



## State of Louisiana

### COASTAL PROTECTION & RESTORATION AUTHORITY

#### Public Notice

#### Request for Statement of Interest and Qualifications

#### "Surveying Services for Coastal Protection and Restoration Authority Projects"

RSIQ No. 2503-20-05

April 15, 2020

#### 1.1 Purpose

The Coastal Protection and Restoration Authority (CPRA) hereby invites you to submit a Statement of Interest and Qualifications (SIQ) for surveying assistance as described in the Scope of Services (Enclosure 1).

#### 1.2 Term of Contract

The proposed contract and rate schedule will be negotiated with the firm(s) selected by the CPRA and will begin approximately September 1, 2020. 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. The CPRA's Professional Services Contract will be used for this contract (Enclosure 2).

#### 1.3 SIQ Submittal and Schedule

Firms electing to submit a SIQ as a prime contractor cannot be listed as a subcontractor on another firm's SIQ. Firms not submitting as prime contractor are allowed to be listed as a subcontractor on as many SIQs as they deem appropriate. Please note, firms who are prime contractors on existing contracts with CPRA are not prohibited from participating as a subcontractor on this advertisement.

Should you wish to respond to this request for an SIQ, please submit **one signed original, by an authorized representative of the prime firm and five (5) additional paper copies of the SIQ, along with a digital copy of the SIQ in .pdf format on a USB flash drive.** Elaborate SIQs are neither required nor desired. The CPRA prefers a simple presentation and discourages extensive use of artistic designs, use of hard binders, etc.

Included in your SIQ should be:

- (1) An executive summary stating the firms' particular expertise, resources, and advantages they will bring to the CPRA. **Limit this summary to two (2) pages;**
- (2) Standard Form: CPRA 24-102 (Rev. 3/2019) which is attached (Enclosure 4). In the event the SIQ contains subcontractors, the particular type of service the subcontractor will perform together with the relevant experience should be included.

- (3) Certification Statement: The Proposer **must** sign and submit the **original** Certification Statement shown in Attachment 5.
- (4) Subcontractors: Persons who are not full-time employees of the Proposer shall be considered subcontractors. All subcontractors necessary to conduct the work should be identified as specified in Section 1.14 “Use of Subcontractors”, including the projected percentage of the scope of services to be accomplished by each subcontractor. For each subcontractor, the Proposer should include letters of agreement to undertake their portion of the proposed work.

**Included in your SIQ must be a separate SF CPRA 24-102 form completed by each subcontractor.** Company names listed on the SF 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. Resumes or any organizational chart included in the SF 24-102 shall clearly state the location (city and state) of the office in which the staff member resides. Any potential contractor failing to submit any of the information required on the SF CPRA 24-102 will be considered non-responsive.

*Any questions regarding this Request for Statement of Interest and Qualification should be submitted by email to Ms. Allison Richard at [CPRAcontracts@la.gov](mailto:CPRAcontracts@la.gov) and received by 3:00 p.m., April 30, 2020.* Official responses to all questions submitted by potential proposers will be posted at <http://coastal.la.gov/resources/rfps-rsiqs-contracts/contracts-and-grants/>.

SIQ’s must be delivered to CPRA no later than **3:00 p.m., May 18, 2020**, and must be addressed to the following:

Ms. Allison Richard  
RSIQ Coordinator  
Coastal Protection & Restoration Authority  
150 Terrace Avenue  
Baton Rouge, LA 70802  
Phone: 225-342-5453  
Email: [CPRAcontracts@la.gov](mailto:CPRAcontracts@la.gov)

CPRA will not be responsible for delayed or lost mail received after the deadline. Any materials received after the deadline will be deemed non-responsive and will be returned unopened.

#### **1.4 Evaluation and Selection**

The general criteria to be used by CPRA in evaluating responses for the selection of potential firms to perform these services are attached (Enclosure 3). Multiple contracts may be awarded to those proposers whose statements, in the opinion of CPRA, best conforms to this solicitation and are most advantageous to the State of Louisiana and CPRA.

The selected firm (s) will be posted at:

<http://coastal.la.gov/resources/rfps-rsiqs-contracts/contracts-and-grants/>.

#### **1.5 Hudson Initiative Programs Participation**

Participation of Hudson Initiative small entrepreneurship will be scored as part of the SIQ evaluation. The State of Louisiana Hudson Initiative is designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as SE's) to participate in contracting and procurement with the State. To participate, small entrepreneurship must be certified by the Louisiana Department of Economic Development

All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at: <http://smallbiz.louisianaeconomicdevelopment.com>.

**Ten percent (10%) of the total evaluation points on this RSIQ shall be reserved for proposers who are themselves a certified Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Hudson Initiatives small entrepreneurships as subcontractors.**

If a Proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), Proposer shall include in their SIQ the names of their certified Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the estimated dollar value or percentage of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

In RSIQ's requiring the compliance of a good faith subcontracting plan, the State may require Proposers to submit information on their business relationships and arrangements with certified Hudson Initiative subcontractors at the time of SIQ review. Agreements between a Proposer and a certified Hudson Initiative subcontractor in which the certified Hudson Initiative subcontractor promises not to provide subcontracting quotations or services to other Proposers shall be prohibited.

If performing its evaluation of SIQs, the State reserves the right to require a non-certified Proposer to provide documentation and information supporting a good faith subcontracting plan. Such proof may include contracts between proposer and certified Hudson Initiative subcontractor(s).

If a contract is awarded to a Proposer who proposed a good faith subcontracting plan, the CPRA, the Louisiana Department of Economic Development (LED), or the Office of State Procurement (OSP) may audit the Contractor to determine whether the Contractor has complied in good faith with its subcontracting plan. The Contractor must be able to provide supporting documentation (i.e., phone logs, fax transmittals, letter, e-mails) to demonstrate its good faith subcontracting plan was followed. If it is determined at any time by the using agency, LED, or the OSP Director that the Contractor did not in fact perform in good faith its subcontracting plan, the contract award or the existing contract may be terminated.

The statutes (La. R.S. 39:2001 et. seq.) concerning the Hudson Initiative may be viewed at: <http://legis.la.gov/lss/lss.asp?doc=96265>.

The rules for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at: <http://www.doa.la.gov/pages/osp/sc/secv.aspx>.

A current list of certified Hudson Initiative small entrepreneurships may be obtained from the Louisiana Economic Development Certification System at: <http://smallbiz.louisianaeconomicdevelopment.com>.

Additionally, a list of Hudson Initiative small entrepreneurships, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal may be obtained at: [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg).

This may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network: <https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/VndPubMain.cfm>.

When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select Smalle.

**Certifications with the Louisiana Department of Economic Development must be active at the time of SIQ submission in order to receive points.**

#### **1.6 Compliance with Licensing Law**

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

#### **1.7 Blackout Period**

For all prime contractors and subcontractors submitting an SIQ on this advertisement, there will be a blackout period during which any proposer or its agent or representative, is prohibited from communication with any state employee or contractor of the State regarding this advertisement except through the process of submitted written questions described in Section 1.3. The blackout period shall apply not only to state employees, but also to any contractor of the State. "Involvement" in the procurement process shall include but shall not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of SIQs for a particular procurement. The blackout period will begin upon posting of the solicitation and will end when the contract(s) are awarded.

In those instances in which a prospective Proposer is also an incumbent contractor, the State and the incumbent contractor may contact each other with respect to the existing contract only. Under no circumstances may the State and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement.

#### **1.8 Changes and Addenda**

The State reserves the right to change the schedule of events or revise any part of the RSIQ by issuing an addendum to the RSIQ 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 Proposer to check the website for addenda to the RSIQ.

#### **1.9 Withdrawal of SIQ**

A Proposer may withdraw a SIQ that has been submitted at any time up to the date and time the SIQ is due. To withdraw a SIQ, a written request signed by the authorized representative of the Proposer must be submitted to the RSIQ coordinator identified in Section 1.3.

#### **1.10 Waiver of Administrative Informalities**

The State shall reserve the right, at its sole discretion, to waive minor administrative informalities contained in any SIQ.

#### **1.11 SIQ Rejection/RSIQ Cancellation**

Issuance of this RSIQ in no way shall constitute a commitment by the State to award a contract. The State shall reserve the right to accept or reject, in whole or part, all SIQs submitted and/or cancel this RSIQ if it is determined to be in the State's best interest.

### **1.12 Ownership of SIQ**

All materials submitted in response to this RSIQ shall become the property of the State. Selection or rejection of a SIQ shall not affect this right. Upon an announcement of award to selected firms, all SIQ's will be considered public information and will not be held confidential.

### **1.13 Cost of Offer Preparation**

The State shall not be liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the SIQ and any other expenses incurred by the Proposer in responding to this RSIQ shall be entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the State.

### **1.14 Use of Subcontractors**

The State shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RSIQ and a task order scope of services. This general requirement notwithstanding, Proposers may enter into subcontractor arrangements, however, shall acknowledge in their SIQs total responsibility for the entire contract.

If the Proposer intends to subcontract for portions of the work, the Proposer shall identify any subcontractor relationships and include specific designations of the types of tasks to be performed by the subcontractor. Information required of the Proposer under the terms of this RSIQ shall also be required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State.

### **1.15 Contract Award, Negotiation, and Execution**

The State reserves the right to contract for all or a partial list of services offered in the SIQs.

The RSIQ, including any addenda added, and the selected SIQ shall become part of the contract initiated by the State.

The selected Proposer(s) shall be expected to enter into a contract that is substantially the same as the Sample Professional Services Contract, Enclosure 2. A Proposer shall not submit its own standard contract terms and conditions as a response to this RSIQ. The Proposer should submit in its SIQ any exceptions or contract deviations that its firm wishes to negotiate. Negotiations may coincide with the announcement of the selected Proposer(s).

If the contract negotiation period exceeds 30 business days, or if the selected Proposer fails to sign the final contract within 30 business days of delivery, the State may elect to cancel the award to the Proposer.

### **1.16 Right to Prohibit Award**

In accordance with the provisions of La. R.S. 39:2192, any public entity shall be authorized to reject a SIQ from, or not award a contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or RSIQ awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, and all contracts under Title 39, Chapter 17 of the Louisiana Procurement Code, including contracts for professional, personal, consulting, and social services.

### **1.17 Code of Ethics**

All Proposers should be advised that contractors may, in certain circumstances, be deemed public employees as defined by the Ethics Commission, and may be subject to the provisions of the Ethics Code. It is the responsibility of the Proposer to understand and comply with the requirements and prohibitions. **Full disclosure to the CPRA is required of any potential conflicts, with particular emphasis on the provisions of La. R.S. 42:1111 C and La. R.S. 42:1115 A and B.** Any potential conflicts shall be resolved with the Louisiana Board of Ethics prior to seeking a contract.

### **1.18 Corporate Requirements**

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to La. R.S. 12:301-302 from the Louisiana's Secretary of State. If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Louisiana's Secretary of State.

### **1.19 Disclosure of Ownership**

For-profit and non-publicly traded corporations must provide a Disclosure of Ownership form when contracting with the CPRA. The Disclosure of Ownership should not be submitted with SIQ. However, prior to contracting with the 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.

### **1.20 Prohibition of Discriminatory Boycotts of Israel**

By submitting a response to this solicitation, the bidder or proposer certifies and agrees that the following information is correct: In preparing its response, the bidder or proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The bidder or proposer has also not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The state reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

#### Enclosures

- (1) Scope of Services
- (2) Sample Professional Services Contract
- (3) Evaluation Criteria
- (4) CPRA SF 24-102
- (5) Certification Statement