



State of Louisiana

JOHN BEL EDWARDS
GOVERNOR

August 21, 2020

ADDENDUM I

TO: ALL POTENTIAL PROPOSERS

RE: RFP #: 3000015502, Professional Land Services

PROPOSAL DUE DATE: SEPTEMBER 9, 2020 @ 3:00PM

I. QUESTIONS AND RESPONSES

1.	Q.	Would the CPRA be willing to accept electronic submissions by email in light of logistical complications resulting from the COVID-19 pandemic event?
	A.	No. Section 1.7 states “Firms or individuals who are interested in providing services requested under this RFP must submit a proposal containing the mandatory information specified throughout the RFP. The proposal must be received in hard copy (printed) version by the RFP Coordinator on or before the date and time specified in the Schedule of Events. FAX or e-mail submissions shall not be acceptable. Proposers mailing or delivering their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified.”
2.	Q.	Can subcontractors be included on more than 1 RFP?
	A.	Yes, subcontractors can be listed on more than one proposal. However, a Prime Contractor cannot be listed as a subcontractor on another submittal.
3.	Q.	Section 1.25 of the RFP states that the “State shall have a single Prime Contractor.” Sections 1.31 & 2.1 of the RFP mention the State’s right to select multiple awards to multiple Contractors. Can you please clarify if it is the State’s intent to select a single or multiple Prime Contractors?
	A.	The intent of Section 1.25 is the awarded contract(s) will be with the Prime and the State does not correspond with the subcontractors. The Prime is responsible for their subcontractors. It is the State’s intent to select multiple Prime Contractors from this RFP.
4.	Q.	Throughout the RFP there are references to services that could typically include legal and/or Notarial services. For example, the RFP calls title curative work and preparation of purchase and sale documents at Section 2.3(N). Sections 2.1 and 2.3(I) reference the need to obtain signatures on specific documents. Will the procured services include and legal document drafting, interpretation, and/or Notarial

		services? If not, would CPRA consider including such ancillary services in the Scope of Work for this RFP?
	A.	There will not be legal services provided by Contractor.
5.	Q.	Section 1.9.8 allows for the billing of certain Other Direct Costs and travel expenses. Can you please confirm whether the Contractor will be able to pass through direct costs associated with obtaining copies from the Clerks of Court in connection with the abstract services provided, the recordation costs charges in connection with recordation of certain documents, and any other costs charges by the Clerks of Court for any required certificates?
	A.	Yes, direct costs will be reimbursed at cost with sufficient documentation supporting the charges.
6.	Q.	With respect to the Abstract of Title service called for in Section 2.3 (D), can you please confirm if there is a minimum search period required by CPRA; and if so please provide the minimum period required? Further, will the abstract obtained by the Contractor be utilized by and examining attorney as the basis for an opinion of title made in contemplation of the issuance of a Title Insurance Policy?
	A.	CPRA has no minimum search period for title research. Abstracts will be used by an examining attorney.
7.	Q.	With respect to the services called for in Section 2.3(B) if the RFP, can you confirm that the list of landowners to be provided is based on a current owner search only?
	A.	Yes, the list should be based on a current list from the assessor's records.
8.	Q.	Section 2.3(C) calls for the provision of a limited mineral ownership search in certain instances. Does CPRA have an estimated percentage of the total searches that will require the limited mineral ownership research?
	A.	No, the extent will vary by project.
9.	Q.	Section 2.3(M) requires that landowner information and property description be provided in a format for inclusion into the CPRA Landowner Database and Mapping System. What format it being referred to?
	A.	CPRA will provide a formatted Excel spreadsheet for input.
10.	Q.	Does the CPRA have an anticipated workload for the various personnel to be dedicated over the anticipated 3-year period, such as an estimate of the cumulative hours required by position, or the typical hours per week / workload required for each position while engaged?
	A.	No.

11.	Q.	How many rights of way and/or Parcels of property were acquired by CPRA in 2018 & 2019? Of those how many were acquired through voluntary disposition?
	A.	CPRA acquired approximately 300-400 parcels and approximately 90% were voluntary.
12.	Q.	In connection with providing the Landman, Right of Way, Negotiation, Title and GIS drafting services as outlined in the scope of work. Our principals and highest performing employees have the requisite expertise to handle Landman and ROW Agent tasks interchangeably. Is it necessary to allocate distinct personnel to each description, or can the same person (who excels in both land and ROW) can handle both the Landman tasks and the ROW Agent Tasks? There may be efficiencies gained by utilizing the same dedicated personnel to handle similar/interchangeable tasks.
	A.	The same person can do both tasks.

END OF ADDENDUM I