

June 8, 2016

TO: ALL POTENTIAL PROPOSERS

RE: RFP NO. 2503-16-26  
"General Engineering, Category 2- Limited Service for Coastal Protection and Restoration Authority Projects"

### QUESTIONS AND ANSWERS

1. **Q.** Can a prime contractor submit a Statement of Interest and Qualifications for more than one RSIQ for engineering services for CPRA projects? Specifically, RSIQ No. 2503-16-24, 2503-16-25, and 2503-16-26.  
**A. Yes**
2. **Q.** Regarding RSIQ No. 2503-16-26 and the criteria for Hudson Initiative Program, will the LED's Small and Emerging Business certificate (attached) be acceptable to fulfill this requirement?  
**A. No. Firms must be certified under the Hudson Initiative to receive points for that scoring criteria.**
3. **Q.** Is a firm able to submit as a prime for more than 1 contract?  
**A. Yes**
4. **Q.** Is a firm able to submit as a prime on 1 contract and as a sub on another contract?  
**A. Yes**
5. **Q.** For Category 2 (General Engineering – Limited Services), does the approximate threshold of \$500,000 include all disciplines for a specific contract?  
**A. The amount references a single task order limit, regardless of what disciplines are performing work on the task.**
6. **Q.** The scoring for General Engineering – Category 2 RSIQ addresses points/scoring for prime contract holders being designated as Hudson Initiative Certified; however, are there any points awarded if a sub-contractor holds the same certification?  
**A. No**

7. **Q.** Does each subconsultant need to supply a completed 24-102 or does the prime submit a combined 24-102 for the team?
- A.** **Separate CPRA SF24-102 forms are required for the prime consultant and each subconsultant.**
8. **Q.** What is required from subcontractors for the submittal? Are they required to fill out a full/ signed CPRA 24-102 form, or do they just need to send resumes and projects that will be blended/ inserted into the Prime's form?
- A.** **Separate CPRA SF24-102 forms are required for the prime consultant and each subconsultant.**
9. **Q.** Are sub consultants required to submit a completed 24-102 form along with the Prime consultant ?
- A.** **Separate CPRA SF24-102 forms are required for the prime consultant and each subconsultant.**
10. **Q.** Should we include a form 24-102 for each sub-consultant in our submittal?
- A.** **Separate CPRA SF24-102 forms are required for the prime consultant and each subconsultant.**
11. **Q.** Would it be OK to include an additional section at the end of the submittal titled "Additional Information"?
- A.** **Section 11 of CPRA SF24-102 form allows for additional information.**
12. **Q.** If we currently have an IDIQ Engineering contract in hand – does that prevent us from pursuing, as a prime, any of the contracts that were just advertised? It would seem that since the scopes of services for current IDIQs differ from those outlined in the 2014 request we'd ok to pursue as a prime.
- A.** **A firm holding a current Professional Services contract with the agency may submit on any of the advertised RSIQ's, however a firm may hold only one Professional Services contract with the agency for contracts with similar scope items. In this instance, the firm's existing contract would be cancelled prior to issuing the new contract.**
13. **Q.** Is it allowable for a firm to prime a team for more than one of the RSIQs (for example: Coastal and General engineering).
- A.** **Yes**
14. **Q.** Is it allowable for a firm that primes one of the RSIQs to be a sub on a different RSIQ (for example: Coastal and General engineering).
- A.** **Yes**
15. **Q.** Can firms currently holding an existing contract with CPRA pursue the current contract as a prime?
- A.** **A firm holding a current Professional Services contract with the agency may submit on any of the advertised RSIQ's, however a firm may hold only one Professional Services contract**

**with the agency for contracts with similar scope items. In this instance, the firm's existing contract would be cancelled prior to issuing the new contract.**

16. **Q.** If a firm is founded and based in LA, its employees are LA residents and it is also a federal Small Business Enterprise (SBE); can this firm submit as a Prime and receive the "10 points" if it is not certified under the Hudson Initiative Programs by the Louisiana Department of Economic Development?
- A. No. Firms must be certified under the Hudson Initiative to receive points for that scoring criterion.**
17. **Q.** If a firm is founded and based in LA, its employees are LA residents and it is also a federal Small Business Enterprise (SBE); can this firm submit as a Prime and receive credit toward the "10 points" by utilizing Veteran and Hudson Initiative Program certified subconsultants?
- A. No**
18. **Q.** Can you please clarify whether or not architectural services are required for this RSIQ? Architectural Services are identified in the introduction but do not show up in the services required. Also in the personnel and equipment requirements, it specifies engineering requirements, however it does not specify any architect requirements.
- A. Any architectural services required under this RSIQ would be very limited in nature.**
19. **Q.** Each Services Provided section mentions that equipment is needed. The corresponding equipment Section 2B, identifies some of the equipment that may be necessary. It also identifies "other equipment", can you please provide examples of other equipment that you may be expecting?
- A. These sections are requiring the contractor to provide the personnel and equipment to perform work tasked by the agency. Typical items utilized in doing business (office supplies, phone usage, etc.) will be considered as overhead and incorporated into the rates that will be negotiated upon contract award. Specialty items/equipment required to perform certain tasks will be agency approved on an individual basis and reimbursed as direct expenses.**
20. **Q.** Are firms submitting as a prime for one or more RSIQ's (i.e. CAT I Engineering Services or Coastal) able to submit as a sub on the remaining RSIQ (CAT II Engineering Services or Coastal)?
- A. Yes**
21. **Q.** Section 11 in the CPRA 24-102, do we have a page limit for this section for additional information?
- A. No**
22. **Q.** It states in both the Coastal and General Engineering RSIQ's that "*Resumes or any organizational chart included in the SF24-102 shall clearly state the location (city and state) of the office in which the staff member resides.*" Do we need to list the location on both the organizational chart or would stating it just on the resumes suffice?

- A. Either location will be acceptable.**
23. **Q.** Do we need to include all certifications for personnel listed (ie PE license) and the firm?  
**A. Only the specific requirements listed in the RSIQ are required.**
24. **Q.** On page 2 of both Subject RSIQs reference Enclosure 3, which is the SF 24-102 (2013 version), as a document to be included in the SIQ. However, there is also a sentence towards the end of the same paragraph that alludes to the latest version of the SF 24-102 being available at the CPRA website. We should use the online version of the SF 24-102 as that is the 2016 version, correct versus Enclosure 3?  
**A. While the latest version is preferable, either version will suffice.**
25. **Q.** What is the page limit for Block 11 of the SF 24-102?  
**A. There is no page limit.**
26. **Q.** Can Block 9 project examples be two pages in length each?  
**A. Yes, however one page is preferable.**