

**Office of the Mayor-President**

Purchasing Division



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**Paul Narcisse**  
Director of Purchasing

**ADDENDUM NO. 1 ISSUED DECEMBER 10, 2024  
RFQ 2024-13-0910 DBE/ACDBE/SBE AND TITLE VI CONSULTING  
SERVICES FOR THE BATON ROUGE METROPOLITAN AIRPORT**

Your reference is directed to the above-referenced RFQ scheduled to open on December 17, 2024 at 2:00 PM CST.

The following update is being made to the RFQ:

**Bid Opening date as written throughout the RFQ.  
REVISE Bid Opening date to December 19, 2024 at 2:00 PM CST throughout the RFQ.**

This addendum is being issued to respond to questions received during the inquiry period for this RFQ:

Q1. Does a sole proprietor need to have Workers Comp Insurance if employees are W9?

R1 Proof of Worker's Comp Insurance will be required at the time of contract execution. Workers Comp insurance will be necessary if required by law.

Q2. When will the RFQ opening be?

R2 See above revision to Bid Opening Date.

Q3. You requested 1 million in liability-can that be submitted after award?

R3 \$1 Million in Liability Insurance must be in place at the time of contract execution.

Q4. Are tabbed/labeled sheets considered part of the 20-page max or are they excluded like the cover page and table of contents? Is a clear covered page considered a page?

R4 Tabbed/labeled sheets will not count toward the 20-page max. No content should be included on those pages.

Q5. Should the cover letter be bound within the proposal?

R5 Yes.

Q6. Page 38 and Page 66 "Fair Chance Ord" are the same: Is attachment B required in RFQ? – States not required for Metro Airport

R6 Fair Chance Ordinance does not apply and should be deleted/excluded.

Q7. Is Attachment C just for informational purposes or is a page missing?

R7 Attachment C is for informational purposes.

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Q8. Page 80: Is Attachment D Form 3 to completed only if awarded the contract?

R8 Attachment D Form 3 is only due if the firm is awarded a contract. This will need to be provided during the duration of the contract.

Q9. Are the Standard Federal Award Contractor Terms and Conditions to go in RFQ? If so, does it count towards the 20-page limit? Or do you just want us to include the signature page?

R9 This will not count toward 20 page limit.

Q10. Page 89: Do we add last page 1 signature page as an attachment?

R10 This will not count toward 20 page limit.

Q11. Page 102: Federal Award Provisions-do we add last page as an attachment only?

R11 This will not count toward 20 page limit.

Q12. Has the BTR Airport already submitted Title VI Program to FAA?

R12 BTR is currently developing its Title VI Program and Community Participation Plan and has not yet submitted to the FAA.

Q13. What do you want to prove financial strength-is a letter from our bank or bank statement acceptable? Are there any other documents you want?

R13 Submitter has the discretion to determine what information is necessary to submit to demonstrate the firm's financial stability.

Q14. Page 12—what is show RFQ compliance

R14 Illustrating and describing compliance with the RFQ requirements.

Q15. Historically how many grievances has BRMA had in the last 5 years?

R15 BTR has received zero (0) grievances within the last 5 years.

Q16. Will there be an attorney to assist with grievances?

R16 Airport Legal Counsel will provide representation for the City-Parish/Airport in the event any grievances are filed.

Q17. Does BRMA already have an “on call” translator or phone service to assist with translating?

R17 No

Q18. If you have submitted a Title VI Plan to FAA, can it be made available for us to view it?

R18 BTR is currently developing its Title VI Program and Community Participation Plan and has not yet submitted to the FAA.

Q19. On page 11, under Number 3, it states “proposers should exhibit their understanding and approach to the project and address how each element will be accomplished”. Does this need to be addressed in the Cover Letter or with the scope of the proposal?

R19 Please refer to RFQ page 11 Section A- Cover Letter.

Q20. Page 20 – List of References – Where do we include this list?

R20 List of References should be included as part of Tab C- Proposer Qualifications and Experience.

Q21 I have a few questions regarding the required forms for the Statement of Qualifications submittal:

1. Are we required to submit the following forms along with our submission?
  - Form 1 – EBE Responsiveness Form
  - Form 1A – Required Participation Questionnaire
  - Form 2 – Good Faith Efforts
2. If these forms are required, how should we determine the percentage of the contract awarded to the subconsultant (on Form 1) if a price has not yet been negotiated?
3. Additionally, if the forms are required, will all three count toward the 20-page limit?

R21

1. Yes
2. The goal percentage is as outlined in the RFQ and will be based on the contract award.
3. These forms will not count toward the 20-page limit.

The addendum is hereby officially made part of the referenced solicitation and should be attached to the bidder’s bid or otherwise acknowledged therein.

If you have already submitted your bid and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to the 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.

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Signature

Date

Company