



State of Louisiana

JOHN BEL EDWARDS
GOVERNOR

August 29, 2019

ADDENDUM I

TO: ALL POTENTIAL PROPOSERS
RE: RFP #: 3000013315, Oyster Biologist Services

PROPOSAL DUE DATE: SEPTEMBER 11, 2019 @ 3:00PM

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

I. QUESTIONS AND RESPONSES

1. **Q.** In Part 1: Administrative and General Information, section 1.2 Background states “The Coastal Protection and Restoration authority(CPRA) is seeking the services of professional oyster biologists *or firms who have professional oyster biologists on staff*, to do work throughout the coastal parishes of Louisiana.” And in section 1.8 Qualification for proposer states “Proposers must meet the following qualifications prior to the deadline date for the receipt of proposals:” Is the Prime contractor required to employ the oyster biologist or can the oyster biologist be part of the “Proposal Team”?
A. **The oyster biologist can be either the prime contractor or a subcontractor.**
2. **Q.** Our financials are prepared according to GAAP by our CFO who is a CPA. We can easily furnish three years of financial information, a letter of good standing with our bank, and the latest annual bank audit. Is this sufficient to satisfy the RFP Section “1.10 Volume II-Financial Information, Part 2”?
A. **Yes. Per Section 1.10, financial statements audited or reviewed by an independent CPA are preferred, but the requirement is submission of the past three years. Also in accordance with Section 1.10, if the past three years of financial statements are not available, proposer shall state the reason and shall provide a letter from the proposer’s bank and/or other financial companies stating financial status/standing with the bank or financial company (on bank/financial company letterhead).**
3. **Q.** **Attachment II:** To clarify, are the field and office supply/equipment needs of each staff classification to be built into the cost of the respective staff rate? If this is so, would you consider allowing a staff classification rate for field work and a staff classification rate for office work and/or would you consider adding a classification for GIS/AutoCAD Professional?

- A. **Yes, the hourly 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). No, additional labor categories will not be added, and proposer shall not add any labor categories.**
4. **Q. Attachment II:** The survey equipment rates, (that are not included in the cost evaluation): Since there is no survey equipment classification for vessel (boat) cost, should we include this cost in the Side Scan Sonar mobilization/demobilization day rate? It seems that across the board of available classifications, this cost should be incorporated somewhere; however, we are not sure where to include it. Please advise.
- A. **The equipment rates in Attachment II are specific to survey equipment. Per section 1.9.8, Cost Proposal, “Expenses such as third party charges, specialized equipment and material rentals, etc., will be negotiated for each task as appropriate to complete the assigned work and will be reimbursed at cost.”**
The type of size and type of boat needed will be determined at the time of each task.
5. **Q. Section 1.9.8 Cost Proposal (Paragraph 4):** Is the Rate Schedule itself negotiated pre-Contract award? Are the anticipated work-hours per project “type” discussed or negotiated pre-award?
 For example: A project is tasked that will require the water bottom assessment of a 30-acre area, entirely covered by LDWF oyster leases with areas known to exhibit productive oyster habitat. Upon Contract Award and then Tasked with a project, the actual work hours required to complete this assessment (both office and field) can be negotiated (and inflated) to cover the “low-ball” Rate Schedule used to win the Contract. An even comparison of bidders would be better determined if an example TASK was created from which we could provide an estimate of work hours along with the Attachment II Rate Schedule.
- A. **The Required Rate Schedule will be negotiated after the award notice to the proposer(s), but before contract execution, if the state seeks a reduction to any of the proposed rates. The negotiated rate schedule is part of the contract. Per RFP Section 1.30, the final negotiated hourly rates will be considered the maximum amount allowed. An increase in the hourly rates will not be allowed.**
The anticipated work-hours necessary to complete each task are negotiated for each Task Order. Issuance of a Task Order is on an as-needed basis. 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 for the actual work performed on the Task Order.

END OF ADDENDUM I