



RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE

Addendum No. 1
April 17, 2025

Solicitation No. 231 – Request for Qualifications
Architectural, Landscape Architectural, Engineering Services

Submittal Deadline 11:00 a.m. CT on May 6, 2025

Recreation and Park Commission for the Parish of East Baton Rouge
BREC Planning & Engineering Department

The following corrections and clarifications are made part of the solicitation:

Corrections:

- Title Page: Tuesday, May 6, 2025
- Page 5, 1.5 Procedures for Submission:
 - Submittal Opening Date/Time: Tuesday, May 6, 2025; 11:00 A.M. CT
 - All submittals shall be received no later than 11:00 A.M. CT, Tuesday, May 6, 2025
- Attachment C Submittal Form: Sealed Statements of Qualifications will be received until 11:00 A.M. CT, Tuesday, May 6, 2025

Clarifications, Questions and Answers:

- 1. Question:** Are there any limitations to the number of pages per resume when submitting Attachment B (SOQ)? In the PDF, they are half page each so I am wondering if when I recreate the chart, I can make them full page.

Answer: There is no limitation to the number of pages for resumes. Yes, the chart can be updated so the whole page can be used without the questions at the top.
- 2. Question:** The RFQ states that each sub-consultant must also provide the information required of the Prime under the terms of the RFQ. Does this mean each sub-consultant needs to submit a cover letter and attachments A, B, and C?

Answer: Each respondent should submit as an individual consultant, not part of a team. Consultants can form teams as needed per project at the time of contracting.
- 3. Question:** Attachment B says to list five projects. However, the form leaves space for seven projects. Which is correct?

Answer: Revise BREC SOQ – question #6 to state: List up to seven (7) projects your firm has performed within the past 10 years that are similar or comparable to the projects selected on Attachment A.



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4. **Question:** Previously, Attachment B included space to list sub-consultants. Is there a preferred area in which we should include this information?

Answer: No, it is not necessary to list sub-consultants. Each respondent should submit as an individual consultant, not part of a team. Consultants can form teams as needed per project at the time of contracting.

5. **Question:** Are you able to share addresses for the Capital Improvement Projects listed in Attachment A?

Answer: All projects are in East Baton Rouge Parish. Specific park and/or facility locations have not been determined for some categories. The list of projects is not to be considered all-inclusive. There may be additional projects that require a civil engineer, structural engineer, mechanical engineer, landscape architect, or architect as the prime consultant.

6. **Question:** For the financial statements requested in Attachment B, Question 9, is a specific timeframe required? Should we provide a statement for the year to date or something else?

Answer: Delete Item 9 on Attachment B.

7. **Question:** Can you please clarify the statement in section 1.47 that a firm must have an active registration at sam.gov - does a firm need to have this active registration prior to submitting a response to the RFQ or only after their successful selection by BREC?

Answer: Delete section 1.47 Respondent's Certification of OMB A-133 Compliance. This Federal requirement does not apply.

8. **Question:** Would it be possible to either shorten the Q&A time and release question responses earlier or instead **extend the submission due date**? A due date of Tuesday, May 6th, will mean that we submit our qualifications to begin printing by the morning of Friday, May 2nd. As the question responses will not be released until May 1st, we will have less than a day to adjust our proposal.

Answer: Yes, the question and answer timeframe will be shortened. The new deadlines are:

<i>Event</i>	<i>Anticipated Schedule</i>
1. Deadline for Respondents to send written inquiries	April 23, 2025; 5:00 pm. CT.
2. Deadline for BREC to answer written inquiries via addenda	April 25, 2025; 5:00 pm. CT.
3. Proposal Submittal Deadline	May 6, 2025; 11:00 AM CT.
4. Committee Review period	May 7, 2025 – May 14, 2025
5. Selection notification	May 15, 2025
6. Commission approval	May 22, 2025

9. **Question:** In response to 1.23 (on page 9), are you looking for full subconsultant teams at this stage? If not, how do we show our intent towards reaching the 15% DBE goal?

Answer: No, each respondent should submit as an individual consultant, not part of a team. At the time of contracting for projects that may require a multi-disciplinary team, BREC's goal will be to have 15% DBE participation. Please include a statement of intent to reach this goal.



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10. Question: Requesting clarification regarding the licensure requirements outlined in the RFQ. Specifically, I'd like to know whether a subconsultant on our team can serve as the listed license holder for any of the projects in Attachment A. For example, if our firm were to prime this pursuit and we partnered with a multidisciplinary subconsultant licensed in architecture and landscape architecture within the region—while we hold engineering licenses—would we still meet the eligibility requirements to submit for the RFQ?

Answer: No, each respondent should submit as an individual consultant, not part of a team.

11. Question: The deadline for submitting questions is April 29. If responses are provided on April 30, there will be less than a week to incorporate them into our proposals. Would BREC consider granting an extension?

Answer: The question and answer timeframe will be shortened leaving more time for firms to complete the submittal. The new deadlines are shown above.

12. Question: Is it permissible for a firm to submit a proposal both as a prime contractor and as a subconsultant with another firm?

Answer: It is not necessary to submit as a prime and a subconsultant. Each respondent should submit as an individual consultant, not part of a team.

13. Question: Is it acceptable to include a project picture for the project listings within Item 6 of Attachment B?

Answer: Photographs and other Graphics can be included as seen fit for any project examples on Item 5 as part of an individual's resume and/or under Item 8 as part of the firm's work history.

14. Question: For projects requiring a "Landscape Architect" as the Lead Consultant, must the individual be a registered Louisiana Landscape Architect to provide landscape architectural services?

Answer: Yes.

15. Question: May we include a brief statement about and list of potential firms we may wish to include as subs, depending on the individual project, or this not recommended/needed?

Answer: This is not needed at this time.

16. Question: I see that there can be no embellishments - is a front cover page with image plus a back cover page with our logo allowed? Are we allowed to include any divider pages with images?

Answer: Front and back covers will be allowed. Additional graphic representation is to be included in Attachment B, Item 8, as part of the firm's background, experience, and qualifications.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the submitter's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original submittal, please indicate changes herein and return to Purchasing prior to submittal opening in an envelope marked with



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the file number, bid opening date and time. If this addendum does not cause you to revise your submittal, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

(Name and Signature)

Date

(Company Name)