



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

**Addendum No. 5  
Issued July 15, 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  
BRECS – Recreation and Park Commission for the Parish of East Baton Rouge**

This addendum is being issued to provide the updated 2.1 Scope of Services omitted as an attachment from Addendum No. 4 issued July 15, 2022. Pages 16-19 attached are to be replaced in their entirety.

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)

## **PART II. SCOPE OF WORK / SERVICES -Revised for Addendum 5**

### **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 is in excess of \$50 Million. Program and project management services are intended to include the following, as appropriate.

**A. Phase 1:** initial contract will include items i. and ii. 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 in the 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

**ii. Development 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 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 Manager who is contracted separately by BREC through a separate RFP/RFQ.

**B. Phase 2:** Phase 1 above will include the identification of more defined sets of projects, scopes, and schedules. Some of the projects will include projects listed on Attachment B-1. The projects listed on Attachment B-1 are select projects and are not to be considered all-inclusive. These defined sets of projects will be treated as amendments to the initial contract under **Phase 2**, which shall include, but not be limited to the following professional services:

i. **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.

ii. **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.

**C. 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.

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

**E. 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.

**F. 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.

**G. 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 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.

**2.2 Deliverables (Not Applicable)**

**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 Hourly Rate Schedule & Phase 1 Fee**

Rates and Phase 1 fee proposed by the Proposers should be submitted on the Proposal form furnished herein as Attachment B-2. Price Rates submitted shall be firm for the term of the contract and all amendments 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 Location**

Location of the work:

- East Baton Rouge Parish

Meetings/Delivery may be performed, completed or managed at:

- BREC's Administrative Offices – 6201 Florida Boulevard, Baton Rouge, Louisiana, 70806.