



# State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR

September 17, 2021

## ADDENDUM III

TO: ALL POTENTIAL PROPOSERS

RE: RFP #: 3000017642, Environmental Science and Related Consulting Services

**PROPOSAL DUE DATE: October 7, 2021 @ 3:00PM**

### I. QUESTIONS AND RESPONSES

1.	<b>Q.</b>	Will CPRA consider changing the due date for submittal of the subject proposal, beyond the date listed in Addendum 1.
	<b>A.</b>	<b>Yes, refer to Section II: Schedule of Events Revision of this Addendum. The deadline for receipt of proposals has been extended to October 7, 2021 at 3 PM.</b>
2.	<b>Q.</b>	Will CPRA be issuing an extension due to the hurricane and the power outage it has caused?
	<b>A.</b>	<b>Refer to answer for question #1.</b>
3.	<b>Q.</b>	Is CPRA requiring all subconsultants to provide proof of insurance at time of proposal? If so, can the prime firm take responsibility for single-employee consultant firms that do not carry the corporate insurance required by the state?
	<b>A.</b>	<b>No, a subconsultant is not required to provide proof of insurance at the time of Proposal submission.</b> <b>Refer to Sections 1.8.12 Insurance and 1.32 Insurance Requirements for Contractors.</b>
4.	<b>Q.</b>	Will the State consider proposals for an individual category of work, or is it required for vendors to propose on all categories of work?
	<b>A.</b>	<b>Proposers should respond to the stated provisions of the RFP, and proposals will be scored according to the stated evaluation criteria.</b>
5.	<b>Q.</b>	For 1.9 Volume II Financial Information, is it acceptable to provide 3 years of Item 8 (Financial Statements and Supplemental Data) from our SEC 10-K Annual report in lieu of the entire SEC 10-K Annual report?
	<b>A.</b>	<b>Yes, provided the Proposer submits the past three (3) years of item 8 of the SEC 10-K report.</b>

6.	<b>Q.</b>	We would like to ask if CPRA would consider extending the deadline again due to the circumstances in South Louisiana from hurricane Ida? Our team has been evacuated until further notice and then will plan to be in recovery mode. We would sincerely appreciate any additional time.
	<b>A.</b>	<b>Refer to answer for question #1.</b>
7.	<b>Q.</b>	RFP page 34, 3.2, B, iii. reads: <i>If the Proposer demonstrates its intent to use certified small entrepreneurship(s) in the performance of contract work resulting from this solicitation, the Proposer shall receive points equal to the net percentage of contract work which is projected to be performed by or through certified small entrepreneurship subcontractors, multiplied by the appropriate number of evaluation points.</i> Does CPRA have a preferred <i>net percentage of contract work</i> that should be awarded to Veteran/Hudson small entrepreneurships in order to achieve the maximum 12% points?
	<b>A.</b>	<b>No.</b>
8.	<b>Q.</b>	RFP page 8, 1.8.4: Is there a limit to the amount of projects we can include to satisfy this requirement, or a date restriction for projects?
	<b>A.</b>	<b>No.</b>
9.	<b>Q.</b>	RFP page 18, 1.24 reads: <i>Information required of the Proposer under the terms of this RFP shall also be required for each subcontractor.</i> Does each subcontractor need to provide a Rate Schedule and Certificate of Insurance, in addition to the Prime consultant?
	<b>A.</b>	<p><b>No, a subcontractor is not required to provide a Rate Schedule at the time of proposal submission.</b></p> <p><b>Section 1.29 Contract Award, Negotiation and Execution states “During contract negotiation, the State will require a rate schedule from the Proposer for each subcontractor for each staff classification in Attachment II as applicable to the subcontractor. The Prime and subcontractor’s negotiated rate schedules will be used in negotiation of task orders and will remain in effect for the duration of the contract.”</b></p> <p><b>No, a subcontractor is not required to provide proof of insurance at the time of Proposal submission.</b></p> <p><b>Refer to answer for question #3.</b></p>

10.	<b>Q.</b>	Given the effects of Hurricane Ida and the continued difficulties in getting our systems back online, “Firm X” respectfully requests a minimum two-week extension to the 9/28 submission deadline for RFP #3000017642 Environmental Science Consulting Services. As our team is primarily comprised of local New Orleans and Baton Rouge firms, would CPRA consider an extension to allow teams time for submission completion while managing storm recovery? <i>CPRA removed the name of the firm who asked the question.</i>
	<b>A.</b>	<b>Refer to answer for question #1.</b>
11.	<b>Q.</b>	Would CPRA consider removing the hard copy requirements due to the current COVID-19 situation and our offices not yet reopened?
	<b>A.</b>	<b>No. Section 1.6 Proposal Submittal 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.”</b>
12.	<b>Q.</b>	Section 1.29 of the RFP states that “during contract negotiation” subcontractor rates will be submitted. Can you confirm if this means that subcontractor rates will not need to be submitted with the proposal itself?
	<b>A.</b>	<b>Refer to answer for question #9.</b>
13.	<b>Q.</b>	Will the proposal deadline be extended due to Hurricane Ida?
	<b>A.</b>	<b>Refer to answer for question #1.</b>
14.	<b>Q.</b>	Re; Section 1.8.8 (p. 11) “Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using the negotiated rate schedules described in Section 1.29 for the actual work performed on the Task Order.” and Section 1.34 (p.24): Please confirm that, if awarded, all labor costs for Proposer and their subcontractors and/or consultants may be billed as “actual costs incurred in accordance with the rate schedule.” In other words, a single schedule of labor classification rates will apply to all team members under an awarded vehicle.
	<b>A.</b>	<b>Refer to Section III: RFP Clarifications and Revisions of this Addendum for clarification.</b>

15.	<b>Q.</b>	Section 1.24 (p. 18) indicates that “Information required of the Proposer under the terms of this RFP shall also be required for each subcontractor.” Section 1.29 (p. 19) says “During contract negotiation, the State will require a rate schedule from the Proposer for each subcontractor for each staff classification in Attachment II as applicable to the subcontractor.” Can CPRA provide clarification on exactly which items are required from subs to be submitted with a prime’s proposal? For example, do subs need to complete and the prime submit from them the Certification Statement, insurance certificate(s), rate schedule, etc.?
	<b>A.</b>	<b>Only the Proposer is required to submit the Certification Statement. Refer to Section 1.8.9 Certification Statement.</b>  <b>Additionally, refer to answer for question #3 and question #9.</b>
16.	<b>Q.</b>	Section 1.8.8 (p. 11) states “Expenses, including but not limited to, third party charges, equipment rentals, material purchases, lab services, etc., will be negotiated for each task as appropriate to complete the assigned work and will be reimbursed at cost. Such expenses will be reimbursed at cost, only with sufficient documentation supporting the charges, and approval must be granted in writing by the Contract Monitor or his/her designee prior to the Contractor incurring these costs.” Could CPRA clarify what constitutes “third party charges” in this context?
	<b>A.</b>	<b>A third party charge is a service or equipment required for a specific task that a contractor or subcontractor must obtain to perform the required work and that is not already included in the Proposer’s labor rate. All third party charges shall be negotiated and approved by the CPRA Task Manager/Contract Monitor before services are rendered and any approved third party charges shall require receipts for reimbursement at cost.</b>
17.	<b>Q.</b>	Given the ongoing impacts from Hurricane Ida across south Louisiana, will the CPRA issue another extension to the deadline?
	<b>A.</b>	<b>Refer to answer for question #1.</b>
18.	<b>Q.</b>	Scope of Services A: Data Analysis and Management mentions oil spill monitoring and analysis. Are these services expected to be needed onshore or offshore or both?
	<b>A.</b>	<b>It could be either onshore or offshore depending on the scope of work needed to be performed.</b>

## II. SCHEDULE OF EVENTS REVISION:

### 1.5 Schedule of Events

<u>Event</u>	<u>Date</u>
RFP advertised in newspapers and posted to LaPAC	August 18, 2021
Pre-proposal conference (if applicable)	Not Applicable
Deadline for receipt of written inquiries	September 7, 2021 @ 3:00PM
Deadline to answer written inquiries	September 17, 2021
Deadline for receipt of proposals All proposals shall remain sealed until the date and time listed.	October 7, 2021 @ 3:00PM
Notice of Intent to award announcement, and 14-day protest period begins, on or about	November 17, 2021
Contract execution, on or about	May 1, 2022

NOTE: The State of Louisiana reserves the right to revise this schedule. Revisions, if any, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP.

## III. RFP CLARIFICATIONS AND REVISIONS:

### 1.8.8 Cost Proposal

#### Change From:

The Proposer shall provide an hourly rate (numerical value) for each of the staff classifications listed in the “Required Rate Schedule” in Attachment II. The Prime and Subcontractor will adhere to the “Required Rate Schedule” for the full term of the contract. Proposers are to submit only one “Required Rate Schedule”. The rate shall be inclusive of all costs associated with labor, overhead, administrative costs, software, account management, and any other costs associated with the provision of services, including, but not limited to, standard equipment, computers, field sampling supplies, office supplies, copies, cameras, personal protective equipment, and materials, as well as be inclusive of lodging, travel and per diem.

Proposers shall not provide additional personnel classifications beyond those listed in the “Required Rate Schedule.” Expenses, including but not limited to, third party charges, equipment rentals, material purchases, lab services, etc., will be negotiated for each task as appropriate to complete the assigned work and will be reimbursed at cost. Such

expenses will be reimbursed at cost, only with sufficient documentation supporting the charges, and approval must be granted in writing by the Contract Monitor or his/her designee prior to the Contractor incurring these costs. Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using the negotiated rate schedules described in Section 1.29 for the actual work performed on the Task Order.

**Change To:**

The Proposer shall provide an hourly rate (numerical value) for each of the staff classifications listed in the “Required Rate Schedule” in Attachment II. The Prime Contractor will adhere to the “Required Rate Schedule” for the full term of the contract. Proposers are to submit only one “Required Rate Schedule”. The rate shall be inclusive of all costs associated with labor, overhead, administrative costs, software, account management, and any other costs associated with the provision of services, including, but not limited to, standard equipment, computers, field sampling supplies, office supplies, copies, cameras, personal protective equipment, and materials, as well as be inclusive of lodging, travel and per diem.

Proposers shall not provide additional personnel classifications beyond those listed in the “Required Rate Schedule.” Expenses, including but not limited to, third party charges, equipment rentals, material purchases, lab services, etc., will be negotiated for each task as appropriate to complete the assigned work and will be reimbursed at cost. Such expenses will be reimbursed at cost, only with sufficient documentation supporting the charges, and approval must be granted in writing by the Contract Monitor or his/her designee prior to the Contractor incurring these costs. Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using the negotiated rate schedules described in Section 1.29 for the actual work performed on the Task Order.

**Explanation: The word “Subcontractor” was removed in the first paragraph, third line.**

## **1.34 Payment**

**Change From:**

Payment terms shall be negotiated with the successful Proposer(s).

Payments are predicated upon successful completion of the described tasks and deliverables as provided in the issued Task Order. Payments will be made to the Contractor after written acceptance by the State of the task and approval of an invoice. Payment will be made only on approval of the Contract Monitor or his/her designee.

During the execution of tasks contained in the Scope of Services, the Contractor shall submit monthly invoices for actual costs incurred in accordance with the final negotiated rate schedule. Invoices along with supporting documentation, detailing the fees charged and allowable costs to be reimbursed as set forth in the Scope of Services and Contract

shall be based upon actual costs incurred and shall be submitted monthly with monitoring reports.

A Subcontractor Report should be submitted by the Contractor with each invoice for payment.

Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using the negotiated rate schedules described in Section 1.29 for the actual work performed on the Task Order.

The final invoice shall be submitted within thirty (30) days following expiration of the Contract.

Contractor will not be paid more than the maximum amount of the Contract.

**Change To:**

Payment terms shall be negotiated with the successful Proposer(s).

Payments are predicated upon successful completion of the described tasks and deliverables as provided in the issued Task Order. Payments will be made to the Contractor after written acceptance by the State of the task and approval of an invoice. Payment will be made only on approval of the Contract Monitor or his/her designee.

During the execution of tasks contained in the Scope of Services, the Contractor shall submit monthly invoices for actual costs incurred in accordance with the final negotiated rate schedules. Invoices along with supporting documentation, detailing the fees charged and allowable costs to be reimbursed as set forth in the Scope of Services and Contract shall be based upon actual costs incurred and shall be submitted monthly with monitoring reports.

A Subcontractor Report should be submitted by the Contractor with each invoice for payment.

Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using the negotiated rate schedules described in Section 1.29 for the actual work performed on the Task Order.

The final invoice shall be submitted within thirty (30) days following expiration of the Contract.

Contractor will not be paid more than the maximum amount of the Contract.

**Explanation: A typographical error was corrected in the third paragraph, third line. The phrase: “rate schedule” has been changed to “rate schedules”.**

**END OF ADDENDUM III**