



Office of the Mayor-President

Purchasing Division
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Parish of East Baton Rouge
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Paul Narcisse
Interim Director of Purchasing

**ADDENDUM NO. 1
March 16, 2023**

Your reference is directed to: **File Number: 23-202317**

Solicitation Number: **20008-2023-17 EPA Brownfield Assessment Grant**

scheduled to open: **March 30, 2023**

The following Questions & Answers will be made part of the above referenced solicitation.

This addendum is hereby officially made a 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.

cc: Bid File 23-202317

dsstewart@brla.gov
225-389-3259 x 3264

Signature

Date

Company

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Question 1

There are three separate indemnification provision sections, which is applicable to this contract?

Answer 1

Article VI Indemnification, Page 54; this is the legal contract language that is agreed to by the vendor and City Parish, authorized with signatures

Question 2

In lieu of the corporate resolution requested on Page 50 of the RFQ, can we submit a sealed certification of signature authority from the corporate secretary?

Answer 2

Yes

Question 3

Article VIII: compensation on page 55 references a contract amount that shall not exceed of \$490,180, is that correct?

Answer 3

Yes

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Question 4

Would you please clarify whether or not a bidder can submit their proposal solely online as a PDF versus mailing or hand-delivering copies as is stated in the RFQ?

Answer 4

Note on Page 4 2. General Instructions:

Proposers shall submit one (1) signed hardcopy of the original proposal (signed on Attachment B Proposal Form) in a sealed envelope, marked [*Original*] 20008-2023-17 EPA Brownfield Assessment Grant. Additionally, proposers should submit five (5) additional hardcopies of the signed proposal in a sealed envelope, marked [*Copy*] 20008-2023-17 EPA Brownfield Assessment Grant, one (1) digitally signed proposal on CD/DVD/USB drive in PDF format, marked 20008-2023-17 EPA Brownfield Assessment Grant, and one (1) redacted copy of the proposal, if applicable.

Also on Page 36 Submission Documents

Proposers shall submit one (1) signed hardcopy of the original proposal in a sealed envelope, marked [*Original*] 20008-2023-17 EPA Brownfield Assessment Grant. Additionally, proposers should submit five (5) additional hardcopies of the signed proposal in a sealed envelope, marked [*Copy*] 20008-2023-17 EPA Brownfield Assessment Grant, one (1) digitally signed proposal on CD/DVD/USB drive in PDF format, marked 20008-2023-17 EPA Brownfield Assessment Grant, and one (1) redacted copy of the proposal, if applicable.

Question 5

Would you please add me to your office Vendor Listing to receive any addenda notices for the RFQ: 20008-2023-17 EPA BROWNFIELD ASSESSMENT GRANT.

Answer 5

All vendors who submitted questions have been added

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Question 6

How should pricing be submitted (separate document, or as an attachment to the first document)?

Answer 6

Pricing should be included in the first document, on a separate page, clearly titled (Example: "Pricing Proposal", "Cost Estimate", etc.)

Question 7

Page 45: Statement of qualifications: Provide information on the firm's size, location, available resources, and a brief discussion on past experiences related to completing a staffing analysis and organization review. Staffing Analysis & organization review do not pertain to this RFQ. Please clarify the type of past experiences requested.

Answer 7

This information is vital to support if the proposer has the qualifications to meet the requirements of the project

Question 8

Page 45: Availability: State the firm's availability to staff the project to meet the deliverable date of March 30, 2023. Since this is the proposal due date, what is the project deliverable date?

Answer 8

**Notice of Intent to Award: May, 2023
Contract Initiation: June, 2023**

Question 9

Page 46, Work samples: List and provide in electronic format only (web link or pdf) at least three examples of Staffing Analysis and Organizational Review projects completed with the last five years in which the consulting firm was the project's lead agency. Not counted in the 30-page count. What work samples do you want to be submitted since Staffing Analysis and Organization Review do not pertain to this RFQ?

Answer 9

The Staffing Analysis and Organizational Review information is vital to support if the proposer has the qualifications to meet the requirements of the project; submitted samples should evidence the bidder's lead agency role

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Question 10

Please clarify if SBE firms will be considered to meet the scoring criteria for DBE/MBE/WBE utilization as specified on page 17, #3: Page 19 states that *“this procurement has been designated as suitable for certified small entrepreneurship (MBE/SBE/WBE) participation,”* while page 17, #3 Evaluation Criteria states that 25 points are available for *“efforts undertaken by the Proposer to solicit DBE/MBE/WBE participation and/or provide plans for future DBE/MBE/WBE participation...”*

Answer 10

SBE firms will be considered to meet the scoring criteria for DBE/MBE/WBE utilization as specified on page 17

Question 11

Page 5 states that full resumes should be included. Do the resumes count toward the 30-page limit? Can you also please tell us if the cover letter, table of contents, divider pages, or other required attachments are excluded from the page count?

Answer 11

Resumes do not count toward the 30-page limit; the cover letter, table of contents, divider pages, or other required attachments are also excluded from the page count

Question 12

On page 12 of the RFQ, ASTM E1903-97 is referenced as the standard for Phase IIs. Should it be ASTM E1903-19?

Answer 12

ASTM E1903-19

Question 13

-On page 14, ASTM E1527-13 is referenced. Should it be -21?

Answer 13

ASTM E1527-21

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Question 14

On page 46, work samples requested are 3 Staffing Analysis and Organizational Review Projects. This doesn't seem to apply to this RFQ. Please clarify the work samples that are required in the RFQ response.

Answer 14

The Staffing Analysis and Organizational Review information is vital to support if the proposer has the qualifications to meet the requirements of the project; submitted samples should evidence the bidder's lead agency role.

Question 15

On page 20, there is a no advertising clause. Consider clarifying this.

Answer 15

The contractor shall not include the EBR Parish in any client list in advertising and promotional materials, unless the contractor has been given written permission by a EBR Parish representative

Question 16

On page 46 of the RFQ, "Work Samples: List and provide in electronic format only (web link or pdf) at least three (3) examples of Staffing Analysis and Organizational Review projects completed with the last five (5) years in which the consulting firm was the project's lead agency. The work samples are not included in the 30-page submission limit." Can you please provide further clarification relative to what the RFQ is requesting when referencing "Staffing Analysis and Organizational Review projects?"

Answer 16

The Staffing Analysis and Organizational Review information is vital to support if the proposer has the qualifications to meet the requirements of the project; submitted samples should evidence the bidder's lead agency role.

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Question 17

On page 39, number 26, the RFQ states, *“Information required of the Prime Proposer under the terms of the RFQ is also required for each subcontractor and the subcontractors must agree to be bound by the terms of the contract. The prime Proposer shall assume total responsibility for compliance.”* In this context, can you please define what information you are referring to that must be included for each subcontractor?

Answer 17

Information should be provided on the subcontractor’s size, location, available resources, and a brief discussion on past experiences related to completing a staffing analysis and organizational review. Submitted materials should demonstrate the subcontractor’s qualifications, and those of the particular staff to be assigned to the Project. Identify the subcontractors and provide a statement of qualifications for each individual, including information such as education, professional registrations, area of expertise and years of service in their respective fields.

For consultants, the following information should be included:

- Identify any subconsultants that will be part of the Project team;
- Names and proposed roles of other individual team members;
- Education, experience, and biographies of all team members addressing the qualifications and considerations of the RFQ;
- Describe the qualifications of subconsultants to perform the work requested. Include information about pertinent prior experience;
- An outline of the proposed functions of the individuals and their back up as well as their experience in the specific assigned functions.”

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Question 18

For the purposes of this RFQ, Are you using the terms sub-consultants and subcontractors interchangeably? Most of the RFQ references subcontractors, but here it is sub-consultants. On page 45, the RFQ states: *“Statement of qualifications: Provide information on the firm’s size, location, available resources, and a brief discussion on past experiences related to completing a staffing analysis and organizational review. Submitted materials should demonstrate the firm’s, and any sub-consultant’s qualifications, and those of the particular staff to be assigned to the Project. Firms should demonstrate experience as the lead firm on at similar projects.”* And *“Project team: Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual, including information such as education, professional registrations, area of expertise and years of service in their respective fields.*

The following information should be included:

- *Identify the project manager who will lead the Project;*
- *Identify any sub-consultants that will be part of the Project team;*
- *Names and proposed roles of other individual team members;*
- *Education, experience, and biographies of all team members addressing the qualifications and considerations of the RFQ;*
- *Describe the qualifications of the firm and any sub-consultants to perform the work requested. Include information about pertinent prior experience;*
- *An outline of the proposed functions of the individuals and their back up as well as their experience in the specific assigned functions.”*

Answer 18

Subcontractors and sub-consultants are used interchangeably.

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Question 19

The selected Consultant shall provide the methods and resources (including, but not limited to,, personnel, supervision, materials, supplies, computers, equipment, transportation, meals, lodging, the resources of an LDEQ-accredited laboratory, and subcontractors) necessary to perform the tasks described in the Statement of Work including environmental assessment and cleanup planning for sites enrolled in the Baton Rouge Brownfields Program.

After award, as specific work is defined by the EBR Parish, the EBR Parish will submit a description of the work to be performed to the Proposer and request a cost estimate for the task (Task Order). If more than one proposer is selected under this procurement, as specific tasks are defined by the EBR Parish, proposers will be awarded task orders based on the following considerations: (a) proposer's familiarity with the project and task; (b) the total value of all task orders previously awarded to the Proposer; and (c) the availability of the Proposer to meet the required schedule.

Work to be performed will be located throughout East Baton Rouge EBR Parish as identified by the EBR Parish. When work is to be performed at a specific Project site, the Proposer shall have full use of the portions of the premises where work is to be performed, including use of Project site as defined by the EBR Parish, during a defined work period. Contractor's use of premises is limited only by EBR Parish's right to perform work or to retain other contractors on portions of Project.

The EBR Parish will review the cost estimate provided by the Proposer for compliance with the Proposer's response to this Request for Qualifications (and proposed fee structure) and the EBR Parish will perform a cost reasonableness evaluation in accordance with 40CFR31.36. If the EBR Parish is unable to negotiate a reasonable price for the Task Order, the EBR Parish will reserve the right to request an estimate from other selected Proposer(s). The task orders will include any or all of the services described in Section 6.4 below."

And then page 32 states, "Your cost proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse."

Can you clarify if a proposed fee structure/cost estimate should be included in this RFQ? If so, where would you like it to be placed in the response?

Answer 19

Pricing should be included in your submission on a separate page, clearly titled (Example: "Pricing Proposal", "Cost Estimate", etc.)

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Question 20

We would like to include your logo on the cover page and header in our response. Do we have permission to use your logo in our response to this solicitation? If so, may we please have a copy?

Answer 20

An image of our logo, the Seal of Baton Rouge, is on the first page of the RFQ and included below:

