



State of Louisiana

JEFF LANDRY
GOVERNOR

December 18, 2024

ADDENDUM I

TO: ALL POTENTIAL PROPOSERS

RE: RFP #: 3000024013, Professional Land Services

PROPOSAL DUE DATE: February 5, 2025 @ 3:00 PM CST

A Pre-Proposal Conference was held via Zoom on December 16, 2024 @ 10 AM CST. This Addendum is to share the Pre-Proposal Presentation for informational purposes only. Information in the Pre-Proposal Presentation DOES NOT supersede information contained in the original RFP. Further details are contained within the original RFP.

ATTACHMENTS: Pre-Proposal Presentation

Pre-Proposal Conference Attendees List

END OF ADDENDUM I

PROFESSIONAL LAND SERVICES

RFP #: 3000024013

Pre-Proposal Presentation

December 16, 2024



Introduction

- Impromptu question will be allowed and answers will be provided, however questions asked, and responses given today are NOT official. To receive an official answer to a question, you MUST submit your question in writing to CPRACONTRACTS@LA.GOV and the official answer or position of the State will be stated in writing in response to written questions. **Questions submitted in the ZOOM chat are NOT the official written question and must still be submitted in writing per Section 1.15.2.** Therefore, potential Proposers should submit all questions in writing, per Section 1.15.2 even if an answer has already been given to a question presented in the ZOOM Oral Presentation.
- The State reserves the right to change the Schedule of Events or revise any part of the RFP by issuing an addendum to the RFP at any time prior to the Deadline for Receipt of Proposals. Addenda, if any, will be posted at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm> and <http://coastal.la.gov/resources/rfps-rsiqs-contracts/contracts-and-grants/>
- **Proposers must read the entirety of this RFP.**

Section 1.6: Schedule of Events

The State of Louisiana reserves the right to revise this schedule. Revisions, if any, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP.

<u>Event</u>	<u>Date</u>
RFP advertised in newspapers and posted to LaPAC	December 9, 2024
Pre-Proposal conference (if applicable)	December 16, 2024 @ 10:00 am CST
Deadline for receipt of written inquiries	January 10, 2025 @ 3:00 pm CST
Deadline to answer written inquiries	January 22, 2025
Deadline for receipt of Proposals	February 5, 2025 @ 3:00 pm CST
Oral Presentations (If Requested)	Week of February 24, 2025, if needed.
Notice of Intent to award announcement, and 14-day protest period begins, on or about	March 24, 2025
Contract execution, on or about	May 1, 2025

Section 1.7: Proposal Submittal

Firms or individuals who are interested in providing services requested in this RFP must submit a Proposal containing the mandatory information specified throughout the RFP. CPRA encourages Proposer to read through the RFP thoroughly to ensure that all requirements are met, such as, but not limited to the Attachment II: Required Rate Schedule, Certification Form, Financial Information, number of copies to be submitted, Hudson and Veteran, etc. The Proposal must be received in hard copy (printed) version by the RFP Coordinator on or before the date and time specified in the Schedule of Events. FAX or e-mail submissions will not be accepted. Proposers mailing or delivering their Proposals should allow sufficient mail delivery time to ensure receipt of their Proposal by the time specified in the Schedule of Events.

The Proposal package must be delivered at the Proposer's expense to:

Kayla Causey, RFP Coordinator
Coastal Protection & Restoration Authority
150 Terrace Avenue
Baton Rouge, LA 70802
225-342-9421

The responsibility solely lies with each Proposer to ensure their Proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

Proposers should be aware that this RFP may be different in regards to Scope, content, and requirements than any previously issued RFP.

Proposers should read the entirety of this RFP.

Section 1.9.3: Executive Summary

This section serves to introduce the scope of the Proposal. **The Proposer should provide an Executive Summary with administrative information, including the Proposer's Official Contact Name/Authorized Representative and the Contract Manager's name, phone number, mailing address, email address and the stipulation that the Proposal is valid for a time period of at least hundred twenty (120) calendar days from the date of submission.** This section should also include a summary of the Proposer's qualifications and ability to meet the State's overall requirements in the timeframes set by the Agency.

The Executive Summary should include a positive statement of compliance with the contract terms, as provided in the Sample Contract, Attachment III. If the Proposer cannot comply with any of the contract terms, an explanation of each exception should be supplied. The Proposer should address the specific language in the Sample Contract, Attachment III and submit whatever exceptions or exact contract modifications that its firm may seek. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered; nor is CPRA obligated to incorporate suggested contract revisions.

Section 1.9.4: Company Background and Experience

Proposers should respond to the following:

- Proposers should give a brief description of their company, including brief history, corporate or organization structure, and number of years in business.
- Proposers should provide a detailed discussion of their prior experience in working on projects or tasks similar in, scope, and function to the proposed Scope of Services.
- Proposers should describe their experience in other states or in corporate and governmental entities of comparable size and diversity. For each project or client cited, Proposer should provide a client reference including name, title, company name, address, and telephone number.
- Proposers should clearly describe their ability to meet or exceed the qualifications described in Section 1.8, Qualifications for Proposer.

CPRA reserves the right to pursue additional contacts for reference information regarding the projects and clients the Proposer cites.

Section 1.9.5: Approach and Methodology

Proposals should include enough information to satisfy evaluators that the Proposer has the appropriate experience, knowledge and qualifications to perform the Scope of Services as described herein. The Proposer should respond to all requested areas.

The Proposer should:

- Provide an understanding of the nature of the Scope of Services (Part 2) and how the Proposer will best meet the needs of the State agency.
- Describe a functional approach to provide the services outlined in the Scope of Services (Part 2).
- Demonstrate capacity to fulfill the services described in the Scope of Services (Part 2) and provide examples of relevant experience in each of the categories.
- Describe a functional approach in responding to task requests to meet agency requirements.
- Describe the approach to Project Management and Quality Assurance.
- Provide a sample proposed Project Work Plan that reflects the approach and methodology and deliverables, such as, timetables and staffing.
- Provide an explanation of any additional tasks to be performed which are deemed necessary by the Proposer for successful project completion; explanation of deviation from and/or deletion of any tasks listed in the Scope of Services (Part 2).

Section 1.9.6: Proposed Staff Qualifications

- Proposers should respond to the following:
 - The Proposer should provide detailed information about the experience, qualifications, and prior experience and performance of the Proposer's assigned personnel considered key to the successful completion of the items outlined in the Scope of Services.
 - Proposer should submit a resume for each of the assigned personnel, and the resume should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience on past and present projects with dates and responsibilities, and any applicable certifications.
 - The Proposer should also specifically include the role and responsibilities of each person who may perform work outlined in the Scope of Services (Part 2), their planned level of effort, their anticipated duration of involvement, and their on-site availability.

Proposers should clearly describe their ability to meet or exceed the qualifications described in Section 1.8.- Qualification for Proposer and Part 2.1- Scope of Services.

Section 1.9.7: Veteran and Hudson Initiative Programs Participation

“The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the State. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at:

<https://smallbiz.louisianaeconomicdevelopment.com>.

If a Proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), Proposer shall include in their Proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.”

Section 1.9.8: Cost Proposal

The Proposer shall provide an hourly rate (numerical value) for each of the staff classifications as it is listed in the “Required Rate Schedule” in Attachment II of this RFP. The Prime and subcontractors will adhere to the “Required Rate Schedule” for the full term of the contract. Proposers shall submit only one “Required Rate Schedule”. The rates shall be inclusive of all costs associated with labor, overhead, administrative costs, software, account management, and any other costs associated with the provision of services, including, but not limited to, standard equipment, computers, field sampling supplies, office supplies, interoffice copies, routine interoffice postage (excluding Certified-Return Receipt and large mailings to landowners when requested by CPRA), cameras, personal protective equipment, and materials, as well be inclusive of all travel related expenses, including but not limited to, lodging, rental vehicle, mileage, and per diem.

Proposers shall not provide additional personnel classifications beyond those listed in the “Required Rate Schedule.”

Expenses such as third party charges, court house fees, court house copies, equipment rentals and material purchases, etc., will be negotiated for each task as appropriate to complete the assigned work. Such expenses will be reimbursed at cost, only with sufficient documentation supporting the charges.

Such approval must be granted in writing by the Contract Monitor or his designee prior to the Contractor incurring these costs.

Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using the negotiated rate schedule described in Section 1.30 for the actual work performed on the Task Order.

Section 1.9.9: Certification Statement

The Proposer must sign and submit the original Certification Statement shown in Attachment I.

Section 1.9.11: Subcontractors

Persons who are not full-time employees of the Proposer shall be considered subcontractors. All subcontractors necessary to conduct the work should be identified as specified in Section 1.25: Use of Subcontractors, including the projected percentage of the Scope of Services to be accomplished by each subcontractor. For each subcontractor, the Proposer should include letters of agreement to undertake their portion of the proposed work.

For each Subcontractor listed, the Proposer should provide the Subcontractor's contact name, phone number, mailing address, and email address.

For this RFP, a Proposer shall not submit as a proposed subcontractor any vendor or company that provides equipment rentals, material purchases, lab services, etc. Such vendors or companies shall be treated as a third party expenditure during task order negotiations.

Section 1.10: Volume II-Financial Information

Proposers shall include one separate Volume II containing Financial Information as described below.

Financial Information is treated as Confidential information.

Demonstration of Financial Capability is required for Acceptance of a Proposal. Financial information is used for determination of responsibility (See Section 1.24), and not as evaluation criteria. In Volume II, Proposals **shall** include evidence demonstrating the Proposer's financial capability to carry out the services required in this RFP. Evidence shall include either #1 or #2 below:

1. **Financial Statements** (preferably audited or reviewed by an independent CPA) for the past three (3) full twelve-month periods. Financial Statements shall include, at a minimum, the balance sheet and income statement for each of the past three (3) full twelve-month periods, complied in accordance with **Generally Accepted Accounting Principles (GAAP)**.
2. If the past three (3) full twelve-month periods of Financial Statements (to include at a minimum the balance sheet and income statement) are not available, Proposer **shall** state the specific reason the Financial Statements are not available and **shall** provide a letter from the Proposer's bank and/or other financial companies stating financial status/standing with the bank or financial company, such letter must be on bank/financial company letterhead.

***Proposals that do not contain Financial Statements and Proposer does not provide a specific reason for Financial Statements being unavailable will not be accepted and will result in disqualification of the Proposer.**

***Letters from Proposers declaring their own financial capability will not be accepted and will result in disqualification of the Proposer.**

***Proposals that do not include the specified financial information detailed above will not be accepted and will result in disqualification of the Proposer.**

***Subcontractors are NOT required to submit financial information. The Prime Contractor assumes all financial responsibility for work performed by its subcontractors.**

Section 1.11: Number of Copies of Proposals

The following **shall** be submitted to the RFP Coordinator at the address specified.

Volume I – Technical and Cost Proposal

- One (1) original, clearly marked “Original”, that includes original signatures of company officials or agents duly authorized to sign Proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if Proposer is a corporation.
- Three (3) hard copies
- One (1) electronic format (i.e., CD, flash drive)

Volume II – Financial Information

- One (1) hard copy. Proposers should not submit any electronic copies of Volume II.

The original Proposal with original signatures will be retained for incorporation in any contract resulting from this RFP.

	Volume I	Volume II
Hard copy	1 original, 3 copies	1 copy
Electronic copy	1 (CD or flash drive)	Proposers should <u>not</u> submit any electronic copies of Volume II.

Section 1.14: Confidential Information, Trade Secrets, and Proprietary Information

“Only information which is in the nature of legitimate trade secrets or non-published financial data shall be deemed proprietary or confidential. Any material within a Proposal identified as such must be clearly marked in the Proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any Proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.”

Section 1.15.2: Proposer Inquiries

Written questions regarding this RFP or Scope of Services must be submitted to the RFP Coordinator and single point of contact for this procurement listed below.

Kayla Causey, RFP Coordinator
Coastal Protection & Restoration Authority
Email: CPRACONTRACTS@LA.GOV

The State will consider written inquiries and requests for clarification of the content of this RFP received from potential Proposers. Written inquiries must be received by the date and time specified in the Schedule of Events. The State shall reserve the right to modify the RFP should a change be identified that is in the best interest of the State.

Official responses to all questions submitted by potential Proposers will be posted by the date specified in the Schedule of Events at:

<https://www.cfrd.louisiana.gov/osp/lapac/pubMain.cfm> and <http://coastal.la.gov/resources/rfps-rsiqs-contracts/contracts-and-grants/>

Only the RFP Coordinator or her designee has the authority to officially respond to a Proposer's questions on behalf of the State. Any communications from any other individuals shall not be binding to the State.

Note: LaPAC is the State's online electronic bid posting and notification system resident on the Office of State Procurement website <http://www.doa.la.gov/Pages/osp/Index.aspx>. In that LaPAC provides an immediate e-mail notification to subscribing Bidders/Proposers that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting. To receive the e-mail notification, Vendors/Proposers must register in the LaGov portal. Registration is intuitive at the following link:
https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg.

Help scripts are available on OSP website under vendor center at: <http://www.doa.la.gov/Pages/osp/vendorcenter/regnhelp/index.aspx>.

Section 1.30: Contract Award, Negotiation and Execution

Contract award and execution are contingent upon the selected Proposer and CPRA reaching an agreeable contract.

The State reserves the right to enter into a contract based on the initial offers received without further discussion of the Proposals submitted. The State reserves the right to contract for all or a partial list of services offered in the Proposals.

The RFP, including any addenda added, and the selected Proposal shall become part of the contract initiated by the State.

The selected Proposer shall be expected to enter into a contract that is substantially the same as the Sample Contract, Attachment III. A Proposer shall not submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit in its Proposal any exceptions or contract deviations that its firm wishes to negotiate. Negotiations may coincide with the announcement of the selected Proposer.

The State reserves the right to negotiate a reduction to the “Required Rate Schedule” hourly rates (Attachment II) with any Proposer(s) selected by the Proposal Review Committee for contract award. The Proposer(s) will receive written notification of the State’s intent to negotiate submitted rates. The final negotiated hourly labor rates on the Proposer’s Required Rate Schedule will be considered the maximum amount allowed. The subcontractors will also adhere to the final negotiated hourly labor rates of the Proposer for the full term of the contract.

If the contract negotiation period exceeds 30 business days, or if the selected Proposer fails to sign the final contract within 30 business days of delivery, the State may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

Part 3: Evaluation

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the Proposal. The evaluation will be conducted according to the following.

The Proposal Review Committee will evaluate and score the Proposals using the criteria and scoring as follows:

EVALUATION CRITERIA	MAXIMUM SCORE
TECHNICAL	
COMPANY BACKGROUND AND EXPERIENCE	20
PROPOSED STAFF QUALIFICATIONS	25
APPROACH AND METHODOLOGY	18
HUDSON/VETERAN SMALL ENTREPRENEURSHIP PROGRAM <ul style="list-style-type: none">• UP TO 10 POINTS AVAILABLE FOR HUDSON-CERTIFIED PROPOSERS;• UP TO 12 POINTS AVAILABLE FOR VETERAN-CERTIFIED PROPOSERS;• IF NO VETERAN-CERTIFIED PROPOSERS, THOSE TWO POINTS ARE NOT AWARDED.	12
COST	25
TOTAL MAXIMUM SCORE	100

Part 3: Evaluation - Continued

The Proposal will be evaluated using the material and the substantiating evidence presented in the Proposal, not on the basis of what may be inferred.

Proposer must receive a minimum score of 31.5 points (50%) of the total available points in the technical categories of Company Background and Experience, Proposed Staff Qualifications, and Approach and Methodology to be considered responsive to the RFP. **Proposals not meeting the minimum score shall be rejected and not proceed to further evaluation on Cost or Hudson/Veteran Program.**

Proposals meeting the minimum score for the technical categories, will be combined with the Cost and Hudson/Veteran Program to determine the overall score.

The Proposer(s) with the highest overall score will be recommended for award.

Section 3.1: Cost Evaluation

For cost evaluation purposes, the labor category hourly rates provided in Attachment II, Required Rate Schedule, will be averaged. The Proposer with the lowest rate schedule average (LRSA) will receive 25 points. All other Proposals will be rated by multiplying the maximum possible points (25) by a fraction that consists of the lowest rate schedule average (LRSA) as numerator and the rate schedule average of the Proposer being evaluated (PRSA) as the denominator.

$$CCS = (LRSA/PRSA \times 25)$$

Where: CCS = Computed cost score (points) for Proposer being evaluated

LRSA = Lowest rate schedule average

PRSA = Rate schedule average of Proposer being evaluated

Section 3.2: Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation

- A. Twelve percent (12%) of the total evaluation points in this RFP are reserved for Proposers who are certified small entrepreneurships, or who will engage the participation of one or more certified small entrepreneurships as subcontractors. Reserved points shall be added to the applicable Proposers' evaluation score as follows:
- B. Proposer Status and Allotment of Reserved Points
- i. If the Proposer is a certified Veterans Initiative small entrepreneurship, the Proposer shall receive points equal to twelve percent (12%) of the total evaluation points in this RFP.
 - ii. If the Proposer is a certified Hudson Initiative small entrepreneurship, the Proposer shall receive points equal to ten percent (10%) of the total evaluation points in this RFP.
 - iii. If the Proposer demonstrates its intent to use certified small entrepreneurship(s) in the performance of contract work resulting from this solicitation, the Proposer shall receive points equal to the net percentage of contract work which is projected to be performed by or through certified small entrepreneurship subcontractors, multiplied by the appropriate number of evaluation points.
 - iv. The total number of points awarded pursuant to this Section shall not exceed twelve percent (12%) of the total number of evaluation points in this RFP.

If the Proposer is a certified Veterans Initiative or Hudson Initiative small entrepreneurship, the Proposer must note this in its Proposal in order to receive the full amount of applicable reserved points. **It is highly desirable for the Proposer to include the certificate in the Proposal to expedite the verification process.**

If the Proposer is not a certified small entrepreneurship, but has engaged one (1) or more Veterans Initiative or Hudson Initiative certified small entrepreneurship(s) to participate as subcontractors, the Proposer **shall** provide the following information for each certified small entrepreneurship subcontractor in order to obtain any applicable Veterans Initiative or Hudson Initiative points:

- i. Subcontractor's name;
- ii. Subcontractor's Veterans Initiative and/or the Hudson Initiative certification;
- iii. A detailed description of the work to be performed; and
- iv. The anticipated dollar value of the subcontract for the three-year contract term based on a \$3,000,000.00 estimated contract value.

Note – it is not mandatory to have a Veterans Initiative or Hudson Initiative certified small entrepreneurship subcontractor. However, it is mandatory to include this information in order to receive any allotted points when applicable.

If multiple Veterans Initiative or Hudson Initiative subcontractors will be used, the above required information should be listed for each subcontractor. The Proposer should provide a sufficiently detailed description of each subcontractor's work so the Agency is able to determine if there is duplication or overlap, or if the subcontractor's services constitute a distinct scope of work from each other subcontractor(s).

Attachment II: Required Rate Schedule

NOTE: The Proposer shall provide one hourly rate (a numerical value) for each of the mandatory staff classifications as it is listed in the table below. Proposals that do not contain a rate for each classification as it is listed in the table below shall be declared non-responsive and disqualified. Proposers shall not add any additional classifications.

HOURLY RATES (\$/HOUR)	PERSONNEL CLASSIFICATION
\$_____/hr.	Principal
\$_____/hr.	Project Manager
\$_____/hr.	Sr. Landman
\$_____/hr.	Landman
\$_____/hr.	Sr. Right of Way Agent
\$_____/hr.	Right of Way Agent
\$_____/hr.	Sr. Negotiator
\$_____/hr.	Negotiator
\$_____/hr.	Abstractor
\$_____/hr.	Real Estate Appraiser
\$_____/hr.	Review Appraiser
\$_____/hr.	Business Valuation Consultant
\$_____/hr.	GIS Land Rights Mapping Technician
\$_____/hr.	CADD Technician
\$_____/hr.	Relocation Assistance (Uniform Act/Displaced Persons)
\$_____/hr.	General Construction Cost Consultant (Building & Equipment)
\$_____/hr.	Environmental Specialist (Phase I)
\$_____/hr.	Public Lands Surveyor Principal
\$_____/hr.	Survey Manager
\$_____/hr.	Survey Party Chief
\$_____/hr.	Field Survey Crew
\$_____/hr.	Expert Witness/Testimony
\$_____/hr.	Administrative Support Staff

Reminders

Deadline for receipt of Proposals is **February 5, 2025 @ 3:00 PM CST**

To receive an official answer to any questions asked in today's Presentation, whether verbal or through the Zoom Chat, must be submitted in writing to CPRContracts@LA.GOV by the date and time specified in the Schedule of Events.

Proposers should be aware that this RFP may be different in regards to Scope, content, and requirements than any previously issued RFP.

Proposers should read the entirety of this RFP.

COASTAL PROTECTION AND RESTORATION AUTHORITY

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@LOUISIANACPRA



**CPRA Pre-Proposal Conference for
Professional Land Services
RFP# 3000024013**

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