



State of Louisiana

JOHN BEL EDWARDS
GOVERNOR

May 6, 2020

TO: ALL POTENTIAL PROPOSERS

RE: RSIQ NO. 2503-20-03
“Coastal Engineering Services for Coastal Protection and Restoration Authority Projects”

PROPOSAL DUE DATE: MAY 18, 2020 @ 3:00PM

ADDENDUM I

I. QUESTIONS AND RESPONSES

1. **Q.** Are there any exclusions for a potential subcontractor to be included on the prime contractor’s team if said subcontractor currently has a contract with CPRA to perform services on the Coastal Master Plan?
A. **Firms who are prime contractors on existing contracts with CPRA are not prohibited from participating as a subcontractor on this advertisement.**
2. **Q.** Is it a requirement of the RSIQ 2503-20-03 that the prime contractor or one of its subcontractors be a participant in the Hudson Initiative Small Entrepreneurship Program of the Louisiana Department of Economic Development?
A. **No. However, participation of Hudson Initiative small entrepreneurships will be scored as part of the SIQ evaluation. See Section 1.5 and Enclosure 3 – Evaluation Criteria.**
3. **Q.** With the continued restrictions surrounding COVID-19, availability of print shops continues to be uncertain until stay-at-home measures are lifted (which is after the cutoff for questions on these RSIQs). If stay-at-home measures continue, would CPRA consider accepting submittals electronically?
A. **Yes, see Section II, RSIQ Revisions below.**
4. **Q.** Will electronic signatures be acceptable on the documents (particularly those from subconsultants on a team)?
A. **Yes, see Section II, RSIQ Revisions below.**
5. **Q.** Will electronic only submittals be acceptable or will hardcopies still be required as outlined in the RSIQs?
A. **See Section II, RSIQ Revisions below.**

II. RSIQ REVISIONS

Delete Section 1.3 of the RSIQ in its entirety and replace with the following:

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, there are two options for submittal:

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

Option 1: 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.

Ms. Allison Richard
RSIQ Coordinator
Coastal Protection & Restoration Authority
150 Terrace Avenue
Baton Rouge, LA 70802

OR

Option 2: Submit a digital copy of the SIQ in .pdf format.

Ms. Allison Richard
RSIQ Coordinator
CPRACONTRACTS@LA.GOV

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 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 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/>.

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.