



Office of the Mayor-President
Purchasing Division

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Kris R. Goranson
Director of Purchasing

July 14, 2020

ADDENDUM NO. 1
(page 1)

City of Baton Rouge

Parish of East Baton Rouge

**REQUEST FOR PROPOSAL NO. 20008-A20-08-Project Management, Grant
Management and Administrative Services**

Proposal Submission Deadline: July 22, 2020

Closing Time: 1:00 p.m.

Your reference is invited to **REQUEST FOR PROPOSAL NO. 20008-A20-08-Project Management, Grant Management and Administrative Services** which is scheduled to open at 1:00 p.m., on July 22, 2020. This Addendum provides for the following:

- This addendum addresses Questions submitted by the Inquiry Period deadline. See attached Question and Responses Document.
- On page 4 of the RFP under PART 1. ADMINISTRATIVE AND GENERAL INFORMATION, 1.1 Background. The following sentence:

"These projects will be applied for through Hazardous Mitigation Assistance (HMA) and Community Development Block Grant – Disaster Recovery (CDBG-DR) programs."

Is changed to read as follows:

"These projects will be applied for through Hazardous Mitigation Assistance (HMA) and Community Development Block Grant – **Mitigation (CDBG-MIT)** programs."

- Until further notice, while the suspension of bid openings to the members of the public is in effect, public attendance at the scheduled bid opening will be only allowed via teleconference at the numbers noted below.

Teleconference Call-in Information for Public Access to Bid Opening while Public Bid Openings suspended:

Join by phone
+1-408-418-9388 United States Toll
Access code: 263 373 080 (followed by the # button)



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Alternate numbers to call if number above is not available, which may occur due to network traffic (use the same Access Code, followed by the # button):

United States Toll (Boston) +1-617-315-0704
United States Toll (Chicago) +1-312-535-8110
United States Toll (Dallas) +1-469-210-7159
United States Toll (Denver) +1-720-650-7664
United States Toll (Jacksonville) +1-904-900-2303
United States Toll (Los Angeles) +1-213-306-3065

This addendum is hereby made a part of the RFP for REQUEST FOR PROPOSAL NO. 20008-A20-08-Project Management, Grant Management and Administrative Services and should be acknowledged.

REQUEST FOR PROPOSAL NO. 20008-A20-08-Project Management,

Grant Management, and Administrative Services

Questions and Responses

(Addendum No. 1)

Q1. Do you anticipate extending the bid due date?

A1. No

Q2. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

A2. We have provided our scoring methodology in detail in the RFP.

Q3. Was this bid posted to the nationwide free bid notification website at www.MyGovWatch.com/free?

A3. We are required to advertise in The Advocate by law, we also post directly to LaPAC. We can not take responsibility for where this information may be posted beyond this.

Q4. Other than your own website, where was this bid posted?

A4. As noted in the Notice to Proposers, "The City-Parish has elected to use LaPac, the state's online electronic bid posting and notification system, in addition to its standard means of advertising this requirement. LaPac is resident on State Purchasing's website at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=102> and is available for vendor self-enrollment."

Q5. Is the firm or firms that are currently working on the development of the East Baton Rouge Stormwater Management Plan, a HMGP-funded project, and worked for the City-Parish to develop several successful HMGP-funded applications for projects resulting from the 2016 flood conflicted from participating in this RFP?

A5. Proposers must follow all federal requirements related to grant funded projects and shall comply with all federal, state, and local statutes, laws, ordinances, regulations, and policies.

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Q6. What should be the basis for the Maximum Proposal (Not to Exceed) Price? Is there an allocation of funding or some other metric to ensure consistency in prices from all bidders?

A6. *Funding is limited to 5% of the project costs under Project/Grants Management and 3% construction management for elevation projects. These funds are included in project budgets.*

Q7. 1.5 Proposal Response Format (pg. 6)

- Will the Cover Letter, Table of Contents, Cover Page, Appendices, etc., be counted against the 25 page limit requirement, or are these documents excluded from the 25 page limit requirement?

A7. *The 25 page limit requirement stated in the RFP will not include the Cover Letter, Table of Contents, Cover Page, Appendices, References, Principle Resumes, Project Descriptions, Covers, or Tabs.*

Q8. 2.5 Location (pg. 16)

- Is it expected that the selected Consultant maintain a physical, on-site presence for the duration of the contract within the offices of the Parish, or is it acceptable for work to be performed remotely?

A8. *Agency will not be dedicating City-Parish offices for consultant and consultant work can be performed remotely, however it is the expectation that the consultant be available locally as needed to perform the required scope of work as described in the RFP.*

Q9. 3.1 Financial Proposal (pg. 16)

- What is the Parish's anticipated budget for this project?

A9. *Same answer as Q6.*

Q10. 3.2 Technical Proposal (pg. 17)

- What format should Proposers use to document that good faith efforts have been made to partner with Small, Minority and Women-owned businesses?

A10. *Any format is acceptable, but must meet requirements specified in the RFP.*

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Q11. Attachment A - Scope of Services (pg. 24)

- What system(s) currently support the Parish (ex. financial, and related back-office business functions)? *Parish uses MUNIS for financial accounting.*
- Is the expectation that the Consultant will work in collaboration with an Engineer and/or Architect, etc. that is employed by the Parish to conduct monitoring and inspection-related activities? Or, alternatively, is it the expectation of the Parish that the Consultant complete this activities independently? *Consultant is expected to perform these functions.*
- How many people does the Parish have to manage the application, disbursement, and administration of awarded funds? *Two*
- What kind of construction projects does the Parish plan to apply the funding to? *Drainage and elevations of homes*
- Does the Parish have construction management personnel to administer construction projects? *This is part of the request*
- Are the construction projects shovel ready? *Most projects are only Phase 1 approved for engineering and design.*
- How has the Parish used previously awarded funds? *Previous FEMA grants have funded acquisition/demolition projects and generator purchases.*

A11. See answers in blue above for each question.

Q12. Corporate Resolution (pg. 30)

- We fall under a Partnership and not a Corporation. The Corporate Resolution form does not apply to us. Is it acceptable to submit a "Certificate of Authority" instead to reflect an authorized individual that has the ability to bind the firm to a contract?

A12. Yes.

Q13. Page 28 Attachment B-1 Pricing Schedule, **RFP Language:** HM Consultant I, HM Consultant II, HM Consultant III, HM Consultant IV

Question: Please clarify the above Labor Category/Title(s) that are listed in the Attachment B-1 Pricing Schedule. What does HM stand for (assuming Hazard Mitigation)?

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A13. Yes, it stands for Hazard Mitigation. The levels indicate the level of experience in Hazard Mitigation: HMC I - Entry Level to 2 years, HMC II - 2-5 years, HMC III - 6-9 years and HMC IV - 10 or more years.

Q14. Page 24 Attachment A Scope of Services, **RFP Language:** Prepare and submit project applications...

Question: Are there any projects already defined for this work? If so, can you disclose what these projects are?

A14. Currently there are no projects which require applications to be written. This section was meant for any future applications which the Parish may become eligible for. They might include drainage, acquisition/demolition and/or elevation projects.

Q15. Page 15, Section 2.2, 2.3 Period of Agreement, Pricing Schedule, **RFP Language: N/A**

Question: What is the estimated budget for this project? Are the optional years the same budget or renegotiated?

A15. Budget is same as Q6. Subsequent years would be held to the same amounts.

Q16. The proposal response format section states that responses should not exceed 25 pages. Please clarify whether the cover page, cover letter, table of contents, and administrative forms will count towards the 25 page limit.

A16. See Answer to Question 7.

Q17. Are CDBG-MIT funds intended to be administered under this proposal?

A17. Yes, this proposal includes HMGP, FMA and CDBG-MIT funding.

Q18. What was the last contract date for a consultant assisting City-Parish in this capacity?

A18. Prior to FY 2012

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(Addendum No. 1)

Q19. Is there a current incumbent? If so, who?

A19. No, there is not.

Q20. What is the City-Parish's expectation for vendor staff levels pursuant to this solicitation?

A20. Currently City-Parish has between 8 and 16 projects. Consultant is expected to have sufficient staff experienced to support this level of ongoing projects.

Q21. What Mitigation activities does the City-Parish intend to pursue under HMA?

A21. Drainage, acquisition/demolition, elevation, generators, detention/retention, streambank stabilization projects.

Q22. Will the EBR release the total universe of eligible properties to be mitigated by funding source and/or federal fiscal year?

A22. EBR maintains a file of eligible properties from the National Flood Insurance Program (NFIP) Repetitive Flood Loss database. This database is used each year to reach out to property owners offering them the opportunity to participate in a grant. This is not part of the Scope of Work for the proposed consultant.

Q23. Does EBR Parish intend to utilize alternate or non-federal sources (HUD CDBG-DR for example) to satisfy match for a subset of properties?

A23. Match is to be provided globally by CDBG-MIT funding.

Q24. Is construction management budgeted per each individual property within FMA and HMGP grant applications?

A24. Yes

Q25. Will the EBR allow appendices that contain key staff resumes or experience tables in excess of the 25 page limit?

A25. See Answer to Question 7.

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Q26. Does EBR have a current database it utilizes for this homeowner data and subsequent program operations?

A26. Yes

Q27. Does EBR anticipate an extension to the proposal deadline?

A27. No.

Q28. Section number - *Section 1.5 Proposal Response Format*, Paragraph number – *Section 1.5 Proposal Response Format*, Page number – 6
Text of passage being questioned – *Proposal Response Format (Not to Exceed 25 Pages)*.

Question - Is the limit of 25 pages inclusive or exclusive of staff resumes?

A.28 See Answer to Question 7.

Q29. Section number - *Section 1.5 Proposal Response Format*, Paragraph number – *Section 1.5 Proposal Response Format*, Page number – 6
Text of passage being questioned – *Proposal Response Format (Not to Exceed 25 Pages)*.

Question - Is the limit of 25 pages inclusive or exclusive of Project Descriptions?

A.29 See Answer to Question 7.

Q30. Section number - *Section 1.5 Proposal Response Format*, Paragraph number – *Section 1.5 Proposal Response Format*, Page number – 6
Text of passage being questioned – *Proposal Response Format (Not to Exceed 25 Pages)*.

Question – Are covers and tabs included in the 25 page limit?

A.30 See Answer to Question 7.

Q31. Section number - *Section 1.5 Proposal Response Format*, Paragraph number – *Section 1.5 Proposal Response Format*, Page number – 6
Text of passage being questioned – *Proposal Response Format (Not to Exceed 25 Pages)*.

Question - Is a cover letter and Table of contents included in the 25 page limit ?

A.31 See Answer to Question 7.

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Q32. Section number - *Section 1.5 Proposal Response Format*, Paragraph number – *Section 1.5 Proposal Response Format*, Page number – 6
Text of passage being questioned – *Proposal Response Format (Not to Exceed 25 Pages)*.

Question – Are customer satisfaction references included in the 25 page limit?

A.32 See Answer to Question 7.

Q33. Section number - *Section 1.5 Proposal Response Format*, Paragraph number – *Section 1.5 Proposal Response Format*, Page number – 6
Text of passage being questioned – *Proposal Response Format (Not to Exceed 25 Pages)*.

Question – Can we use 11x17 pages for ease of reading graphics, schedule or other pertinent information? If so will they count as 1 page?

A.33 No.

Q34. Section number - *Section 1.1 Background*, Paragraph number – *Section 1.1 Background*
Page number – 4
Text of passage being questioned – *These projects will be applied for through Hazard Mitigation Assistance (HMA) and Community Development Block Grant – Disaster Recovery (CDBG-DR) programs.*

Question – Are these projects tied to specific disasters or Action Plans through HMA or CDBG-DR programs?

A.34 Please see Addendum for correction to this sentence on page 4 in the RFP. Projects are for any previous or future disasters which the Parish has qualified for and/or have applied for.

Q35. Section number - *Section 1.5 Proposal Response Format*, Paragraph number – *Section 1.5.1 Number of Response Copies*, Page number – 7
Text of passage being questioned – *(1) redacted copy of the Vendor's proposal.*

Question – Should the redacted copy be a paper copy or electronic copy on USB?

A.35 Either is acceptable, however, ideally, if submitting a redacted copy, we would like to receive the redacted copy in both hardcopy and electronic format.

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Q36. Section number - *Section 3.2 Technical Proposal*, Paragraph number – *MBE/SBE/WBE Initiative*

Page number – 17

Text of passage being questioned – *Copies of notification to at least three (or more) certified Small, Minority and Women-owned businesses will satisfy the notification requirements.*

Question – *Should the proof on Notification be included as an appendix? Will the proof of Notification be included in the 25 page limit?*

A.36 Yes, proof should be included as an Appendix. Appendices will not be included in the count for the page limit.

Q37. Section number - *Section 3.2 Technical Proposal*, Paragraph number – *MBE/SBE/WBE Initiative*

Page number – 17

Question – Are the MBE/SBE/WBE Initiative points to be awarded to MBE/SBE/WBE firms only or will these be awarded to larger firms who indicate that they are contracted with MBE/SBE/WBE firms?

A.37 There is a range of points possible. It is up to each individual evaluator and the evaluation committee to assign the points possible.

Q38. Section number - *Section 3.2 Technical Proposal*, Paragraph number – *MBE/SBE/WBE Initiative*

Page number – 17

Question – Are the MBE/SBE/WBE Initiative points to be awarded to Proposers who partner with certified MBE/SBE/WBE's who are not registered on either the Louisiana Economic Development Certification System or certified by the Louisiana Department of Economic Development and enrolled in the LaPAC Network?

A.38 Yes. Proposal should identify the entity for which certification exists.

Q39. Section number – *Attachment A Scope of Services*, Paragraph number – *Attachment A Scope of Services*, Page number – 24

Text of passage being questioned – *Establish project files for the Parish for each application submitted.*

Question – *Does the City-Parish wish for the project files to be paper or electronic files?*

A.39 Electronic files are sufficient

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Q40. Section number – *Attachment A Scope of Services*, Paragraph number – *Attachment A Scope of Services*, Page number – 24

Question – Will the proposer be providing an electronic database/system or record for the program or does the City-Parish have an existing system of record?

A.40 The City-Parish has an existing system.

Q41. Section number – *Attachment A Scope of Services*, Paragraph number – *Attachment A Scope of Services*, Page number – 24

Question – Will the respondent be required to develop and/or host webpages, or only provide content?

A.41 Only provide content

Q42. Section number – *Attachment A Scope of Services*, Paragraph number – *Attachment A Scope of Services*, Page number – 24

Question – Will personnel be housed out of the consultant's office or housed in an existing City-Parish Facility?

A.42 Housed out of the consultant's office. City-Parish will not be providing dedicated workspace within it's facilities, however it is expected that consultant be available to meet in person as needed at City-Parish facilities.

Q43. Section number – *Attachment A Scope of Services*, Paragraph number – *Attachment A Scope of Services*, Page number – 24

Question – Is there an incumbent who is currently responsible for this scope of work?

A.43 The City-Parish employs a Hazard Mitigation Specialist responsible for this work, but this RFP is to provide assistance to the City-Parish for these responsibilities.

Q44. Section number – *Attachment A Scope of Services*, Paragraph number – *Attachment A Scope of Services*, Page number – 24

Question – Can the City-Parish provide examples of current projects it is undertaking or plans to undertake?

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A.44 Drainage, acquisition/demolition, elevation, generators, detention/retention, streambank stabilization projects

Q45. Section number – *Attachment B-1 Pricing Schedule*, Paragraph number – *Attachment B-1 Pricing Schedule*, Page number – 28

Question – Will the billable hours be capped at 40 hours per week?

A.45 No, but all overtime must have prior approval of Agency.