



STATE OF LOUISIANA
COASTAL PROTECTION AND RESTORATION AUTHORITY

REQUEST FOR QUALIFICATIONS
FOR SAFETY ASSURANCE REVIEW (SAR) CONTRACTOR

RFQ NO. 2503-20-01

CPRA COASTAL MASTER PLAN PROJECTS AND
MID-BASIN SEDIMENT DIVERSION PROGRAM

December 4, 2019

1.0 INTRODUCTION

The Coastal Protection and Restoration Authority (CPRA) is seeking within this Request for Qualifications (RFQ) to select a Contractor to complete Safety Assurance Reviews (SARs), as directed by the CPRA, for Projects delivered under the Mid-Basin Sediment Diversion Program (or Program) or the Louisiana Comprehensive Master Plan for a Sustainable Coast (Coastal Master Plan) requiring a SAR.

2.0 SAR OBJECTIVES

A SAR is a Type II Independent External Peer Review (IEPR) that is required to be completed for a project when the project involves making alterations to any US Army Corps of Engineers (USACE) federally authorized Civil Works project under 33 United States Code Section 408 (33 USC 408) where potential hazards pose a significant threat to human life (public safety). The SAR is intended to provide an impartial and independent, project-specific review on the **aspects of a project's work that pose a life safety threat**, such as the stability of the levee (structure, floodwall, or levee). The SAR shall consider all project-specific areas where the levees are modified or connected with each proposed structure, with a detailed review of the construction and operations sequences: (1) flood event during construction, (2) flood event during critical operation sequences, and (3) storm surge, or as required by CPRA for each specific project.

3.0 DEFINITIONS

“**CMAR**” means construction management at-risk as defined in La. R.S. 38:2225.2.4.

“**CMAR Contractor**” means the construction management at-risk contractor who has been contracted by CPRA through a separate solicitation to provide Pre-Construction services associated with a specific Project and may be awarded a contract to provide construction and construction management services for that Project.

“**Corporation**” means a corporation formed under the laws of this state or a foreign corporation formed under the laws of any state other than this state or under the laws of any foreign country.

“**CPRA**” means the State of Louisiana Coastal Protection and Restoration Authority.

“**Design Team**” means the team of engineering professionals, subcontractors and subconsultants selected to provide engineering and design services for a specific Project.

“**EIS**” means the Environmental Impact Statement for each Project pursuant to the National Environmental Policy Act (NEPA).

“Independent Cost Estimator” or **“ICE”** means the contractor selected to provide independent construction cost estimates at design milestones for each Project.

“Independent External Peer Review” or **“IEPR”** means a technical assessment of a project or work product conducted by one or more subject matter experts independent from the quality control/quality assurance performed by the designer of record and external to the owning agency.

“Joint Venture” or **“JV”** means a combination of two or more persons or entities, in which some specific venture for profit is jointly sought without any actual partnership or other corporate designations.

“Key Personnel” means personnel essential to successful performance of the services to be provided by the Respondent.

“Limited Liability Company” or **“LLC”** means an entity that is an unincorporated association having one or more members that is organized and existing under Louisiana law or formed under the laws of any state other than this state.

“MBrSD” means the Mid-Breton Sediment Diversion Project, CPRA Project Number BS-0030 or the Mid-Breton Project.

“MBSD” means the Mid-Barataria Sediment Diversion Project, CPRA Project Number BA-0153 or the Mid-Barataria Project.

“Oral Presentation” means an in-person presentation by the Respondent of its capabilities, resources and approach, which may be requested as part of the selection process at the sole discretion of CPRA.

“Owner’s Review Team” or **“ORT”** means CPRA’s review team for review of Engineering and Design related documents, plans, and specifications, as related to the project design criteria, scope of work, and to ensure compliance with the Program’s Quality Management Plan.

“Program” means the Mississippi River Mid-Basin Sediment Diversion Program, which includes the Mid-Barataria and Mid-Breton Sediment Diversion Projects.

“Program Management Team” or **“PMT”** means CPRA and support staff who are responsible for management of the Program.

“Project(s)” means a Project(s) designated by CPRA and requiring a SAR.

“Project Team” or **“PT”** means the team composed of CPRA and support staff, Design Team, Construction Contractor, and other consultants as determined by CPRA that is responsible for providing Project-level leadership and oversight to ensure that effective, coordinated actions combine to deliver their assigned Project on schedule and within budget.

“Request for Qualifications” or **“RFQ”** means this Request for Qualifications seeking a SAR Contractor for CPRA, including all enclosures, attachments and addenda.

“Respondent” means any firm, entity, Corporation, Limited Liability Company (LLC), or Joint Venture (JV) that submits a Statement of Qualifications (SOQ) in response to this RFQ and who will be executing contract(s) with CPRA should it be selected.

“Selection Review Committee” means the group of individuals selected by CPRA to review the SOQs, score the Respondents, and recommend award.

“Statement of Qualifications” or **“SOQ”** means a submittal of information by a Respondent in response to this RFQ.

“Third Party Contractor” or **“TPC”** means the third-party contractor responsible for preparing the Environmental Impact Statement (EIS) for each Project pursuant to the National Environmental Policy Act (NEPA).

All other capitalized terms used, but not defined herein, shall have the meaning ascribed to such term in this Request for Qualifications.

4.0 BACKGROUND

In 2005, following Hurricanes Katrina and Rita, the Louisiana Legislature established CPRA and set in motion the creation of a comprehensive master plan for the coast that is updated every six years with the best available information, and a fiscal annual plan that details the funding and implementation schedules for projects. The Louisiana Comprehensive Master Plan for a Sustainable Coast (Coastal Master Plan) is focused on a long-term view and is a vehicle for coordinating Louisiana's local, state, and federal level responses to land loss and potential threats from hurricanes and storm surge events. The Coastal Master Plan provides a list of projects that build/maintain land and reduce risk to our communities and includes the Mississippi River Mid-Basin Sediment Diversion Program (Program).

The Mississippi River Mid-Basin Sediment Diversion Program is currently comprised of the Mid-Breton Sediment Diversion Project (Mid-Breton Project or BS-0030) and the Mid-Barataria Sediment Diversion Project (Mid-Barataria Project or BA-0153). The funding for the planning, permitting, engineering, and design services for the Program has been awarded to CPRA through the National Fish and Wildlife Foundation (NFWF) from the Gulf Environmental Benefit Fund (GEBF). CPRA is using the Construction Manager at Risk (CMAR) delivery method for these Projects, as authorized by Louisiana law pursuant to La. R.S. 38:2225.2.4.

The Mid-Barataria Project is being designed to reconnect and re-establish the natural deltaic sediment deposition process between the Mississippi River and the Barataria Basin to build, sustain, and maintain land. It is proposed to construct the Mid-Barataria Project on the west side of the Mississippi River at approximately River Mile (RM) 60.7 above Head of Passes (AHP), in Plaquemines Parish, LA. The current design for this Project includes an inlet channel and a gated diversion structure at the Mississippi River Levee (MRL), a conveyance channel, interior drainage improvements, an outfall transition through the future New Orleans to Venice (NOV) Levee into the basin, highway and railroad alignment accommodations and utility relocations.

The Mid-Breton Project is being designed to reconnect and re-establish the deltaic sediment deposition process between the Mississippi River and the Breton Sound Basin to build, sustain, and maintain land. It is proposed to construct the Mid-Breton Project through the MRL on the east side of the Mississippi River at approximately RM 68 AHP, in Plaquemines Parish, LA. The current concept for this Project includes an inlet channel and a gated diversion structure at the Mississippi River Levee (MRL), a conveyance channel, interior drainage improvements, an outfall transition through a locally-owned levee into an outfall/receiving area in the basin, highway alignment accommodations and utility relocations.

Projects delivered under this Program and other designated Projects delivered as part of the Coastal Master Plan are subject to United States Army Corps of Engineers (USACE) Section 404/10 regulatory permits and 33 United States Code Section 408 (33 USC 408) permissions to modify federally authorized projects.

The SAR Contractor will coordinate with the Project Team for each designated Project as required and have responsibility for conducting Safety Assurance Reviews for each designated Project, as fully described in the Scope of Services (Enclosure 1).

The Program and Project milestones, as currently scheduled, are provided in the Scope of Services (Enclosure 1). These milestones are subject to modification due to permitting, EIS, or the Section 408 process schedules. Modifications or delays to the permitting, EIS, or Section 408 components of project schedules may result in delays or pauses in the design phases of the Projects.

5.0 EXISTING AND PROPOSED TEAM MEMBERS

The Program Management Team (PMT) is responsible for management and successful implementation of the Program. It is led by the CPRA Program Manager and is organized and staffed to support the centralized and coordinated management of the Projects to be delivered under the Program. It includes CPRA staff assigned to support the Program and other staff, contractors, and consultants.

The PMT is composed of the Program Management and Support Office, the Mid-Barataria and Mid-Breton Project Teams, Owner’s Review Team (ORT), SAR Contractor and other consultants as determined by CPRA, as shown on Figure 1.

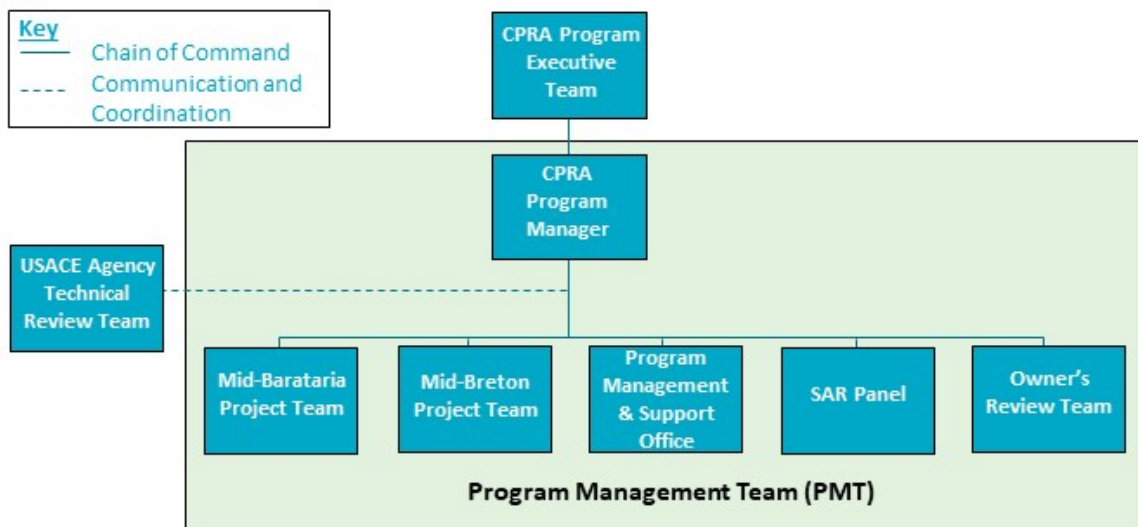


Figure 1: Program Management Team

The CPRA Program Executive Team (PET) consists of the senior leadership of the CPRA and provides executive-level input and feedback on the Program to the Program Manager, reviews, approves Program plans, policies, and procurements, and provides strategic direction and advice to the PMT.

The Project Teams provide Project-level leadership and oversight. Each Project Team is led by a Project Manager and is responsible to the PMT for ensuring that effective, coordinated actions combine to deliver their assigned Project on schedule and within budget. Each Project Team consists of everyone necessary for the successful development and execution of all phases of their Project. Team members may include CPRA Staff, the Project Design Team, CMAR Contractor, ICE Contractor, Construction Administration and Inspection Services Contractor, and Program Management Contractor staff.

The ORT is a multi-disciplinary team of technical and engineering subject matter experts led by CPRA that reviews deliverables submitted by the Project Teams on behalf of the CPRA and provides technical support and expertise to support management of Program/Projects as part of the Program’s Quality Management Plan.

The Program Management and Support Office is responsible for assisting the CPRA Program Manager in managing and delivering the program. It provides administrative, logistical, and management support and subject matter expertise as required to support Program and Project delivery.

The PMT also coordinates with a dedicated Agency Technical Review (ATR) Team from the U.S. Army Corps of Engineers (USACE) for additional technical reviews as required for the Section 408 permit and other required permits issued under USACE regulatory authority.

6.0 CONTRACT ELIGIBILITY

The firm selected to provide SAR services under this RFQ shall not be eligible to participate on the following teams:

- **Mid-Barataria Project:** Design Team, CMAR Contractor, ICE, Third Party Environmental Impact Statement (TPC EIS) Contractor or Construction Administration/QA Contractor (future procurement).

- **Mid-Breton Project:** Design Team, CMAR Contractor, ICE, or Third Party Environmental Impact Statement (TPC EIS) Contractor or Construction Administration/QA Contractor (future procurement).
- **Program:** Owner’s Review Team (ORT).

Teams submitting a response to this RFQ 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 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.

7.0 SAR STAFFING AND KEY PERSONNEL

Key Personnel, as defined herein, means personnel essential to successful performance of the services to be provided by the Respondent. CPRA will require that Key Personnel listed in the Respondent’s SOQ be assigned to the Program and remain assigned for the duration of the contract(s). Should substitutions become necessary, the SAR Contractor will be expected to submit replacement personnel with similar qualifications to CPRA for approval. Minimum Key Personnel to be included in the Respondent’s SOQ should include the following:

- Project Manager
- Geotechnical Engineer*
- Hydraulics and Hydrology (H&H) Engineer*
- Structural Engineer*
- Civil Engineer*
- Construction Engineer*

Key Personnel identified with an asterisk (*) are the personnel that will comprise the SAR Panel members. Only one person shall be provided for each panel position. The Project Manager will serve as the primary point of contact and liaison between the SAR Panel and CPRA. The Project Manager may also serve in one of the five designated SAR Panel positions provided that they meet the desired qualifications for that position.

USACE will approve SAR Panel members prior to initiation of any safety assurance reviews. Additional requirements may be added at the USACE’s request throughout the contract. If the selected Respondent fails to provide SAR Panel members that are acceptable and approved by USACE, the State may exercise its right to cancel the contract and award a contract to the next-highest-ranked Respondent.

8.0 SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA

Respondents should submit a SOQ that highlights their understanding of the SAR process and the experience record of the proposed SAR Panel members and Project Manager in the successful completion of safety assurance reviews for large scale civil works projects. The submittal should meet the following requirements as outlined below.

| | |
|--|-------------------|
| A. Business Organization and Relevant History and SAR Experience | 3 Points |
| B. Experience & Qualifications of Key Personnel | 80 Points |
| C. Safety Assurance Review Understanding and Approach | 5 Points |
| D. Hudson/Veteran Small Entrepreneurship Program | 10 Points |
| E. Compliance with All SOQ Requirements | 2 Points |
| Total | 100 Points |

The combined page count of the Executive Summary, Part A, Part B, Part C, Part D, and Part E of the submittal should not exceed **forty (40)** pages in length. The standard forms, financial audits, evidence of bonding capacity, licenses, 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. The following should be included in the submittal:

Components of the submitted SOQs, including, but not limited to, Business Organization and Relevant History and SAR Experience, Experience & Qualifications of Key Personnel, Safety Assurance Review Understanding and Approach, Hudson/Veteran Small Entrepreneurship Program, and all Pass/ Fail Requirements, will be evaluated for the Respondent, or in the case of a JV, each JV member. In the case where the Respondent is a multiple-member LLC, the Respondent will be evaluated based on the LLC's qualifications and will not be evaluated on the individual member's qualifications.

8.1 Executive Summary

The Respondent will provide an executive summary cover letter describing the company and its commitment to successful completion of Project Safety Assurance Reviews and the proposed SAR Panel's relevant experience and qualifications. This summary should state the company's particular expertise, resources and advantages that they and their proposed SAR Panel will bring to the Program and CPRA. The executive summary shall present the name, telephone number, email address, and mailing address for the Project Manager. If the Project Manager will not be serving as the primary contact person during the selection process, a contact person should be listed with contact information listed above.

Maximum Pages: 2

8.2 Part A: Business Organization and Relevant History and SAR Experience 3 Points

The Respondent should give a brief description of their company including brief history, corporate or organization structure, number of years in business, and depth of resources available to provide the required services.

The Respondent will provide past project experience and performance information for, and no more than three (3) relevant projects that the Respondent has worked on in the past fifteen (15) years. For each project, provide one (1) reference from the project's Owner.

Relevant project experience refers to projects with comparable scope, type, size, and performance risk as described herein. Emphasis on project selection should include projects in the United States, which provided similar site characteristics, risk, riverine construction, marine construction, potential types of temporary works structures, geotechnical conditions, climate, and interaction with riverine and marsh systems. Relevant projects submitted should demonstrate significant experience and familiarity with safety assurance reviews. The Respondent's role on each relevant project should be clearly described, to include their level of involvement on each project, specific portions of each project(s) completed, overall contract value and subcontractor's contract value, and the key personnel involved from the team and their role(s).

The CPRA may conduct reference checks on the relevant projects submitted. The Respondent shall be responsible for verifying the contact numbers submitted as the CPRA will make a reasonable effort to contact references based on the contact information provided. 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.

This section will be evaluated based on Respondent experience with safety assurance reviews of levees, floodwalls, and water control structures of similar size; degree to which work on the identified projects was performed by proposed Key Personnel; and overall ability of the Respondent firm to successfully perform the work required. Feedback from reference checks will also be incorporated into the scoring for this section.

Maximum pages: 8

8.3 Part B: Experience & Qualifications of Key Personnel

80 Points

The Respondent will provide a proposed team organization chart, including identification of all Key Personnel as defined in Section 7.0 including their name and description of their proposed roles and responsibilities. Subconsultants holding key roles in the team organization should be included and clearly identified as such. If the Respondent is a JV, each individual's firm affiliation should be indicated in the organization chart. The organization chart should be accompanied by a narrative summary indicating the functional responsibilities and designated authority of personnel and entities identified.

The Respondent will include resumes for Key Personnel only and only one for each position. Resumes should be limited to no more than two (2) pages for each Key Personnel member listed. Resumes should include proposed role / responsibility, educational background, professional registrations, relevant credentials, years of relevant experience, prior experience and role(s) on relevant projects, and prior experience conducting SARs. Resumes should clearly describe the role of the Key Personnel in each project listed. Resumes should be submitted as part of the Experience and Qualifications (EQF-1A) Form and will not count towards the 20-page limit for this section. Respondents are expected to expand the Question 12 section of the EQF-1A Form to a maximum of two (2) pages for each Key Personnel member in order to provide all of the information as requested herein. Each Key Personnel member's resume will include contact information for two references.

The CPRA may conduct reference checks. The Respondent shall be responsible for verifying the contact numbers submitted on each resume, as the CPRA will make a reasonable effort to contact references based on the contact information provided. The information obtained from the reference checks will be incorporated into the scoring of this section. If additional information is needed, CPRA reserves the right to pursue additional contacts and will incorporate the performance information obtained into the scoring of this section.

The availability of Key Personnel on the Respondent's team shall be provided in a table or chart. The table or chart should provide their current workload and time that would be allocated for this Program should the Respondent be selected. The Respondent is to indicate their agreement to provide written commitment prior to contract signing for the Key Personnel's dedicated time to the Program if selected as the SAR Contractor.

The Key Personnel shall not have any financial or litigation association related to the Mid-Basin Sediment Diversion Program or any other CPRA Project designated for a SAR. All assigned Key Personnel and Respondent team members shall fully disclose any known or potential conflict of interest that may arise from the performance of the work. Areas of conflict may include current employment by the Federal or State governments, participation in developing the subject projects, a publicly documented statement advocating for or against the subject projects, current or future interests in subject projects or future benefits from the projects and paid or unpaid participation in litigation related to the projects. The Respondent shall submit a Background Information and Confidential Conflict of Interest Disclosure (COI) Form (see Enclosure 3) for each proposed Key Personnel and team member to CPRA for the Mid-Barataria Sediment Diversion Project and the Mid-Breton Sediment Diversion Project for the sole purpose of validating that there is no conflict of interest. A separate COI Form shall be completed and submitted for each project for each proposed Key Personnel and team member as requested at the Task Order level. If necessary, the Respondent shall remove and replace Key Personnel members during a review if a conflict arises.

This section will be evaluated and points awarded based on the relevant professional credentials, education, and experience of Key Personnel on similar relevant projects and SARs. Also considered in the point allocation will be feedback from references on the Key Personnel.

Maximum pages: 20 (one 11"x 17" sheet allowed in this section)

8.4 Part C: Safety Assurance Review Understanding and Approach

5 Points

The Respondent should include enough information to satisfy evaluators that the Respondent has a clear understanding of the Scope of Services, describe the methods, standards, and tools that will be used to

perform the services and tasks required, and describe the quality control procedures that will be implemented by the Respondent.

The approach should include a description of the SAR Contractor roles within the Section 408 review process and interface with the PMT and Project Teams. Respondent will describe how they intend to utilize any Hudson certified firms on their team.

This section will be evaluated based the Respondent's ability, given their current workload, and approach to complete the required safety assurance reviews during project design and construction. The Respondent's SOQ should show a firm understanding of the SAR Scope of Services (Enclosure 1), the SAR Contractor's role in the Section 408 review process, and lessons-learned from previous SAR projects.

Maximum pages: 7 (one 11"x 17" sheet allowed in this section)

8.5 Part D: Hudson/Veteran Small Entrepreneurship Program 10 Points

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 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 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 SOQ submittal. Failure to provide required documentation and certifications in the submittal will lead to award of 0 of the 10 points available.

8.6 Part E: Compliance with All SOQ Requirements 2 Points

SOQ requirements have been identified throughout this RFQ package. The Respondent is expected to follow the outlined instructions and meet all submittal requirements. The Respondent must submit all required forms, submit the required number of copies in the required format and size, and verify all licenses, bonds, and insurance certifications. A completed Submittal Requirement Checklist (Enclosure 5) will be included in this section. In order to receive the maximum score of two (2) points, all SOQ requirements, including the submittal of a completed Submittal Requirements Checklist, must be met.

Maximum pages: 3

8.7 Pass / Fail Requirements

The Respondent must include all of the following in its SOQ and demonstrate the stated minimum requirements to be considered responsive to this RFQ. Failure to meet any of the following requirements will result in disqualification, and the Respondent will not be further evaluated for selection as the SAR Contractor:

1. Insurance Requirements: The Respondent should submit a letter from the insurance carrier verifying the Respondent's capability to meet the insurance requirements listed in Enclosure 2, Draft Contract.

2. Licensure: The Respondent shall be in compliance with the registration law for Professional Engineers and Land Surveyors (La. R.S. 37:681 through 37:703) and the rules of the Board of Registration for Professional Engineers and Land Surveyors. Evidence of licensure and certifications, as applicable, will be provided in the Standard Forms section.

3. Contract Acknowledgement: Enclosure 2 is the Draft Contract to be executed by the selected SAR Contractor. The Respondent should submit a contract acknowledgment agreement with the submittal. The Respondent may provide proposed modifications to the Draft Contract that the Respondent 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 CPRA interest or that CPRA solely determines is not in the best interest of the Program.

4. Financial Information: The Respondent, or in the case of a JV, each JV member, will furnish annual audited financial reports for the past three (3) financial years, prepared in accordance with Generally Accepted Accounting Principles (GAAP), and all relevant notes. Respondents shall submit their Financial Information in a separate envelope as part of their Statement of Qualifications (SOQ) clearly identified with the Respondent's name and marked "Confidential – Financial Documentation". Each page of the financial documents provided shall be marked "Confidential". Financial records will not be considered in the page limit.

5. Background Information and Confidential Conflict of Interest Disclosure Forms: Enclosure 3 is the Background Information and Confidential Conflict of Interest Disclosure (COI) Form. The Respondent shall submit a COI Form (see Enclosure 3) for each proposed Key Personnel and team member to CPRA for the Mid-Barataria Sediment Diversion Project and the Mid-Breton Sediment Diversion Project for the sole purpose of validating that there is no conflict of interest. A separate COI Form shall be completed and submitted for each project for each proposed Key Personnel and team member as requested at the Task Order level. COI Forms will not be considered in the page limit.

8.8 Standard Forms and Supporting Documents

Standard forms, professional licenses and certificates, company licenses to work in Louisiana, financial records, safety records, Hudson Initiative Certificate(s) and other required documents 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 RFQ and Draft Contract.

As referenced in Section 8.7, Background Information and Confidential Conflict of Interest Disclosure (COI) Forms (Enclosure 3) should be submitted as part of the Standard Forms section.

As referenced in Section 8.7, the Contract Acknowledgement should be submitted as part of the Standard Forms section.

Certificate(s) and Other Requirements

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 as well as Limited Liability Companies must provide a Disclosure of Ownership form when contracting with CPRA. Where the Respondent is an LLC, identify the members of the LLC. In instances where members of the LLC are themselves an LLC, identify the membership interest thereof until arriving at the entity/individual that is not an LLC. The Disclosure of Ownership should be submitted with SOQ. Upon 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.

Engineering provided by SAR Contractor will be performed in compliance with the registration law for Professional Engineers and Land Surveyors (La. R.S. 37:681 through 37:703) and the rules of the Board of Registration for Professional Engineers and Land Surveyors.

9.0 SUBMITTAL FORMAT REQUIREMENTS

One original and six (6) paper copies of the SOQ 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 corresponding to the Part A through Part E tabs within the binder. Experience and Qualifications Forms shall be included immediately after the Part E tab and then followed by any additional forms and supporting documents. Sections should be tabbed within the binders for ease of navigating through each RFQ 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'. All body text in the SOQ 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 Respondent will be allowed two (2) –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.

Two (2) USB flash drives shall also be submitted containing a single PDF file of the entire SOQ response. **Financial information shall NOT be included on the flash drives.**

The Respondent shall submit their Financial Information in a separate envelope as part of their Statement of Qualifications (SOQ) clearly identified with the Respondent's name and marked "Confidential – Financial Documentation". Each page of the financial documents provided shall be marked "Confidential". Financial records will not be considered in the page limit.

10.0 SELECTION PROCESS

After receipt of the RFQ submittals, the CPRA will evaluate and score the submittals and may short-list the top Respondents. Shortlisted Respondents 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 shortlisted Respondents. Upon conclusion of Oral Presentations and deliberations by the CPRA, a selection will be made.

11.0 PRE-SUBMITTAL MEETING

A non-mandatory informational pre-submittal meeting will be held at the CPRA office, 150 Terrace Avenue, Baton Rouge, LA 70802. The purpose of the meeting is to present and clarify information about the Project and the procurement process. Although impromptu questions will be permitted, and spontaneous answers will be provided during the meeting, the only official answer or position of the CPRA will be stated in writing in response to written questions. Due to limitations in space, CPRA requests that the Respondents limit their attendance to no more than five (5) individuals per Respondent. The meeting will be held on January 8, 2020 at 2:00 pm (Local Time).

OFFICIAL QUESTIONS REGARDING THIS RFQ MUST BE SUBMITTED IN WRITING TO CPRA AS SPECIFIED IN SECTION 12.0.

12.0 INSTRUCTIONS AND MISCELLANEOUS PROVISIONS

Respondents should submit all questions in writing even if an answer has already been given to an oral question at the Pre-Submittal Meeting described in Section 11.0. After the Pre-Submittal Meeting, a response to all written questions submitted to CPRA will be distributed in writing to all Respondents. Respondents who wish to submit questions on the RFQ must submit their questions in writing by January 17, 2020 at 3:00 pm to Allison Richard, RFQ Coordinator CPRAcontracts@la.gov. Official responses to all questions submitted by Respondents will be posted on the CPRA website <http://coastal.la.gov/resources/rfps-rsiqs-contracts/contracts-and-grants/> on January 30, 2020.

One original and six (6) paper copies of the SOQ shall be delivered to Allison Richard at 150 Terrace Avenue, Baton Rouge, LA 70802. SOQ's will be accepted until **3:00 pm (Local Time), on February 12, 2020**. Submittals can also be mailed to CPRA, Attn: Allison Richard, 150 Terrace Avenue, Baton Rouge, LA 70802; however, they must be **received** by CPRA prior to the above stated deadline. Proposals not received by **3:00 pm (Local Time), on February 12, 2020** will not be reviewed.

CPRA reserves the right to change the Schedule of Events or revise any part of the RFQ and/or Enclosures by issuing an addendum to the RFQ at any time. 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.

13.0 SCHEDULE OF EVENTS

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

| | |
|---|--------------------------------------|
| Advertisement Period | December 4, 2019 – February 12, 2020 |
| Pre-Submittal Meeting | January 8, 2020 at 2:00 pm |
| Deadline for Questions | January 17, 2020 at 3:00 pm |
| CPRA Response to Questions | January 30, 2020 |
| SOQ Responses Due | February 12, 2020 @ 3:00 pm |
| Selection Committee Review | February 12, 2020 – April 8, 2020 |
| Announcement of Selected SAR Contractor | April 8, 2020 |
| Contracting/Negotiation/Award Period | April 9, 2020 – June 1, 2020 |
| Target Notice to Proceed | June 1, 2020 |

Enclosure 1: SAR Scope of Services

Enclosure 2: Draft Contract

Enclosure 3: Background Information and Confidential Conflict of Interest Disclosure (COI) Form

Enclosure 4: Submittal Requirements Checklist

Enclosure 5: Experience and Qualifications Form 1A

Enclosure 1: SAR Scope of Services

Enclosure 2: Draft Contract

**Enclosure 3: Background Information and Confidential Conflict of Interest
Disclosure Form**

Enclosure 4: Submittal Requirements Checklist

Enclosure 5: Experience and Qualifications Form (EQF-1A)