

December 9, 2016

TO: ALL PROTOTIAL PROPOSERS

RE: RSIQ NO: 2503-16-34

“Engineering and Design Phase of Large Scale Marsh Creation Ridge Restoration Projects”

ADDENDUM I

PLEASE NOTE: Proposal Due Date has been extended to January 12, 2017 by 3:00 PM. Additional Questions are due by 3:00 PM on December 16, 2016.

*****The following is to be included in the RSIQ*****

Participation of Hudson Initiative small entrepreneurships will be scored as part of the technical evaluation. The State of Louisiana Hudson Initiative is designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as SE’s respectively) to participate in contracting and procurement with the state. A certified Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been 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.**

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

The statutes concerning the Hudson Initiative may be viewed <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.louisiana.gov/osp/se/se.htm>. A current list of certified Hudson Initiative small entrepreneurships may be obtained from the Louisiana Economic Development Certification System at <http://smallbiz.louisianaeconomicdevelopment.com>.

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

*****The following has been revised in the RSIQ*****

Any questions regarding this Request for Statement of Interest and Qualification should be submitted by email to Ms. Gloria Tigner at CPRAcontracts@LA.GOV and received by 3:00 p.m., December 16, 2016. Official responses to all questions submitted by potential proposers will be posted at <http://coastal.la.gov/resources/rfps-rsiqs-contracts/contracts-and-grants/>

*****Enclosure 2 is deleted and replaced in its entirety with the following*****

**Evaluation Criteria
Engineering and Design Phase of Large Scale Marsh Creation
and Ridge Restoration Projects**

Firm Workload Evaluation

Prior to the technical qualifications review of each proposer, CPRA will perform a workload analysis to determine the amount of work each prime proposer has received from the agency. A firm's workload with the agency will be the total amount, in dollars, that has been contracted to the firm with the last three (3) years from the advertisement date of the RSIQ. This will be inclusive of project specific awards as well as the total value of all active or closed task orders issued on retainer contracts. The Agency's Project Support section will provide contract and task value summaries for all proposers currently under contract with the agency. Point allocations for all proposers will be documented prior to the technical review. **The workload evaluation will be weighted to 10% of the firms overall score.** The following point distribution will be used:

\$0.00 - \$500,000	10 points
\$500,001 - \$1,000,000	7 points
\$1,000,001 - \$1,500,000	4 points
\$1,500,001 - \$2,000,000	1 point
Greater than \$2,000,000	0 points

The workload evaluation is separate from the firm's capacity, and will not be factored into scoring of the firm's capacity during the technical qualifications review.

EVALUATION CRITERIA AND POINT ALLOCATIONS

Firm/Team Specialized Experience

0-30 points

Firm/Team shall be evaluated based on project specific expertise, experience and resources related to applicable work performed for CPRA or similar projects performed for other agencies with emphasis on the Louisiana coastal and marine environment. Firm/Team should provide a general design approach and process

(Standard Form CPRA 24-102, Section 10) which should reflect an understanding of the general project concepts contained within this RSIQ. Included in the approach should be roles and responsibilities of any potential subconsultants. Primary focus should be on prime consultants' experience however sub-consultants experience will be considered based on the element of work identified in Standard Form CPRA 24-102.

Scoring of Firm Experience

Very Strong	Strong	Acceptable	Weak	Very Weak
30	22.5	15	7.5	0

Key Personnel Qualifications and Experience

0-25 points

Evaluates the professional qualifications of key personnel related to the work described in the scope of services, including academic attainment, professional achievements and relevant experience. While firm principals are listed, they traditionally have little involvement in the project tasks; therefore emphasis should be placed on the project managers, project engineers and technical staff.

Scoring Key Personnel

Very Strong	Strong	Acceptable	Weak	Very Weak
25	18.75	12.5	6.25	0

Capacity of Firm

0-20 points

Evaluates the firm/teams ability and capacity to perform multiple projects simultaneously, complete work in a timely manner, and independently perform the general work outlined in the scope of services from a branch office independent of or with limited support from a home office. Consideration will also be given to the size of the firm/team based on the relative size of tasks anticipated to be issued under this scope.

Scoring Capacity of Firm

Very Strong	Strong	Acceptable	Weak	Very Weak
20	15	10	5	0

Capability of Firm

0-15 points

Evaluates the firm/teams ability to successfully provide services similar to those required by the agency. Criteria include past performance, knowledge of locality, coordination and cooperation with agency staff, ability to meet deadlines and budgets, and quality of work. The prime proposer should describe their management approach to general project work processes, resource allocation, accountability and quality control (Standard Form CPRA 24-102, Section 10).

Scoring Capability of Firm

Max	High	Medium	Low	Min
15	11.25	7.5	3.75	0

Hudson Initiative Programs

0-10 points

Evaluates prime proposers who themselves are a Hudson Initiative small entrepreneurship certified through the Louisiana Economic Development for Small Entrepreneurship under Hudson Initiative Program or prime proposers who engage one or more subcontractors certified through the Louisiana Economic Development for Small Entrepreneurship under the Hudson Initiative Program.

Scoring Formula

The overall final score for each proposer's SIQ will be based on the following formula:

$$\text{Technical Review} \times (.9) + \text{Workload Evaluation} = \text{Total Score}$$

Suggested point allocations for each criterion are guided by the following five categories:

VERY STRONG – Firm/team's qualifications exceeds requirements and demonstrates through accurate concise descriptions, exceptional experience the firm and the key staff have had with the disciplines of work being advertised. A thorough understanding of the relevance of the experience and high level of confidence that the goals and objectives of the contract are achievable with superb quality is demonstrated. Significant strengths exist with no weaknesses.

STRONG - Firm/team's qualifications exceeds requirements and demonstrates, through accurate concise descriptions, good experience the firm and key staff have with the disciplines of work being advertised. There is a very good understanding of the relevance of the experience and level of confidence that the goals and objectives of the contract are achievable with high quality. The strengths outweigh any weaknesses that exist.

ACCEPTABLE - Firm/team's qualifications meets the requirements and demonstrates, through basic general descriptions, adequate experience the firm and key staff have with the disciplines of work being advertised. There is an adequate understanding of the relevance of the experience and level of confidence that the goals and objectives of the contract can be achieved with acceptable quality. The strengths, if any, are offset with weaknesses.

WEAK - Firm/team's qualifications do not meet the requirements and does not demonstrate adequate experience the firm and key staff have with the disciplines of work being advertised. There is doubt as to understanding the relevance of the experience and level of confidence for achieving the goals and objectives of the contract with acceptable quality. Weaknesses outweigh the strengths.

VERY WEAK - Firm/team's qualifications do not meet the requirements and does not demonstrate adequate experience the firm and key staff have with the disciplines of work being advertised. There is no clear understanding of the relevance of the experience and no confidence that the goals and objectives of the contract can be achieved. The consultant lacks or has failed to demonstrate the required qualifications.

*****Enclosure 5 is deleted and replaced in its entirety with the following*****

ENCLOSURE 5

PROJECT INITIATION AND PLANNING

Following project award and contracting, the Contracting Party will gain an understanding of the intended outcome of the Project based on NRDA planning documents, the State Master Plan, and a review of previous work completed under CPRA expectations. The Contracting Party will work with the project team members to develop the following:

1. Project Vision

Draft a brief description of the project at completion, as viewed at the beginning of project delivery. The vision should be as detailed as required and understandable by the full project team, CPRA management, and stakeholders. This ensures the understanding of project goals and outcomes by the project team.

2. Project Definition

The project definition is a detailed technical description of the project itself describing the specific technical elements associated with the project and should be of a sufficient level to charter the team and initiate project delivery planning. Technical information may include, but is not limited to: location; purpose; design criteria, requirements, and/or constraints; budget estimates; applicable engineering/environmental science discipline requirements. Other general information may include: project stakeholder list and requirements; external constraints, project delivery approach, required permits/approvals; design phases/deliverables.

3. Team Charter

Chartering is the act of guiding a team through the process of defining itself through its purpose, scope, goals, roles, responsibilities, behaviors, and other elements that give the team clarity of purpose. The primary benefits of chartering are to increase the team's probability of success and to help them achieve high quality performance. Chartering also empowers team members by maximizing their effectiveness and influence and allows monitoring of the team's performance. Key CPRA, prime contractor and subcontractor team members should participate in the project chartering. A site visit may be conducted. The Contracting Party will produce a Project Charter, signed by each team member, following the five step process outlined: Define the project (vision, purpose, boundaries, requirements, etc. as conducted above); clarify the team purpose (membership, mission, organizational priorities, critical success

factors); define responsibilities (team and individual responsibilities, shared responsibilities); develop team operating guidelines; develop interpersonal behavior guidelines (core values, guiding principles, rules of interpersonal conduct, protocol for resolving interpersonal conflict).

4. Project Delivery Planning

The Project Delivery Plan describes the knowledge, skills, tools, and processes that the project team needs in order to meet the project requirements. The Project Delivery Plan may include, but is not limited to:

- A Scope Management Plan which shall include a Work Breakdown Structure and a WBS Dictionary, and a mechanism for validating scope change.
- A Schedule and Schedule Management Plan which shall include optimistic, pessimistic, and most likely estimates for each activity, a Schedule based on these estimates, and methods for identifying and mitigating schedule slip.
- A Cost Management Plan which shall be updated monthly with the Planned Value, Earned Value, Actual Cost, Cost Performance Index, Schedule Performance Index, and Estimate to Complete for the Project.
- A Quality Management Plan which shall include the structure of planned reviews and the metrics for review.
- A Human Resource Management Plan which shall include roles and responsibilities, including those defined during chartering.
- A Communications Management Plan which shall identify meeting frequency, meeting attendees, communication channels, the necessary communication methodologies, and any other communications approaches identified during chartering.
- A Risk Management Plan which shall include a Risk Register, a risk response strategy for important project risks, and a mitigation plan for risk to be mitigated. At least one team meeting shall be devoted to brainstorming and identifying project risks.
- A Stakeholder Management Plan which shall include a Stakeholder Register, Stakeholder Expectations, and Stakeholder Management Approaches.