



State of Louisiana

JOHN BEL EDWARDS
GOVERNOR

April 26, 2022

ADDENDUM III

TO: ALL POTENTIAL PROPOSERS

RE: RFQ #: 2503-22-01 "Construction Administration and Quality Assurance Services for Mid-Barataria Sediment Diversion Project (BA-0153)"

SOQ RESPONSES DUE DATE: May 12, 2022 @ 3:00PM

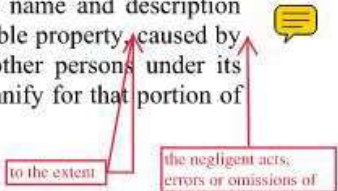
I. QUESTIONS AND RESPONSES

1.	Q.	Could you please tell me where the following project will be located - Parishes?
	A.	Plaquemines Parish. Please refer to Section 3.0 of Enclosure 1 (Project Overview)
2.	Q.	<p>I work for a company that researches capital projects for design consultant firms. I was hoping you could assist me with an inquiry regarding the solicitation for CA and Quality Assurance for Mid-Barataria Sediment Diversion Project that recently advertised. In the document, it states that the firm who is selected for this project will be ineligible for the following projects:</p> <ol style="list-style-type: none">1. Mid-Barataria Project: CMAR Contractor (Prime and all subcontractors) and Engineering and Design (E&D) Contractor (Prime contractor only)2. Mid-Breton Project: CMAR Contractor (Prime contractors only) and E&D Contractor (Prime contractor only)3. Program: Owner's Review Team (ORT) (Prime contractor only) and Safety Assurance Review (SAR) Panel (Prime and all subcontractors) <p>I was wondering if all of these are future projects that we might see advertised in the near future? Or are these past projects?</p>
	A.	These are all existing, active projects. Please refer to the CPRA website (https://coastal.la.gov) for information on future CPRA projects.
3.	Q.	<p>Regarding section 5.0 Contract Eligibility: firm selected on CA contract under this RFQ shall not be able to participate on the following teams:</p> <p><i>Mid Barataria project: CMAR contractor (Prime and subs) and Engineering and Design contractor (Prime contractor only)</i></p>

		<u>Question:</u> We are a subconsultant on AECOM's design team. Would this preclude or disqualify us from submitting on RFQ 2503-22-01 as either a Prime or subconsultant?
	A.	No.
4.	Q.	<p>Our firm can provide safety auditor services that review contractor safety programs and audit contractor's conformance with those programs. Unlike general contractors, however, engineering and architectural firms are not set up to be responsible for the overall safety of a project site. The full scope of safety services as described in the RFQ have not typically been performed by our firm in the past nor are they among our current service offerings. Accordingly, our insurance portfolio is not designed to address the unique risks associated with such services.</p> <ol style="list-style-type: none"> 1. Would CPRA consider limiting the Construction Administration and Quality Assurance Contractor's responsibility for assisting the CPRA and Resident Engineer with their CMAR Contractor HSSE Plan compliance responsibilities as stated in Enclosure 2: Scope of Services, Section 3.2, to reviewing the HSSE Plan for conformance with the contract requirements and performing periodic audits of the CMAR Contractor's conformance with the HSSE Plan? 2. Would CPRA consider limiting the Construction Administration and Quality Assurance Contractor's responsibility for preparing an HSSE Plan for the Field Construction Office as stated in Enclosure 2: Scope of Services, Section 3.2, to apply only to its employees and the employees of its subcontractors assigned to the Field Construction Office? 3. Since a Safety and Health Officer (SSHO) is not a standard employee of a Professional Engineering Firm's staff, would CPRA consider removing the requirement for the Safety and Health Officer (SSHO) to be provided by the Construction Administration and Quality Assurance Contractor?
	A.	The Construction Administration and Quality Assurance Contractor will be responsible for reviewing the CMAR's HSSE Plan for compliance with the contract documents and assisting the CPRA with assuring the CMAR Contractor's compliance with their HSSE Plan. The Construction Administration and Quality Assurance Contractor will be responsible for preparing a HSSE Plan for the Field Construction Office for the CPRA. The Construction Administration and Quality Assurance Contractor will be responsible for ensuring all its employees and its subcontractors assigned to the Field Construction Office comply with the HSSE prepared for the Field Construction Office. The Construction Administration and Quality Assurance Contractor will be responsible for providing a SSHO. This SSHO may be a member of the prime contractor or a subcontractor.

5.	Q.	Regarding consultant personnel/ qualifications: on page 9 of the RFQ it references that <i>“quality assurance oversight, inspection and testing of materials....shall be performed in accordance with the contract documents”</i> also reference Enclosure 2 Scope of Services, Section 4.4. <i>Quality Assurance testing</i> <u>Question:</u> Please confirm if a Construction materials testing firm (Corps of Engineers approved) is required to be a part of the team.
	A.	A materials testing laboratory is required to be part of the team in order to perform quality assurance material testing.
6.	Q.	Regarding Staffing and Key Personnel requirements Section 6.0 includes a list of the following: Principal Executive, Project manager, Deputy project manager, Safety and Health officer, Resident Project Representatives, etc., however in Enclosure 2 Scope of Services, Table 1 Minimum Qualifications Matrix includes another set of personnel requirements. <u>Question:</u> Which Personnel requirements should we follow and/or do we need to meet both requirements?
	A.	Section 6.0 lists the minimum key personnel and staffing requirements to be included in any Response to this RFQ. Section 4.2 in Enclosure 2 (Scope of Services) states that the Respondent may provide additional personnel to perform QA meeting the minimum qualifications outlined in Table 1. The staffing requirements described in Section 6.0 <u>must</u> be met. The requirements in Section 4.2 only apply if the Respondent chooses to provide these additional staff members.
7.	Q.	Regarding Section 7.7 Pass/Fail Requirements: Financial information: provide financial statements for past 3 years... <u>Question:</u> in lieu of providing financial statements, would a letter from the consultant’s bank suffice, and if so, what information needs to be provided in the letter?
	A.	Per Section 7.7, if the past three (3) twelve-month periods of Financial Statements (to include at a minimum the balance sheet and income statement) are not available, the Respondent shall state the specific reason the Financial Statements are not available and shall provide a letter from the Respondent’s bank and/or other financial companies stating the Respondent’s financial status/standing with the bank or financial company (on bank/financial company letterhead).
9.	Q.	Regarding Section 6.0 Staffing and Key Personnel, Minimum key personnel to be included in the SOQ include the following: <ul style="list-style-type: none"> • Project executive • Project manager • Safety and health officer • Resident project representatives, etc. And referencing Section 7.3 Experience & Qualifications of Key Personnel: <i>“no more than one resume shall be submitted for each Key Personnel position listed”</i> .

		Question: if we are interpreting Section 6.0 and Section 7.3 correctly, are we to include <u>no more than 11 resumes/</u> to correspond with Key Personnel requirements?
	A.	Correct. No more than 11 total resumes.
10.	Q.	<p>Construction administration firms do not routinely provide safety auditor services that review contractor safety programs and audit contractor's conformance with those programs. Unlike general contractors, these firms are not typically set up to be responsible for the overall safety of a project site. This is a responsibility that should solely that of the general contractor. As such we offer the following three questions related to Safety responsibilities:</p> <ol style="list-style-type: none"> 1. Would CPRA consider limiting the CA/QA Consultant's responsibility for assisting the CPRA and RE with their CMAR Contractor HSSE Plan compliance responsibilities as stated in the scope of services, Section 3.2, to verification that the HSSE Plan for the CMAR Contractor is on file? 2. Would CPRA consider limiting the CA/QA Consultant's responsibility for preparing an HSSE Plan for the Field Construction Office as stated in the scope of services, Section 3.2, to apply only to its employees and the employees of its subcontractors assigned to the Field Construction Office? 3. Would CPRA consider removing the requirement for SSHO to be provided by the CA/QA Consultant since a Safety and Health Officer (SSHO) is not a standard employee of a Professional Engineering Firm's staff?
	A.	The Construction Administration and Quality Assurance Contractor will be responsible for reviewing the CMAR's HSSE Plan for compliance with the contract documents and assisting the CPRA with assuring the CMAR Contractor's compliance with their HSSE Plan. The Construction Administration and Quality Assurance Contractor will be responsible for preparing a HSSE Plan for the Field Construction Office for the CPRA. The Construction Administration and Quality Assurance Contractor will be responsible for ensuring all its employees and its subcontractors assigned to the Field Construction Office comply with the HSSE prepared for the Field Construction Office. The Construction Administration and Quality Assurance Contractor will be responsible for providing a SSHO. This SSHO may be a member of the prime contractor or a subcontractor.
11.	Q.	<p>Scope/Contract Language questions</p> <ol style="list-style-type: none"> 4. <u>Terms and Conditions Language:</u> Would CPRA consider replacing the term "ensure" with a word or verbiage that does not mean to "guarantee"? Or alternatively, can a definition of "ensure" be added to the contract to clarify? As a

		<p>suggestion: <i>In this attachment, "ensure" means to make certain that something has happened or will happen, and includes an obligation to deploy the appropriate level of engineering or other technical expertise, consistent with the complexity, cost, and level of risk associated with a task. Ensure does not require that the Engineer complete or guarantee the completion of any task assigned to another entity through a separate contract between the State and that entity.</i></p> <p>5. <u>Indemnification Language</u>: Would CPRA consider revising the indemnification paragraph (Enclosure 3 - paragraph 12) to be non-broad form indemnification? As a suggestion add the following terms to para 12: “... <i>relating to personal injury and/or damage to real or personal tangible property, <u>to the extent</u> caused by <u>the negligent acts, errors, or omissions of</u> Contractor, its agents, employees, partners....”</i></p> <p>Contractor shall be fully liable for the actions of its agents, employees, partners, subcontractors, and other persons under its control, and shall fully indemnify and hold the State harmless from suits, actions, damages, and costs of every name and description relating to personal injury and/or damage to real or personal tangible property, caused by Contractor, its agents, employees, partners, subcontractors, or other persons under its control, without limitation, except that Contractor shall not indemnify for that portion of</p> <p>Revised 07/2021 CPRA</p> 
	A.	The CPRA will consider any proposed contract language modifications.
12.	Q.	For Part D: Hudson/Veteran Small Entrepreneurship Program, page 13 of the RFQ, no maximum pages have been specified. Is there a page limit for this section?
	A.	The maximum number of pages for this section is 3. Hudson/Veteran Small Entrepreneurship Program certificates are not included in the maximum number of pages allowed. Refer to Section II RFQ Clarification and Revisions of this Addendum below.
13.	Q.	For Part E: Compliance with All SOQ Requirements, page 13-14 of the RFQ, maximum pages are listed as 2. Since the Submittal Requirement Checklist (Enclosure 5) must be included in this section and is 3 pages, can the maximum allowable pages be increased to 3?
	A.	Yes.
14.	Q.	Will electronic signatures be acceptable for the Confidential Conflict of Interest Disclosure Forms?
	A.	Yes.

15.	Q.	Is the Construction Administration and Quality Assurance Contractor expected to perform special inspections in accordance with the building code, or will that be the responsibility of the Engineer of Record?
	A.	The Construction Administration and Quality Assurance Contractor will be required to perform all quality assurance inspections needed.
16.	Q.	Will CPRA confirm the requirement for the Resident Project Representative (RPR) for the La Highway 23 Roadway and Bridge is to obtain DOTD certifications prior to the project construction start (rather than submit them with the proposal)? We have personnel well-qualified for this role who are still in the process of receiving certifications but have not obtained them yet.
	A.	Proof of DOTD certifications are required prior to the start of construction of the specific component of work.
17.	Q.	On Page 22 of Enclosure 2: Scope of Services, the RFQ states the Resident Project Representative for the La Highway 23 Roadway and Bridge feature of work should be a “DOTD-Certified Inspector.” Please confirm that having one DOTD certification qualifies an individual to be a “DOTD-Certified Inspector.”
	A.	Correct. Inspectors performing QA inspections on the La Highway 23 Roadway and Bridge feature of work may only inspect activities in which they hold an active DOTD certification.
18.	Q.	Page 11 of the RFQ states in section 7.2 Part A: “Emphasis on project selection should include projects in the United States, which provided similar site characteristics...” “ Please confirm that CPRA will accept and score projects constructed outside of the United States that have been constructed to United States standards.
	A.	CPRA will accept and score projects constructed outside of the United States that have been constructed to United States standards.
19.	Q.	Page 71 of the RFQ states: “The Project Manager ... should be a full-time employee for the prime contractor, a Professional Engineer registered in the State of Louisiana, possess a Bachelor of Science in Engineering, or other appropriate technical discipline, and have at least 15 years of project and/or construction management experience...” Similar to USACE (memorandum), for construction manager roles such as required under this contract, please confirm CPRA will accept, in lieu of a Louisiana PE, certification as a Certified Construction Manager (CCM).
	A.	The CPRA will accept certification as a Certified Construction Manager (CCM) in lieu of a Professional Engineer registered in the State of Louisiana. Refer to Section II RFQ Clarification and Revisions of this Addendum below.
20.	Q.	Page 13 of the RFQ states in section 7.5 Part D: “Ten (10) points are available to Respondents who themselves are a Hudson Initiative small entrepreneurship ... or Respondents who engage one or more subcontractors certified through the Louisiana Economic Development for small entrepreneurship ... “ Please confirm that all 10 points will be awarded to firms that engage one or more certified contractors as described, or if a

		portion of the ten points will be scored in this scenario and how those points will be assigned.
	A.	Section 7.5 Part D: Hudson/Veteran Small Entrepreneurship Program has been revised in its entirety. Refer to Section II RFQ Clarification and Revisions of this Addendum below.
21.	Q.	Item 7.3 (Page 12 of the RFQ) (Part B: Experience & Qualifications of Key Personnel), end of second paragraph, includes the following, “The Respondent’s role on each relevant project should be clearly described, to include their level of involvement on each project, specific portions of each project(s) completed, overall contract value and subcontractor’s contract value, and the key personnel involved from the team and their role(s).” This text is previously included on page 11 under Part A: Business Organization, History and Relevant Project Experience (end of second paragraph). Please confirm that this requirement is only required under Part A.
	A.	Confirmed.
22.	Q.	Item 7.6 (Page 13 of the RFQ) includes a maximum page limit of 2 pages for Part E: Compliance with All SOQ Requirements, which is to include the Submittal Requirements Checklist form. The Checklist form is 3 pages. Please confirm that the page limit for the Submittal Requirement Checklist (Enclosure 5) is 3 pages.
	A.	The page limit for the Submittal Requirements Checklist (Enclosure 5) is 3. Refer to Section II RFQ Clarification and Revisions of this Addendum below.
23.	Q.	Page 14, Section 7.7 Pass/Fail Requirements. For #5, Financial Information: Please confirm that the Financial Statements are required is for Prime firm only. If Prime is a joint venture (JV), are the financial statements required for all the JV members or only from the managing partner of the JV?
	A.	The financial information specified in Section 7.7 is required for the Prime firm. If the Prime is a JV, then the financial information specified in Section 7.7 is required for each JV member.
24.	Q.	Are there specific qualifications for the Safety and Health Officer (SSHO)? If so, please provide the qualifications CPRA is looking for in this position.
	A.	Per Section 3.2, Project Site Safety of Enclosure 2, Scope of Services to the RFQ, the SSHO should have at least 10 years of safety-related experience and their training, experience, and qualifications shall be as required by EM 385-1-1 paragraph 01.A.17.
25.	Q.	On page 13 of the RFQ, regarding Section 7.5 Part D: Hudson/Veteran Small Enterprise Program. Certificates are not counted as part of the overall page limit, but is there a page limit for “The Respondent shall also describe how they intend to utilize any Hudson certified firms on their team.”?
	A.	The page limit for the Respondent to describe how they intend to utilize any Hudson certified firms on their team is 3 pages. Refer to Section II RFQ Clarification and

		Revisions of this Addendum below.
--	--	-----------------------------------

II. RFQ CLARRIFICATIONS AND REVISIONS:

CHANGE FROM:

7.0 SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA

Respondents should submit a SOQ that highlights their understanding of Construction Administration and Quality Assurance and the experience record of the proposed Construction Administration and Quality Assurance team members in the successful completion of similar, large-scale civil works projects. The submittal shall be categorized and should meet the following requirements as outlined below.

<u>Part</u>	<u>Maximum Possible Points</u>
A. Business Organization, History and Relevant Experience	15 Points
B. Experience & Qualifications of Key Personnel	40 Points
C. Understanding and Approach	30 Points
D. Hudson/Veteran Small Entrepreneurship Program	10 Points
E. Compliance with All SOQ Requirements	5 Points
Total	100 Points

The combined page count of the Executive Summary, Part A, Part B, Part C, Part D, and Part E of the submittal should not exceed **sixty (60)** pages in length. The standard forms, financial audits, evidence of bonding capacity, licenses, and certificates are not included in this page count requirement and should be organized in a separate section in the submittal. Elaborate submittals are not required and are discouraged. The following should be included in the submittal:

Components of the submitted SOQs including Business Organization, Relevant History and Experience, Experience & Qualifications of Key Personnel, Understanding and Approach, Hudson/Veteran Small Entrepreneurship Program, Compliance with all SOQ Requirements, and all Pass/Fail Requirements, will be considered for the Respondent, or in the case of a JV, each JV member. In the case where the Respondent is a multiple-member LLC, the Respondent will be evaluated based on the LLC's qualifications and will not be evaluated on the individual member's qualifications.

CHANGE TO:

7.0 SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA

Respondents should submit a SOQ that highlights their understanding of Construction Administration and Quality Assurance and the experience record of the proposed Construction

Administration and Quality Assurance team members in the successful completion of similar, large-scale civil works projects. The submittal shall be categorized and should meet the following requirements as outlined below.

<u>Part</u>	<u>Maximum Possible Points</u>
A. Business Organization, History and Relevant Experience	15 Points
B. Experience & Qualifications of Key Personnel	40 Points
C. Understanding and Approach	30 Points
D. Hudson/Veteran Small Entrepreneurship Program	12 Points
E. Compliance with All SOQ Requirements	3 Points
Total	100 Points

The combined page count of the Executive Summary, Part A, Part B, Part C, Part D, and Part E of the submittal should not exceed **sixty (60)** pages in length. The standard forms, financial audits, evidence of bonding capacity, licenses, and certificates are not included in this page count requirement and should be organized in a separate section in the submittal. Elaborate submittals are not required and are discouraged. The following should be included in the submittal:

Components of the submitted SOQs including Business Organization, Relevant History and Experience, Experience & Qualifications of Key Personnel, Understanding and Approach, Hudson/Veteran Small Entrepreneurship Program, Compliance with all SOQ Requirements, and all Pass/Fail Requirements, will be considered for the Respondent, or in the case of a JV, each JV member. In the case where the Respondent is a multiple-member LLC, the Respondent will be evaluated based on the LLC's qualifications and will not be evaluated on the individual member's qualifications.

EXPLANATION: Changed maximum possible points for Part D. Hudson/Veteran Small Entrepreneurship Program from 10 to 12 and for Part E. Compliance with All SOQ Requirements from 5 to 3.

CHANGE FROM:

7.3 Part B: Experience & Qualifications of Key Personnel 40 Points

The Respondent shall provide a proposed team organization chart, including identification of all Key Personnel as defined in Section 6.0 including their name and description of their proposed roles and responsibilities. Subconsultants holding key roles in the team organization should be included and clearly identified as such. If the Respondent is a JV, each individual's firm affiliation should be indicated in the organization chart. The organization chart should be accompanied by a narrative summary indicating the functional responsibilities and designated authority of personnel and entities identified.

The Respondent shall include resumes for Key Personnel and any other staff members deemed critical to the performance of the services requested. Resumes should be limited to no more than two (2) pages for each Key Personnel position listed. No more than one resume shall be submitted for each Key Personnel position listed. Resumes should include proposed role / responsibility, educational background, professional registrations, relevant credentials, years of relevant experience, and prior experience and role(s) on relevant projects. Relevant experience refers to projects with comparable scope, scope components, type, size, and/or performance risk as described herein. Emphasis should include significant experience and familiarity with construction monitoring, construction testing, construction administration and QC/QA on projects in the United States, which provided similar site characteristics, risk, riverine construction, marine construction, potential types of temporary works structures, geotechnical conditions, climate, and interaction with riverine and marsh systems. The Respondent's role on each relevant project should be clearly described, to include their level of involvement on each project, specific portions of each project(s) completed, overall contract value and subcontractor's contract value, and the key personnel involved from the team and their role(s).

Resumes should clearly describe the role of the Key Personnel in each project listed. Each Key Personnel member's resume shall include contact information for two references.

The CPRA may conduct reference checks. The Respondent shall be responsible for verifying the contact numbers submitted on each resume, as the CPRA will make a reasonable effort to contact references based on the contact information provided. The information obtained from the reference checks will be incorporated into the scoring of this section. If additional information is needed, the CPRA reserves the right to pursue additional contacts and will incorporate the performance information obtained into the scoring of this section.

The availability of Key Personnel on the Respondent's team shall be provided in a table or chart. The table or chart should provide their current workload and time that would be allocated for this Project should the Respondent be selected. The Respondent is to indicate their agreement to provide written commitment prior to contract signing for the Key Personnel's dedicated time to the Project if selected as the Construction Administration and Quality Assurance Contractor.

This section will be evaluated and points awarded based on the relevant professional credentials, education, and experience of Key Personnel and critical staff on similar relevant projects. Also considered in the point allocation will be feedback from references on the Key Personnel.

Maximum pages: 30 (one 11"x 17" sheet allowed in this section)

CHANGE TO:

7.3 Part B: Experience & Qualifications of Key Personnel

40 Points

The Respondent shall provide a proposed team organization chart, including identification of all Key Personnel as defined in Section 6.0 including their name and description of their proposed roles and responsibilities. Subconsultants holding key roles in the team organization should be included and clearly identified as such. If the Respondent is a JV, each individual's firm affiliation should be indicated in the organization chart. The organization chart should be accompanied by a narrative summary indicating the functional responsibilities and designated authority of personnel and entities identified.

The Respondent shall include resumes for Key Personnel and any other staff members deemed critical to the performance of the services requested. Resumes should be limited to no more than two (2) pages for each Key Personnel position listed. No more than one resume shall be submitted for each Key Personnel position listed. Resumes should include proposed role / responsibility, educational background, professional registrations, relevant credentials, years of relevant experience, and prior experience and role(s) on relevant projects. Relevant experience refers to projects with comparable scope, scope components, type, size, and/or performance risk as described herein. Emphasis should include significant experience and familiarity with construction monitoring, construction testing, construction administration and QC/QA on projects in the United States, which provided similar site characteristics, risk, riverine construction, marine construction, potential types of temporary works structures, geotechnical conditions, climate, and interaction with riverine and marsh systems.

Resumes should clearly describe the role of the Key Personnel in each project listed. Each Key Personnel member's resume shall include contact information for two references.

The CPRA may conduct reference checks. The Respondent shall be responsible for verifying the contact numbers submitted on each resume, as the CPRA will make a reasonable effort to contact references based on the contact information provided. The information obtained from the reference checks will be incorporated into the scoring of this section. If additional information is needed, the CPRA reserves the right to pursue additional contacts and will incorporate the performance information obtained into the scoring of this section.

The availability of Key Personnel on the Respondent's team shall be provided in a table or chart. The table or chart should provide their current workload and time that would be allocated for this Project should the Respondent be selected. The Respondent is to indicate their agreement to provide written commitment prior to contract signing for the Key Personnel's dedicated time to the Project if selected as the Construction Administration and Quality Assurance Contractor.

This section will be evaluated and points awarded based on the relevant professional credentials, education, and experience of Key Personnel and critical staff on similar relevant projects. Also considered in the point allocation will be feedback from references on the Key Personnel.

Maximum pages: 30 (one 11"x 17" sheet allowed in this section)

EXPLANATION: Clarified information required.

CHANGE FROM:

7.5 Part D: Hudson/Veteran Small Entrepreneurship Program

10 Points

The CPRA fully participates in and encourages participation in the Hudson Initiative. The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurs (sometimes referred to as “LaVets” and “SEs” respectively) to participate in contracting and procurement with the state. Ten (10) points are available to Respondents who themselves are a Hudson Initiative small entrepreneurship certified through the Louisiana Economic Development for small entrepreneurship under the Hudson Initiative Program (H.I.P.) or Respondents who engage one or more subcontractors certified through the Louisiana Economic Development for small entrepreneurship under the H.I.P. Certification shall be valid at the date of the SOQ submittal. The Respondent shall also describe how they intend to utilize any Hudson certified firms on their team. Respondents must provide a copy of the certification certificate for itself and any applicable subcontractors in their Proposal. Failure to provide the required documentation and certifications in the submittal will lead to award of zero (0) of the ten (10) points available.

CHANGE TO:

7.5 Part D: Hudson/Veteran Small Entrepreneurship Program

12 Points

The CPRA fully participates in and encourages participation in the Hudson Initiative. The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurs (sometimes referred to as “LaVets” and “SEs” respectively) to participate in contracting and procurement with the state.

A maximum of twelve (12) points in this RFQ are reserved for Respondents who are certified small entrepreneurs, or who will engage the participation of one or more certified small entrepreneurs as subcontractors. Reserved points shall be added to the applicable Respondent’s evaluation score as follows:

Respondent Status and Allotment of Reserved Points

- If the Respondent is a certified Veterans Initiative small entrepreneurship, the Respondent shall receive twelve (12) evaluation points in this RFQ.
- If the Respondent is a certified Hudson Initiative small entrepreneurship, the Respondent shall receive ten (10) evaluation points in this RFQ.
- If the Respondent demonstrates its intent to use certified small entrepreneurship(s) in the performance of Contract work resulting from this solicitation, the Respondent 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.
- The total number of points awarded pursuant to this Section shall not exceed twelve (12) evaluation points in this RFQ.

If the Respondent is a certified Veterans Initiative or Hudson Initiative small entrepreneurship, the Respondent must note this in its SOQ in order to receive the full amount of applicable reserved points.

If the Respondent is not a certified small entrepreneurship, but has engaged one (1) or more Veterans Initiative or Hudson Initiative certified small entrepreneurship(s) to participate as subcontractors, the Respondent shall provide the following information for each certified small entrepreneurship subcontractor in order to obtain any applicable Veterans Initiative or Hudson Initiative points:

- Subcontractor's name;
- Subcontractor's Veterans Initiative and/or the Hudson Initiative certification certificate;
- A detailed description of the work to be performed; and
- The anticipated dollar value of the subcontract for the three-year Contract term based on a \$10,000,000.00 estimated contract value.

Note – it is not mandatory to have a Veterans Initiative or Hudson Initiative certified small entrepreneurship subcontractor. However, it is mandatory to include this information in order to receive any allotted points when applicable.

If multiple Veterans Initiative or Hudson Initiative subcontractors will be used, the above required information should be listed for each subcontractor. The Respondent should provide a sufficiently detailed description of each subcontractor's work so the CPRA is able to determine if there is duplication or overlap, or if the subcontractor's services constitute a distinct scope of work from each other subcontractor(s). Copies of certification certificates will not be considered in the page limit.

Maximum pages: 3

EXPLANATION: Changed maximum points available and added maximum page limit for this section.

CHANGE FROM:

7.6 Part E: Compliance with All SOQ Requirements

5 Points

SOQ requirements have been identified throughout this RFQ package. The Respondent is expected to follow the outlined instructions and meet all submittal requirements. The Respondent must submit all required forms, submit the required number of copies in the required format and size, and verify all licenses, bonds, and insurance certifications. A completed Submittal Requirement Checklist (Enclosure 5) shall be included in this section. In order to receive the maximum score of five (5) points, all SOQ requirements, including the submittal of a completed Submittal Requirements Checklist, must be met.

Maximum pages: 2

CHANGE TO:

7.6 Part E: Compliance with All SOQ Requirements

3 Points

SOQ requirements have been identified throughout this RFQ package. The Respondent is expected to follow the outlined instructions and meet all submittal requirements. The Respondent must submit all required forms, submit the required number of copies in the required format and size, and verify all licenses, bonds, and insurance certifications. A completed Submittal Requirement Checklist (Enclosure 5) shall be included in this section. In order to receive the maximum score of five (5) points, all SOQ requirements, including the submittal of a completed Submittal Requirements Checklist, must be met.

Maximum pages: 3

EXPLANATION: Changed maximum points available and maximum number of pages for Part E from 2 to 3.

III. RFQ ENCLOSURE 2, SCOPE OF WORK, CLARRIFICATIONS AND REVISIONS:

CHANGE FROM:

2.0 General Administration, Coordination and Non-Disclosure

The CPRA's goal is to deliver a quality Project that meets the CPRA's needs, within the CPRA's budget, and within the CPRA's schedule, at a reasonable and appropriate cost to the CPRA and with a reasonable and appropriate fee for the CMAR Contractor and other contractors and consultants supporting the Project. The CPRA's intent is for the CPRA, Resident Office Staff, Project Management Support staff, Construction Administration and Quality Assurance Contractor, Design Team, CMAR Contractor, and other contractors and consultants supporting the Project to cooperate, coordinate, collaborate and communicate fully with each other and with others involved in the Project as a team at all times, to proceed on the basis of trust, confidence, and good faith, and use their best skill and effort in their activities on the Project to meet this goal. The Construction Administration and Quality Assurance Contractor shall take appropriate measures to ensure the confidentiality and protection of all Program and Project information. Notwithstanding communications among the Project Team, the Construction Administration and Quality Assurance Contractor is prohibited from disclosing, using, or allowing the use of any Program or Project information without the prior written consent of CPRA. Disclosing Program or Project information without the prior written consent of CPRA could result in the termination of the Contract for cause at CPRA's discretion.

The Construction Administration and Quality Assurance Contractor is responsible for assisting the CPRA as represented by the Resident Office Staff and Project Management Support staff, with

construction administration and Quality Assurance (QA) to ensure that construction is being completed in accordance with the plans and specifications contained in the Project construction documents. As part of construction administration, the Construction Administration and Quality Assurance Contractor is responsible for monitoring the implementation of the CMAR Contractor's Project Management Plan, to include the Health, Safety, Security, and Environment (HSSE) Plan, Environmental Management Plan, and Hurricane Preparedness and Response Plan. As part of QA, the Construction Administration and Quality Assurance Contractor is responsible for monitoring the implementation of the CMAR Contractor's Quality Control (QC) Plan, conducting QA inspections of the work performed by the CMAR Contractor and QA testing of materials used by the CMAR Contractor in Project construction to verify compliance with the standards and requirements outlined in the Project construction documents and the CMAR Contractor's QC Plan. The method and frequency of QA inspections and testing required will depend on type of work being performed.

The Resident Office Staff will be led by the Resident Engineer, who along with the Deputy Resident Engineer, will be located on the Project site at all times during construction. The Resident Engineer will report to the CPRA Program Manager and Area Engineer and will be responsible for day-to-day oversight of the CMAR Contractor on behalf of the CPRA. The Resident Engineer or the CPRA Program Manager/Area Engineer will provide direction and priorities to the Construction Administration and Quality Assurance Contractor.

The Construction Administration and Quality Assurance Contractor is expected to provide a Project Manager to serve as its primary point of contact for the Resident Engineer and the CPRA, to lead and manage the staff assigned to the Project. The Project Manager for the Construction Administration and Quality Assurance Contractor should be a full-time employee for the prime contractor, a Professional Engineer registered in the State of Louisiana, possess a Bachelor of Science in Engineering, or other appropriate technical discipline, and have at least 15 years of project and/or construction management experience, preferably working in the local region on projects that are similar in scope to this Project. In addition to the above experience and education requirements, the Project Manager should have completed the course entitled "Construction Quality Management For Contractors" within the past 5 years or prior to the issuance of a Notice to Proceed (NTP). This course is periodically offered at the New Orleans District and other Corps of Engineers districts.

The Construction Administration and Quality Assurance Contractor is expected to provide a Deputy Project Manager to serve as the Project Manager in their absence and as the point of contact for Construction Administration (CA) and QA activities for La Highway 23. The Deputy Project Manager for should be a full-time employee for the prime contractor or one of their subcontractors, be a Professional Engineer registered in the State of Louisiana, possess a Bachelor of Science in Engineering or other appropriate technical discipline, and have at least 5 years of experience in responsible charge of managing DOTD road and/or bridge construction projects, preferably working in the local region on projects that are similar in scope to this Project. The Deputy Project Manager may perform other duties but must be allowed sufficient time to perform their assigned CA/QA duties for La Highway 23 as described in the Project QA Plan.

The Construction Administration and Quality Assurance Contractor is also expected to provide a Principal Executive to serve as its primary point of contact for the CPRA executive leadership and to supervise the Project Manager assigned to the Project. The Principal Executive for the Construction Administration and Quality Assurance Contractor should be a senior leader in the firm and be responsible for overall quality management of the tasks performed under this contract. The Principal Executive should be able to resolve potential contractual concerns communicated by the CPRA and empowered to sign contractual documents as a duly authorized representative and/or owner of the firm.

The Construction Administration and Quality Assurance Contractor may also propose and provide administrative and technical staff members in addition to staff specified to provide any additional administrative, logistical, technical and management support needed to meet the requirements described in this Scope of Services.

Copies of the current Project construction documents, to include the plans and specifications, will be provided to the Construction Administration and Quality Assurance Contractor by the CPRA once the NTP for construction has been issued to the CMAR Contractor.

The Construction Administration and Quality Assurance Contractor is also expected to document lessons learned related to Project construction administration and QA during construction to assist the CPRA in improving its management of future construction projects.

CHANGE TO:

2.0 General Administration, Coordination and Non-Disclosure

The CPRA's goal is to deliver a quality Project that meets the CPRA's needs, within the CPRA's budget, and within the CPRA's schedule, at a reasonable and appropriate cost to the CPRA and with a reasonable and appropriate fee for the CMAR Contractor and other contractors and consultants supporting the Project. The CPRA's intent is for the CPRA, Resident Office Staff, Project Management Support staff, Construction Administration and Quality Assurance Contractor, Design Team, CMAR Contractor, and other contractors and consultants supporting the Project to cooperate, coordinate, collaborate and communicate fully with each other and with others involved in the Project as a team at all times, to proceed on the basis of trust, confidence, and good faith, and use their best skill and effort in their activities on the Project to meet this goal. The Construction Administration and Quality Assurance Contractor shall take appropriate measures to ensure the confidentiality and protection of all Program and Project information. Notwithstanding communications among the Project Team, the Construction Administration and Quality Assurance Contractor is prohibited from disclosing, using, or allowing the use of any Program or Project information without the prior written consent of CPRA. Disclosing Program or Project information without the prior written consent of CPRA could result in the termination of the Contract for cause at CPRA's discretion.

The Construction Administration and Quality Assurance Contractor is responsible for assisting the CPRA as represented by the Resident Office Staff and Project Management Support staff, with construction administration and Quality Assurance (QA) to ensure that construction is being completed in accordance with the plans and specifications contained in the Project construction documents. As part of construction administration, the Construction Administration and Quality Assurance Contractor is responsible for monitoring the implementation of the CMAR Contractor's Project Management Plan, to include the Health, Safety, Security, and Environment (HSSE) Plan, Environmental Management Plan, and Hurricane Preparedness and Response Plan. As part of QA, the Construction Administration and Quality Assurance Contractor is responsible for monitoring the implementation of the CMAR Contractor's Quality Control (QC) Plan, conducting QA inspections of the work performed by the CMAR Contractor and QA testing of materials used by the CMAR Contractor in Project construction to verify compliance with the standards and requirements outlined in the Project construction documents and the CMAR Contractor's QC Plan. The method and frequency of QA inspections and testing required will depend on type of work being performed.

The Resident Office Staff will be led by the Resident Engineer, who along with the Deputy Resident Engineer, will be located on the Project site at all times during construction. The Resident Engineer will report to the CPRA Program Manager and Area Engineer and will be responsible for day-to-day oversight of the CMAR Contractor on behalf of the CPRA. The Resident Engineer or the CPRA Program Manager/Area Engineer will provide direction and priorities to the Construction Administration and Quality Assurance Contractor.

The Construction Administration and Quality Assurance Contractor is expected to provide a Project Manager to serve as its primary point of contact for the Resident Engineer and the CPRA, to lead and manage the staff assigned to the Project. The Project Manager for the Construction Administration and Quality Assurance Contractor should be a full-time employee for the prime contractor, a Professional Engineer registered in the State of Louisiana or Certified Construction Manager (CCM), possess a Bachelor of Science in Engineering, or other appropriate technical discipline, and have at least 15 years of project and/or construction management experience, preferably working in the local region on projects that are similar in scope to this Project. In addition to the above experience and education requirements, the Project Manager should have completed the course entitled "Construction Quality Management For Contractors" within the past 5 years or prior to the issuance of a Notice to Proceed (NTP). This course is periodically offered at the New Orleans District and other Corps of Engineers districts.

The Construction Administration and Quality Assurance Contractor is expected to provide a Deputy Project Manager to serve as the Project Manager in their absence and as the point of contact for Construction Administration (CA) and QA activities for La Highway 23. The Deputy Project Manager for should be a full-time employee for the prime contractor or one of their subcontractors, be a Professional Engineer registered in the State of Louisiana or Certified Construction Manager (CCM), possess a Bachelor of Science in Engineering or other appropriate technical discipline, and have at least 5 years of experience in responsible charge of managing DOTD road and/or bridge construction projects, preferably working in the local region on projects that are similar in scope to this Project. The Deputy Project Manager may perform other duties but must be allowed

sufficient time to perform their assigned CA/QA duties for La Highway 23 as described in the Project QA Plan.

The Construction Administration and Quality Assurance Contractor is also expected to provide a Principal Executive to serve as its primary point of contact for the CPRA executive leadership and to supervise the Project Manager assigned to the Project. The Principal Executive for the Construction Administration and Quality Assurance Contractor should be a senior leader in the firm and be responsible for overall quality management of the tasks performed under this contract. The Principal Executive should be able to resolve potential contractual concerns communicated by the CPRA and empowered to sign contractual documents as a duly authorized representative and/or owner of the firm.

The Construction Administration and Quality Assurance Contractor may also propose and provide administrative and technical staff members in addition to staff specified to provide any additional administrative, logistical, technical and management support needed to meet the requirements described in this Scope of Services.

Copies of the current Project construction documents, to include the plans and specifications, will be provided to the Construction Administration and Quality Assurance Contractor by the CPRA once the NTP for construction has been issued to the CMAR Contractor.

The Construction Administration and Quality Assurance Contractor is also expected to document lessons learned related to Project construction administration and QA during construction to assist the CPRA in improving its management of future construction projects.

EXPLANATION: Added CCM as an option in lieu of a Louisiana Professional Engineer for the Project Manager and Deputy Project Manager positions.

CHANGE FROM:

3.2 Project Site Safety

The responsibility for safety on the Project site rests with the CMAR Contractor. The responsibility for assuring CMAR Contractor compliance with its Health, Safety, Security, and Environment (HSSE) Plan rests with the CPRA. In order to avoid accidents and obstructions on the job, which are caused by lack of planning, a Pre-Work Safety Plan/Accident Prevention Plan may be required to be prepared by the CMAR Contractor for each phase of the Project prior to the start of construction during that phase of work. A Pre-Work Safety Plan should list the steps of a job in sequence, the probable hazard(s) associated with the type of work, and the control action to be taken.

Each prime contractor on the Project site is responsible for the safe performance of all their subcontractors. It is absolutely essential that everyone on the Project site have a mutual understanding of the safety requirements as outlined in the CMAR Contractor's HSSE Plan before commencement of work.

The Construction Administration and Quality Assurance Contractor is responsible for assisting the CPRA and Resident Engineer in assuring CMAR Contractor compliance with its HSSE Plan and for the health, safety, and security of the Field Construction Office. Notes and observations on CMAR Contractor compliance with its HSSE should be recorded on the Daily QA Activity Report prepared by the Construction Administration and Quality Assurance Contractor.

The Construction Administration and Quality Assurance Contractor is also expected to prepare a HSSE Plan for the Field Construction Office and provide a Safety and Health Officer (SSHO). The SSHO will be at the work site at all times, unless otherwise directed by the CPRA, to perform safety and occupational health management, surveillance, inspections, and safety enforcement for the staff assigned to the Field Construction Office and assure that the CMAR Contractor complies with their HSSE Plan. The SSHO provided by the Construction Administration and Quality Assurance Contractor should have at least 10 years of safety-related experience and their training, experience, and qualifications shall be as required by EM 385-1-1 paragraph 01.A.17.

CHANGE TO:

3.2 Project Site Safety

The responsibility for safety on the Project site rests with the CMAR Contractor. The responsibility for assuring CMAR Contractor compliance with its Health, Safety, Security, and Environment (HSSE) Plan rests with the CPRA. In order to avoid accidents and obstructions on the job, which are caused by lack of planning, a Pre-Work Safety Plan/Accident Prevention Plan may be required to be prepared by the CMAR Contractor for each phase of the Project prior to the start of construction during that phase of work. A Pre-Work Safety Plan should list the steps of a job in sequence, the probable hazard(s) associated with the type of work, and the control action to be taken.

Each prime contractor on the Project site is responsible for the safe performance of all their subcontractors. It is absolutely essential that everyone on the Project site have a mutual understanding of the safety requirements as outlined in the CMAR Contractor's HSSE Plan before commencement of work.

The Construction Administration and Quality Assurance Contractor is responsible for assisting the CPRA and Resident Engineer in assuring CMAR Contractor compliance with its HSSE Plan. Notes and observations on CMAR Contractor compliance with its HSSE should be recorded on the Daily QA Activity Report prepared by the Construction Administration and Quality Assurance Contractor.

The Construction Administration and Quality Assurance Contractor is also expected to prepare a HSSE Plan for the Field Construction Office and provide a Safety and Health Officer (SSHO). The SSHO will be at the work site at all times when work is being performed, unless otherwise directed by the CPRA, to perform safety and occupational health management, surveillance, inspections, and safety enforcement for Construction Administration and Quality Assurance Contractor staff assigned to the Field Construction Office and assure that the CMAR Contractor complies with their HSSE Plan. The SSHO provided by the Construction Administration and

Quality Assurance Contractor should have at least 10 years of safety-related experience and their training, experience, and qualifications shall be as required by EM 385-1-1 paragraph 01.A.17.

EXPLANATION: Clarifies Construction Administration and Quality Assurance Contractor's responsibilities with regard to the staff assigned to the Field Construction Office.

IV. RFQ ENCLOSURE 5, SUBMITTAL REQUIREMENTS CHECKLIST REVISIONS:

Delete Enclosure 5, Submittal Requirements Checklist from RFQ and Replace with attached Enclosure 5, Submittal Requirements

EXPLANATION: Clarifies Hudson/Veteran Program requirements

ATTACHMENT: Enclosure 5, Submittal Requirements Checklist

END OF ADDENDUM III

CPRA Construction Administration and Quality Assurance

RFQ Submittal Requirements Checklist

Information	Mark “Checked” if Submitted
-------------	--------------------------------------

Introductory Information

■ Executive Summary	<input type="checkbox"/>
Part A – Business Organization, Relevant History and Experience	
■ Business organization and history	<input type="checkbox"/>
■ Project Experience on no more than five (5) Relevant Projects with references	<input type="checkbox"/>
Part B – Experience & Qualifications of Key Personnel	
■ Team organization chart	<input type="checkbox"/>
■ Principal Executive Resume: Resume should clearly describe educational background, professional registrations, relevant credentials, years of relevant experience, and prior experience on relevant projects. Include contact information for two references.	<input type="checkbox"/>
■ Project Manager Resume: Resume should clearly describe educational background, professional registrations, relevant credentials, years of relevant experience, and prior experience on relevant projects. Include contact information for two references.	<input type="checkbox"/>
■ Deputy Project Manager Resume: Resume should clearly describe educational background, professional registrations, relevant credentials, years of relevant experience, and prior experience on relevant projects. Include contact information for two references.	<input type="checkbox"/>
■ Safety and Health Officer (SSHO) Resume: Resume should clearly describe educational background, professional registrations, relevant credentials, years of relevant experience, and prior experience on relevant projects. Include contact information for two references.	<input type="checkbox"/>
■ Resident Project Representative (Headworks) Resume: Resume should clearly describe educational background, professional registrations, relevant credentials, years of relevant experience, and prior experience on relevant projects. Include contact information for two references.	<input type="checkbox"/>
■ Resident Project Representative (Conveyance Channel and Guide Levees) Resume: Resume should clearly describe educational background, professional registrations, relevant credentials, years of relevant experience, and prior experience on relevant projects. Include contact information for two references.	<input type="checkbox"/>
■ Resident Project Representative (Highway 23 Roadway and Bridge) Resume: Resume should clearly describe educational background, professional registrations, relevant credentials, years of relevant experience, and prior experience on relevant projects. Include contact information for two references.	<input type="checkbox"/>
■ Resident Project Representative (Siphon and Drainage Structures) Resume: Resume should clearly describe educational background, professional registrations, relevant credentials, years of relevant experience, and prior experience on relevant projects. Include contact information for two references.	<input type="checkbox"/>

Information	Mark “Checked” if Submitted
■ Resident Project Representative (Outfall Transition Area) Resume: Resume should clearly describe educational background, professional registrations, relevant credentials, years of relevant experience, and prior experience on relevant projects. Include contact information for two references.	<input type="checkbox"/>
■ Resident Project Representative (Reservation Area) Resume: Resume should clearly describe educational background, professional registrations, relevant credentials, years of relevant experience, and prior experience on relevant projects. Include contact information for two references.	<input type="checkbox"/>
■ Resident Project Representative (New Orleans Gulf Coast (NOGC) Rail Road Railroad) Resume: Resume should clearly describe educational background, professional registrations, relevant credentials, years of relevant experience, and prior experience on relevant projects. Include contact information for two references.	<input type="checkbox"/>
■ Chart or table with availability of Key Personnel.	<input type="checkbox"/>
Part C –Understanding and Approach	
■ Description of the Respondent’s understanding of the Scope of Services and roles and responsibilities within the Project Team.	<input type="checkbox"/>
■ Description of the methodology and tools that will be used to perform the construction administration and quality assurance services and tasks required based on the Project for all deliverables.	<input type="checkbox"/>
Part D – Hudson/Veteran Small Entrepreneurship Program	
■ Copies of Hudson Initiative/Veteran Program certifications.	<input type="checkbox"/>
■ Description of how Respondent will utilize any Hudson/Veteran certified firms on their team	<input type="checkbox"/>
Part E – Compliance with All SOQ Requirements	
■ SOQ Submittal Check List Form	<input type="checkbox"/>
■ One Original (marked “Original”) and six (6) hard copies of SOQ submittal and two (2) USB flash drives submitted containing a single PDF file of the entire SOQ	<input type="checkbox"/>
Standard Forms and Supporting Documents	
■ Insurance Requirements - Letter from Insurance Carrier verifying the Respondent’s capability to meet the insurance requirements listed in Enclosure 3, Draft Contract	<input type="checkbox"/>
■ Licensure - Copies of relevant licenses, certifications and registrations	<input type="checkbox"/>
■ Contract Acknowledgement - Contract acknowledgement with any requested changes and modifications	<input type="checkbox"/>
■ Confidential Conflict of Interest Disclosure Form - Completed Confidential Conflict of Interest Disclosure Forms for all proposed Key Personnel and any other staff members deemed critical to the performance of the services.	<input type="checkbox"/>

Information	Mark “Checked” if Submitted
<ul style="list-style-type: none"> ■ Financial Information – Submitted in a separate envelope identified with Respondent’s name and marked “Confidential – Financial Documentation”: either (1) Financial Statements for the past three (3) twelve-month periods or (2) an explanation of why the Financial Statements are not available and a letter from from the Respondent’s bank and/or other financial companies stating financial status/standing with the bank or financial company (on bank/financial company letterhead). 	<input type="checkbox"/>

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Firm Name: _____