



ADDENDUM ONE

REQUEST FOR QUALIFICATIONS

Planning and Programming

Louisiana State University Library

Baton Rouge, Louisiana

Project No. 19-601-20-03, F.19002406

July 25, 2022

ITEM NO. 1: RFQ QUESTIONS and RESPONSES

Responses to questions received via email prior to the issuance of this addendum are as follows:

1. *“Are library planning subconsultants allowed to be included in multiple proposals submitted by different prime vendors”.*

RESPONSE: Yes.

2. *“Do you anticipate to see MEP engineering consultants at this stage?”*
3. *“Is there an expectation for a full team of subconsultants to be included in the response although scope appears to be minimal or nothing at all?”*

RESPONSE: We do not anticipate MEP engineering consultants and/or a full team of sub consultant participation for this effort; however, the selected planning firm (with extensive experience and knowledge of the latest trends in higher education libraries and learning commons with a proven track record of similar planning and programming exercises for similar facilities) will certainly be expected to offer ‘best practices’ and advise FPC on the appropriate consultants for their team.

4. *“Reference section: Please clarify this section*
 - a. *Are you looking for different references than those shown in the firm profile? (In the firm profile section, you all ask for references from previous clients. In the references section, it again asks for client references from projects cited on the resumes)*
 - b. *If we are only able to show references from the resumes, does this limit us to only showing 3-5 projects on our resumes?”*
5. *“The RFQ states on page 4, “Proposers should also describe relevant experience in other states or in corporate/governmental entities of comparable size and diversity with references from previous clients including names and telephone numbers”*

The RFQ also states on page 4, “References (minimum of three (3), maximum of five (5)): References (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.

Please clarify whether these are referring to the same references or if there are two set of references that should be provided. Should we include references of the individual’s project experience and the firm’s experience separately?”

RESPONSE: The Firm Profile Reference section should include the Owner and any other key project team members (include addresses and telephone numbers) associated with the projects listed in the Firm Profile section. The Resume section should include personnel who will work on the Project. There is no limit to the number of projects in the Resume section, but there is a minimum and maximum number of references per project.

6. *“Can you confirm the “copy of a relevant planning effort” (noted on page 5) does not count towards the page count, but a separate attachment with our submission?”*
7. *“The RFQ states on page 4 that the entire response is to be a maximum of 50 pages. Then, the bulleted item listed at the top of page 5 requests to “provide one (1) digital copy of the final product of a relevant planning effort at a similar university. Additional final products or summaries of relevant planning efforts may be provided if desired”. Can you confirm this is indeed separate from the page count limit and is to be treated as an attachment? Additionally, if this is an attachment, should it be submitted as a separate document in the submission email or contained within the complete final electronic document as (1) PDF submission?”*
8. *“Is the requested ‘sample’ planning document in addition to the 50-page limit, i.e. like an appendix”*

RESPONSE: Section C. RFQ SUBMISSION REQUIREMENTS indicates that the response is to be a maximum of 50 pages; however, the requested final product of relevant planning effort at a similar university is to be treated as an attachment and is not included in the maximum of 50 pages. All other information requested is to be governed by the 50 page maximum.

9. *The RFQ states on page 5, “Provide one (1) digital copy of the final product of a relevant planning effort at a similar university. Additional final products or summaries of relevant planning efforts may be provided if desired.” Please clarify what is to be included in the digital copy of the final product. What does final product mean? Is it a completed programming document or the completed project?”*

RESPONSE: The requested information is the proposer’s final work product that best reflects the proposer’s Planning and Programming services conducted for similar facilities at other higher education institutions as listed in Section B. ABOUT THE PROJECT.

10. *“Should we assume that the selection committee composition will follow a typical FPC selection? And if not, what will the composition of the selection committee be?”*

RESPONSE: Submissions will be evaluated by a committee made up solely of representatives from FPC and LSU. This committee will not include members of the Louisiana Architects, Engineers, or Landscape Architects Boards.

11. *“Is there anything driving the timeline for completion of the programming effort? And related, have any decisions been made about the breadth of engagement being sought – with a working committee of a limited number of key stakeholders versus direct, broad, end-user engagement?”*

RESPONSE: The Final Deliverables Due date (as indicated in Section K. SCHEDULE OF EVENTS) is based on Owner/User internal deadlines to make project and budget decisions, and the information received from these Planning and Programming efforts will be utilized to make these decisions. The selected planning firm will be expected to help identify the key stakeholders and advise on the appropriate Owner/User engagement required for this endeavor.

12. *“Is it possible to include team resumes as an appendix, exclusive of the 50 page limit given the amount of information required for all team members (including sub-consultants)?”*

RESPONSE: No.

13. *“Is there a budget established for this Planning and Programming effort?”*

RESPONSE: Budget establishment is on-going. Please note that Section C. RFQ SUBMISSION REQUIREMENTS states: “The Committee will select one Proposer with which to begin negotiations and finalize a scope of services and costs.” Additionally, Section J. CONTRACT AWARD AND EXECUTION states: “Negotiations may begin with the announcement of the selected Proposer. The selected Proposer will be expected to enter into discussions based on the initial proposal and projected scope of work and man-hours.”

14. *“How many firms will be shortlisted?”*

RESPONSE: There is no pre-determined number of firms to be shortlisted.

15. *“Do dividers, cover, back count towards the page count?”*
16. *“Does the 50-page limit include covers/tabs, table of contents and any section dividers?”*
17. *“The RFQ states the entire response shall be a maximum of 50 pages. What size should pages be formatted for? Would the 50 pages be inclusive of a cover/back cover? I know it is a digital only submission, but thinking in pages is that 50 individual sheets (so 100 faces if you count front and back) or 50 faces (so 25 individual sheets front and back)?”*
18. *“The RFQ states on page 4, “Entire response to be a maximum of 50 pages.” Could you clarify if tabs and dividers count towards this page count?”*
19. *“The RFQ specifies a page limit of 50 pages and digital delivery. Are page sizes other than 8.5x11 and horizontal layouts (optimized for digital screens) acceptable?”*
20. *“Is it possible to include team resumes as an appendix, exclusive of the 50 page limit given the amount of information required for all team members (including sub-consultants)?”*

RESPONSE: Section C. RFQ SUBMISSION REQUIREMENTS indicates that the response is to be a maximum of 50 pages. This includes covers/tabs, table of contents and any section dividers. Alternate page sizes and horizontal layouts (optimized for digital screens) would be acceptable. Please also review response to questions 6., 7. and 8. above regarding the only attachment allowed.

21. *“What planning work has been accomplished to-date? Are there existing forecasts for future collections and staffing?”*

RESPONSE: This information may be provided to the selected planning firm if available.

22. *“Page 4, under the Firm Profiles section states the following: “This section should provide a detailed discussion of the developer’s prior experience in working on projects similar in size, scope, and function to the proposed contract.”*

a. *We are assuming the reference to a developer is a typo, and should simply say “firm’s,” and that the rest of this section is correct as is. If you could please confirm, it would be appreciated.”*

RESPONSE: Replace the term “developer’s referenced in the question above to be “proposer’s”.

23. *“Please clarify how you distinguish student enrollment size from overall university enrollment size. Does student enrollment size refer to?”*

RESPONSE: Universities report official enrollment in September of each year. The article below was published by LSU in September 2021 and defines how the enrollment numbers break down.

<https://www.lsu.edu/mediacenter/news/2021/09/28fallenrollment.eb.php#:~:text=LSU's%20total%20enrollment%20of%2035%2C914,and%201%2C733%20graduate%20and%20professional.>

24. *“Is there a file size limit for the rfq response electronic submittal?”*

RESPONSE: The maximum file size is 25MB. Please Note: It shall be solely the responsibility of each Proposer to ensure that proposals (and attachments) are electronically submitted prior to the deadline for submission. Proposals received after the deadline will not be considered.

25. *“Please define required professional liability insurance limits for this effort.”*

RESPONSE: Professional Liability (Error & Omissions) insurance, which covers the professional errors, acts, or omissions of the successful Proposer, shall have a minimum limit of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under contract. It shall provide coverage for the duration of the contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 36 months from the expiration date of the policy, if the policy is not renewed.

END OF ADDENDUM