



## **ADDENDUM NO. 1**

**DATE: February 26, 2026**

### **PROJECTS:**

- 1. Request for Qualification (RFQ): Professional Engineering Services on an As-Needed Basis (FY 2026 Supplemental)**
- 2. Request for Qualification (RFQ): Professional Surveying Services on an As-Needed Basis (FY 2026)**

### **TO ALL PROSPECTIVE RESPONDENTS:**

This Addendum is issued to provide formal responses to inquiries received and to modify the RFQ documents for the above-referenced solicitations. Receipt of this Addendum must be acknowledged within the Statement of Qualifications (SOQ).

## **I. CALENDAR OF EVENTS (UNCHANGED)**

- **Inquiry Deadline:** Wednesday, February 25, 2026, at 4:00 PM.
- **Submission Deadline:** Wednesday, March 4, 2026, at 4:00 PM.

## **II. RESPONSES TO FORMAL INQUIRIES**

### **1. SOQ Questionnaire vs. SF330 Integration**

- **Question:** In the SOQ Questionnaire, can firms refer the evaluator to Section E of the SF330 rather than repeating information regarding staff qualifications?
- **Response:** The SOQ Questionnaire responses should focus on general capabilities and personnel to be used as a pre-screening tool. While it is permissible to refer to the SF330, the information indicated in the SOQ Questionnaire must be consistent with the information provided in the SF330.

### **2. RFQ Formatting and Page Limits**

- **Question:** Does the introduction letter have any page limits?
- **Response:** No.

- **Question:** Are any sections within the SF330 limited to a particular page count?
- **Response:** No, other than providing the requested 3-5 projects per category. Submitters are encouraged to be succinct and provide only essential relevant information.
- **Question:** Is it permissible to include 11 x 17 pages in Section H of the SF330?
- **Response:** No. All SOQ documents must be machine-readable (OCR scannable).

### 3. Engineering Discipline: "General Structural"

- **Question:** Does this term refer solely to buildings, or does it encompass bridges and flood protection?
- **Response:** General structural design may include minor off-system bridges, transportation infrastructure, flood protection, foundations, and various reinforced concrete, steel, timber, or precast structures.

### 4. LADOTD CE&I Requirements

- **Question:** Is the inclusion of LADOTD CE&I mandatory for this expertise?
- **Response:** No, however, firms should highlight if any LADOTD-certified inspectors are on staff.

### 5. Vendor Approval Status and Existing Pool

- **Question:** How can a firm verify if they are on the current "Approved List," and is a new SOQ required annually?
- **Response:** The City maintains the "Approved Engineering Services Consultants List" (Attachment A). Resubmittal is not required if a firm is already on the list. Firms may contact the Purchasing Department to verify their current status.

**\*At this time, NO currently approved firms will be removed from the approved list.\***

### 6. DBE Certification and Subconsultants

- **Question:** What proof is needed for DBE scoring if renewal letters are delayed?
- **Response:** Consultants can include their most current valid DBE or WBE certifications issued by the State of Louisiana.
- **Question:** Does the City require SOQ packages for subconsultants?
- **Response:** No. Consultants shall submit based only on their own qualifications.

## III. MODIFICATIONS TO THE RFQ

### 1. Professional Registration (Engineering RFQ only)

- **Requirement Amendment:** "Professional Registration: Have at least **lead design engineer** who is a registered professional civil engineer in the State of Louisiana with a minimum of ten (10) years of experience in the discipline involved".

## **2. Clarification on SF330 Section F (Example Projects)**

- While firms must provide 3-5 projects per category, a single project may be used to demonstrate expertise in multiple categories.
- To ensure a concise evaluation process, the total number of example projects presented in Section F of the SOQ shall not exceed twenty (20).

## **3. Clarification on Attachment A**

- Firms are **NOT** required to include a copy of the current Approved Engineering Services Consultants List (Attachment A) within their SOQ submittal.

**END OF ADDENDUM NO. 1**