



# State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR

July 7, 2022

TO: ALL POTENTIAL PROPOSERS

RE: RSIQ NO. 2503-22-03  
"Coastal Engineering Services for Coastal Protection and Restoration Authority Projects"

**PROPOSAL DUE DATE: JULY 20, 2022 @ 3:00PM**

## ADDENDUM I QUESTIONS AND RESPONSES

1.	Q.	Standard form 24-102 #9 states <i>"identify the Firm's project experience most relevant to the scope in the advertisement, with no more than 5 projects being represented by the prime consultant and with no more than 5 projects represented by each sub-consultant on the team. Include no more than one page per project."</i>  <b>Question: Since subconsultants are submitting their own 24-102 forms, does the prime still need to show subconsultant projects in this section? If the answer is no then can the prime show 10 project examples or are we still limited to 5?</b>
	A.	<b>Prime firms shall list no more than five (5) projects identifying the Prime's project experience most relevant to the scope on their SF 24-102. Each sub-consultants shall list no more than five (5) projects identifying the sub-consultant's project experience most relevant to the scope on their SF 24-102.</b>
2.	Q.	Standard form 24-102 #7 states <i>"Brief résumé of Key Personnel as defined and shown in Section 6. Resumes limited to two (2) pages"</i>  <b>Question: If the prime identifies personnel from a subconsultant firm as "key personnel", does the prime need to include that person's resume in the prime's 24-102 form or should it just be included in the subconsultant's 24-102 form?</b>
	A.	<b>If personnel from a sub-consultant is shown as "key personnel" in Section 6 of the Prime's SF 24-102, resumes for those identified key personnel should be included in sub-consultants SF 24-102.</b>
3.	Q.	RSIQ indicates there are two options for submitting proposal documents. For option two, the file sizes typically exceed the threshold for email attachments to CPRA staff. Can responders use something like an ftp, dropbox, or citrix sharefine link? If so, will can CPRA confirm all responses will be downloaded at the time of submission to avoid any expiring links?

	A.	<b>No, ftp, dropbox, or citrix sharefine links are not an option. If a Proposer submits a digital copy, the file size limit for emailed attachments(s) is 30Mb.</b>
4.	Q.	RSIQ includes an updated SF 24-102 that is somewhat different than past versions. In particular, Table 9 says:  <i>“Identify the Firm’s project experience most relevant to the scope in the advertisement, with no more than 5 projects being represented by the prime consultant and with no more than 5 projects represented by <u>each</u> sub-consultant on the team.”</i>  Past versions only allowed responses that contained 10 projects total. Is the current intention to allow each sub-consultant to show up to five projects in table 9? E.g. a response with five sub-consultants could show 30 projects in total? Also, do sub-consultants list projects in second 9 of their SF 24-102?
	A.	<b>Prime firms shall list no more than five (5) projects identifying the Prime’s project experience most relevant to the scope on their SF 24-102. Each sub-consultants shall list no more than five (5) projects identifying the sub-consultant’s project experience most relevant to the scope on their SF 24-102.</b>
5.	Q.	Can 11x17 sized pages be included in Standard Form: CPRA 24-102 Section 11 Additional Information?
	A.	<b>No. Use 8 ½” x 11” pages for Section 11.</b>
6.	Q.	If 11x17 pages are permitted in Section 11 Additional Information, will they count as 1 or 2 pages?
	A.	<b>Use 8 ½” x 11” pages for Section 11.</b>
7.	Q.	Are there font type or size limitations for the response?
	A.	<b>All body text in the SIQ response shall be no smaller than 11 point font; font size for graphics, header and folio sections can be smaller than 11 point but no smaller than 9 point. If a Proposer submits a digital copy, the file size limit for emailed attachment(s) is 30Mb.</b>
8.	Q.	On Enclosure 1: Scope of Services for Coastal Engineering Services> Section II. Scope of Work>A. Services Required>3. General Engineering, is a required service. On page 5 of the same document, it states: Additional services utilized under this scope could include those listed below; however consultants are not required to include qualifications for these services in their SIQ as these qualifications will not be included in the scoring criteria, and General Engineering is listed as #11. Can you provide clarification on if we will be evaluated on our General Engineering qualifications?

	A.	<b>Additional services listed in the Scope of Services includes Structural Engineering and General Engineering which could involve a flood protection feature. For a specific task assigned under this Contract, these services may support the Coastal Engineering effort. However, evaluation criteria and scoring will only consider these qualifications and personnel for the Services Required as listed in the Scope of Services. The additional services mentioned will not be considered in the evaluation criteria and scoring.</b>
9.	Q.	<p>The RSIQ Public Notice contains the following language:</p> <p>Option 1: Submit one signed original, by an authorized representative of the prime firm and five (5) additional paper copies of the SIQ, along with a digital copy of the SIQ in .pdf format on a USB flash drive.</p> <p style="text-align: center;">- OR -</p> <p>Option 2: Submit a digital copy of the SIQ in .pdf format.</p> <p>Please confirm that a single PDF sent by email is sufficient for the submittal requirement.</p>
	A.	<b>Option 1 OR Option 2 as described in the RSIQ is acceptable. If Option 2 is selected, no hard copies are required. The file size limit for the email attachment(s) is 30Mb.</b>