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Phil Gore
Interim Director of Purchasing

ADDENDUM NO. 1
July 17, 2026

Your reference is directed to:

Solicitation Number: RFP 2026-04-6110 General Contractors Pool for Community Development

Scheduled to open: July 27, 2026 02:00 pm CST

The following questions and answers are hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to 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.

dsstewart@brla.gov
225-389-3259 x 3264

Signature

Date

Company

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General Contractors Pool for Community Development
Questions & Answers

Question 1 Through this RFQ, will contractors be able to act as developers and build new homes on property not owned by the city? Can the area in which these homes are to be built be picked by the developer? As a non-profit, Habitat for Humanity builds homes on property we acquire and then sell the homes and the property on which they sit to low to moderate income individuals under 80% MFI.

Answer 1 This RFQ is intended to establish a pool of qualified contractors that may be utilized by OCD for City-owned rehabilitation and new construction projects. Selection into the contractor pool does not authorize contractors to independently serve as developers, identify projects, or construct homes on privately owned property outside of projects approved, funded, and administered by OCD.

Question 2: Is the 15-page submission limit intended to apply to the entire proposal across all three project types, or is it 15 pages per project type (Renovations, Commercial Facades, and Reconstruction)?

Answer 2: The 15-page limit applies only to the Statement of Qualifications and Experience required under Section 1.5(I). The limit does not apply to the entire qualifications package, but does not mean 15 pages per program either.

A submitter applying for more than one program shall provide one Statement of Qualifications and Experience that does not exceed 15 pages total. Within the 15-page limit, the submitter must provide the requested qualifications and project examples for each program for which it is applying.

Documents required under the other subsections of Section 1.5, including the cover letter, Contractor Form, table of contents, registration documentation, safety plan, references, and required forms or attachments, are not included in the 15-page limit.

Question 3: What is the anticipated applicant pool for each project type (Renovations, Commercial Facades, and Reconstruction)?

Answer 3: The City-Parish has not established a specific number of contractors to be selected for each individual program category.

The RFQ states that the City-Parish intends to select a minimum of 15 qualified contractors for the overall contractor pool. However, the final number selected, and the distribution of contractors among Home Renovation, Commercial Façade Improvements, and New Construction, may increase or decrease based on the number and quality of responsive submissions, contractor qualifications, licensing, capacity, availability, and anticipated program needs.

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Question 4: Is there a limit on the number of contract awards that may be issued to a single contractor, either overall or by project type?

Answer 4: No predetermined limit has been established on the number of project awards that may be issued to an individual contractor, either overall or within a particular program category. However, the RFQ also states that acceptance into the contractor pool does not guarantee a contract and/or project. : Project assignments may also consider contractor workload and the City's interest in maintaining timely project delivery.

Question 5: Will homes be occupied during construction? If so, will occupants be required to vacate during any phase of the work?

Answer 5: The homes will be vacant.

Question 6: Who will be responsible for utility costs (water and electricity) during construction for each project type?

Answer 6: The contractor shall be responsible for all utility costs necessary to perform the work, unless otherwise specified in the project-specific contract or Notice to Proceed. Contractors are expected to include any anticipated utility costs in their pricing.

Question 7: Will pre-construction site walks be conducted for Renovation and Commercial Facade projects to identify potential scope gaps and determine whether change orders may be necessary before construction begins?

Answer 7: Yes. Prior to construction, OCD and/or its authorized representative will generally conduct a pre-construction meeting and site review to discuss the approved scope of work, project expectations, existing site conditions, and any identified issues.

Question 8: Is there a limit on the number of dumpsters allowed per project, and will dumpster costs be included in the base scope of work? Is at least one dumpster included per project? If additional dumpsters are required, what documentation or justification will be required for approval?

Answer 8: Dumpster requirements will vary based on the scope and nature of each project. Contractors should include all anticipated disposal costs in their project pricing. Requests for additional dumpsters beyond the approved scope must be submitted in writing with justification and receive prior written approval from OCD before the additional cost is incurred.

Question 9: Will a portable toilet be included in the base scope of work for each project?

Answer 9: Portable toilet requirements will be determined based on the duration and nature of each project, applicable OSHA requirements, and site conditions. Contractors are responsible for complying with all applicable safety and regulatory requirements. Prior to accepting a project, contractors will have the opportunity to review the project scope and site conditions. If a contractor determines that a portable toilet is necessary but is not included in the scope of work, they may present that request to OCD for consideration before accepting the project.

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Question 10: Is there a maximum funding cap for Renovation projects based on the scope of rehabilitation?

Answer 10: Renovation projects are generally subject to a maximum funding limit of \$35,000 per property. However, OCD recognizes that unforeseen conditions may be discovered during construction. When justified, contingency funds or approved change orders may be utilized to address eligible work necessary to complete the project. Any additional funding beyond the initial award is subject to OCD review, available funding, and written approval prior to the work being performed.

Question 11: What is the average turnaround time for change order review and approval?

Answer 11: The anticipated turnaround time for the review and approval of change orders is approximately six (6) weeks. OCD recognizes that timely resolution of change orders is critical to maintaining project schedules. Accordingly, the program has established procedures to minimize construction delays while change orders are under review, allowing work to continue, when appropriate, without unnecessarily impacting project progress. All change orders remain subject to OCD's review and written approval prior to payment for any additional work.

Question 12: What project management or construction management system will be used for project tracking, document management, and reporting?

Answer 12: Neighborly

Question 13: Are contractors required to self-perform a minimum percentage of the work, or may work be subcontracted without limitation?

Answer 13: Work can be subcontracted without limitation

Question 14: What is the required project completion timeframe for each project type?

Answer 14: Project completion timeframes will vary depending on the project type, scope of work, and funding source. The required completion schedule for each project will be established in the project-specific Notice to Proceed or scope of work. Additionally, project schedules, milestones, and completion expectations will be reviewed and discussed with the contractor during the pre-construction meeting prior to the start of work.

Question 15: Will liquidated damages be assessed? If so, will there be defined excusable delay categories (such as municipal delays, utility delays, homeowner-caused delays, weather events, and program-directed changes) that may warrant schedule extensions?

Answer 15: The RFQ does not establish liquidated damages for failure to complete an individual construction project within a specified period. Any project-specific liquidated damages, required completion period, or related schedule requirements will be stated in the project's scope of work, after the contracting period.

Any extension must be supported by timely written notice and documentation demonstrating the cause, duration, and effect of the delay on the project schedule. Extensions are not automatic and must be approved in writing by the City-Parish or its authorized program representative.

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Question 16: What are the anticipated timelines for contract award and issuance of the Notice to Proceed (NTP) following the RFQ selection process?

Answer 16: The anticipated date for issuing Notices of Acceptance to the contractor pool is August 5, 2026, as stated in Section 1.3, Schedule of Events. This date is an estimate and remains subject to change

A Notice of Acceptance into the contractor pool is not a Notice to Proceed for an individual construction project. Following selection into the contractor pool, contract execution is subject to the City-Parish process of Grants & Contract Review, Purchasing and Parish Attorney review, Metropolitan Council approval, and execution by the required parties. This process is roughly 8-10 weeks.

Contract execution is subject to the City-Parish's Grants and Contract Review process, Metropolitan Council approval (if required), and final execution through the Purchasing and Parish Attorney review process.”

Question 17: What are the invoicing milestones and payment application requirements for each project type?

Answer 17: The RFQ does not establish invoicing milestones and/or payment application requirements for the project types. This will come at the contracting phase if you are selected to the contractor pool.

Question 18: What are the payment terms? (e.g., Net 30)

Answer 18: The RFQ does not establish payment terms. This will come at the contracting phase if you are selected to the contractor pool.

Question 19: Will the scopes of work for the Renovation and Commercial Facade projects be developed using Xactimate pricing?

Answer 19: OCD may utilize Xactimate as one of several tools to assist in developing scopes of work and evaluating cost reasonableness; however, its use is not required for every project. The methodology used to develop the scope of work and establish reasonable pricing will be determined based on the specific project, funding source, and program requirements. OCD reserves the right to utilize Xactimate, independent cost estimates, contractor proposals, or other accepted estimating methods, as appropriate

Question 20: How will pricing be established for Reconstruction projects?

Answer 20: Pricing for reconstruction projects will be established based on the approved plans and specifications, applicable procurement requirements, and the negotiated construction contract for each project.

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Question 21: Will the contractor be responsible for architectural and engineering design services for Reconstruction projects, or will the Program provide the design documents?

Answer 21: Project-specific scope of work, which would come after acceptance into the contractor pool, would identify the architectural and engineering documents to be provided by the City-Parish and any design services to be furnished by the contractor. Submitters that provide architectural, engineering, surveying, design-build, or related professional services should identify those capabilities in their qualifications submission.

Question 22: For Renovation projects involving roof replacement, will the roofing system be required to meet the FORTIFIED Roof standard? If so, will the required designation be FORTIFIED Silver or FORTIFIED Gold?

Answer 22: No. FORTIFIED Roof certification is not a requirement under this RFQ.

Question 23: Will Reconstruction projects be required to meet a FORTIFIED standard? If so, will the required designation be FORTIFIED Silver or FORTIFIED Gold?

Answer 23: No. The RFQ does not establish a FORTIFIED construction standard for reconstruction projects.

Question 24: If FORTIFIED certification is required for Renovation or Reconstruction projects, will the associated cost be included in the base scope of work?

Answer 24: See answers to #22 and #23. Not applicable.

Question 25: Through this RFQ, will contractors be able to renovate or rehab primary residences on private property, similar to the CDBG home rehabilitation program we have participated in through OCD.

Answer 25: Regarding rehabilitation activities, all renovation and rehabilitation work performed under this RFQ will be assigned by OCD and will be limited to City-owned properties identified for redevelopment.