



Office of the Mayor-President
Purchasing Division

City of Baton Rouge
Parish of East Baton Rouge
222 St. Louis Street, 8th Floor
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Paul Narcisse
Director of Purchasing

ADDENDUM NO. 2 ISSUED FEBRUARY 12, 2025
RFQ 2025-01-0910 Air Service Development for the Baton Rouge
Metropolitan Airport

Your reference is directed to the above-referenced RFQ scheduled to open on February 20, 2025, at 2:00 PM CST.

The following updates are being made to the RFQ:

Important Deadline and Dates as written – February 19, 2025 2:00 PM Request of Qualifications Submission Deadline.

REVISE Important Deadline and Dates to reflect February 20, 2025 2:00 PM Request of qualifications Submission Deadline.

Attachment D Proposal Forms: **REVISE** Sealed proposals will be received until 2:00 PM, Local Time February 20, 2025.

Remove and Replace Attachment D Proposal Forms with updated Proposal Forms attached.

The following responses are being provided to questions asked during the Inquiry Period:

Q1: Can you confirm if the City will be contracting a single consultant under solicitation No. 2025-01-0910? There is a clause on document page 20 that states, "Award shall be made to the Proposer or Proposers whose SOQ..." that can be interpreted to mean that the City will contract multiple consultants.

R1: The airport will be contracting only one consultant.

Q2: In regard to **RFQ 2025-01-0910** for the Baton Rouge Metropolitan Airport, is there a set budget value or NTE amount for this contract?

R2: No.

Q3: Would you be the person to send inquiries related to the RFQ?

R3: Questions were to be submitted to the email address within the RFQ 0910AirSerDevAirport@brla.gov. By issuance of Addendum No. 1 the date for submission of written inquiries was extended to February 6, 2025 at 5:00 PM CST.

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- Q4: Page 55 – Does the affidavit need to be signed in Baton Rouge by
- R4: No, the form can be revised to the locale of the proposer.
- Q5: Page 12 – ‘Proposer Qualification and experience’: What would satisfy providing “financial strength” and “existing customer satisfaction
- R5: It is at the discretion of the proposer to determine what would satisfy and demonstrate financial strength and existing customer satisfaction.
- Q6: Page 12: RFQ Compliance – What exact sections of the RFQ are we to describe compliance with?
- R6: Proposer’s must illustrate compliance with RFQ requirements.
- Q7: Page 51 – “Sealed proposals will be received until 2:00 PM, Local Time March 6, 2025” can you verify the due date?
- R7: This is incorrect. Proposals will be received until 2:00 pm, February 20, 2025.
- Q8: Forms required to be submitted with the RFP response – what specific forms are required vs. contractual? Do the required forms count against the max 20 page limit?
- R8: Forms required: All required SEDBE forms; Attachment D Proposal Form; Proposer’s Organization; Corporate Resolution; Affidavit; Attachment E – Standard Federal Clauses; and Attachment F – Coronavirus Standard Clauses as well as acknowledgement of any addenda. Required forms will not count toward the max 20-page limit.
- Q9: Is the submission deadline February 19th or 20th? Page 36 says February 19 other pages February 20.
- R9: Proposals will be received until 2:00 pm, February 20, 2025.
- Q10: Besides the submittal of the SOQ, what other forms are required as part of the submittal? While it is clear that several forms will be needed if the RFQ is awarded, are there any forms required in addition to the SOC besides the addendum signature pages?
- R10: Forms required: All required SEDBE forms; Attachment D Proposal Form; Proposer’s Organization; Corporate Resolution; Affidavit; Attachment E – Standard Federal Clauses; and Attachment F – Coronavirus Standard Clauses as well as acknowledgement of any addenda.

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Q11: Regarding a request for “one (1) redacted copy of the Vendor’s SOQ”. Is this copy required if there are no proprietary or confidential details in the SOQ?

R11: Refer to Section 1.6, pages 14–15.

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.

Signature

Date

Company

**ATTACHMENT D
PROPOSAL FORMS
CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE**

Sealed proposals will be received until 2:00 PM, Local Time February 20, 2025 by the Purchasing Division, 222 Saint Louis Street, City Hall, Room 826, Baton Rouge, LA 70802.

PROPOSAL OF

ADDRESS

DATE

The Purchasing Director
City of Baton Rouge
Parish of East Baton Rouge
Baton Rouge, Louisiana

The undersigned hereby agrees to furnish all materials, tools, equipment, insurance and labor to perform all services required for the following project:

RFQ 2025-01-0910

Air Service Development for the Baton Rouge Metropolitan Airport

as set forth in the following Contract Documents:

1. Notice to Proposers
2. The Specifications (Administrative and General Information, Scope of Work/Services, Evaluation, Performance Standards, Attachments and Appendix.)
3. Proposal Forms with Attachments
4. Agreement
5. The following enumerated addenda: receipt of which is hereby acknowledged

The undersigned declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion of any kind with any other person, firm, association or corporation; that the undersigned has carefully examined the site of the proposed work, and proposes, and agrees, if this proposal is accepted, to do all the work and furnish all the services specified in accordance with the requirements of the Contract Documents and to accept as full compensation therefore the total amount of the prices herein proposed, subject to any mutually agreed upon amendments. The undersigned agrees that the proposal is firm until time of award.

The undersigned agrees to execute the Agreement and Affidavit and furnish to the City-Parish all insurance certificates and performance bond (if applicable) required for the project within fifteen (15) calendar days after receiving notice of award from the City-Parish

The undersigned further agrees that the work will begin on the date specified in the Notice to Proceed, projected to be on or about NEED DATE, and shall be diligently prosecuted at such rate and in such manner as, in the opinion of the City-Parish's Representative is necessary for the prosecution of the work within the times specified in the Agreement, it being understood that time is of the essence

Accompanying this proposal is a certified check, cashiers check or a proposal bond representing \$_____payable to the City of Baton Rouge. If this proposal shall be accepted and the undersigned shall fail to execute the Agreement and furnish performance surety bond (if applicable), then the proposal security will be forfeited.

The price for performance of all services in accordance with the Contract Documents is based on the unit (or other costs) proposed and accepted after contract negotiations

NOTE: This financial proposal shall include any and all costs the Consultant wishes to have considered in the contractual arrangement with the City-Parish. If quoted as a lump sum, individual rates and itemized costs included in lump sum are to be included with proposal submittal.

All supplemental information requested is enclosed or presented in a separate sealed box or envelope.

(SIGNATURE)

(Typed Name and Title)

THE ATTACHED PROPOSER'S ORGANIZATION SHEET MUST BE COMPLETED TO INDICATE WHETHER BIDDER IS AN INDIVIDUAL, PARTNERSHIP, ETC.