

**NOLA Public Schools
Procurement Department
2401 Westbend Parkway, Suite 5076,
New Orleans, LA 70114
Paul A. Lucius, Executive Director of Procurement**

August 20, 2026

Addendum No. 1

REQUEST FOR QUALIFICATIONS NO. 27-0014

ENGINEERING CONSULTANT SERVICES

This Addendum and Clarification item forms a part of the RFQ Documents and modifies the original RFQ Documents issued July 29, 2026. Acknowledge receipt of this Addendum on the Addendum Form of the Request for Qualifications. Failure to acknowledge receipt shall result in disqualification.

This Addendum consists of 10 page(s), including the attached Virtual Pre-Qualifications Meeting Registration Report.

EXHIBIT B – DBE FORMS

The following Exhibit B documents are revised as follows:

Page 59 – DBE Responsiveness Form 1

Delete and replace with the revised **DBE Responsiveness Form 1**.

Page 60 – DBE Responsiveness Form 2

Delete and replace with the revised **DBE Responsiveness Form 2**.

Page 61 – DBE Professional Services Compliance Certification Checklist

Delete and replace with the revised **DBE Certification Checklist**.

The Verification of DBE Certification Form remains unchanged and is still required as provided in the original RFQ.



Orleans Parish School Board - Disadvantaged Business Enterprise Program

DBE RESPONSIVENESS FORM 1

RFP/RFQ/Response/Solicitation/Other # _____ Respondents/Respondents: _____

Project Name & Description: _____

FOR RFPS/RFQS: THIS COMPLETED FORM SHOULD BE FURNISHED TO THE OPSB-DBE OFFICE THROUGH THE OFFICE OF PROCUREMENT WITH YOUR RESPONSE. FAILURE TO COMPLETE THIS FORM PROPERLY MAY CONSTITUTE THE RESPONSE/OFFER AS BEING NON-RESPONSIVE AND SUFFICIENT CAUSE FOR REJECTION.

The undersigned Respondents/Respondents has satisfied the requirements of the specifications for the above-referenced Orleans Parish School Board project in the following manner.

Please check the appropriate space:

☐ The Respondent is **committed to achieving and/or exceeding** the DBE target goal of **35%** DBE utilization on this contract, and will require all Subcontractors/Subconsultants to assist in achieving 35% DBE participation before this project is substantially complete.

☐ The Respondents **is unable to meet** the DBE target goal, but is committing to a minimum of _____% DBE utilization before notice-to-proceed; utilize Good Faith Efforts, and will require all Subcontractors/Subconsultants to assist in achieving 35% DBE participation before this project is substantially complete.

Name of Respondent Firm: _____

Telephone: _____ Fax: _____ E-Mail: _____

By: _____, _____ / _____ / _____
(Signature of Respondents authorized representative) (Title) (Date)

THE RESPONDENTS IS COMMITTED TO UTILIZING DBE PARTICIPATION ON THE PROJECT IN THE FOLLOWING MANNER:

COMPLETED BY RESPONDENTS:

The Respondents is committed to utilizing the **DBE FIRM NAMED BELOW** for the *Scope(s) of Work* as described below. The estimated dollar value of the scope of work is \$ _____ and _____ % of the total dollar value of the contract.

Copy this form, if you are utilizing more than one (1) DBE firm to achieve the DBE participation percentage on the project.

Name of DBE Firm: _____

DBE Firm Owner or Contact: _____

Telephone: _____ Fax: _____ E-Mail: _____

DBE TYPE: ☐ SLD DBE CERTIFIED ☐ LAUCP DBE CERTIFIED

☐ Copy of Verification of DBE Certification Form is attached

COMPLETED BY DBE FIRM (below):

DBE AFFIRMATION. The above-named DBE firm affirms that it will perform the scope(s) of work on this contract for the estimated dollar value and contract percentage as stated above.

By: _____, _____ / _____ / _____
(Signature of DBE firm's owner/authorized representative) (Title) (Date)

Note: If the Respondents does not receive award of the prime contract, then any and all representations in this form shall be null and void.



Orleans Parish School Board Disadvantaged Business Enterprise Program (DBE)

DBE RESPONSIVENESS FORM 1

RFQ # _____ Respondent: _____

Solicitation Name: _____

FOR RFQS: THIS COMPLETED FORM SHOULD BE FURNISHED TO THE OPSB-DBE OFFICE THROUGH THE OFFICE OF PROCUREMENT WITH YOUR STATEMENT OF QUALIFICATIONS. FAILURE TO COMPLETE THIS FORM PROPERLY MAY CONSTITUTE THE STATEMENT OF QUALIFICATIONS AS BEING NON-RESPONSIVE AND SUFFICIENT CAUSE FOR REJECTION.

The undersigned Respondent has satisfied the requirements of the statement of qualifications, and/or specifications for the above-referenced Orleans Parish School Board solicitation in the following manner.

Please check the appropriate space:

☐ The Respondent, is **committed to achieving and/or exceeding** the cumulative DBE goal of _____ % DBE utilization for each contract awarded.

Name of Respondent's Firm: _____

Telephone: _____ Fax: _____ E-Mail: _____

By: _____
(Signature of Respondent's Authorized Representative) (Title) (Date)

THE RESPONDENT IS COMMITTED TO UTILIZING DBE PARTICIPATION ON ALL AWARDED PROJECTS UNDER RFQ NO. _____ IN THE FOLLOWING MANNER:

COMPLETED BY RESPONDENT:

The Respondent is committed to utilizing the **DBE FIRM NAMED BELOW** for the *Statement of Work* under RFQ No. _____.

The value of the scope of work shall cumulatively reflect 20% - 35% of the total dollar value of each purchase order and/or contract.

Copy this form, if you are utilizing more than one (1) DBE firm to achieve the cumulative DBE participation percentage on the project.

Name of DBE Firm: _____

DBE Firm's Owner: _____

Telephone: _____ Fax: _____ E-Mail: _____

DBE TYPE: ☐ SLDBE CERTIFIED ☐ LAUCP DBE CERTIFIED

☐ (A copy of the Verification of DBE Certification Form is attached)

COMPLETED BY DBE FIRM (below):

DBE AFFIRMATION. The above-named DBE firm affirms that it will perform the scope(s) of work on this contract for the contract percentage as stated above.

By: _____
(Signature of DBE firm's Authorized Representative) (Title) (Date)



ORLEANS PARISH SCHOOL BOARD

DBE RESPONSIVENESS FORM 2

SUBCONTRACTING STRATEGY FOR DBE PARTICIPATION

Business Name: _____ Project Name/Number: _____

Business Contact Information: _____
(Phone, Fax, E-Mail and Address:)

Provide a strategy to identify specific subcontracts that will be awarded to DBEs and anticipated DBE participation for project. This Plan shall incorporate actions to be taken by the Respondent proposed Subcontractors/Suppliers.

Respondents: Must submit form with response. Provide attachments if necessary.

DBE Subcontractor Supplier Subconsultant	Scope of Work Professional Service Materials	Subcontract Value	Percent of Prime Contract
		Total Subcontractor(s) Value below:	Total % below:

NOTE: If the Respondent/Consultant does not receive award of the prime contract, then all representations in this form shall be null and void.

Representative's Name: _____ Title: _____ Date: _____

Signature: _____



DBE RESPONSIVENESS FORM 2 CONTRACTING
STRATEGY FOR DBE PARTICIPATION

Business Name: _____ Solicitation No. _____

Business Contact Information: _____
(Phone, E- Mail and Physical Address:) _____

Respondent shall identify professional service that will be awarded to DBEs and anticipated DBE participation for contract. This plan shall incorporate actions to be taken by the Respondent’s proposed Professional Subconsultants/Subcontractors/Suppliers listed via submitted proposal or Statement of Qualifications. Respondent must submit form for approval (via DBE Director), before contract signing of the Superintendent or Board President. Provide attachments if necessary.

DBE Subcontractor/Subconsultant	Scope(s) of Work Materials	Subcontract Value or Professional Hourly Rate	Percent (%) of Prime Contract
		Total Value of DBE Subcontracts	Total % of DBE Subcontracts

NOTE: Failure of the Respondent to provide this information and/or documentation, shall result in non-responsiveness, and sufficient cause for rejection.

Representative’s Name: _____ Title: _____

Signature: _____ Date: _____



ORLEANS PARISH SCHOOL BOARD

Month of: _____
 Year: 20 _____ Correlates _____
 with RFQ # _____

DBE PROFESSIONAL SERVICES COMPLIANCE CERTIFICATION CHECKLIST

(Note: Form must be submitted with one or more of the supporting documents identified and initialed below. Failure to submit completed certification constitutes non-responsiveness and cause for ejection.)

Business Name: _____

Respondent Name & Contact No.: _____

If Subcontractor, Name of Business Performing Work Under: _____

Business Principal Contact Information: _____
 (Print Name, Phone, E-Mail, and Physical Address)

I, _____ hereby certify that,
 (Print Name & Title of Company Representative)
 _____ has complied with all Disadvantaged Business
 (Print Business Name)

Enterprise, Equal Employment Opportunity, and Affirmative Action Front End Provisions set forth in the OSPB DBE Policy and with all of the provisions of Federal Executive Order 11246, as amended, including implementing and related rules, regulations and relevant orders of the U.S. Secretary of Labor. I also certify that all information contained in *Supporting Documents is true and correct.

Signature: _____ Date: _____

*Supporting Documents Attached:

- ☐ DBE Responsiveness Form 1 _____ (Initial)
☐ DBE Responsiveness Form 2 _____ (Initial)
☐ Verification of DBE Certification _____ (initial)

STATE OF LOUISIANA, ORLEANS PARISH IN WITNESS
 WHEREOF, I have hereunto set my hand and official seal
 this _____ Day of _____, 20 ____.

Notary Public, State of Louisiana

My Commission Expires: _____



ORLEANS PARISH SCHOOL BOARD

RFQ #: _____
Year: 20_____

DBE CERTIFICATION CHECKLIST

(Note: Form must be submitted with Statement of Qualifications. Failure to submit completed DBE Certification Checklist constitutes non-responsiveness with OPSB DBE policy, Provisions and Procedures, and sufficient cause for rejection.)

Business Name: _____

Solicitation Name: _____

If Subconsultant, Name of Business Performing Work Under: _____

Business Principal Contact Information: _____

(Print Name, Phone, E-Mail, and Physical Address)

I _____ hereby certify that,
(Print Name & Title of Company Representative)
_____ has complied with all Disadvantaged Business
(Print Business Name)

Enterprise Provisions set forth in the OSPB DBE Policy, Provisions, and procedures. I also certify that all information contained within Supporting Documents* are true and correct.

Signature: _____ Date: _____

*Supporting Documents Attached:

- | | | |
|--|-------|-----------|
| ☐ DBE RESPONSIVENESS REPORT 1a | _____ | (Initial) |
| ☐ DBE RESPONSIVENESS REPORT 2a | _____ | (Initial) |
| ☐ Verification of DBE Certification | _____ | (Initial) |

STATE OF LOUISIANA, ORLEANS PARISH IN WITNESS
WHEREOF, I have hereunto set my hand and official seal
this _____ Day of _____, 20_____.

Notary Public, State of Louisiana

My Commission Expires _____

CLARIFICATION:

1. **Question:** Could you please clarify if we can act as a prime consultant and also a sub consultant for other teams on this RFQ?.

Answer: Please refer to Section 2.2, Statement of Qualifications Deadline and Submittal, on page 13. A firm may submit one SOQ as a Prime Consultant or Joint Venture and may also participate as a Subconsultant with one or more other Prime Consultants. Section 2.2 specifically allows nonexclusive Subconsultant agreements with more than one Prime Consultant.

2. **Question:** Also, Would a firm that provides geotechnical & materials testing services need to be on a team for this submittal, or can we submit as a prime?

Answer: A firm may submit as a Prime Consultant provided it meets the RFQ requirements for a qualified Engineering Firm. The firm may also be listed as a Subconsultant to other Prime Consultants.

3. **Question:** I am reaching on behalf of Urban Systems, Inc. to clarify whether we have to be a part of a team that will supply all the tasks outline in the scope as a sub; or can we submit for traffic/ civil engineering task only as a prime to be accepted into the pool?

Answer: A qualified Engineering Firm may submit as a Prime Consultant. If submitting as a Prime Consultant, the firm is responsible for assembling an appropriate team of Subconsultants to meet the design requirements identified in the RFQ.

4. **Question:** Our firm is DBE certified. Can we self-perform the DBE requirement

Answer: Yes.

5. **Question:** If a DBE firm submits as a prime consultant, can they also be listed as a subconsultant on another team?

Answer: Yes.

6. **Question:** Exhibit A states that the Prime Consultant must perform more than 50% of the work. Is this requirement intended to apply to the overall contract/pool participation, or must the Prime perform more than 50% of the professional services on each individual task order?

Answer: This requirement applies to the overall participation of each specific project being awarded to the Prime Consultant.

7. **Question:** Once firms are selected for the pool, may the Prime add, remove, or substitute specialty subconsultants based on the requirements of an individual task order, subject to OPSB approval?

Answer: The Prime should attempt to provide a complete list of Subconsultants. Should a project require additional specialized Subconsulting not indicated in the RFQ, supporting documentation for the additional Subconsultant, including applicable DBE documentation, must be submitted. A DBE Subconsultant may be added to a specific project to fulfill the needs of a specific task order or scope of services/work. If a DBE Subconsultant cannot fulfill a specific task order and must be replaced, the Prime Consultant must use good faith efforts to find a DBE replacement.

8. **Question:** The References Form requests school system references. Are five school system references mandatory, or may respondents provide comparable public/institutional clients if they do not have five separate school system clients?

Answer: Please include five (5) examples of projects most closely related to education.

9. **Question:** In Section 2.14 Required Documents and/or Forms, it reads: "Only the Prime Consultant is responsible for submitting the Statement of Qualifications and required forms." In Section 6.0 Evaluation Criteria/Process, the 3rd Evaluation Criteria reads "Qualifications and experience of Sub-consultants' SOQ for the project team" worth 15 points. Can you clarify if the Sub-consultants should submit a Statement of Qualifications (SOQ)?

Answer: No separate Statement of Qualifications is required to be submitted by each Subconsultant. In accordance with Section 2.14, the Prime Consultant is responsible for submitting the SOQ and required forms. The Prime Consultant should include the required qualifications, experience, personnel, responsibilities, and other information for its proposed Subconsultants within its SOQ response.

10. **Question:** It was mentioned in the pre-proposal meeting to submit only the requested forms. For clarification purposes, can you confirm that we are to only submit our firm and key personnel qualifications on the OPSB AE Standard Form and should not include any other qualifications documents or literature? Will all scoring be based solely on the OPSB AE Standard Form?

Answer: Respondents shall submit the completed OPSB AE Standard Form and all other forms and documentation required by the RFQ. Additional sheets may be used where specifically permitted by the AE Standard Form. Relevant project pictures may be included on those permitted additional sheets. Separate brochures, marketing materials, or other attachments not specifically requested by the RFQ should not be included. Evaluation will be based on the criteria identified in the RFQ and the information submitted in response to those criteria.

11. **Question:** Since this RFQ is for a pool rather than a specific project, will you accept a commitment to utilize DBE firms once a scope is determined in lieu of a list of specific firms at this time? It is difficult in this situation to know what subconsultants would be needed without having specific projects or scopes.

Answer: No. The Prime Consultant must identify the certified DBE firms proposed for participation at the time of SOQ submission, including the name of each firm, the work or discipline each will perform, and the corresponding percentage of projected participation. DBE participation may not be deferred until a specific project or task order is identified.

	Registration Report		# Registrants 37
	Virtual Pre-Qualifications Meeting for RFQ No. 27-0014 – Engineering Consultant Services		
	Attendee Details	Scheduled Time 8/13/2026 10:00:00 AM	
	First Name	Last Name	Email
1	Jennifer	Glynn	Jglynn@mca-llc.com
2	Teah	Pope	tpope@thompsonengineering.com
3	Laura	Snape	laura@maraisconsultants.com
4	Chad	Poche	cpoche@gulfsoutheng.com
5	Jackie	Johnson	jjohnson@ejesinc.com
6	Paul	West	pwest@jpwest.com
7	Andrew	Herbert	aherbert@infinityec.com
8	Chris	White	cwhite@wynnwhite.com
9	Wynn	White	wwhite@wynnwhite.com
10	Savannah	Rayburn	sbezet@wynnwhite.com
11	Elizabeth	Chen	echen@concordia.com
12	Kaylee	Verret	kaylee.verret@salasobrien.com
13	Victoria	Hines	Vhines@circularconsultingllc.com
14	Makala	Henry	Mhenry@urbansystems.com
15	Darren	Enamorado	Darren@Ehceng.com
16	Danielle	Duhe	danielle@egret-design.com
17	Sydney	Julien	sjulien@julien-engineering.com
18	David	Julien	david@julien-engineering.com
19	Andrew	Thomas	andrew@thomas-pe.com
20	Brittney	Barnes	hello@binteriordesignstudio.com
21	Robin	Carubba	robin@carubbaengineering.com
22	Ryan	Flanagan	rflanagan@sefengineers.com
23	Melissa	Peterson	mpeterson@orloforensics.com
24	Courtney	Ippolito	cippolito@lhjunius.com
25	Jason	Crumb	jcrumb@crumbengineering.com
26	Troy	Jeanfreau	troy@maraisconsultants.com
27	Kaylene	Bueso	ksbueso@wdgnola.com
28	Jenna	Richmond	jenna@fusionapc.com
29	Paul	West	pwest@ejesinc.com
30	Yolanda	Moton	ymoton@nolapublicschools.com
31	Cameron	Alvarez	cameron.alvarez@us.rlb.com
32	Skyla	Wilson	swilson@nolapublicschools.com
33	Greg	Narlock	greg_narlock@opsb.us
34	Derrick	James	djames@nolapublicschools.com
35	Bryce	Robertson	brobertson@nolapublicschools.com
36	Jonathan	Temple	jtemple@nolapublicschools.com
37	Ugochukwu	Muonwe	ugomuonwe@landfiletech.com

End of Addendum No. 1