



# State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR

January 13, 2023

## ADDENDUM III

### RESPONSES TO INQUIRIES, CLARIFICATIONS AND REVISIONS TO RFP

TO: ALL POTENTIAL PROPOSERS

RE: RFP #: 3000020112, Mid-Barataria Sediment Diversion Impacts to Property Mitigation Project Management and Land Acquisition Services

**PROPOSAL DUE DATE: January 27, 2023 @ 3:00PM**

## I. QUESTIONS AND RESPONSES

|    |           |  |
|----|-----------|--|
| 1. | <b>Q.</b> | On pages 12 & 13, CPRA requires both the Acquisition Manager and the Acquisition Negotiators to have a valid Louisiana Real Estate Broker’s License. People working on behalf of public agencies in Louisiana to acquire landrights are not required to have a real estate license according to the Louisiana Real Estate Commission. Will CPRA consider removing this requirement?  |
|    | <b>A.</b> | This is a desirable qualification, not mandatory. Refer to Volume I – Technical Proposal and Cost Rates in Section 1.10.A.f Experience of Personnel Assigned to the Project, wherein it states “It is highly desirable the Proposer’s staff (either Prime or Subcontractor) should meet the following qualifications prior to the deadline for receipt of Proposals.”  |
| 2. | <b>Q.</b> | For volume 2 financials, will CPRA consider 11 months of unaudited financials for 2021 since audited financials will not be ready for most firms?  |
|    | <b>A.</b> | Refer to Section 1.10.B Volume II – Financial Information which describes in detail options for the Proposer to meet the requirements of this section.   |
| 3. | <b>Q.</b> | Page 34, 2.3.2 – Proposers are required to submit a cost and resource loaded schedule. <ul style="list-style-type: none"> <li>a. Are proposers to develop independent cost estimates for all activities, or will this activity be compensated as part of Subtask 1.2.1 in the SOW?</li> <li>b. If Proposers are not required to complete cost estimates, will CPRA provide costs from the baseline schedule to include?</li> </ul> |

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|    |           | c. Will CPRA provide the P6 file for the baseline schedule?   |
|    | <b>A.</b> | <p>Proposers should review the Scope of Work, Attachment 3 and develop a planning level schedule with the proposer’s planned approach to complete the Scope of Work. The schedule should include an estimated order of magnitude cost to complete each task, with the tasks rolling up to a total estimated order of magnitude cost to complete the entire Scope of Work. Proposers do not need to estimate the cost or resources required for construction or acquisitions. Refer to number 2 of Section II: RFP Clarifications and Revisions of this Addendum.</p> <p>The planning level schedule should be cost loaded and resource loaded and submitted as part of the proposal. The selected firm will work with CPRA to revise and update the proposed planning level schedule after the Notice to Proceed. The revised schedule developed with CPRA will become the baseline schedule. CPRA has provided a Project Schedule Example in Attachment 3 (also referred to as “planning level schedule”) as framework example. CPRA will not provide a P6 file for the baseline schedule. The planning level schedule may be submitted in Microsoft Project or Primavera P6. The schedule submittal should include a Gantt Chart, resource demand graphs, and cost curves. This is not scored in the Cost Evaluation, but will be evaluated and scored in the Approach and Methodology section.</p> |
| 4. | <b>Q.</b> | Page 57 indicates that the CPRA PMT will be the IPMP PM. The RFQ asks for proposers to identify a PM. Please clarify.   |
|    | <b>A.</b> | CPRA will appoint an internal Project Manager to work directly with the selected firm. The selected firm shall have a Project Manager that is accountable to the CPRA Project Manager and their own firm’s management for the performance of the Scope of Work indicated in Attachment 3.   |
| 5. | <b>Q.</b> | Page 58 - The Designers and Contractors are shown as reporting to the IPMP PM. Is the Proposer responsible for the performance of these two groups? Please elaborate on the relationship and the SDC scope of work.   |
|    | <b>A.</b> | The selected firm will coordinate activities with the design and construction contractors to ensure that land rights are secured for all construction activities in advance of construction. The selected firm will also review the overall design and construction approach to ensure that the approach is aligned with the land acquisition work plan and schedule. The selected firm will coordinate with the design firm’s assigned project manager to ensure that the design meets the intended mitigation approach. The selected firm will also coordinate with the design firm to support services during construction (responding to requests for information, etc.). The selected firm will also provide Construction Inspection to ensure that the constructed mitigation complies with the design, review pay applications, and other duties as listed on page 62 of the RFP. The selected firm is not contractually responsible for the design or construction.   |
| 6. | <b>Q.</b> | Page 62 – In the list of Tasks By Others – the Construction section indicates that the IPMP PM will provide Field Inspection. Is it the intent of CPRA to have the SDC  |

|     |           |  |
|-----|-----------|--|
|     |           | Coordinator(s) perform all of this work themselves, or will additional rate categories be considered to manage costs?  |
|     | <b>A.</b> | A Field Inspector rate category has been added to Attachment 4: Required Rate Schedule. Refer to number 3 of Section II: RFP Clarifications and Revisions of this Addendum. The Field Inspector will have primary responsibility for construction inspection.  |
| 7.  | <b>Q.</b> | There is no reference to relocation assistance. Subtask 3.4 indicates that expropriation will be used where negotiations fail. This would result in involuntary acquisitions and trigger relocation assistance provisions in the Uniform Act. Is that the intent of CPRA?  |
|     | <b>A.</b> | A Relocation Specialist rate category has been added to Attachment 4: Required Rate Schedule. Refer to number 3 of Section II: RFP Clarifications and Revisions of this Addendum.  |
| 8.  | <b>Q.</b> | <b>Section 1.10.1, page 18 and Section 1.11, page 19.</b> The list of required documents for submission does not mention redacted copies, yet the last paragraph of Section 1.11 includes instructions for marking certain information in proposals as proprietary or confidential. Please clarify whether a redacted copy is required for any proposals or proposal volumes that include confidential material. If yes, should the redacted copy be electronic, hard copy, or both? |
|     | <b>A.</b> | The RFP does not require the Proposer to redact any information. However, if the Proposer has information in the Proposal that is confidential or proprietary, then the Proposer should clearly mark it in accordance with Section 1.10.1 and 1.11.  |
| 9.  | <b>Q.</b> | <b>Section 1.10.1, page 18 and Section 1.11, page 19.</b> Is it acceptable for bidders that are not publicly owned corporations to mark all of Volume II as confidential?  |
|     | <b>A.</b> | Volume II – Financial Information is treated as confidential and in accordance with Section 1.10.1 of the RFP should be submitted as separate and apart from Volume I – Technical and Cost Proposal. Refer to Section 1.10.1 of the RFP.   |
| 10. | <b>Q.</b> | <b>Attachment 3, Scope of Work, Construction Section, page 66.</b> This section appears at the end of the SOW, after Task 4, but is not labeled as a Task. It has the same format as the other Tasks, including Deliverables. Please clarify whether this section should represent an additional Task 5.   |
|     | <b>A.</b> | The Construction Section in Attachment 3, Scope of Work represents an additional Task 5. Refer to number 4 of Section II: RFP Clarifications and Revisions of this Addendum.   |
| 11. | <b>Q.</b> | <b>Section 1.10.A.f, page 12.</b> This section lists requirements for detailed résumés limited to two pages each. However, with 17 positions listed in Attachment 4 Rate Schedule, résumés alone would account for at least 34 pages, well beyond the suggested 20-page limit. Is it acceptable to provide resumes in a separate Appendix, while summarizing staff experience and qualifications in this section of the proposal?  |

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|-----|----|---|
|     | A. | Refer to number 1 of Section II: RFP Clarifications and Revisions of this Addendum. The suggested 20 page limit is removed in Section 1.10.A.f of the RFP   |
| 12. | Q. | <b>Section 1.10.A.i, page 16 and Attachment 4, page 72.</b> Please confirm that it is acceptable for bidders to provide an hourly rate for each of the staff classifications listed in the “Required Rate Schedule” in Attachment 4 in their proposal, without reproducing Attachment 4 in its entirety.  |
|     | A. | The RFP requires the Proposer to submit the “Required Rate Schedule” in Attachment 4. Through this Addendum, Attachment 4 has been revised. Refer to number 3 of Section II: RFP Clarifications and Revisions of this Addendum. Proposer does not need to duplicate the Personnel Classification Descriptions on the proposed “Required Rate Schedule.” Carefully follow instructions in Section 1.10.A.i of the RFP and on the revised Attachment 4 for completing the “Required Rate Schedule.” |
| 13. | Q. | Under Experience of Personnel Assigned to Project, Is it required that the Acquisition Manager have both a Real Estate Broker’s License and a General Appraiser License? Why is a Broker’s License necessary?   |
|     | A. | Refer to Answer for Question 1.   |
| 14. | Q. | Can the Appraiser bill on a unit basis or does the rate need to be hourly? Does the appraisal have to be Yellow Book? If yes, do they all have to be Before and After or can they be short form if needed?  |
|     | A. | Proposer must submit an hourly rate for each staff-classification listed on the revised Attachment 4 “Required Rate Schedule.” Refer to number 3 of Section II: RFP Clarifications and Revisions of this Addendum. The billing method will be further determined on the negotiated task order. Refer to Section 1.10.A.i Rate Schedule for further information. Yes, appraisals must be Yellow Book. Appraisals must be Before and After appraisals.  |

## II. RFP CLARIFICATIONS AND REVISIONS:

### 1) Explanation:

- **Corrected a grammatical/spacing error on letter “c” and “d”.**
- **Removed the 1<sup>st</sup> sentence in letter “c”, also added the word “original” to the sentence.**
- **Letter “f”, “Suggested no more than 20 pages” was removed; added a Relocation Manager and a Field Inspector to the list of Personnel.**

### Change From:

#### A. VOLUME I – TECHNICAL PROPOSAL AND COST RATES

a. **Cover Letter (Suggested no more than 2 Pages):**

A cover letter should be submitted on the Proposer’s official business letterhead explaining the intent of the Proposer.

b. **Table of Contents:**

The Proposal should include a paginated table of contents to facilitate locating the information included and be organized in the order contained herein.

c. **Certification Statement:**

- d. An **original** signed Certification Statement is required for Acceptance of this Proposal. The Proposer **shall** sign and submit the Certification Statement shown in Attachment 1.

**Executive Summary (Suggested no more than five (5) pages):**

This section should serve to introduce the scope of the Proposal. It should include an Executive Summary with administrative information including, Proposer’s contact name, phone number, and the stipulation that the Proposal is valid for a time period of at least 270 calendar days from the date of submission. This section should also include a summary of the Proposer’s qualifications and ability to meet the State’s overall requirements in the timeframes set by the agency. The Executive Summary should include a positive statement of compliance with the contract terms, as provided in the Sample Contract, Attachment 2. If the Proposer cannot comply with any of the contract terms, an explanation of each exception should be supplied. The Proposer should address the specific language in the Sample Contract, Attachment 2, and submit whatever exceptions or exact contract modifications that its firm may seek. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

e. **Firm Experience (Suggested no more than three (3) Pages):**

Proposers should give a brief description of their company including a brief history, information on their corporate structure and organization, and the number of years they have been in business. This section should provide a detailed discussion of the Proposer's prior experience in working on projects similar in size, scope, and function to the proposed Scope of Work as described herein. Proposer should describe their experience in other states or with corporate and governmental entities of comparable size and diversity with references from previous clients, including names and telephone numbers.

Proposer should clearly describe their ability to meet or exceed the qualifications as outlined below:

- Relevant experience in project management and land acquisition services, including for State of Louisiana agencies, and projects including eminent domain.
- Evidence of development, implementation, and management of project controls systems, including cost/resource loaded Primavera P6 schedules.
- Evidence of development, implementation, and management of dashboard reporting systems, including Key Performance Indicators (KPIs.)
- Evidence of the project management and technical expertise necessary to accomplish the Scope of Work as described in Attachment 3.
- Evidence of creativity in addressing and solving complex problems or situations.

f. **Experience of Personnel Assigned to the Project (Suggested no more than 20 Pages):**

Proposer should clearly describe their detailed information about the experience of the Proposer's assigned personnel considered key to the successful completion of the items outlined in the Scope of Work. This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications.

Proposer should also specifically include the role and responsibilities of each person on this project, their planned level of effort, and their anticipated duration of involvement. Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.

Proposer should clearly describe their years of experience as outlined below:

- Personnel qualifications and experience with regards to this RFP and Scope of Work.
- Qualifications and experience in managing and completing complex land services projects on time and within budget.
- Individual resumes should include a minimum of three (3) up to five (5) project references, and each individual resume should be limited to two (2) pages.

It is highly desirable the Proposer's staff (either Prime or Subcontractor) should meet the following qualifications prior to the deadline for receipt of Proposals.

**Project Manager**

- Have at least a Bachelor's degree
- Have at least a minimum of ten (10) years experience in the management of land acquisition projects or engineering projects with significant land acquisition elements, preferably for State of Louisiana agencies.

**Design/SDC Coordinator**

- Have at least a Bachelor's Degree in engineering field
- Registered Professional Engineer in the State of Louisiana (Proposer should submit Louisiana Professional Engineer License Number on resume)
- Have at least a minimum five(5) years experience in civil works design coordination, preferably in coastal Louisiana
- Have at least a minimum five (5) years experience in civil works SDC and construction activities, preferably in coastal Louisiana

**Project Controls Lead**

- Have at least a minimum five (5) years experience in project management/project controls
- Demonstrated experience in the development and management of cost-loaded, resource-loads Primavera P6 schedules
- Demonstrated experience managing project cost information
- Demonstrated experience in the management of project controls dashboards

**Abstract Manager**

- Have at least a minimum ten (10) years of experience in abstracting work for State of Louisiana agencies, preferably for CPRA

**Appraisal Manager**

- Have at least a minimum ten (10) years of experience in appraisal work for State of Louisiana agencies, preferably for CPRA
- Certified General Appraiser License issued by the Louisiana Appraisal Board (Proposer should submit Louisiana General Appraiser License Number on resume)
- Demonstrated experience in appraisal preparation for eminent domain purposes

**Acquisition Manager**

- Have at least a minimum ten (10) years of experience in acquisition work for State of Louisiana agencies, preferably for CPRA
- Valid Louisiana Real Estate Broker's License (Proposer should submit Louisiana General Appraiser License Number on resume)

- Demonstrated experience in acquisitions for eminent domain purposes
- Demonstrated experience with Federal Uniform Relocation Act

**Abstractor(s)**

- Have at least a minimum five (5) years of experience in abstracting work for State of Louisiana agencies, preferably for CPRA

**Appraiser(s)**

- Have at least a minimum five (5) years of experience in appraisal work for State of Louisiana agencies, preferably for CPRA
- Certified General Appraiser License issued by the Louisiana Appraisal Board (Proposer should submit Louisiana General Appraiser License Number on resume)
- Demonstrated experience in appraisal preparation for eminent domain purposes
- Demonstrated experience in preparing “Yellow Book” appraisals

**Acquisition Negotiator(s)**

- Have at least a minimum five (5) years of experience in acquisition work for State of Louisiana agencies, preferably for CPRA
- Valid Louisiana Real Estate Broker’s License (Proposer should submit Louisiana General Appraiser License Number on resume) Demonstrated experience in acquisitions for eminent domain purposes
- Experience with Federal Uniform Relocation Act

**Professional Land Surveyor**

- Have at least a minimum ten (10) years experience in survey work for land acquisition, preferably for State of Louisiana agencies
- Bachelor’s Degree and Registered Professional Land Surveyor in the State of Louisiana (Proposer should submit Louisiana Professional Land Surveyor License Number on resume)

**GIS/CADD Survey Technician**

- Have at least a minimum 5 years experience in preparing survey maps and acquisition plats in compliance with surveying standard
- Demonstrated experience in preparing GIS layers related to land acquisition services

**Administrative Lead/Document Control Lead**

- Have at least a minimum five (5) years experience in administrative and document management.



**g. Approach and Methodology (Suggested no more than 15 Pages):**

Proposals should include enough information to satisfy evaluators that the Proposer has the relevant experience, knowledge, qualifications, and individuals to perform the Scope of Work as described herein. Proposals should demonstrate the Proposer's successful completion of management and land services projects of similar complexity.

Proposer should respond to all items specified in Attachment 3, Scope of Work. The Proposer should:

- Show a clear understanding of the Scope of Work, tasks and sequences of tasks
- Describe recommended innovations to the Scope of Work that would potentially reduce risk, shorten schedule, and/or reduce cost of the project
- Describe the methods, plans, resources, and tools that will be used to track, control, manage, and report project costs within the contracted budget
- Describe quality control procedures that will be implemented by the Proposer's deliverables
- Provide a reasonable approach to meeting the required project schedule as outlined in the Scope of Work.
- Provide a critical path identification that demonstrates an understanding of items, tasks, and implementation of these items as required within the Scope of Work.
- Demonstrate the Proposer and Sub-Contractor's understanding of the following:
  - Land Rights Acquisition Processes for State of Louisiana Agencies, specifically CPRA
  - Design and SDC coordination
  - Implementation and management of project governance and decision authority
- Provide a proposed project team organization chart and project team functions.
- Provide an explanation for any additional tasks to be performed which are deemed necessary by the Proposer for successful project completion; explanation of deviation from any tasks listed in the Scope of Work.

**h. Veteran and Hudson Initiative Programs Participation:**

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the State. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a 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:

<https://smallbiz.louisianaeconomicdevelopment.com>.

If a Proposer is not a certified small entrepreneurship as described herein but plans to use certified small entrepreneurship(s), Proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship

Subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship Subcontractor or distributor participation and the dollar amount of each.

In RFP's requiring the compliance of a good faith subcontracting plan, the State may require Proposers to submit information on their business relationships and arrangements with certified LaVet or Hudson Initiative Subcontractors at the time of proposal review. Agreements between a Proposer and a certified LaVet or Hudson Initiative Subcontractor in which the certified LaVet or Hudson Initiative Subcontractor promises not to provide subcontracting quotations to other Proposers shall be prohibited.

If performing its evaluation of Proposals, the State reserves the right to require a non-certified Proposer to provide documentation and information supporting a good faith subcontracting plan. Such proof may include contracts between Proposer and certified Veteran Initiative and/or Hudson Initiative Subcontractor(s).

If a contract is awarded to a Proposer who proposed a good faith subcontracting plan, the using agency, the Louisiana Department of Economic Development (LED), or the Office of State Procurement (OSP) may audit Contractor to determine whether Contractor has complied in good faith with its subcontracting plan. The Contractor must be able to provide supporting documentation (i.e., phone logs, fax transmittals, letter, e-mails) to demonstrate its good faith subcontracting plan was followed. If it is determined at any time by the using agency, LED, or the OSP Director that the Contractor did not in fact perform in good faith its subcontracting plan, the contract award or the existing contract may be terminated.

The statutes (La. R.S. 39:2171 et. seq.) concerning the Veteran Initiative may be viewed at: <http://www.legis.la.gov/Legis/Law.aspx?d=671504>.

The statutes (La. R.S. 39:2001 et. seq.) concerning the Hudson Initiative may be viewed at: <http://www.legis.la.gov/Legis/Law.aspx?d=96265>.

The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at:

<http://www.doa.la.gov/pages/osp/se/secv.aspx>.

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at:

<https://smallbiz.louisianaeconomicdevelopment.com>

Additionally, a list of Hudson and Veteran Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal:

[https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg).

This may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network:

<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/VndPubMain.cfm>.

When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select Smalle, VSE, or DVSE.

**i. Rate Schedule:**

A completed “Required Rate Schedule” is required for Acceptance of the Proposal. The Proposer shall provide an hourly rate (numerical value) for each of the staff classifications listed in the “Required Rate Schedule” in Attachment 4. The Prime and Sub-Contractors shall adhere to the “Required Rate Schedule” for the full term of the contract. Proposers are to submit only one (1) “Required Rate Schedule.” Proposers shall not provide additional labor rate categories beyond those listed in the “Required Rate Schedule.” Additions, deletions, or blanks to the “Required Rate Schedule” are not acceptable.

The hourly 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, routine travel such as office meetings, personal protective equipment, and materials.

Expenses, such as third-party charges, equipment rentals and material purchases, etc. will be negotiated by the Contract Monitor on each task as appropriate to complete the assigned work. Such equipment will be reimbursed at cost, with sufficient documentation supporting the charges. Such approval must be granted in writing by the Contract Monitor or his designee prior to the Contractor incurring these costs.

Local travel is expected and considered incidental. The final negotiated rate schedule is inclusive of local travel, including but not limited to, mileage to and from the Project site, fuel, and per diem.

When travel using lodging and/or airfare is needed, pre-approval must be requested by the Contractor and approved by the CPRA Contract Manager in writing, prior to expenses being incurred. In such instances, all travel expenses shall be reimbursed in accordance with the Division of Administration State General Travel Regulations, within the limits established for State Employees as defined in Division of Administration Policy and Procedure Memorandum No. 49.

Assignment of individual personnel to proposed labor rates is negotiable and requires justification based on the individuals' qualification (experience) and the personnel classification prior to issuance of a Task Order.

The Proposer should provide a budgetary total cost estimate with detail of the proposed labor rates, number of hours, individual personnel names, equipment or materials costs, and travel costs necessary to complete the Scope of Work. These budgetary cost estimates are for information only and will not be used in the evaluation process as shown in Part II.

Compensation to the Contractor for services rendered in connection with this contract shall be Task Order based. Task Orders may be time and materials, lump sum, or a combination, and will be based on negotiated work hours using the final negotiated Required Rate Schedule for the actual work performed. At the Task Order level, CPRA reserves the right to negotiate lump sum/fixed fee deliverables, for example cost per abstract, appraisal, title opinion, just compensation offer, and labor based on the final negotiated Required Rate Schedule.

**j. Subcontractors:**

Persons who are not full-time employees of the Proposer shall be considered subcontractors. All subcontractors necessary to conduct the work should be identified as specified in Section 1.20: Prime Contractor Responsibility with use of Sub-Contractors, including the projected percentage of the scope of services to be accomplished by each subcontractor. For each subcontractor, the Proposer should include letters of agreement to undertake their portion of the proposed work.

**k. Insurance:**

The Proposal should include a certificate of insurance as proof that Proposer has in effect limits of insurance required by the Section 1.41. If selected as a Contractor, the Proposer shall provide certificates of insurance as proof of coverage at the time of contract negotiation.

## **Change To:**

### **A. VOLUME I – TECHNICAL PROPOSAL AND COST RATES**

**a. Cover Letter (Suggested no more than 2 Pages):**

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#### **Project Controls Lead**

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- Demonstrated experience in preparing "Yellow Book" appraisals

**Acquisition Negotiator(s)**

- Have at least a minimum five (5) years of experience in acquisition work for State of Louisiana agencies, preferably for CPRA
- Valid Louisiana Real Estate Broker's License (Proposer should submit Louisiana General Appraiser License Number on resume) Demonstrated experience in acquisitions for eminent domain purposes
- Experience with Federal Uniform Relocation Act

### **Professional Land Surveyor**

- Have at least a minimum ten (10) years experience in survey work for land acquisition, preferably for State of Louisiana agencies
- Bachelor's Degree and Registered Professional Land Surveyor in the State of Louisiana (Proposer should submit Louisiana Professional Land Surveyor License Number on resume)

### **GIS/CADD Survey Technician**

- Have at least a minimum 5 years experience in preparing survey maps and acquisition plats in compliance with surveying standard
- Demonstrated experience in preparing GIS layers related to land acquisition services

### **Administrative Lead/Document Control Lead**

- Have at least a minimum five (5) years experience in administrative and document management.

### **Relocation Manager**

- Have at least a minimum of ten (10) years of experienced in relocation work for the State of Louisiana.
- Demonstrated experience with Federal and State regulations, including the Federal Uniform Relocation Act, and policies related to relocation.

### **Field Inspector**

- Have at least a minimum of five (5) years of experienced in construction field inspection.
- Demonstrated ability to prepare and submit daily reports and other customary construction forms using a personal computer.
- Demonstrated ability to interface with the public and contractors to resolve field issues.

**g. Approach and Methodology (Suggested no more than 15 Pages):**

Proposals should include enough information to satisfy evaluators that the Proposer has the relevant experience, knowledge, qualifications, and individuals to perform the Scope of Work as described herein. Proposals should demonstrate the Proposer's successful completion of management and land services projects of similar complexity.

Proposer should respond to all items specified in Attachment 3, Scope of Work. The Proposer should:

- Show a clear understanding of the Scope of Work, tasks and sequences of tasks
- Describe recommended innovations to the Scope of Work that would potentially reduce risk, shorten schedule, and/or reduce cost of the project
- Describe the methods, plans, resources, and tools that will be used to track, control, manage, and report project costs within the contracted budget



- Describe quality control procedures that will be implemented by the Proposer's deliverables
- Provide a reasonable approach to meeting the required project schedule as outlined in the Scope of Work.
- Provide a critical path identification that demonstrates an understanding of items, tasks, and implementation of these items as required within the Scope of Work.
- Demonstrate the Proposer and Sub-Contractor's understanding of the following:
  - Land Rights Acquisition Processes for State of Louisiana Agencies, specifically CPRA
  - Design and SDC coordination
  - Implementation and management of project governance and decision authority
- Provide a proposed project team organization chart and project team functions.
- Provide an explanation for any additional tasks to be performed which are deemed necessary by the Proposer for successful project completion; explanation of deviation from any tasks listed in the Scope of Work.

**h. Veteran and Hudson Initiative Programs Participation:**

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the State. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a 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:

<https://smallbiz.louisianaeconomicdevelopment.com>.

If a Proposer is not a certified small entrepreneurship as described herein but plans to use certified small entrepreneurship(s), Proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship Subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship Subcontractor or distributor participation and the dollar amount of each.

In RFP's requiring the compliance of a good faith subcontracting plan, the State may require Proposers to submit information on their business relationships and arrangements with certified LaVet or Hudson Initiative Subcontractors at the time of proposal review. Agreements between a Proposer and a certified LaVet or Hudson Initiative Subcontractor

in which the certified LaVet or Hudson Initiative Subcontractor promises not to provide subcontracting quotations to other Proposers shall be prohibited.

If performing its evaluation of Proposals, the State reserves the right to require a non-certified Proposer to provide documentation and information supporting a good faith subcontracting plan. Such proof may include contracts between Proposer and certified Veteran Initiative and/or Hudson Initiative Subcontractor(s).

If a contract is awarded to a Proposer who proposed a good faith subcontracting plan, the using agency, the Louisiana Department of Economic Development (LED), or the Office of State Procurement (OSP) may audit Contractor to determine whether Contractor has complied in good faith with its subcontracting plan. The Contractor must be able to provide supporting documentation (i.e., phone logs, fax transmittals, letter, e-mails) to demonstrate its good faith subcontracting plan was followed. If it is determined at any time by the using agency, LED, or the OSP Director that the Contractor did not in fact perform in good faith its subcontracting plan, the contract award or the existing contract may be terminated.

The statutes (La. R.S. 39:2171 et. seq.) concerning the Veteran Initiative may be viewed at: <http://www.legis.la.gov/Legis/Law.aspx?d=671504>.

The statutes (La. R.S. 39:2001 et. seq.) concerning the Hudson Initiative may be viewed at: <http://www.legis.la.gov/Legis/Law.aspx?d=96265>.

The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at:

<http://www.doa.la.gov/pages/osp/se/secv.aspx>.

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at:

<https://smallbiz.louisianaeconomicdevelopment.com>

Additionally, a list of Hudson and Veteran Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal:

[https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg).

This may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network:

<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/VndPubMain.cfm>.

When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE.

i. **Rate Schedule:**

A completed “Required Rate Schedule” is required for Acceptance of the Proposal. The Proposer shall provide an hourly rate (numerical value) for each of the staff classifications listed in the “Required Rate Schedule” in Attachment 4. The Prime and Sub-Contractors shall adhere to the “Required Rate Schedule” for the full term of the contract. Proposers are to submit only one (1) “Required Rate Schedule.” Proposers shall not provide additional labor rate categories beyond those listed in the “Required Rate Schedule.” Additions, deletions, or blanks to the “Required Rate Schedule” are not acceptable.

The hourly 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, routine travel such as office meetings, personal protective equipment, and materials.

Expenses, such as third-party charges, equipment rentals and material purchases, etc. will be negotiated by the Contract Monitor on each task as appropriate to complete the assigned work. Such equipment will be reimbursed at cost, with sufficient documentation supporting the charges. Such approval must be granted in writing by the Contract Monitor or his designee prior to the Contractor incurring these costs.

Local travel is expected and considered incidental. The final negotiated rate schedule is inclusive of local travel, including but not limited to, mileage to and from the Project site, fuel, and per diem.

When travel using lodging and/or airfare is needed, pre-approval must be requested by the Contractor and approved by the CPRA Contract Manager in writing, prior to expenses being incurred. In such instances, all travel expenses shall be reimbursed in accordance with the Division of Administration State General Travel Regulations, within the limits established for State Employees as defined in Division of Administration Policy and Procedure Memorandum No. 49.

Assignment of individual personnel to proposed labor rates is negotiable and requires justification based on the individuals’ qualification (experience) and the personnel classification prior to issuance of a Task Order.

The Proposer should provide a budgetary total cost estimate with detail of the proposed labor rates, number of hours, individual personnel names, equipment or materials costs, and travel costs necessary to complete the Scope of Work. These budgetary cost estimates are for information only and will not be used in the evaluation process as shown in Part II.

Compensation to the Contractor for services rendered in connection with this contract shall be Task Order based. Task Orders may be time and materials, lump sum, or a combination, and will be based on negotiated work hours using the final negotiated Required Rate Schedule for the actual work performed. At the Task Order level, CPRA reserves the right

to negotiate lump sum/fixed fee deliverables, for example cost per abstract, appraisal, title opinion, just compensation offer, and labor based on the final negotiated Required Rate Schedule.

**j. Subcontractors:**

Persons who are not full-time employees of the Proposer shall be considered subcontractors. All subcontractors necessary to conduct the work should be identified as specified in Section 1.20: Prime Contractor Responsibility with use of Sub-Contractors, including the projected percentage of the scope of services to be accomplished by each subcontractor. For each subcontractor, the Proposer should include letters of agreement to undertake their portion of the proposed work.

**k. Insurance:**

The Proposal should include a certificate of insurance as proof that Proposer has in effect limits of insurance required by the Section 1.41. If selected as a Contractor, the Proposer shall provide certificates of insurance as proof of coverage at the time of contract negotiation.

**2) Explanation: Changed the word “can” in the first sentence to “should demonstrate the ability to”.**

**Change From:**

**PART II: EVALUATION**

**2.3.2 Schedule**

The Proposer can develop a project work plan and complete the project within the contracted schedule as required within the Scope of Work. A proposed resource and cost loaded schedule outlining delivery of the required land rights should be included with the proposal. The proposal schedule will be subject to change based on negotiations at the contract meeting. This schedule should target a 48-month duration.

**Change To:**

**PART II: EVALUATION**

**2.3.2 Schedule**

The Proposer should demonstrate the ability to develop a project work plan and complete the project within the contracted schedule as required within the Scope of Work. A proposed resource and cost loaded schedule outlining delivery of the required land rights should be included with the proposal. The

proposal schedule will be subject to change based on negotiations at the contract meeting. This schedule should target a 48-month duration.

**3) Explanation: Added Relocation Manager and Field Inspector to Attachment 4 “Required Rate Schedule” and the Personnel Classification Description.**

**Change From:**

**Attachment 4: Required Rate Schedule**

| <u>Personnel</u>                     | <u>Personnel Rate</u> |
|--------------------------------------|-----------------------|
| Principal                            | \$ /hr                |
| Project Manager                      | \$ /hr                |
| Design/SDC Coordinator               | \$ /hr                |
| Project Controls Lead                | \$ /hr                |
| Abstract Manager                     | \$ /hr                |
| Appraisal Manager                    | \$ /hr                |
| Acquisition Manager                  | \$ /hr                |
| Abstractor                           | \$ /hr                |
| Appraiser                            | \$ /hr                |
| Acquisition Negotiator               | \$ /hr                |
| Professional Land Surveyor           | \$ /hr                |
| GIS/CADD Survey Tech                 | \$ /hr                |
| Administrative Lead/Document Control | \$ /hr                |
| Land Services Office Support         | \$ /hr                |
| Survey Crew Lead                     | \$ /hr                |
| Survey Crew                          | \$ /hr                |
| Expert Witness Testimony             | \$ /hr                |

**NOTE: The Proposer shall provide one hourly rate (a numerical value) for each of the mandatory staff classifications listed in the table above. Proposals that do not contain a rate for each classification above shall be declared non-responsive and disqualified. Proposers shall not add any additional classifications.**

## **Personnel Classification Descriptions:**

**Principal** – Duties include, but are not limited to, responsibility for overall quality management of effort performed under this contract; resolve potential contractual concerns communicated by CPRA.

**Project Manager** – Duties include, but are not limited to, responsibility for the overall direction, coordination, implementation, execution, control and completion of specific larger, more complex tasks within the authorized scope, schedule and budget.

**Design/SDC Coordinator** – Duties include, but are not limited to coordinating design services provided by others with the IPMP. Provides cost estimating services related to mitigations and land acquisition. Also provides services during construction as needed during the construction phase of mitigations.

**Project Controls Lead** – Duties include, but are not limited to, developing, implementing and managing the project controls system. Updates the project controls system on a set monthly cycle with schedule, cost, and status. Manages reporting dashboard and distributes reports on a set cycle.

**Abstract Manager** – Duties include, but are not limited to, managing the abstracting process according to the schedule and budget. Manages Abstractors to balance resources across project, ensures all acquisition processes are followed and documented. Reports schedule, cost, and status updates related to abstracting to the Project Controls Manager. Reports to the Project Manager and is accountable for scope, schedule and budget related to abstracting services.

**Appraisal Manager** – Duties include, but are not limited to, managing the appraisal process to appraise project real estate according to the schedule, budget, and applicable State and Federal policies and regulations. Manages Appraisers to balance resources across project, ensures all appraisal processes are followed and documented. Reviews all appraisals to ensure quality, consistency, and compliance with applicable State and Federal policies and regulations. Reports schedule, cost, and status updates related to appraisal to the Project Controls Manager. Reports to the Project Manager and is accountable for scope, schedule and budget related to appraisal services.

**Acquisition Manager** – Duties include, but are not limited to, managing the acquisition process to acquire project land rights according to the schedule and budget. Manages Acquisition Agents to balance resources across project, ensures all acquisition processes are followed and documented. Reports schedule, cost, and status updates related to acquisitions to the Project Controls Manager. Reports to the Project Manager and is accountable for scope, schedule and budget related to acquisition services.

**Abstractor** – Duties include, but are not limited to, performing research in the Courthouse to compile all documents affecting land title history on the properties within the project.

**Appraiser** – Duties include, but are not limited to, appraising real estate where real estate is being acquired for a project. May also perform reviews of appraisals to ensure compliance with all applicable State and Federal Requirements (Yellow Book)

**Acquisition Negotiator** – Duties include, but are not limited to, negotiating acquisitions as directed by the Acquisition Manager.

**Professional Land Surveyor** – Duties include, but are not limited to, the responsibility for overall quality management and coordination of all project survey activities. Ensures the accuracy of all plats prepared for acquisition.

**GIS/CADD Survey Tech** – Duties include, but are not limited to, preparation of survey maps and acquisition plats in compliance with surveying standard to be stamped by the Professional Land Surveyor.

**Administrative/Document Control** – Duties include, but are not limited to, providing administrative and clerical support to ensure the efficient execution of the entire effort performed under this contract. Also performs document management activities for the project.

**Land Services Office Support** – Duties include, but are not limited to, providing project related services not otherwise defined in other Personnel Classification Descriptions.

**Survey Crew Lead** – Duties include, but are not limited to, providing project survey oversight, coordination, schedule, budget, and QA/QC of survey deliverables. Works in the field to ensure all survey follows current industry standards of practice.

**Survey Crew** – Duties include, but are not limited to, performing surveys as required by the project.

**Expert Witness Testimony** – Testimony as an expert witness or at a deposition by any of the above staff at legal proceedings

**Change To:**

**Attachment 4: Required Rate Schedule**

| <b><u>Personnel</u></b>                     | <b><u>Personnel Rate</u></b> |
|---|------------------------------|
| <b>Principal</b>                            | \$ /hr                       |
| <b>Project Manager</b>                      | \$ /hr                       |
| <b>Design/SDC Coordinator</b>               | \$ /hr                       |
| <b>Project Controls Lead</b>                | \$ /hr                       |
| <b>Abstract Manager</b>                     | \$ /hr                       |
| <b>Appraisal Manager</b>                    | \$ /hr                       |
| <b>Acquisition Manager</b>                  | \$ /hr                       |
| <b>Abstractor</b>                           | \$ /hr                       |
| <b>Appraiser</b>                            | \$ /hr                       |
| <b>Acquisition Negotiator</b>               | \$ /hr                       |
| <b>Professional Land Surveyor</b>           | \$ /hr                       |
| <b>GIS/CADD Survey Tech</b>                 | \$ /hr                       |
| <b>Administrative Lead/Document Control</b> | \$ /hr                       |
| <b>Land Services Office Support</b>         | \$ /hr                       |
| <b>Survey Crew Lead</b>                     | \$ /hr                       |
| <b>Survey Crew</b>                          | \$ /hr                       |
| <b>Expert Witness Testimony</b>             | \$ /hr                       |
| <b>Relocation Manager</b>                   | \$ /hr                       |
| <b>Field Inspector</b>                      | \$ /hr                       |

**NOTE: The Proposer shall provide one hourly rate (a numerical value) for each of the mandatory staff classifications listed in the table above. Proposals that do not contain a rate for each classification above shall be declared non-responsive and disqualified. Proposers shall not add any additional classifications.**

**Personnel Classification Descriptions:**

**Principal** – Duties include, but are not limited to, responsibility for overall quality management of effort performed under this contract; resolve potential contractual concerns communicated by CPRA.

**Project Manager** – Duties include, but are not limited to, responsibility for the overall direction, coordination, implementation, execution, control and completion of specific larger, more complex tasks within the authorized scope, schedule and budget.

**Design/SDC Coordinator** – Duties include, but are not limited to coordinating design services provided by others with the IPMP. Provides cost estimating services related to mitigations and land acquisition. Also provides services during construction as needed during the construction phase of mitigations.

**Project Controls Lead** – Duties include, but are not limited to, developing, implementing and managing the project controls system. Updates the project controls system on a set monthly cycle with schedule, cost, and status. Manages reporting dashboard and distributes reports on a set cycle.

**Abstract Manager** – Duties include, but are not limited to, managing the abstracting process according to the schedule and budget. Manages Abstractors to balance resources across project, ensures all acquisition processes are followed and documented. Reports schedule, cost, and status updates related to abstracting to the Project Controls Manager. Reports to the Project Manager and is accountable for scope, schedule and budget related to abstracting services.

**Appraisal Manager** – Duties include, but are not limited to, managing the appraisal process to appraise project real estate according to the schedule, budget, and applicable State and Federal policies and regulations. Manages Appraisers to balance resources across project, ensures all appraisal processes are followed and documented. Reviews all appraisals to ensure quality, consistency, and compliance with applicable State and Federal policies and regulations. Reports schedule, cost, and status updates related to appraisal to the Project Controls Manager. Reports to the Project Manager and is accountable for scope, schedule and budget related to appraisal services.

**Acquisition Manager** – Duties include, but are not limited to, managing the acquisition process to acquire project land rights according to the schedule and budget. Manages Acquisition Agents to balance resources across project, ensures all acquisition processes are followed and documented. Reports schedule, cost, and status updates related to acquisitions to the Project Controls Manager. Reports to the Project Manager and is accountable for scope, schedule and budget related to acquisition services.

**Abstractor** – Duties include, but are not limited to, performing research in the Courthouse to compile all documents affecting land title history on the properties within the project.

**Appraiser** – Duties include, but are not limited to, appraising real estate where real estate is being acquired for a project. May also perform reviews of appraisals to ensure compliance with all applicable State and Federal Requirements (Yellow Book)



**Acquisition Negotiator** – Duties include, but are not limited to, negotiating acquisitions as directed by the Acquisition Manager.

**Professional Land Surveyor** – Duties include, but are not limited to, the responsibility for overall quality management and coordination of all project survey activities. Ensures the accuracy of all plats prepared for acquisition.

**GIS/CADD Survey Tech** – Duties include, but are not limited to, preparation of survey maps and acquisition plats in compliance with surveying standard to be stamped by the Professional Land Surveyor.

**Administrative/Document Control** – Duties include, but are not limited to, providing administrative and clerical support to ensure the efficient execution of the entire effort performed under this contract. Also performs document management activities for the project.

**Land Services Office Support** – Duties include, but are not limited to, providing project related services not otherwise defined in other Personnel Classification Descriptions.

**Survey Crew Lead** – Duties include, but are not limited to, providing project survey oversight, coordination, schedule, budget, and QA/QC of survey deliverables. Works in the field to ensure all survey follows current industry standards of practice.

**Survey Crew** – Duties include, but are not limited to, performing surveys as required by the project.

**Expert Witness Testimony** – Testimony as an expert witness or at a deposition by any of the above staff at legal proceedings

**Relocation Manager** - Duties include, but are not limited to, managing the relocation process to relocate residents according to the schedule and budget. Ensures that all applicable federal, state, and CPRA relocation laws, regulations, and policies are followed. Reports schedule, cost, and status updates related to relocations to the Project Controls Manager.

**Field Inspector** - Duties include, but are not limited to, observing and documenting construction activities in the field. Serves as the initial point of contact for residents and other members of the public for construction related inquiries. Ensures designs are constructed according to the plans and specifications. Engages with engineering staff and construction contractor to resolve technical issues related to construction. Reports schedule, cost, and status updates related to construction to the Project Controls Manager.

**4) Explanation: Confirmed that Construction Section in Attachment 3 is Task 5.**

**Change From:**

**ATTACHMENT 3: SCOPE OF WORK**

**Construction**

Construction will be procured through a traditional design-bid approach or through the CMAR contract for MBSD. The IPMP PM will review the overall approach and construction economic environment to

refine the proposed construction procurement approach. CPRA has developed the initial approach to procure the construction services through the following separate bid packages:

- Roads and municipal sewerage
- Myrtle Grove bulkhead and docks
- Septic improvements

Deliverables:

- Meeting Note

## **Change To:**

### **ATTACHMENT 3: SCOPE OF WORK**

#### **Task 5 Construction**

Construction will be procured through a traditional design-bid approach or through the CMAR contract for MBSD. The IPMP PM will review the overall approach and construction economic environment to refine the proposed construction procurement approach. CPRA has developed the initial approach to procure the construction services through the following separate bid packages:

- Roads and municipal sewerage
- Myrtle Grove bulkhead and docks
- Septic improvements

Deliverables:

- Meeting Note

**5) Explanation: Removed the statement “and provide a copy of the certification certificate” in the second paragraph, and added a sentence to the paragraph. Removed the word “certificate” from item ii in regards to the Subcontractor’s Veterans Initiative and/or Hudson Initiative; clarified that certificate is not required but desirable .**

## **Change From:**

### **2.4 Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation**

Twelve percent (12%) of the total evaluation points in this RFP shall be reserved for Proposers who are certified small entrepreneurships, or who will engage the participation of one (1) or more certified

small entrepreneurship as Subcontractors. Proposers should describe how Veteran Initiative and Hudson Initiative firms will be utilized.

Reserved points shall be added to the applicable Proposers' evaluation score as follows:

Proposer Status and Allotment of Reserved Points

- i. If the Proposer is a certified Veterans Initiative small entrepreneurship, the Proposer shall receive points equal to twelve percent (12%) of the total evaluation points in this RFP.
- ii. If the Proposer is a certified Hudson Initiative small entrepreneurship, the Proposer shall receive points equal to ten percent (10%) of the total evaluation points in this RFP.
- iii. 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.
- iv. The total number of points awarded pursuant to this Section shall not exceed twelve percent (12%) of the total number of evaluation points in this RFP.

**If the Proposer is a certified Veterans Initiative or Hudson Initiative small entrepreneurship, the Proposer must note this in its Proposal and provide a copy of the certification certificate in order to receive the full amount of applicable reserved points.**

If the Proposer 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 Proposer shall provide the following information for each certified small entrepreneurship Subcontractor in order to obtain any applicable Veterans Initiative or Hudson Initiative points:

- i. Subcontractor's name;
- ii. Subcontractor's Veterans Initiative and/or the Hudson Initiative **certification certificate**;
- iii. A detailed description of the work to be performed; and
- iv. The anticipated dollar value of the subcontract for the three-year contract term based on a \$1,000,000.00 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 Proposer should provide a sufficiently detailed description of each Subcontractor's work, so the Department 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).

## **Change To:**

**2.4 Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation**

Twelve percent (12%) of the total evaluation points in this RFP shall be reserved for Proposers who are certified small entrepreneurship, or who will engage the participation of one (1) or more certified small entrepreneurship as Subcontractors. Proposers should describe how Veteran Initiative and Hudson Initiative firms will be utilized.

Reserved points shall be added to the applicable Proposers' evaluation score as follows:

Proposer Status and Allotment of Reserved Points

- i. If the Proposer is a certified Veterans Initiative small entrepreneurship, the Proposer shall receive points equal to twelve percent (12%) of the total evaluation points in this RFP.
- ii. If the Proposer is a certified Hudson Initiative small entrepreneurship, the Proposer shall receive points equal to ten percent (10%) of the total evaluation points in this RFP.
- iii. 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.
- iv. The total number of points awarded pursuant to this Section shall not exceed twelve percent (12%) of the total number of evaluation points in this RFP.

**If the Proposer is a certified Veterans Initiative or Hudson Initiative small entrepreneurship, the Proposer must note this in the Proposal in order to receive the full amount of applicable reserved points. It is highly desirable for the Proposer to include the certificate in the Proposal to expedite the verification process.**

If the Proposer 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 Proposer shall provide the following information for each certified small entrepreneurship Subcontractor in order to obtain any applicable Veterans Initiative or Hudson Initiative points:

- i. Subcontractor's name;
- ii. Subcontractor's Veterans Initiative and/or the Hudson Initiative **certification**;
- iii. A detailed description of the work to be performed; and
- iv. The anticipated dollar value of the subcontract for the three-year contract term based on a \$1,000,000.00 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 Proposer should provide a sufficiently detailed description of each Subcontractor's work, so the Department 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).

**END OF ADDENDUM III**