



State of Louisiana

JOHN BEL EDWARDS
GOVERNOR

February 8, 2019

ADDENDUM I

TO: ALL POTENTIAL PROPOSERS

RE: RFP #2503-19-05, Environmental Science Consulting Services

PROPOSAL DUE DATE: MARCH 1, 2019 @ 3:00PM

This addendum shall be considered part of the RFP. The clarifications, revisions, and additions in this addendum supersede the requirements in the advertised RFP.

Section 1.9.1 D. Company Background and Experience:

Delete Section 1.9.1 D in its entirety and replace with the following:

D. Company Background and Experience: The Proposers should give a brief description of their company including brief history, corporate or organization structure, and number of years 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 contract. Proposers should describe their experience in other states or in corporate and governmental entities of comparable size and diversity. For each project or client cited, Proposer shall provide a client reference including name, title, company name, address, and telephone number. CPRA reserves the right to pursue additional contacts for reference information regarding the projects and clients the Proposer cites.

Proposers should clearly describe their ability to meet or exceed the qualifications described in Section 1.8.

Section 1.9.1 F. Proposed Staff Qualifications:

Delete Section 1.9.1 F in its entirety and replace with the following:

F. Proposed Staff Qualifications: The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the successful completion of the items outlined in the Scope of Services.

Proposer shall submit a resume for each of the assigned personnel, and the resume 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. This should also specifically include the role and responsibilities of each person who may perform work outlined in the Scope of Services, anticipated level of effort and duration of involvement, and their on-site availability.

Proposers should clearly describe their ability to meet or exceed the staff qualifications described in Section 1.8.

Section 1.9.1 H. Cost Proposal:

Delete Section 1.9.1 H in its entirety and replace with the following:

H. Cost Proposal: The Proposer shall provide an hourly rate (numerical value) for each of the staff classifications listed in the “Required Rate Schedule” in Attachment II. The 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, personal protective equipment, and materials) as well as be inclusive of lodging, travel and per diem.

Proposers shall not provide additional personnel classifications beyond those listed in the “Required Rate Schedule.” Expenses such as third party charges, equipment and material rentals, etc., will be negotiated for each task as appropriate to complete the assigned work and will be reimbursed at cost. Such expenses will be reimbursed at cost, only with sufficient documentation supporting the charges, and approval must be granted in writing by the Contract Monitor or his designee prior to the Contractor incurring these costs. Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using the negotiated rate schedules described in Section 1.29 for the actual work performed on the Task Order.

Section 1.29, Contract Award, Negotiation, and Execution

Delete the fourth paragraph in its entirety and replace with the following:

The State reserves the right to negotiate a reduction to the Required Rate Schedule hourly rates (Attachment II) with any Proposer selected by the Proposal Review Committee for contract award. The Proposer(s) will receive written notification of the State’s intent to negotiate submitted rates. The final negotiated hourly rates on the Proposer’s Required Rate Schedule will be considered the maximum amount allowed.

During contract negotiation, the State will require a rate schedule from the Proposer for each subcontractor for each staff classification in Attachment II as applicable to the subcontractor. The Prime and subcontractor’s negotiated rate schedules will be used in negotiation of task orders and will remain in effect for the duration of the contract.

Part II: Scope of Services

Delete the following sentence in its entirety:

Contractor shall provide services associated with the following tasks, including but not limited to, the following categories:

and replace with the following:

Proposers should demonstrate capacity to fulfill services and provide examples of relevant experience in the following areas:

1.34 Payment

Delete the fourth paragraph in its entirety and replace with the following:

Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using the negotiated rate schedules described in Section 1.29 for the actual work performed on the Task Order.

Attachment III: Sample Contract, Section 10. Payment Terms

Delete the fourth paragraph in its entirety and replace with the following:

Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using the negotiated rate schedules described in Section 1.29 for the actual work performed on the Task Order.

**Attachments: Pre-Proposal Conference PowerPoint
Pre-Proposal Conference Sign-In Sheet**