



**RECREATION AND PARK COMMISSION  
FOR THE PARISH OF EAST BATON ROUGE**

**Addendum No. 2  
Issued July 5, 2022  
RFP No. 214**

**REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR  
CAPITAL IMPROVEMENT PROGRAM MANAGEMENT SERVICES  
which is scheduled to open at 11:00 A.M. CT, July 22, 2022  
BREC – Recreation and Park Commission for the Parish of East Baton Rouge**

Revise Table of Contents to remove (not applicable) to 2.4 Price Schedule and add 2.5 Financial Page 19 and Item 2.6 Location also Page 19.

Revise Table of Contents to add Attachment B-1:Phase 1 Project List Page 35 and add Attachment B-2: Pricing Schedule Page 36.

Table of Contents as written.

Page 2, 1.5 Schedule of Events as written.

Revise Page 2, 1.5 Schedule of Events to reflect item 5. Committee Review Period as July 22-July 25, 2022

Page 16, 2.1 Scope of Services as written.

Revised Page 16, 2.1 Scope of Services attached, replaced in its entirety.(Pages 16-19)

2.4 Price Schedule, Page 19 as written.

Revised 2.4 Price Schedule, Page 19 attached, replaced in its entirety.

Item 2.5 Financial added.

Revise 2.5 Location to 2.6 Location, Page 19.

Pages 20-22, Item 3.1. Evaluation Criteria as written.

Pages 20-22, 3.1 Evaluation Criteria add to Technical Proposal Scoring – Approach and Scope

a. Financial Proposal (Phase 1) – See Section 2 – 20 Points

The following financial criteria will be evaluated:

- All costs inclusive of maximum fee for all consulting work
- All other costs, if any, proposed by the Proposer

Prices proposed by the Proposers should be submitted on the Proposal Forms (or in a similar format) furnished in Attachment B-1. Prices proposed shall be firm. The information provided in response to this section will be used in the Financial Evaluation to calculate lowest evaluated cost per the following formula:

*The Proposer with the lowest cost will be awarded maximum allocated points assigned Financial. Other Proposers will receive cost points in accordance with the following  $CC = (LPC/PC \text{ multiplied by } MAP)$ .  $CC =$  computed cost,  $LPC =$  lowest proposed cost,  $PC =$  Proposer's cost and  $MAP =$  maximum allocated points*

The Proposer will not be reimbursed for any travel, per diem, photocopying, telephone bills or other related expenses of the engagement unless incurred at the specific written request of BREC. All costs proposed are to be inclusive of all expenses necessary to provide the scope of services outlined in this RFP and should be included in the hourly rates.

- b. Ability to meet project scope and technical requirements – 25 points
- c. Proposed staff qualifications and experience – 30 points
  - DBE Participation [15 points - included in (b.) above]
- d. Approach and methodology – 15 points
- e. Schedule – 10 points

Evaluation criteria scoring example (subject to change):

<b>Financial Proposal</b>	<b>20 pts total</b>
<b>Project Team's ability to meet project scope and technical requirements</b>	<b>25 pts total</b>
<ul style="list-style-type: none"> <li>Demonstrate capability to provide the Scope of Services by showing a clear understanding of the requirements and the work to be performed.</li> </ul>	5
<ul style="list-style-type: none"> <li>An interactive approach with BREC staff, the public, and sufficient involvement on behalf of the principal/project manager.</li> </ul>	5
<ul style="list-style-type: none"> <li>The proposed project team leader and members will be a prime consideration. Consultants will be required to indicate a percentage of time commitment for each team member throughout the project. The Consultant will be required by contract to commit these personnel through the life of the project.</li> </ul>	5
<ul style="list-style-type: none"> <li>Recent, relevant experience with municipal program and project management contracts</li> </ul>	5
<ul style="list-style-type: none"> <li>Quality of comparable experience, work samples, and references</li> </ul>	5
<b>Project Team's Qualifications &amp; Experience</b>	<b>30 pts total</b>
<ul style="list-style-type: none"> <li>Technical competence, experience and education of key personnel including number of qualified staff and support staff</li> </ul>	15
<ul style="list-style-type: none"> <li>DBE Participation (BREC's desired goal is 15%)</li> </ul>	15
<b>Project Approach &amp; Methodology</b>	<b>15pts total</b>
<ul style="list-style-type: none"> <li>Proposed methodology for completing work</li> </ul>	5
<ul style="list-style-type: none"> <li>Demonstrate thorough approach to the project</li> </ul>	5
<ul style="list-style-type: none"> <li>Clearly explain procedures that will be used for the project</li> </ul>	5
<b>Schedule (Phase 1 – See Section II, Scope of Services)</b>	<b>10 pts total</b>
<ul style="list-style-type: none"> <li>Work program schedule proposed for the tasks included in the Scope of Services</li> </ul>	5
<ul style="list-style-type: none"> <li>Ability to demonstrate the delivery of the outlined Scope of Services in a timely manner</li> </ul>	5
<b>TOTAL POINTS POSSIBLE</b>	<b>100 pts</b>

This addendum is hereby officially made part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

\_\_\_\_\_  
(Name and Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Company Name)

## 2.1 Scope of Services

The Program Manager shall assist BREC staff in managing the agency's wide array of ongoing and future capital projects over the next three years that are at least \$50 Million. However, no formal cost estimate has been prepared to date. A list of the Phase 1 Preliminary Parks and Recreation Facility projects is listed on Attachment B-1. Program and project management services are intended to include the following, as appropriate:

**A. Phase 1:** See Project List on Attachment B-1. The contract will include items below:

- I. **Development of a Program Implementation Strategy.** The Program Manager will work with BREC P&E staff and be required to review and refine the schedule for execution and completion of BREC's ongoing and future capital projects through 2025. The review and refinement process will address issues related to preconstruction and construction activities including program priorities, design standards, coordination between consultants, engaging with and providing information to the public, partners, contractors, environmental, utility adjustments and right-of-way activities and all items that influence project completion schedules. The Program Manager will confer with BREC staff to establish the specific project priorities and schedules as listed on Attachment B-1 and the overall current and ongoing 3-year Capital Improvement Program, review and refine strategies and specific protocols/procedures for project delivery and change management including the review of BREC's current program and project delivery approach.

Prior to plan execution, a roles and responsibilities matrix will be developed to clearly delineate authorities, deliverables, and communications and an initial list of specific identified projects. The Program Manager will also assist the BREC staff with reviewing projects that BREC has identified as being in alignment and eligible for allocable federal funding and grants. The Program Manager will develop grant packages for state and federal funding opportunities for these identified projects. The Program Manager will assist BREC with development of Cooperative Endeavor Agreements and/or Memorandums of Understanding, as required, with state and local entities. Federal and State Grant opportunities may include, but not be limited to the following:

- Infrastructure Investment & Jobs Act (IIJA)
- Rebuilding American Infrastructure Sustainably and Equitably (RAISE) Grants
- Infrastructure for Rebuilding America (INFRA) Grants
- Safe Streets and Roads for All
- Charging and Fueling Infrastructure Grants
- Building Resilient Infrastructure and Communities Program

**Development of the Program Schedule and Budget.** The Program Manager, along with BREC P&E staff will identify and establish a preliminary capital program schedule and budget and establish milestone dates for critical activities/events necessary to advance each Phase 1 identified capital improvement project from pre-design to engineering, to construction and completion in accordance with the Program Strategy, including development of a contingency plan for grants that do not materialize. The Program Manager will work with a Grants Consultant who is contracted separately by BREC.

III. **Program Monitoring and Control.** The Program Manager will provide a system for monitoring and controlling all project preconstruction and construction activities. The system will be easily understood and accessible by BREC staff, consultants, and contractors. The Program Manager will establish key performance indicators with targets to include in regular status reports. This will aid in identifying performance issues early on, providing BREC the opportunity to address proactively. Project status reports will be provided monthly to BREC and may include review sessions on progress against each deliverable to determine if additional action is required. A component of reporting will consist of, but will not be limited to, project spending versus budget of forecasting.

IV. **Consultant and Contractor Oversight.** The Program Manager will represent BREC in monitoring and ensuring all projects are designed and constructed in accordance with the policies outlined in the Program Strategy. The capability of Proposers shall include construction management services that cover the full spectrum “cradle-to-grave” of a project, including post construction operation and maintenance strategies, asset management, and associated funding. The Program Manager’s oversight responsibilities shall at a minimum include the following:

- Pre-Construction Services:
  - Assist BREC in the preparation of the scope of services and RFQ packages for the selection of design consultants for new projects.
  - Evaluate design proposals and review invoices
  - Receive and resolve design issues in cooperation with BREC from the design consultants, both for existing and ongoing projects and future projects
  - Monitor QA/QC for each project
  - Perform or cause to be performed necessary agreements and permits for each project prior to construction
  - Review construction plans, right-of-way maps, and specifications and forward contract documents to BREC for contract letting

- Assist BREC in the bid and award of construction contracts
- Construction Services
  - Perform construction management, construction contract administration, and assist in construction inspection
  - Establish protocols for managing scope change requests, extraordinary expenses, cost compression, etc.
- Post Construction Services
  - Assist in the development of Operations and Maintenance Strategies for capital improvement program projects.

**B. Servitude Agreements, Right-of-Way Management and Acquisition.** The Program Manager will work with BREC and provide necessary personnel for servitude agreements and the acquisition of any additional rights-of-way or easements to be acquired for projects, if deemed necessary. Examples include servitude agreements for BREC's proposed shared-use greenway trails as outlined in the Parish-Wide Bike / Pedestrian Master Plan.

**C. Utility Relocation.** The Program manager will coordinate utility relocation activities, if necessary, to minimize their impact to the schedule of the proposed construction.

**D. Public Involvement and Outreach.** The Program Manager will develop and implement a community relation and outreach plan and informational program to inform and engage the citizens of East Baton Rouge Parish regarding BREC's program of capital improvement projects.

**E. Environmental.** The Program Manager will perform or cause to be performed Phase I Environmental Site Assessments, Phase II Investigations as required, and all other state and federal investigations and permits as necessary, including NEPA clearance if required. All activities will be coordinated with, but not limited to, the City-Parish of Baton Rouge, the Louisiana Department of Environmental Quality (LDEQ), Louisiana Department of Transportation and Development (DOTD), Louisiana Department of Natural Resources (LDNR), the U.S. Army Corps of Engineers and others as appropriate.

**F. Program & Project Financial Management.** The Program Manager will develop and maintain a system for recording, tracking and projecting all BREC project costs. The Program Manager will provide information and coordinate with BREC, any designated Bonding Agent, and Attorney as requested. The Program Manager will also be required to maintain financial records in a manner consistent with generally accepted accounting practices, while providing access to financial information for auditing/review purposes at any time deemed appropriate by BREC. An audit of all

G. financial records associated with the BREC program of projects will occur at least annually. The Program Manager can anticipate the following from BREC, as normal course of financial management:

- Monthly and quarterly financial reviews
- Quarterly financial reports of purchase orders and contracts let against the budget, by project:

A. Monthly change order review

B. Any additional documentation or audits that may be required by federal grant partners

BREC may request from Proposer any or all the above tasks, according to the nature of the program and projects assigned. The Proposer shall be staffed to render these services expeditiously upon request. The selected firm/team will become an integral member of BREC's P&E team. Any additional scope of work or projects outside of those listed in Phase 1 will be treated as amendments to the initial contract.

### **2.3 Period of Agreement**

The term of any contract resulting from this solicitation shall begin on or about August, 2022 and is anticipated to conclude within three (3) years.

### **2.4 Price Schedule**

Prices proposed by the Proposers should be submitted on the Proposal form furnished herein as Attachment B-2. Prices submitted shall be firm for the term of the contract and inclusive of all charges Proposer wishes BREC to consider for proposed services (items, etc.). Prices shall include delivery of all items F.O.B. destination.

### **2.5 Financial**

Describe any potential charges for proposed services associated with the RFP program implementation and administration that you wish BREC to consider.



## ATTACHMENT B-1 PHASE 1 PROJECT LIST

PHASE 1 ANTICIPATED PROJECTS (The list below may be modified)

### Program Management Services Needed

PARK / FACILITY	PROJECT DESCRIPTION	Current Status	Estimated Budget (Construction and/or Design Consultant)	Design / Consultant Administration	Construction Administration	Consultant Selected	Project Estimated Duration (Days)
Greenwood Park - BR Zoo	Greenwood Park, BR Zoo, JS Clark GC Improvements GMP 1&2	In-Construction (CMAR)	\$30,000,000	No	Yes	Yes	545
Howell Community Park	New Howell Rec Center & Pool Construction Administration	In-Construction	\$4,400,000	No	Yes	Yes	240
Howell Community Park	Howell Park - New Gym Design	Not Started	\$160,000	Yes	No - Ph. 2	Yes	630
Scotlandville Parkway	Scotlandville Pkwy Phase 1 Design	Not Started	\$100,000	Yes	No - Ph. 2	Yes	150
Airline Community Park	Airline Safe House Design (Recreation Center)	Not Started	\$1,000,000	Yes	No - Ph. 2	No (RFP is coming)	400
Memorial Sports Complex	Memorial Safe Room Design (Recreation Center)	Not Started	\$1,000,000	Yes	No - Ph. 2	No (RFP is coming)	400
Greenwood Park	Greenwood Phase 2 - Connectivity Road from Park Entry Dr. to Lavey Lane	Not Started	\$900,000	Yes	Yes	Yes	180
Independence Community Park	Indy Universal Playground Construction	Not Started	\$1,000,000	No	Yes	Yes	245
Airline Community Park	Airline Park Phase 1 Construction (new Park)	In-Design	\$9,000,000	No	Yes	Yes	370
<b>Other Project Categories in Phase 1</b>							
BREC Greenway Trail Projects		Not Started	\$1,200,000	Yes	Yes	Yes	720
*BREC Special Use Facility Projects		Not Started	\$2,400,000	Yes	Yes	Yes	720

**Estimated Design Phase & Construction: \$51,160,000**

*\*Golf Courses, Cultural and Historic facilities, Equestrian, Athletic, and other Park and recreation facilities*

Note: BREC Greenway Trails Projects along with some of the larger projects above, will require some environmental clearance, and right-of-way and servitude agreement scopes of services.





*It all starts  
at BREC!*

## ATTACHMENT B-2 PRICING SCHEDULE

**\*This form must be sealed in a separate envelope marked "Proposed Consulting Fee."**

List all pricing details here or in a format similar to this schedule.

Labor Category/Title	Qualification (Yrs. of Experience)	Hourly Rate
Project Executive/Principal		\$
Project Manager		\$
Assistant Project Manager		\$
Grant Manager		\$
Senior Engineer/Scientist/Landscape Architect/Architect		\$
Mid-Level Engineer/Scientist/Landscape Architect/Architect		\$
Engineer/Scientist/Landscape Architect/Architect		\$
Accounting Specialist		\$
Senior Closeout Specialist		\$
Closeout Specialist		\$
Senior Cost Estimator		\$
Cost Estimator		\$
GIS Analyst		\$
GIS Tech		\$
Land Planner/Right-of-Way Specialist		\$
Administrative		\$
Maximum Proposal (Not to Exceed) Price		\$