



ADDENDUM NO. 2

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. 2