



# State of Louisiana

JOHN BEL EDWARDS  
GOVERNOR

February 20, 2019

## ADDENDUM II

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.**

### I. QUESTIONS AND RESPONSES

1. Q. 1.9.1, page 8, Section F. Proposed Staff Qualifications  
Please further explain the meaning of “planned level of effort, their anticipated duration of involvement, and their on-site availability”
- A. **The proposer should provide the estimated level of effort, by staff classifications, for personnel assigned to provide support for the scope of services outlined in the RFP. The proposer should also include the anticipated duration of involvement and on-site availability of personnel. The example provided below is one way a Proposer could provide the requested information.**

**Example: (for illustration purposes only)**

<u>Personnel</u>	<u>% of Total LOE</u>
Principal	
Senior Project Manager	
Project Manager	
Senior Scientist	
Project Scientist	
Staff Scientist	
Scientific & Technical Editor/Writer	
Geographic Information Systems Analyst	
Senior Science Outreach Communicator	
Science Outreach Communicator	
Administrative/Clerical	
<b>TOTAL</b>	

2. Q. 1.9.1, page 10, Section L. Insurance  
Does “proposer” mean the prime contractor?  
Is the prime contractor required to submit certificates of insurance in the proposal?  
Are subcontractors required to submit certificates of insurance in the proposal?
- A. **Yes, the Proposer and Prime are used interchangeably. Per Section 1.9.1, L “The Proposal should include a certificate of insurance as proof that the Proposer has in effect limits of insurance required by Section 1.32 Insurance Requirements for Contractors. If selected as a Contractor, the Proposer shall provide certificates of insurance as proof of coverage at the time of contract negotiation.”**
3. Q. 1.9.1, page 8, Section G. Veteran and Hudson Initiative Program Participation  
Please further explain the following statement?  
“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”
- A. **The Proposer cannot ask a certified LaVet or Hudson Initiative subcontractor to be exclusive to his Proposal; Additionally, a certified LaVet or Hudson Initiative subcontractor cannot promise exclusivity to a Proposer.**
4. Q. Are Hudson Initiative Certifications required in the proposal for the Hudson Initiative subcontractors?
- A. **Per Section 3.2, Subcontractor’s Veterans Initiative and/or the Hudson Initiative certification shall be submitted.**
5. Q. Page 10, 1.9 (L) - Insurance: Is proof of insurance required only for the Prime or is it required for all subconsultants? Does that responsibility rest solely with the Prime Contractor or shall the Prime Contractor require all subcontractors to maintain the stated coverage? For example, does a subconsultant such as a scientist, which is a one-person firm, need all the coverage listed?
- A. **The Proposer should include a certificate of insurance as proof of the limits of insurance required by Section 1.32 Insurance Requirements for Contractors.**  
**Page 18-19 Per Section 1.32, the Contractor shall not allow any subcontractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the State of Louisiana before work is commenced.**  
**Subcontractor’s Insurance: The Contractor shall require that any and all subcontractors, which are not protected under the Contractor’s own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.**  
**Insurance requirements or exceptions will be discussed on a case-by-case basis at the time of contract execution.**

6. **Q.** Will annual rate adjustments be permitted or are rates submitted on Attachment II: Required Rate Schedule contracted for 3 years?
- A.** **The final negotiated rates on the Required Rate Schedule will be in effect for the entire contract term. The State shall have the right to contract for up to thirty-six (36) months with the concurrence of the Contractor and all appropriate approvals. Annual rate adjustments will not be permitted.**
7. **Q.** Can we put the “board of resolution granting authority” and resumes in the Volume I response Appendices?
- A.** **The RFP does not specify where these documents need to be inserted. Per Section 1.11, Proposers are encouraged to submit proposals in a concise, orderly fashion that includes complete, appropriate comment, documentation, and submittals to address the RFP requirements.**
8. **Q.** Due to the requirements for the rates to be all in, would an individual be able to bill at different rates depending on the services being provided? For example, a scientist in the field versus being in the office providing GIS services that wouldn't include field expenses.
- A.** **A scientist performing work in the office or in the field will bill at the same one all-inclusive rate for that staff classification.**
- Additionally, compensation to Contractors for services rendered in connection with each Task Order shall be based on negotiated work-hours with individual Task Managers using established billable rates. Example: A senior project manager performing administrative or clerical duties should bill at the administrative/clerical rate.**
9. **Q.** Is there a page limit for the proposal?
- A.** **No.**
10. **Q.** Are financials for the past 3 years required for the entire company or just for the contracting entity within the company that would be awarded the contract?
- A.** **The company that submits a proposal must submit the required financial information. If selected for contract award, CPRA will expect to issue a contract to the firm/company that submitted the proposal.**
11. **Q.** In section 1.9.1 L., the RSIQ states “The Proposal should include a certificate of insurance and proof that the Proposer has in effect limits of insurance required by Section 1.32 Insurance Requirements for Contractors.” Please provide clarification as to whether or not certificates of insurance are required for subcontractors in the Proposal, or only the prime Proposer.
- A.** **See answer to question #5.**
12. **Q.** Do any of the services outlined in Part II: Scope of Services of the RFP include any Deepwater Horizon restoration funding sources such as Natural Resource Damage Assessment (NRDA), RESTORE, or Gulf Environmental Benefit Fund (GEBF)?

- A. **It is possible, but the funding source will be determined based on the type of work required for individual task orders.**
13. Q. Page 7, Section 1.9 E: Please clarify that CPRA would like ONE proposed Project Work Plan and not a proposed project work plan for each of the Scope of Services areas.  
Similarly, please confirm that Proposers may provide a single approach to Project Management and Quality Assurance that is applicable to all service areas/tasks.
- A. **The Proposer should provide enough information to satisfy evaluators that the Proposer has the appropriate experience, knowledge and qualifications to perform the scope of services described in the RFP.**
- One item on the list in Section 1.9 E that Proposers should provide is a sample Project Work Plan that reflects the approach and methodology and deliverables, such as timetables, and staffing. Proposer has discretion as to how many sample Project Work Plans to submit to provide enough information to satisfy evaluators that the Proposer has the appropriate experience, knowledge and qualifications to perform the scope of services described in the RFP.**
- Another item on the list is that the Proposer should describe the approach to Project Management and Quality Assurance. Proposer has discretion to describe its approach to Project Management and Quality Assurance in order to provide enough information to satisfy evaluators that the Proposer has the appropriate experience, knowledge and qualifications to perform the scope of services described in the RFP.**
14. Q. Page 10, Section 1.9 H: “Expenses (third party charges, equipment and material rentals, etc.) will be reimbursed at cost. Expenses such as third party charges, equipment, and material rentals will be negotiated by the Contract Monitor on each task order as appropriate to complete the assigned work. Such expenses 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.”  
Could CPRA clarify what constitutes “third party charges” in this context?
- A. **A third party charge is a service or equipment required for a specific task that a contractor or subcontractor must obtain to perform the required work and that is not already included in the Proposer’s labor rate. All third party charges shall require receipts for reimbursement and will be negotiated and approved by individual Task Managers before services are rendered.**
15. Q. Page 20, Section 1.34: Please confirm that, if awarded, all labor costs for Proposer and their subcontractors and/or consultants may be billed as “actual costs incurred in accordance with the rate schedule.” In other words, a single schedule of labor classification rates will apply to all team members under an awarded vehicle.

- A. **Refer to Addendum I, Section 1.9.1 Section H, wherein the Proposer shall submit only one Required Rate Schedule in its Proposal, which will be the basis for cost evaluation.**

**Refer to Addendum I, Section 1.29, “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.”**

**Refer to Addendum I, Section 1.34, which as amended, states, “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.”**

**Do not submit subcontractor rate sheets in the Proposal.**

**Only if a Proposer is selected for contract award, will the State request subcontractor rate sheets.**

16. Q. Page 11, Section 1.10: Please confirm that only one CD or flash drive (not both) is required for the electronic version of Volume I.  
A. **Yes, only one CD or flash drive is required, not both.**
17. Q. Page 10, Section 1.9 K: We assume that employees of the proposer working a reduced-hours schedule should be considered equivalent to full time employees of the proposer for the purpose of this solicitation. Is that assumption correct?  
A. **Yes.**
18. Q. Page 27, Section SOS 1: Could CPRA clarify whether Articles 5, 23, and 25 of the Sample Contract (Attachment III) are cited in error, and that the intended Articles are 6, 29, and 30?  
A. **The articles to reference are 4, 29, and 30.**
19. Q. Addendum 1, p. 1, D: Is client reference data required **both** for projects similar in size, scope and function to the proposed contract **and** for projects in other states or for corporate and governmental entities of comparable size and diversity, **or** is it required only for the latter group?  
A. **Yes, for both.**
20. Q. Addendum 1, p. 1, F: Are resumes required only for “assigned personnel **considered key** to the successful completion of the items outlined in the Scope of Services” or for **all** personnel that may be assigned to the contract?  
A. **Resumes shall be provided for all personnel identified in the proposal.**