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July 14, 2020

RFP-5132
PROGRAM/PROJECT MANAGEMENT and DISASTER
RECOVERY/GRANTS MANAGEMENT PROFESSIONAL SERVICES

Addendum 1

Item 1 – Addition of Federal Clauses. See www.apsb.oeg/aeselection2020

The “.pdf” is named RFP-5132 Federal Clauses

Item 2 – Addition of FEMA Procurement Disaster Assistance Team Template. See www.apsb.oeg/aeselection2020

The “.pdf” is named RFP-5132 PDAT ContractProvisionsTemplate 9-30-19

Item 3 – Replace PART 2. EVALUATION, Pages 22 & 23 Criteria/Scoring Weights with the below...

PART 2. EVALUATION

2.0 Evaluation Criteria /Scoring Weights

Criteria listed below (with the scoring weight assigned to each) will be used to evaluate proposals. These criteria will be applied and interpreted solely at the discretion of Ascension Parish School Board (APSB).

Proposals should include all information necessary to demonstrate the ability to satisfy these criteria. APSB may request additional information required for the evaluation. Each section of the proposal may be evaluated separately.

RFQ Selection Board Score Card

SCORECARD FACTORS	Weight/Pts
1. Firm/Qualifications and Experience <ul style="list-style-type: none"> ○ Firm shall be evaluated based on project specific experience and resources. ○ Reputation of the applicant firm for personal and professional integrity and competence. ○ Primary focus should be on Prime Consultants Experience 	0-20 pts.
2. Cost Effectiveness <ul style="list-style-type: none"> ○ Specific Personnel Experience with Similar Projects must be considered 	0-20 pts
3. Key Personnel Qualifications and Experience <ul style="list-style-type: none"> ○ Specific Personnel Experience with Similar Projects must be considered ○ While Firm Principals are listed, they traditionally have little involvement, Emphasis should be placed on the Project Managers and Project Engineers/Architect 	0-10 pts
4. Local Project Experience <ul style="list-style-type: none"> ○ Consideration must be given to Firms that can show experience with the User Agencies (City, State, Federal) local criteria, codes, policies, procedures, and standards to successfully facilitate project completion. 	0-10 pts
5. Proposal/Understanding <ul style="list-style-type: none"> ○ Firm/Team’s response should identify understanding of project scope, the past work experience for both the firm and personnel should properly reflect project scope and user agency specifications. ○ Responsiveness and ability to follow instructions 	0-5 pts
6. Compatibility (firm size related to project magnitude) <ul style="list-style-type: none"> ○ Consideration to the size of the firm and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firm’s current workload. ○ Does the firm’s experience indicate examples of projects with similar scope of work? 	0-5 pts
7. Current Workload <ul style="list-style-type: none"> ○ Number and size of projects currently under contract must be considered in relation to available Staff. ○ A firm with capacity to take on more work should score higher in this category than a firm who appears to be spread out on current projects 	0-10 pts
8. Firm Office Location Where Work Is To Be Performed <ul style="list-style-type: none"> ○ Qualified firms that maintain an office in Ascension Parish and staffed with an adequate number of qualified employees to do the required work, shall be given consideration. ○ In state firms shall be given priority over out of state firms. ○ Firms should have available staff dedicated to the APSB within 150-mile range of Ascension Parish. 	0-5 pts
9. Past Performance on APSB projects <ul style="list-style-type: none"> ○ The APSB Staff should generally discuss the firm/team based on such items as: past performance, special capabilities to accomplish work, coordination and cooperation with the owner’s representative, cooperation with permit authorities and others, ability to meet deadlines and budgets, and quality of work. 	0-10 pts

- A higher score would indicate success on past APSB projects. A lower score would indicate no past work relationship or questionable past performance with APSB.

10. Special Conditions/Requirements Specified in RFP

0-5 pts

- These special requirements and project considerations must be clearly spelled out in the RFP.
- In this category, consideration (points) may be given to firms who have not been selected by APSB in over 3 years.

11. Oral Presentation

- When specified, Oral Presentations shall provide RFP Selection Board Members with the opportunity to clarify questions and obtain a greater understanding of each short listed firms RFP submittal.
- After the Oral Presentation, each RFP Selection Board member will have an opportunity to re-evaluate and adjust their initial score card to establish their final rating.

(*Total must equal to 100%*)

I acknowledge receipt of Addendum No. 1.

Company Name

Signature of Preparer

Name of Preparer (Print)

Phone Number of Preparer

***PLEASE INCLUDE THIS FORM IN YOUR RFP PACKAGE!**