



**STATE OF LOUISIANA
COASTAL PROTECTION AND RESTORATION AUTHORITY**

**REQUEST FOR QUALIFICATIONS
FOR CONSTRUCTION MANAGEMENT AT RISK (CMAR) CONTRACTOR**

RFQ NO. 2503-24-03

**CHANDELEUR ISLANDS RESTORATION PROJECT
STATE PROJECT No. PO-0199**

ST. BERNARD PARISH, LOUISIANA

December 18, 2024

1.0 INTRODUCTION

The Coastal Protection and Restoration Authority (CPRA) is seeking within this Request for Qualifications (RFQ) to select a Contractor to provide Construction Management at Risk (CMAR) services for the Chandeleur Islands Restoration Project (State Project Number PO-0199), herein referred to as the “Project.” The Project is intended to enlarge and enhance quality habitat for nesting birds and sea turtles through barrier island restoration, expand and conserve marine seagrass meadows, and provide foraging and migratory habitat for a wide variety of wildlife and fisheries species including birds and sea turtles.

CMAR Contractor services associated with this RFQ are for the Pre-Construction Phase, and potentially the Construction Phase, of the Project as described herein and detailed in the Scope of Services (Enclosure 1).

2.0 USE OF CMAR CONTRACTING METHOD

CPRA intends to use the CMAR delivery method for the Project, as authorized by Louisiana law pursuant to La. R.S. 38:2225.2.4. Use of the CMAR delivery method for this Project is in the public interest and beneficial to CPRA for reasons including, but not limited to, the following:

- The method is ideal for projects that may require scope flexibility due to outside factors such as complex permitting and regulatory clearance;
- The method allows the CMAR Contractor to collaborate with the design engineer beginning early in the design phase, allowing proactive identification and resolution of potential constructability, schedule, and quality issues prior to initiating construction;
- The method facilitates construction phasing for complex projects, and allows construction planning activities, including sequencing, phasing, scheduling, and procurement planning to begin during the design phase, allowing opportunities for a shorter construction schedule and lower project costs;

- The method will facilitate completion of the Project within the established budget and an agreed upon Guaranteed Maximum Price (GMP), and/or GMP increments, as required by law;
- The method will facilitate completion of the Project within an agreed upon maximum construction duration; and
- The method facilitates phase construction increments and contracts. This may be accomplished by negotiating multiple GMP increments and an overall total project GMP. Certain GMP and construction increments would be allowed to advance to construction earlier than others based on the timing of construction funding allocations.

3.0 DEFINITIONS

“CMAR” means Construction Management at Risk as defined in La. R.S. 38:2225.2.4.

“CMAR Contractor” means the Construction Management at Risk contractor which is a person, sole proprietorship, partnership, corporation, or other legal entity, properly licensed, bonded, and insured, who does one or both of the following:

- a. Provides construction experience to CPRA or its Design Team during the pre-construction phase regarding the constructability of the project.
- b. May contract with CPRA to assume the risk to construct the project for a guaranteed maximum price, without re-procurement.

“Corporation” means a corporation formed under the laws of this state or a foreign corporation formed under the laws of any state other than this state or under the laws of any foreign country.

“CPRA” means the State of Louisiana Coastal Protection and Restoration Authority.

“Design Team” means the team of Coastal Engineering Consultants, Inc. (CEC) and sub-consultants selected to provide engineering and design services for the Project.

“Guaranteed Maximum Price” or **“GMP”** means the not-to-exceed cost of construction of the Project, to be determined by and between CPRA and the CMAR Contractor during the Pre-Construction Phase.

“Joint Venture” or **“JV”** means a combination of two or more persons or entities, in which some specific venture for profit is jointly sought without any actual partnership or other corporate designations.

“Key Personnel” means personnel essential to successful performance of the services to be provided by the Respondent.

“Limited Liability Company” or **“LLC”** means an entity that is an unincorporated association having one or more members that is organized and existing under Louisiana law or formed under the laws of any state other than this state.

“Oral Presentation” means an in-person presentation by the Respondent of its capabilities, resources and approach, which may be requested as part of the selection process at the sole discretion of CPRA.

“Project” means the Chandeleur Islands Restoration Project (PO-0199).

“Request for Qualifications” or “RFQ” means this Request for Qualifications seeking a CMAR Contractor for the Project, including all enclosures, attachments and addenda.

“Respondent” means any firm, entity, Corporation, Limited Liability Company (LLC), or Joint Venture (JV) that submits a Statement of Qualifications (SOQ) in response to this RFQ and who will be executing contract(s) with CPRA should it be selected.

“Selection Review Committee” means the committee appointed by CPRA to review the SOQs, score the Respondents, and recommend award in accordance with La. R.S. 38:2225.2.4.

“Statement of Qualifications” or “SOQ” means a submittal of information by a Respondent in response to this RFQ.

All other capitalized terms used, but not defined herein, shall have the meaning ascribed to such term in this Request for Qualifications.

4.0 PROJECT BACKGROUND AND DESCRIPTION

The funding for the planning, permitting, engineering, design, and CMAR services (i.e. Pre-Construction Services) for the Project has been awarded to CPRA through the Region-Wide Trustee Implementation Group (TIG) through Restoration Plan #1 with Natural Resource Damage Assessment (NRDA) funds. **This RFQ is for CMAR Services associated with the Project only.**

The Chandeleur Islands are a series of barrier islands located off the southeast coast of Louisiana in St. Bernard Parish. The U.S. Fish and Wildlife Service (USFWS) manages the series of state and federally owned islands collectively as Breton National Wildlife Refuge (NWR). The islands have suffered extensive damage from hurricanes, especially Georges in 1998 and Katrina in 2005. They are also subject to subsidence, sea level rise, and suboptimal sediment input. Furthermore, the islands and seagrass beds were damaged by the 2010 *Deepwater Horizon* (DWH) oil spill. The Project area is experiencing a high rate of land loss, which threatens the dozens of avian and aquatic species that depend on it as critical habitat. The goal of the Project is to restore the Chandeleur and New Harbor Islands in order to enlarge and enhance quality habitat for nesting birds and sea turtles while also expanding and conserving marine seagrass meadows. The Project will provide foraging and migratory habitat for a wide variety of wildlife and fisheries species including birds, sea turtles, and marine mammals. Additional information on the Project is included in the CMAR Scope of Services (Enclosure 1).

The CMAR Contractor will collaborate with CPRA and the Design Team throughout the Pre-Construction Phase and have responsibility for constructability and value engineering review, cost estimating and cost control, scope management, construction schedule development, and other services

and tasks as fully described in the Pre-Construction Services section of the CMAR Scope of Services (Enclosure 1).

Before or upon completion of final design package milestone, the CMAR Contractor will provide a Guaranteed Maximum Price (GMP) Proposal as described in the CMAR Scope of Services (Enclosure 1). If CPRA and CMAR Contractor reach an agreement on GMP, CPRA will award the contract for the Construction Phase to the CMAR Contractor. If, after negotiation, CPRA is unable to reach a GMP agreement with the CMAR Contractor, CPRA will advertise the project for public bid in accordance with La. R.S. 38:2225.2.4.

The Project milestones, as currently scheduled, are provided in the CMAR Scope of Services (Enclosure 1). These milestones are subject to modification due to delays caused by permitting, landrights acquisition, and other Pre-Construction Phase issues that may occur.

5.0 CONTRACT ELIGIBILITY

By submittal of its Statement of Qualifications (SOQ), the Respondent acknowledges and will comply with the following exclusion pertaining to contract eligibility on this Project:

- The Design Team (prime and subcontractors) for the Project will not have a role on the CMAR Contractor team (prime or subcontractors) for the Project.
- Members of the Selection Review Committee for this RFQ will not have a role on the CMAR Contractor team (prime or subcontractor) for the Project.
- Respondents submitting a response to this RFQ should be advised that contractors of the State of Louisiana may, in certain circumstances, be deemed public employees as defined by the Ethics Commission. Full disclosure to the CPRA is required of any potential conflicts. Any potential conflicts shall be resolved with the Ethics Commission prior to seeking a contract. The commission on Ethics for Public Employees is located at 617 North Third Street, LaSalle Building, 10th Floor, Baton Rouge, LA 70802; telephone number 225-219-5600; toll free at 1-800-842-6630.

6.0 CMAR STAFFING AND KEY PERSONNEL

Key Personnel, as defined herein, means personnel essential to successful performance of the services to be provided by the Respondent. CPRA will require that Key Personnel listed in the Respondent's SOQ be assigned to the Project and remain assigned for the duration of the contract(s). Should substitutions become necessary, CMAR Contractor will be expected to submit replacement personnel with similar qualifications to CPRA for pre-approval. Minimum Key Personnel to be included in the Respondent's SOQ should include the following:

- Project Executive/Principal*
- Project Manager*
- Construction Engineer*
- Safety Manager*
- Surveying Lead*

- Environmental Manager*
- Estimator/Scheduler
- Quality Control Manager

Key Personnel identified with an asterisk (*) are minimum personnel that will be expected to transition to the Construction Phase, if such contract award is made. CPRA expects additional construction personnel resumes will be provided for review and approval as part of CMAR Contractor's GMP Proposal.

7.0 CMAR PRE-CONSTRUCTION FEE AND ESTIMATED CONSTRUCTION COST

The total compensation payable to the CMAR Contractor for performance of Pre-Construction Phase services is estimated to be \$500,000. The Respondent's SOQ must confirm its ability to perform Pre-Construction services for the total compensation listed here, in accordance with the attached CMAR Scope of Services (Enclosure 1).

The preliminary budget for the Project Construction Phase is estimated to be \$350,000,000. Information included in the Respondent's SOQ pertaining to bonding capacity and self-performance percentage is to be based on a \$350,000,000 construction budget.

8.0 SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA

Respondents should submit a SOQ that highlights their experience of successful implementation of large-scale barrier island, beach nourishment, and ecosystem restoration projects of similar size and complexity performed by the Respondent. CPRA and the Selection Review Committee, as described in Section 10, will review the SOQs in an effort to select a CMAR Contractor that displays a successful history of Construction Phase service in the marine construction and hydraulic dredging sector, a thorough understanding of the Project and delivery method, and a record of personnel and equipment that have performed on projects of similar type, size, and complexity. The SOQ submittals shall be categorized according to and shall meet the following requirements in the Sections outlined below.

Components of the submitted SOQs, including Experience & Qualifications of Key Personnel, Relevant Project Experience, Construction Phase Approach, Hudson/Veteran Small Entrepreneurship Program, and all Pass/Fail Requirements, will be evaluated for the Respondent, or in the case of a Joint Venture (JV), each JV member. In the case where the Respondent is a multiple-member Limited Liability Company (LLC), the Respondent will be evaluated based on the LLC's qualifications and will not be evaluated on the individual member's qualifications.

The Respondent should submit a cover letter describing the company and its commitment to successful completion of the Pre-Construction and Construction phases of the Project in accordance with the Project Schedule and Scope of Work (outlined in Enclosure 1), and the budget (Section 7.0). This summary should state the company's particular expertise, resources and advantages that the Respondent and their team will bring to the Project and CPRA. The cover letter should present the name, telephone number, email address, and mailing address for the Project Executive/Principal committing the Respondent to the project. If the Project Executive/Principal will not be serving as the primary contact person during the selection process, a contact person should be listed with contact information.

8.1 Pass / Fail Requirements

The Respondent must include all of the following in their SOQ and demonstrate the stated minimum requirements to be considered responsive to this RFQ. The documents outlined in the sections below must be compiled and included in a clearly marked appendix of the SOQ titled “*Pass / Fail Requirements*”. **Failure to meet any of following requirements will result in disqualification, and the Respondent will not be further evaluated for selection as the Chandeleur Islands Restoration Project CMAR Contractor:**

Ability to Bond: The Respondent shall provide evidence of bonding capacity, in the form of a letter or letters from a surety or insurance company (with a Best’s Rating of A minus or better and Class VIII or better by A.M. Best and Company) stating that the Respondent is capable of obtaining separate performance and payment bonds, each in the amount of \$350,000,000, to cover the obligations in the Construction Services Contract if the Respondent is awarded the Construction Services Contract.

Ability to Self-Perform: The SOQ shall include in a statement of the Respondent’s ability and intent to meet the minimum self-performance requirement of 75% of the total cost of construction.

Safety: Safety record documentation must be provided for the past three (3) calendar years. Documentation must include copies of the Respondent’s Experience Modification Rating (EMR) for the past three (3) calendar years on insurance carrier’s letterhead. **The Respondent’s, or in the case of a JV, each JV member’s EMR for the most recent available calendar year must be 1.0 or lower to be considered for selection as CMAR Contractor.**

Licensure: The Respondent must be licensed in Heavy Construction in accordance with the rules of the Louisiana State Licensing Board for Contractors at the time of submittal of its SOQ. The Respondent must be licensed in accordance with the rules of the Louisiana State Licensing Board for Contractors at the time of SOQ submittal, and maintain licensure for the duration of the Pre-Construction Contract and Construction Contract. Any engineering and surveying provided by CMAR Contractor will be performed in compliance with the registration law for Professional Engineers and Land Surveyors (La. R.S. 37:681 through 37:703) and the rules of the Board of Registration for Professional Engineers and Land Surveyors. Evidence of licensure and certifications, as applicable, must be provided in an Appendix.

Selection Review Committee Conflicts of Interest Acknowledgement: The Respondent must avoid any situation where personal and business relationships could have, or give the appearance of having, influence on any member of the Selection Review Committee defined in Section 10. The Respondent must avoid actions, discussions and communications (oral or written) with any member of the Selection Review Committee that might be perceived as exerting influence over a Selection Review Committee member. The Respondent must submit with its SOQ a completed Selection Review Committee Conflicts of Interest Acknowledgement (Enclosure 2).

Certificate of Authority and Disclosure of Ownership: According to the provisions of La. R.S. 12:301-302, any Corporation which is not incorporated in the State of Louisiana must obtain a certificate of authority to transact business in Louisiana from the Louisiana Secretary of State, Corporations Division, 3851 Essen Lane, Baton Rouge, Louisiana 70809, Phone no. (225) 925-4704.

For-profit and non-publicly traded corporations must provide a Disclosure of Ownership form when contracting with CPRA. Upon contracting with CPRA, the forms must be completed, notarized, and submitted to the Louisiana Secretary of State, Corporations Division, 3851 Essen Lane, Baton Rouge, Louisiana 70809 and a copy stamped by the Corporations Division must be provided to CPRA.

8.2 Qualifications-Based Grading Criteria and Scoring Methodology

The qualifications-based portion of the SOQ will be reviewed and scored in accordance with the following criteria and maximum points available as shown below:

A. Experience & Qualifications of Key Personnel	20 Points
B. Relevant Project Experience	40 Points
C. Construction Phase Approach	28 Points
D. Hudson/Veteran Small Entrepreneurship Program	12 Points
Total	100 Points

Part A: Experience & Qualifications of Key Personnel (20 Points)

CPRA is expecting the Respondent to provide a proposed team organization chart, including identification of all Key Personnel as defined in Section 6, including their name and description of their proposed roles and responsibilities in both the Pre-Construction and Construction Phases. Part A should include text that highlights the qualifications and project experience of Key Personnel. Sub-consultants 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. Part A should include how the Respondent intends to utilize Hudson and/or Veteran owned certified firms throughout the Pre-Construction and Construction Phase of the Project.

The Respondent's SOQ should include resumes for Key Personnel and other personnel deemed critical to the performance of the services requested. Resumes should be limited to two (2) pages and should include proposed role/responsibility, educational background, professional registrations/licensure, years of relevant experience, and prior experience on relevant projects. For each Key Personnel, a minimum of five (5) projects on which they held a key delivery role should be included. Resumes should clearly describe the role of the Key Personnel in each project listed. It is highly desirable for Respondents to propose Key Personnel who have performed key roles on the Relevant Projects included in Part B. Resumes should be submitted as part of the Experience and Qualifications (EQF-1) Form and will not count towards the recommended page limit. Respondents are expected to expand on Enclosure 3, Question 12 section of the EQF-1 Form to a maximum of two (2) pages for each Key Personnel and other personnel in order to provide all of

the information as requested herein. Projects listed on the EQF-1 Form should include the responsible agency or entity for the project, point of contact with contact numbers, and the timeframe in which the Key Personnel worked on the project.

The Respondent is responsible for verifying the contact numbers submitted on the resumes, as the Selection Review Committee may contact references based on the contact information provided by the Respondent. The information obtained from the reference checks will be incorporated into the scoring of this section. If additional information is needed on the Key Personnel listed by the Respondent, CPRA reserves the right to pursue additional contacts and will incorporate the feedback obtained from these references into the scoring of this section.

This section will be evaluated based on the professional experience of Key Personnel, their Relevant Project experience, references, and the team's technical capabilities on projects of similar scope and magnitude. This professional experience includes, but is not limited to, projects that involved large-scale hydraulic dredging and disposal, beach nourishment, dune restoration, dredging and re-handling of dredged sediment from offshore areas, disposal of dredged sediment in unconfined open water areas, and pumping dredged sediment through dredge pipelines over long distances (greater than 10 miles).

Part B: Relevant Project Experience (40 Points)

CPRA is expecting the Respondent to provide past project experience and performance information for no more than ten (10) Relevant Projects that the Respondent's team has worked on in the past twenty (20) years, or that will be at least 50% complete (construction) by the required SOQ submittal date. For each project, the Respondent is expected to provide one (1) reference from the agency or entity responsible for the project, and one (1) reference from the engineer or engineering firm that was primarily responsible for the project design.

The term Relevant Project Experience refers to projects with comparable scope, type, size, and risk as to the Chandeleur Islands Restoration Project. This includes, but is not limited to, projects that involved large-scale hydraulic dredging and disposal, beach nourishment, dune restoration, dredging and re-handling of dredged sediment from offshore areas, disposal of dredged sediment in unconfined open water areas, and pumping dredged sediment through dredge pipelines over long distances (greater than 10 miles). Emphasis on project selection should include projects in the Gulf of Mexico region, which generally provided similar disposal and borrow site characteristics. Additionally, it is highly desirable that Relevant Projects demonstrate the Respondent's ability to deliver hydraulically dredged sediment on projects located on or near environmentally sensitive areas that included stringent ecological and biological regulatory restrictions including but not limited to marine turtle nesting beaches, bird nesting areas, marine submerged aquatic vegetation, and refuges.

In addition to the information outlined in Part B, Respondents are expected to expand on the Question 13 section of the EQF-1 Form, Enclosure 3, to include each Relevant Project. Respondents are responsible for verifying the contact numbers of references listed. The Selection Review Committee 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 on the Relevant Projects listed by the Respondent, CPRA reserves the right to pursue additional contacts and will incorporate the feedback obtained from these references into the scoring of this section.

This section will be evaluated based on the Respondent's demonstrated ability to deliver large-scale marine construction projects with a primary focus on hydraulic dredging, barrier island restoration, beach nourishment, and ecosystem restoration; the degree to which work on the identified projects was performed by proposed Key Personnel; the degree to which the work was self-performed by the Respondent (subcontracted components of Relevant Projects should be clearly note); and the degree to which work on identified projects was completed on schedule and within budget.

Part C: Construction Phase Approach (28 Points)

The Respondent's SOQ should include proposed construction methodologies and details of the Respondent's understanding of the risks associated with hydraulic dredging projects in offshore areas and sand placement on or near environmentally sensitive areas. Additionally, Part C of the SOQ should include the proposed equipment available to construct the Project. This should include details of, but is not limited to, equipment necessary for hydraulically dredging, pumping/transporting, disposing, grading and shaping of sediment (medium to fine grain sand) from offshore areas long distances (greater than 10 miles). Part C should also include a general overview of each piece of equipment and how those might be beneficial to the overall construction of the Project, and a description of the Respondent's approach to construction site safety and subcontractor adherence.

In addition to the requirements listed in Section 8.1, this section should also include details on how the Respondent will meet the minimum self-performance requirement of 75% of the total cost of construction. Respondent should provide details on the construction tasks it proposes to self-perform, and also identify services that will be sub-contracted.

This section will be evaluated on the Respondent's demonstrated ability, current workload and capacity, and approach to performing the Construction Phase services as required.

Part D: Hudson/Veteran Small Entrepreneurship Program (12 Points)

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

Part D evaluates Respondents who themselves are a Veteran Initiative and/or Hudson Initiative small entrepreneurship certified through the Louisiana Economic Development for Small Entrepreneurships under the Veteran Initiative Program and/or Hudson Initiative Program or Respondents who engage one or more subcontractors certified through the Louisiana Economic Development for Small Entrepreneurships under the Veteran Initiative Program and/or Hudson Initiative Program.

Twelve (12) points shall be reserved for Respondents who are themselves a certified Veteran Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran Initiative small entrepreneurships as subcontractors.

Ten (10) points shall be reserved for Respondents who are themselves a certified Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Hudson Initiative small entrepreneurships as subcontractors.

Certification must be valid at the date of the SOQ submittal. The Respondent should also describe how they intend to utilize any Veteran and Hudson certified firms on their team. If the Respondent or a subcontractor is a certified Veterans Initiative or Hudson Initiative small entrepreneurship, the Respondent should note this in its Proposal in order to receive the full amount of applicable reserved points. **It is highly desirable for the Respondent to include the certificate in the SOQ submittal to expedite the verification process.**

8.3 Experience and Qualifications Form (EQF-1) (Enclosure 3)

The Experience and Qualifications Form (EQF-1), included in Enclosure 3 will be used to support CPRA's understanding of the Respondent's team and their previous interaction on projects described in the SOQ. Therefore, Respondent's should provide sufficient details for the relevant projects described in Part B which will be used for project reference checks. Project references should be noted in the form's project description (Section 13). CPRA reserves the right to call any of the listed project owners or contacts as listed on this form, or individuals other than those listed, to verify the Respondent's quality of work and owner satisfaction. Names listed on this form should precisely match the names filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Licensing Board for Contractors. Section 14 of the form is for Respondent's to show a concise matrix of the key team members and a history of the projects that those individuals have worked on together. A more detailed showcasing of projects may be provided in Part B of the SOQ. All resumes referenced in Part A: Experience & Qualifications of Key Personnel should be submitted as part of this form (Question 12).

8.4 Oral Presentations

CPRA, at its sole discretion, may require all Respondents reasonably susceptible of being selected for contract award to provide an Oral Presentation of its capabilities, resources, and approach. If Oral Presentations are requested, CPRA will require that each firm be represented in its presentation by the persons with whom the CPRA staff will be directly conducting the day-to-day business of the Project. The CPRA will provide additional instructions and requirements for presentations to the contact person for the shortlisted Respondents prior to conducting the Oral Presentations. Comments made by the Respondents and subcontractors at the Oral Presentation will be considered binding.

Upon conclusion of the Oral Presentations, the Selection Review Committee may adjust the Evaluation Criteria scores in Section 8.2 based on information provided at the Oral Presentations.

9.0 SUBMITTAL FORMAT REQUIREMENTS

Elaborate submittals are not required and are discouraged. The combined page count of the Part A, Part B, Part C, and Part D of the SOQ should not exceed fifty (50) pages in length. These sections should include text, figures, photographs, or graphics highlighting personnel, team organization, past projects, and approach. Detailed personnel and project resumes should be included on the EQF-1 form. The EQF-1 Forms, evidence of bonding capacity, licenses, certificates, safety metrics, and disclosures of ownership are not included in this page count parameter and should be organized as separate appendices in the SOQ submittal. CPRA reserves the right to reject any and all submittals for this RFQ invitation.

One (1) Original, clearly marked "Original", which includes original signatures of company officials or agents duly authorized to sign SOQ's or contracts on behalf of the company, and seven (7) hard copies of the SOQ shall be provided. SOQ's should be submitted on 8 ½" X 11" format paper, double sided, and bound in a sturdy 3-ring binder(s). The response pages should be divided into sections corresponding to the Part A through Part D tabs within the binder. The Experience and Qualifications Forms (EQF-1), Enclosure 3, should be included in an Appendix immediately at the end of Part D and should also be tabbed and clearly marked. Additionally, Appendices identified throughout this RFQ should be clearly tabbed and marked. Sections should be tabbed within the binder(s) for ease of navigating through the SOQ response.

A transmittal letter should be submitted with the SOQ response.

Two (2) USB Flash drives are to be submitted containing a single PDF file of the entire SOQ response.

10.0 SELECTION REVIEW COMMITTEE

In accordance with La. R.S. 38:2225.2.4, CPRA has appointed a Selection Review Committee consisting of one (1) design professional in the discipline of but not involved in the Project, one (1) licensed contractor in the discipline of but not involved in the Project, one (1) representative of CPRA, and two (2) members at large to review the SOQs, score the Respondents, and recommend an award. The Selection Review Committee is as follows:

- (1) Rudy Simoneaux, CPRA (Representative of CPRA)
- (2) Dain Gillen, Neel-Schaffer, Inc. (Design Professional)
- (3) Nathan Kernion, Cycle Construction (Licensed Contractor)
- (4) Bevin Barringer, CPRA (Member At Large)
- (5) Todd Baker, CPRA (Member At Large)
- (6) Olivia Creel, CPRA (Alternate)

11.0 SELECTION PROCESS

After receipt of the SOQ submittals, the Selection Review Committee will evaluate and score the SOQs and Oral Presentations (if applicable). Within ninety days after the deadline for responses to the RFQ, the Selection Review Committee shall make a written recommendation to the Executive Director of CPRA as to which Respondent should be awarded the contract. If the highest scored or ranked Respondent is deemed to be nonresponsive or non-responsible, then CPRA may award the Project to the next highest scored or ranked proposer.

The selected Respondent will be posted on the CPRA web page at <http://coastal.la.gov/resources/rfps-rsiqs-contracts/contracts-and-grants/>.

12.0 PRE-SUBMITTAL MEETING

An informational pre-submittal meeting will be held at the CPRA office, 150 Terrace Avenue, 4th Floor, Baton Rouge, LA. The purpose of the meeting is to present and clarify information about the Project and the procurement process. Although impromptu questions will be permitted and spontaneous answers will be provided during the meeting, the only official answer or position of the CPRA will be stated in writing in response to written questions. The pre-submittal meeting is not considered to be mandatory by CPRA. Due to limitations in space, CPRA requests that the Respondents limit their attendance to no more than five (5) individuals per Respondent. The meeting will be held on January 15, 2025 at 10:00 AM (Local Time).

OFFICIAL QUESTIONS REGARDING THIS RFQ MUST BE SUBMITTED IN WRITING TO CPRA AS SPECIFIED IN SECTION 13.0.

13.0 INSTRUCTIONS AND MISCELLANEOUS PROVISIONS

Respondents should submit all questions in writing even if an answer has already been given to an oral question at the Pre-Submittal Meeting described in Section 12. After the Pre-Submittal Meeting, a response to all written questions submitted to CPRA will be distributed through addenda to all Respondents. Respondents who wish to submit questions on the RFQ must submit their questions in writing by January 22, 2025 by 3:00 PM (Central Standard Time) to Gloria Tigner, RFQ Coordinator at CPRAcontracts@la.gov. Addenda will be issued by date stipulated in the Section 15.0 and will be posted at the following link: <https://coastal.la.gov/resources/rfps-rsiqs-contracts/contracts-and-grants/>.

CPRA reserves the right to revise the Schedule of Events (Section 15) or revise any part of the RFQ by issuing Addenda to the RFQ up to 14 calendar day to the deadline for receipt of Proposals. If an addendum is issued within 14 calendar days of the proposal deadline, an appropriate time extension for submission of SOQs will be granted. An Acknowledgement of Addenda Form, which would be included with the Addenda, shall be submitted with the SOQ.

The one (1) Original, seven (7) hard copies and two (2) USB flash drives of the SOQ shall be delivered to Gloria Tigner at 150 Terrace Avenue, Baton Rouge, LA 70802. **SOQ's will be accepted until 3:00 PM (Central Standard Time), on February 14, 2025.** Submittals can also be mailed to the CPRA, Attn: Gloria Tigner, 150 Terrace Avenue, Baton Rouge, LA 70802; however, they must be received by CPRA prior to the above stated deadline. Proposals not received at CPRA, 150 Terrace Avenue, Baton Rouge, LA, 70802 by 3:00 PM (Central Standard Time), on **February 14, 2025** will not be reviewed.

Only information that is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a SOQ identified as proprietary must be clearly marked in the SOQ and will be handled in accordance with the Louisiana Public Record Act La. R.S. 44:1-44 and applicable rules and regulations. With the SOQ, the Respondent must submit an additional fully redacted version of the SOQ which removes any and all proprietary information. The Respondent should be aware that the redacted version of the SOQ may be produced in response to a Public Records

Request. CPRA shall not be held liable for the release of any proprietary information contained in the redacted version of the SOQ in response to a Public Records Request. In submitting a SOQ, the Respondent expressly agrees to indemnify and hold harmless CPRA in all actions or court proceedings (including attorney fees) which seek to order the CPRA to disclose this proprietary, confidential, and/or trade secret information. Any SOQ marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

By submitting a response to this solicitation, the Respondent certifies and agrees that the following information is correct and in accordance with the provisions of La. R.S. 39:1602.1: In preparing its response, the Respondent has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The proposer has also not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. CPRA reserves the right to reject the response of the proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

The Respondent also certifies and agrees that the following information is correct and in accordance with the provisions of La. R.S. 39:1602.2: that the Respondent or subcontractors and suppliers has not and does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association; and will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

Additionally, in accordance with 40 C.F.R. § 33.301 and 2 C.F.R. § 200.321, as applicable, the Respondent agrees to ensure that Disadvantaged Business Enterprises (DBEs), minority businesses, women's business enterprises, and labor surplus area firms are used when possible and have the maximum opportunity to participate in the performance of a resulting Contract and any subcontracts for supplies, equipment, construction, or services that may be let. In this regard, the Respondent shall take all necessary steps to ensure that DBEs, minority businesses, women's business enterprises, and labor surplus area firms have the maximum opportunity to compete for and perform services relating to a resulting Contract.

14.0 BLACKOUT PERIOD

For all Respondents and subcontractors submitting an SOQ on this advertisement, there will be a blackout period during which any Respondent or its agent or representative, is prohibited from communication with any CPRA employee or contractor of the CPRA regarding this advertisement except through the process of submitted written questions described in Section 13. "Involvement" in the procurement process includes, but is not limited, to project management, design, development, implementation, procurement management, development of specifications, and evaluation of SOQs for a particular procurement. The blackout period will begin upon advertisement of the solicitation and will end when the contract is awarded. In those instances in which a prospective Respondent is also an incumbent contractor, the State and the incumbent contractor may contact each other with respect to

the existing contract only. Under no circumstances may the CPRA and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement.

15.0 SCHEDULE OF EVENTS

The current schedule for the selection process activities is provided in the table below:

Milestone/Event	Date
Advertisement Period	December 18, 2024 – February 14, 2025
Pre-Submittal Meeting	January 15, 2025 @ 10:00 AM
Deadline for Questions	January 22, 2025 @ 3:00 PM
CPRA Response to Questions	January 30, 2025
SOQ Submission Due	February 14, 2025 @ 3:00 PM
Selection Committee Review	February 17, 2025 – March 19, 2025
Announcement of Selected CMAR Contractor	On or about March 24, 2025

CPRA reserves the right to revise this schedule. Revisions, if any, before the SOQ Submission Deadline will be formalized by the issuance of an addendum to the RFQ. An Addenda, if any, will be posted at <http://coastal.la.gov/resources/rfps-rsiqs-contracts/contracts-and-grants/>. It shall be the responsibility of the Respondent to check the website for addenda, if any.

Enclosure 1: CMAR Scope of Services

Enclosure 2: Selection Review Committee Conflicts of Interest Acknowledgement

Enclosure 3: Experience and Qualifications Form (EQF-1)

Enclosure 1: CMAR Scope of Services

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**Enclosure 2: Selection Review Committee Conflicts of Interest
Acknowledgement**

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Enclosure 3: Experience and Qualifications Form (EQF-1)

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