team to provide engineering and design, project management, and other technical support for the Mid-Breton Sediment Diversion (MBrSD) Project (BS-0030) 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 Diversion. Tasks pertinent to this RSIQ for the BS-0030 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 currently comprised of the Mid-Barataria Sediment Diversion Project (BA-153) and the Mid-Breton Sediment Diversion Project (BS-0030). The funding for the planning, permitting, engineering and design as well as construction for the overall Program is expected to come primarily from the Gulf Environmental Benefit Fund (GEBF) through the National Fish and Wildlife Foundation (NFWF), and from the Natural Resource Damage Assessment (NRDA) process. CPRA is seeking to select a consulting firm with sub-consultants (DESIGN TEAM) to provide engineering services and a final design for BS-0030. This project will include a feasibility study / engineering alternatives analysis phase as part of the Basis of Design development where the location will be confirmed and a conceptual layout of the project features will be developed. **This solicitation and its enclosures are for engineering and design services associated with BS-0030 only.**

The Mid-Breton Sediment Diversion is a riverine sediment diversion being designed to strategically reintroduce sediment and freshwater inputs into the Breton Sound Basin. The vision for the Diversion encompasses restoration of the natural deltaic and sedimentation processes along the Mississippi River. The purpose of BS-0030 is to divert sediment-laden Mississippi River water into the Breton Sound Basin to re-establish the connection between the Mississippi River and the Basin to build, sustain, and maintain land. The project is anticipated to include an inlet channel, a gated structure at the Mississippi River Levee (MRL), a conveyance channel, interior drainage improvements, a structure/connection to the non-federal back levee, and highway alignment accommodations. It is proposed to construct the diversion intake and control structure through the MRL on the east side of the Mississippi River near

river mile 68 above Head of Passes (AHP), in Plaquemines Parish, LA, and the diversion outfall through the non-federal back levee to allow sediment-laden water from the Mississippi River to flow into the Breton Sound Basin.

The primary goals and features of the project include:

- Reconnect and reestablish the natural or deltaic sediment deposition process between the Mississippi River and the Breton Basin.
- Reduce land loss rates and sustain wetlands in the Breton Basin through the delivery of sediment, freshwater, and nutrients from the Mississippi River.
- Use, as an initial basis of design, a peak flow capacity of approximately 35,000 cubic feet per second (cfs) from the Mississippi River Levee (“MRL”) through the diversion structure and conveyance channel to the Breton Basin. The final diversion flow rates may be adjusted with CPRA approval based on results of modeling and design.
- Design the diversion intake and control structure, conveyance channel, flood protection features and any additional necessary appurtenances to maximize sediment capture, maximize flow efficiency, and allow for operations adaptability, while minimizing Operations, Maintenance, Repair, Replacement and Rehabilitation.
- Meet state and federal design criteria and environmental compliance requirements as required to achieve project regulatory approval.
- Maintain the current level of flood risk reduction of the MRL and Plaquemines Parish non-federal levee system.
- Assist CPRA and the Program Team in developing an operational plan for the diversion structure.

The project will be subject to USACE Section 404/10 regulatory programs and Section 408 permissions to modify federal projects which include the MRL. CPRA will submit a Section 404/10 permit application (prepared by the DESIGN TEAM) to the USACE. CPRA will procure 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 BS-0030 detailed 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.

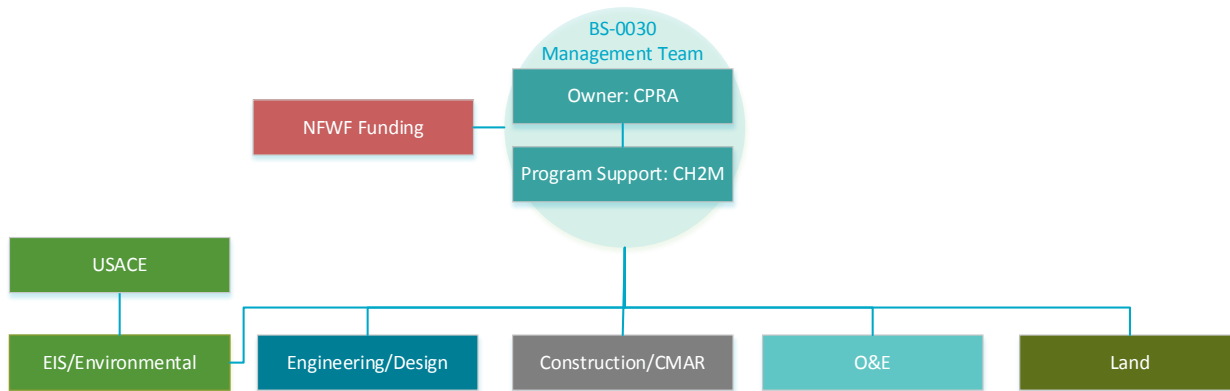
The DESIGN TEAM shall also support the regulatory process as defined in the Preliminary Scope of Services through submission of the BOD report, 30% design and 60% design, and as required participate in workshops, public meetings, and regulatory meetings necessary to accomplish the goals listed in Section 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 BOD phase the DESIGN TEAM will conduct the engineering alternatives analysis and select the

preferred engineering alternative for Phase 2. Near the end of the BOD phase, the CMAR will be selected. 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% through 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 Team, Figure 1, will utilize a Construction Manager at Risk (CMAR) model to deliver this project. CPRA will procure the CMAR under a separate contract for collaboration 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: BS-0030 Program Team



The project was recommended by CPRA in the Fall of 2015 to move forward to the preliminary engineering and design phase and was included in the 2017 Coastal Master Plan (CPRA 2017). CPRA has performed limited studies and modeling to determine a recommended location of the diversion. Little to no field data collection has been performed for the previous work. A conceptual design has not been performed on this project. Relevant studies, modeling results and reviews are provided at <http://coastal.la.gov/mid-breton-existing-documents/>. 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 bring proven innovative cost-saving and value-adding concepts for consideration during the BOD phase.

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, but not limited to, permitting, EIS, or Section 408 process schedules uncertainty and collaboration with the selected CMAR.

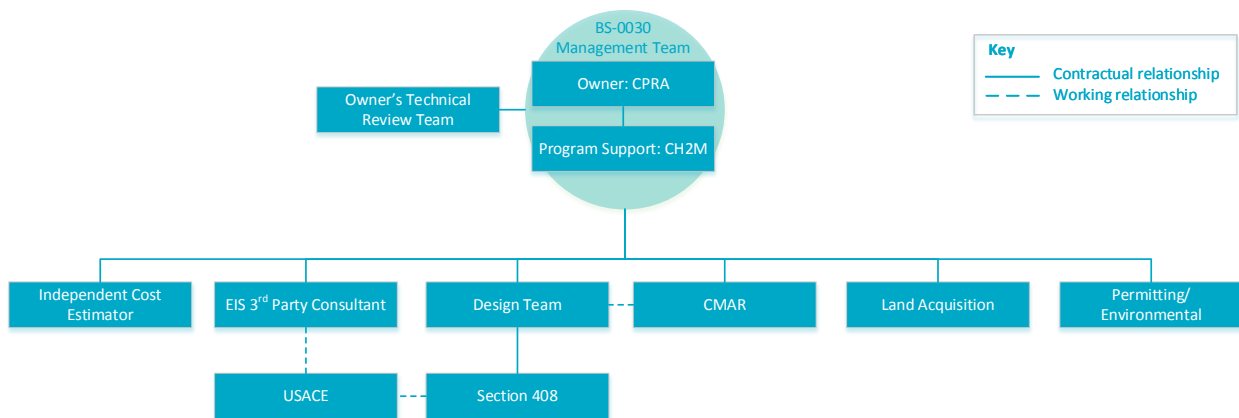
3.0 EXISTING AND PROPOSED TEAM MEMBERS

The full BS-0030 Project Delivery Team (BS-0030-PDT) will be composed of CPRA, CH2M, EIS TPC, DESIGN TEAM, CMAR, Outreach and Engagement consultant, independent cost estimator, land

consultant, The Water Institute of the Gulf (TWIG) and other consultants as determined by CPRA, as shown in Figure 2. The BS-0030-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 BS-0030-PDT goals of cooperation and collaboration. The DESIGN TEAM will provide physical facilities for key staff (approximately thirty project delivery team members at peak) during the entire design phase (phased to the needs of the project). These facilities are required to have telecom/networking capabilities. The facilities are expected to be in East Baton Rouge Parish, within a reasonable driving distance to the CPRA Baton Rouge Headquarters, which is located at 150 Terrace Ave., Baton Rouge, LA 70802, and should include the following minimum conference rooms (with A/V) to accommodate milestone workshops and meetings: One forty (40) person conference room; 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: BS-0030 Project Delivery Team



The DESIGN TEAM shall provide key personnel to the 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 BS-0030 E&D phase and complete 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 BS-0030-PDT members. The Section 408 process will have the ATR and the Safety Assurance Review (SAR). The CPRA will have an Owner’s Review team. The DESIGN TEAM is required to maintain a strong Quality Control program and provide an ITR within the DESIGN TEAM. 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

This RSIQ incorporates specific requirements to which Respondents must comply. Those requirements include, but are not limited to the following:

- Format of the submittal
 - Font size and text classification
 - Maximum number of pages for each section and printing on both sides
 - Organization of the submittal – coincident with the RSIQ format
 - Proposal submitted in 3-ring binders and as PDF(s) on two (2) USB flash drives
 - Tabbing of the sections within the binders for ease of navigating through each RSIQ response
- Material to be submitted with each section – responses to section requirements
- Submittal of all forms, to include copies of required licenses, insurance certificates, legal certifications, and verifications of Respondent’s status – e.g., no conflicts of interest, etc.
- Submittal of the RSIQ response on a specific date and time to be evaluated.

If interested, Respondents should submit a Statement of Interest and Qualifications (SIQ) that highlights the experience record of the *prime firm, complimented by their respective sub-consultants*, on successful implementation of large scale civil works projects of similar size and complexity with a similar role. 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 DESIGN TEAM 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	20 Points
C. Proposed Project Team	25 Points
D. Relevant Project Experience	25 Points
E. Project Management & Design Management	20 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 **one hundred (100)** pages in length. The standard forms, contract acknowledgment and certificates are not included in this page count requirement and should be organized in a separate section in the submittal. Elaborate submittals are not required and are discouraged. Included in the submittal should be the following:

Executive Summary

Each consulting 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 DESIGN TEAM. 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 DESIGN TEAM 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, proposed design components/concepts, project location, project future operational considerations, CMAR delivery model, permitting/regulatory requirements, and local stakeholder dynamics. A firm understanding of the Scope of Services should also be displayed in this section.

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

Part B: Approach to Project Design

20 Points

The DESIGN TEAM shall describe 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. This section should be divided in two parts:

1. Describe in detail the approach to Phase 1: Basis of Design (including feasibility, site selection, and engineering alternatives analysis)
2. Describe in detail the approach to Phase 2: Detailed Design.

The approaches should include a description of the DESIGN TEAM's role within the CMAR delivery process and how a collaborative working relationship with the CMAR contractor will be achieved. This section should also include how the DESIGN TEAM will meet the needs of the EIS TPC and other agencies involved in the regulatory process. This section should include discussion about strategy for collaboration with the Mid-Barataria team.

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. Subsequent reporting to CPRA should be a component described in the project approach.

Design and construction challenges/risks should be described in this section. 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.

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: 25 (four 11"x17" sheets allowed in this section)

Part C: Proposed Project Team 15 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. Resumes for key team professionals (1 page maximum length per professional) from the prime and sub-consultants should be submitted in SF 24-102 in the Standard Forms Section and not duplicated in Part C. Resumes can be included for team members other than discipline leads, particularly to display experience, capabilities and depth of team. Resumes should be organized by discipline. The key team professionals are to be presented with respect to their qualifications and roles and responsibilities within the DESIGN TEAM. Discipline leads for the project should be clearly identified throughout. 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 are 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 SF 24-102. 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 capacity of the firm (including personnel, drilling rigs, laboratory capacity, etc) should be clearly demonstrated. 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 Respondent 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 entrepreneurs (sometimes referred to as “LaVets” and “SEs” respectively) to participate in contracting and procurement with the state. Ten (10) points are available to prime Respondents 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 Respondents 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 in the submittal will lead to award of 0 of 10 points available.

Maximum pages: 25 (two 11”x17” sheets allowed in this section)

Part D: Relevant Project Experience

25 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. Emphasis on project experience should include those within Louisiana, the Gulf Coast Region, the 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 where the DESIGN TEAM conducted detailed design services. 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 5 and a maximum of 10 relevant projects are to be submitted. The project information should clearly demonstrate the project team members who were involved and their role.

A brief description of each project should be submitted in SF 24-102 Block 8. The role of the firm should be clearly identified for each project. The selection committee will select a minimum of five or up to the total number of submitted relevant projects listed on SF 24-102 for reference checks. The Respondent shall be responsible for verifying the contact numbers submitted on SF 24-102, as the selection committee will try the number more than one time. The reference will be considered non-responsive if no contact can be made. The information obtained from the reference checks will be incorporated into the scoring of this section. If additional information is needed on the relevant projects listed by the Respondent, CPRA reserves the right to pursue additional contacts and will incorporate the performance information obtained into the scoring of this section.

Maximum pages: 30 (two 11”x17” sheets allowed in this section) Maximum 2 pages per project reported

Part E: Project Management & Design Management

20 Points (5 pts Organization,

10 points for Project Manager & 5 points for Design Manager)

The project management processes, tools and the proposed Project Manager must be presented with emphasis on the Project Manager and Design Manager's relevant project experience working in a similar role on similar water resources, flood protection, or environmental restoration projects. The submittal shall demonstrate the proposed Project Manager and Design 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 and Design 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 resumes for the Project Manager and for the Design Manager should include a minimum of two and a maximum of ten relevant projects and clearly identify the proposed Project Manager's role in those projects. The relevant projects should demonstrate the Project and Design Manager's experience and capabilities related to this project. The Project Manager is expected to have been a key discipline lead or senior Project/Program Manager for a minimum of two projects submitted. The Design Manager is expected to have been a key discipline lead, Design Manager, Technical lead or senior Project/Program Manager for a minimum of two projects submitted. Contact information for the Owner of each project should be provided on the resume. These projects and contacts listed in the resumes may or may not be the same projects presented in Part D. The Project Manager and Design Manager resumes shall be submitted as SF 24-102 Block 7 and can be referenced in Part E. The selection committee will select a minimum of two or up to the total number of projects and contacts listed on the resume for reference checks. The DESIGN TEAM submitting shall be responsible for verifying the contact numbers submitted on the resume, as the selection Committee will try the number more than one time. The information obtained from the reference checks will be incorporated into the scoring of this section. If additional information is needed on the relevant projects listed by the Respondent, CPRA reserves the right to pursue additional contacts and will incorporate the performance information obtained 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 Respondent is expected to follow the outlined instructions and meet all submittal requirements. The Respondent should submit all required forms, submit the required number of copies in the required format and size, and verify all licenses and insurance certifications. The Respondent should submit a letter from the insurance carrier verifying the prime firm's capability to meet the insurance requirements listed in Enclosure 2, Draft Contract. The completed Submittal Requirements Checklist shall be included in the response to this section.

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

CPRA Standard Form 24-102 should be submitted in the Standard Forms section of the SIQ. The Standard Form 24-102 will be used to provide contact information for the relevant projects which will be used for reference checks. A minimum of 5 project references and a maximum of 10 project references should be noted in the 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 any other contacts to verify the Respondent's quality of work and owner satisfaction on the relevant projects listed by the Respondent. 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 One Standard Form 24-102 should be submitted for the DESIGN TEAM. The form should be completed in its entirety with the exception of Block 6, which can be left blank. Block 11 is intended 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 Part D of the SIQ. This form will also be used to support in CPRA's understanding of the DESIGN TEAM's previous interaction on projects described in the SIQ.

Contract Acknowledgment

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

Certificate(s) and Other Requirements

Teams 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 the CPRA of any potential conflicts is required.** 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 Selected Prime Contractor for the MBSD E&D to be ineligible for selection as the Prime Contractor for the BS-0030 E&D contract. The capacity of key subcontractors on the Selected MBSD E&D team could be taken into consideration in the scoring of all sections of this solicitation.

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 be submitted with SIQ. 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 the 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 SCHEDULE OF EVENTS

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

Advertisement Period	October 5, 2017 – November 20, 2017
Pre-Submittal Conference	October 25, 2017
Deadline for Questions	November 1, 2017
SIQ Responses Due	November 20, 2017
Selection Committee Review	November 21, 2017 - December 20, 2017
Shortlist Notification	December 20, 2017
Tentative Date for Oral Presentations(s)	January 17, 2018
Selection Announcement	February 7, 2018
Contracting/Negotiation/Award Period	February 8 – May 8, 2018
Target Notice to Proceed	May 9, 2018

All references to C.S.T. in the RSIQ package shall be interpreted to mean Baton Rouge ‘local’ time. If a time zone is not specified within this package, it shall be assumed to be Baton Rouge ‘local’ time.

6.0 PRE-SUBMITTAL CONFERENCE

An informational meeting will be held at the CPRA offices, 150 Terrace Avenue, Suite 400, Baton Rouge, LA. The purpose of the meeting is to present and clarify information about the BS-0030 Project and the procurement process, and to respond to any immediate questions that the consultant community has about the RSIQ. Due to limitations in space, CPRA requests that the Respondents limit their attendance to no more than five (5) individuals per DESIGN TEAM. The meeting will be held on October 25, 2017 at 10:00 am.

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

Those consultants submitting questions on the RSIQ must submit their questions in writing by November 1, 2017 to Gloria Tigner, RSIQ Coordinator CPRAcontracts@la.gov. Official responses to all questions submitted by potential Respondents will be posted on the CPRA website <http://coastal.la.gov/resources/rfps-rsiqs-contracts/contracts-and-grants/> by 4:00 pm, November 8, 2017.

7.0 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. The response pages shall be divided into sections responding to the Part A through Part F tabs within the binder. 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’. All body text in the SIQ response shall be no smaller than 11 point in Garamond font; font size for graphics, header and folio sections can be smaller than 11 point but no smaller than 9 point. The responder will be allowed ten (10) –11” x 17” format paper, such as for the organization charts, and site maps if included in the response. Responses shall be printed on both sides as local requirements allow. 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, on November 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.

The 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 Respondent to check the website for amendments or addenda, if any.

8.0 SELECTION PROCESS

After receipt of the RSIQ submittals, the CPRA Selection Review Committee will evaluate and score the submittals and develop a short list of the top ranked Respondents. Short listed Respondents may be requested by CPRA to provide an in-person presentation of capabilities, resources and approach. If an in-person presentation is requested by CPRA, detailed information, scoring criteria, and requirements for the presentation will be provided to the contact person for each of the short listed Respondent. A ranking of all Respondents with a recommendation of the highest ranking Respondent will be sent to the CPRA Executive Director for selection consideration and approval. **The selected Respondent will be posted on the CPRA web page at <http://coastal.la.gov/resources/rfps-rsiqs-contracts/contracts-and-grants/>.**

Contract award and execution is contingent upon the selected Respondent and CPRA reaching an agreeable contract.

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

Enclosure 1: Scope of Services

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Enclosure 2: Draft Contract

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Enclosure 3: Submittal Requirements and Evaluation Criteria

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Enclosure 4: Submittal Requirements Checklist

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Enclosure 5: CPRA Standard Form 24-102

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