



# State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR

February 27, 2019

## ADDENDUM II

TO: ALL POTENTIAL PROPOSERS  
RE: RFP #: 2503-19-10, Restoration Planning and Environmental Compliance Consulting Services

**REVISED PROPOSAL DUE DATE: MARCH 19, 2019 @ 3:00PM**

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

### I. QUESTIONS AND RESPONSES

1. Q. Page 8, 1.9 (F) Proposed Staff Qualifications: Will you be taking out the requirement of having to provide customer references for cited projects on resumes as you did for the CPRA Environmental Science RFP?  
A. **See Section II, RFP Revisions.**
  
2. Q. Page 10, 1.9 (L) - Insurance: Is proof of insurance required only for the Prime or is it required for all subconsultants? Does that responsibility rest solely with the Prime Contractor or shall the Prime Contractor require all subcontractors to maintain the stated coverage? For example, does a subconsultant such as a scientist, which is a one-person firm, need all the coverage listed?  
A. **The Proposer should include a certificate of insurance as proof of the limits of insurance required by Section 1.32 Insurance Requirements for Contractors.**

**Pages 18-19 Per Section 1.32, the Contractor shall not allow any subcontractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the State of Louisiana before work is commenced. Subcontractor's Insurance: The Contractor shall require that any and all subcontractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.**

**Insurance requirements or exceptions will be discussed on a case-by-case basis at the time of contract execution.**

3. Q. Will annual rate adjustments be permitted or are rates submitted on Attachment II: Required Rate Schedule contracted for 3 years?  
A. **The final negotiated rates on the Required Rate Schedule will be in effect for the entire contract term. The State shall have the right to contract for up to thirty-six (36) months with the concurrence of the Contractor and all appropriate approvals. Annual rate adjustments will not be permitted.**
4. Q. Would an awarded entity or its subcontractors be precluded from participation in the implementation of the relevant NRD restoration plan, either as a prime or subcontracting firm?  
A. **Yes.**
5. Q. Can we put the “*board of resolution granting authority*” and resumes in the Volume I response Appendices?  
A. **The RFP does not specify where these documents need to be inserted. Per Section 1.11, “Proposers are encouraged to submit proposals in a concise, orderly fashion that includes complete, appropriate comment, documentation, and submittals to address the RFP requirements.”**
6. Q. Due to the requirements for the rates to be all in, would the same individual be able to bill at different rates depending on the services being provided?  
A. **A Senior Scientist performing work in the office or in the field will bill at the same one all-inclusive rate for that staff classification.**

**Additionally, compensation to Contractors for services rendered in connection with each Task Order shall be based on negotiated work-hours with individual Task Managers using established billable rates. Example: A senior project manager performing administrative or clerical duties should bill at the administrative/clerical rate.**

7. Q. According to 1.9.1.F, “*Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.*” This would require dozens of references. Does this just apply to company background experience projects and not individual staff qualifications?  
A. **See Section II, RFP Revisions.**
8. Q. Section 1.24 states, “Information required of the Proposer under the terms of this RFP shall also be required for each subcontractor.” Does that mean each Proposer’s subcontract should provide a signed Certification Statement in the proposal?  
A. **Per 1.9.1 I, “Certification Statement: The Proposer must sign and submit the original Certification Statement shown in Attachment I.” The subcontractors are not required to submit a Certification Statement.**
9. Q. Do any of the services outlined in Part II: Scope of Services of the RFP include any Deepwater Horizon restoration funding sources such as Natural Resource

Damage Assessment (NRDA), RESTORE, or Gulf Environmental Benefit Fund (GEBF)?

- A. **Yes.**
10. Q. Will the proposal review team from CPRA be the same for both RFP #2503-19-05 and 2503-19-10?
- A. **No.**
11. Q. Page 10, 1.9, H: “Expenses (third party charges, equipment and material rentals, etc.) will be reimbursed at cost. Expenses such as third party charges, equipment, and material rentals will be negotiated by the Contract Monitor on each task order as appropriate to complete the assigned work. Such expenses will be reimbursed at cost, with sufficient documentation supporting the charges. Such approval must be granted in writing by the Contract Monitor or his designee prior to the Contractor incurring these costs.” Could CPRA clarify what constitutes “third party charges” in this context?
- A. **A third party charge is a service or equipment required for a specific task that a contractor or subcontractor must obtain to perform the required work and that is not already included in the Proposer’s labor rate. All third party charges shall require receipts for reimbursement and will be negotiated and approved by individual Task Managers before services are rendered.**
12. Q. Page 20, 1.34: Please confirm that, if awarded, all labor costs for Proposer and their subcontractors and/or consultants may be billed as “actual costs incurred in accordance with the rate schedule.” In other words, a single schedule of labor classification rates will apply to all team members under an awarded vehicle.
- A. **Per Section 1.9.1, H “The Prime and subcontractors will all adhere to the “Required Rate Schedule” for the full term of the contract, so Proposers are to submit only one “Required Rate Schedule.”**
13. Q. Page 11, 1.10: Please confirm that only one CD or flash drive (not both) is required for the electronic version of Volume I.
- A. **Yes, only one CD or flash drive is required, not both.**
14. Q. Page 10, 1.9, K: We assume that 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.**

## II. RFP Revisions

### **Section 1.9.1 D. Company Background and Experience:**

*Delete Section 1.9.1 D in its entirety and replace with the following:*

**D. Company Background and Experience:** The Proposers should give a brief description of their company including brief history, corporate or organization structure, and number of years in business.

This section should provide a detailed discussion of the Proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate and governmental entities of comparable size and diversity. For each project or client cited, Proposer shall provide a client reference including name, title, company name, address, and telephone number. CPRA reserves the right to pursue additional contacts for reference information regarding the projects and clients the Proposer cites.

Proposers should clearly describe their ability to meet or exceed the qualifications described in Section 1.8.

### **Section 1.9.1 F. Proposed Staff Qualifications:**

*Delete Section 1.9.1 F in its entirety and replace with the following:*

**F. Proposed Staff Qualifications:** The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the successful completion of the items outlined in the Scope of Services.

Proposer shall submit a resume for each of the assigned personnel, and the resume should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person who may perform work outlined in the Scope of Services, anticipated level of effort and duration of involvement, and their on-site availability.

Proposers should clearly describe their ability to meet or exceed the staff qualifications described in Section 1.8.

### **Section 1.9.1 H. Cost Proposal:**

*Delete Section 1.9.1 H in its entirety and replace with the following:*

**H. Cost Proposal:** The Proposer shall provide an hourly rate (numerical value) for each of the staff classifications listed in the "Required Rate Schedule" in Attachment II. The Prime and subcontractors will all adhere to the "Required Rate Schedule" for the full term of the contract, so Proposers are to submit only one "Required Rate Schedule. The rate shall be inclusive of all costs associated with labor, overhead, administrative costs, software, account management, and any other costs associated with the provision of services (including, but not limited to, standard equipment, computers, field sampling supplies, office supplies, copies, cameras, personal protective equipment, and materials) as well as be inclusive of lodging, travel and per diem.

Proposers shall not provide additional personnel classifications beyond those listed in the "Required Rate Schedule." Expenses such as third party charges, equipment and material rentals,

etc., will be negotiated for each task as appropriate to complete the assigned work and will be reimbursed at cost. Such expenses will be reimbursed at cost, only with sufficient documentation supporting the charges, and approval must be granted in writing by the Contract Monitor or his designee prior to the Contractor incurring these costs. Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using the negotiated rate schedule described in Section 1.29 for the actual work performed on the Task Order.

**Section 1.29, Contract Award, Negotiation, and Execution**

*Delete the fourth paragraph in its entirety and replace with the following:*

The State reserves the right to negotiate a reduction to the Required Rate Schedule hourly rates (Attachment II) with any Proposer selected by the Proposal Review Committee for contract award. The Proposer(s) will receive written notification of the State's intent to negotiate submitted rates. The final negotiated hourly rates on the Proposer's Required Rate Schedule will be considered the maximum amount allowed.

**1.34 Payment**

*Delete the fourth paragraph in its entirety and replace with the following:*

Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using the negotiated rate schedule described in Section 1.29 for the actual work performed on the Task Order.

**Attachment III: Sample Contract, Section 10. Payment Terms**

*Delete the fourth paragraph in its entirety and replace with the following:*

Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using the negotiated rate schedule described in Section 1.29 for the actual work performed on the Task Order.