

David Alexander
Superintendent

Taft Kleinpeter
Board President
District 5B

Troy Gautreau, Sr.
Vice President
District 7A



9690 Airline Hwy
Sorrento, LA 70778
(225) 391-7304 | (225) 391-7302 (fax)

Robyn Penn Delaney, District 1
Scott Duplechein, District 2
Julie Blouin, District 3
Marty J. Bourgeois, District 4A
John Murphy, District 4B
John DeFrances, District 5A
Jared Bercegeay, District 6A
Louis Lambert, District 6B
Patricia Russo, District 7B

July 27, 2020

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

Addendum 2

1. Section 1.9, item (D) Technical Proposal, references “Illustrating and describing compliance with the RFP requirements as listed in the spreadsheet that follows”; can APSB provide clarification I regards to the “spreadsheet” reference? We were unable to locate the spreadsheet during our requirements review.

Answer: Section 1.9 of the RFP is a standard procurement form that the APSB uses and there is no spreadsheet for the technical proposal section.

2. Section 1.9, item (F) Project Schedule, since the work is currently unknown and subsequently will be issued by tsk order when needed, would it be best for the proposer to address a “conceptual” project schedule based on expected milestones?

Answer: Section 1.9 of the RFP is a standard procurement form that the APSB uses and there is no schedule requirement for Section 1.9, item (F)

3. Addendum 1, dated July 14, 2020 is titled RFQ-21 Architectural Services for Parker Rd. High School Addendum 1; we are assuming that this document was listed under RFP-5132 in error; would this be correct?

*Answer: Correct, it was issued in error, it now reads: RFP-5132
PROGRAM/PROJECT MANAGEMENT and DISASTER
RECOVERY/GRANTS MANAGEMENT PROFESSIONAL SERVICES
Addendum 1.*

4. Attachment II – Cost Proposal Disaster Recovery: If a Civil Engineer, Structural Engineer, Mechanical Engineer, and Environmental Engineer are on the Disaster Recovery team, there may be a conflict of interest if those positions were also hired by the Architect during the restoration of a disaster. Not knowing the true scope of work for these positions on the Disaster Recovery team, local subconsultant firms are reluctant to teaming up on the Disaster Recovery team as to potentially losing out on the design work. Would APSB consider eliminating those positions from the RFP?

Answer: The intent of this requirement is if the engineering discipline above is needed, it is for remediation and recovery advice, not design. It is the intent of the APSB to procure the design portion of the recovery efforts when needed. As to not create concern, the above four position descriptions are removed. Reference the new Attachment II – Cost Proposal Disaster Recovery.

5. Attachment II – Cost Proposal Disaster Recovery: Are the Civil Engineer, Structural Engineer, Mechanical Engineer, and Environmental Engineer intended to be licensed professionals that will be considered Professional of Record.

Answer: These positions are removed from Attachment II – Cost Proposal Disaster Recovery. See Above.

6. Page 12 of 26: 7.8 Proposer Inquiry Periods: this paragraph refers to oral questions during a Pre-proposal conference. Is this conference part of this RFP Process?

*Answer: Certain sections of this RFP are standard to APSB Purchasing. There is **NO** pre-proposal conference.*

7. Will Attachment II – Cost Proposal Program/Project Management and Attachment II- Cost Proposal Disaster Recovery be included in the scorecard Factor Key Personnel Qualifications and Experience or another Factor?

Answer: Please see Addendum 1; PART 2. EVALUATION 2.0 Evaluation Criteria /Scoring Weights

8. Page 5 of 26: The RFP mentions developing a CMAR contract. Are there specific projects that the APSB is considering the use of CMAR?

Answer: *The APSB does not currently have projects that it intends to use the CMAR method; however, we may explore this option in the future.*

9. Does APSB intend to add the required federal terms and conditions within the final contract? If so, can APSB provide those terms and conditions?

Answer: *Please see Addendum 1; Item 1 & 2. This references federal clauses.*

10. Are we to assume that the Standard Form – APSB PM Standard Form – APSB GM can be attached/clipped on top of the binder of the open format proposal?

Answer: *Correct, there should be two (2) standard Forms submitted, one for PM and the other for GM. They should be attached/clipped on top, not in the binder.*

11. Does APSB intend to add the required federal terms and conditions within the final contract? If so, can APSB provide those terms and conditions?

Answer: *Please see Addendum 1; Item 1 & 2. This references federal clauses.*

12. Please confirm compliant proposal responses must include:

- a. Six Technical Proposals in binders **and** that these proposals will address both services in one submittal (PM and Disaster Recovery/Grans Management). Answer: *Yes*
- b. One Cost Proposal (Attachment II – Cost Proposal should be submitted under separate cover and not with the technical Proposal. Answer: *There is two (2) Cost Proposals within Attachment II. One for PM and one for GM. Both cost proposals should be submitted with the technical proposal as a tab.*
- c. One Standard Form packet for PM Services. Answer: *Yes*
- d. One Standard Form packet for Disaster Recovery/Grant Services. Answer: *Yes*
- e. One proposal in digital format (CD or USB Drive). Answer: *USB is preferred*

Answer: *Please see Addendum 1; Item 1 & 2. This references federal clauses.*

13. RFP pg 8, item 1.3 **Goals and Objectives** mentions "...submit, separate to the binder, the Standard Form APSB_PM_July_2020 (Program/Project

Management) and APSB_DR_July_2020 (Disaster Recovery/Grants Management)”. Please advise if these two standard forms are to simply be stapled/binded separately with no cover.

Answer: Refer to Question 10... There should be two (2) standard Forms submitted, one for PM and the other for GM. They should be attached/clipped on top, not in the binder.

14. RFP pg. 11, item **Copies of Proposals Required if Hand Delivered or Mailed** mentions “Quantity (1) proposal should be submitted in digital format (i.e. (CD or USB drive)”. Please advise what you would like to have electronically. Are you looking for an electronic copy of the everything (Technical Proposal, Cost Proposal, Standard Forms) here?

Answer: All documents submitted to the APSB should also be submitted on one electronic file.

15. RFP pg. 13, item D **Technical Proposal** mentions, “Illustrating and describing compliance with the RFP requirements as listed in the spreadsheet that follows. A Proposer need only complete those portions of the spreadsheet for which the proposer elects to submit.” Where can I find the spreadsheet which is mentioned here?

Answer: Reference Question 1: Section 1.9 of the RFP is a standard procurement form that the APSB uses and there is no spreadsheet for the technical proposal section.

ATTACHMENT II - COST PROPOSAL DISASTER RECOVERY

(***NOTE** – Cost Proposal should be submitted under separate cover and not with Technical Proposal)

Position Description	Hourly Rate ¹
Program Director	
Policy Expert	
Senior Project Manager	
Project Manager	
Assistant Project Manager	
Project Controls Specialist	
Document Controls Specialist	
Administrative Assistant	
PA Policy Specialist	
Reimbursement Specialist	
Closeout Specialist	
Data Manager	
Accounting/Audit Support Specialist	
Insurance Specialist	
Damage Assessment Team Lead	
Subject matter Expert	
Construction Manager	
Cost Estimator	
Scheduler	
Principal	
SUM OF HOURLY RATES	

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!**

