

ADDENDUM NO. 1 TO RFQ No. 3000026542

“Permit Processing Support”

The above referenced Request for Qualifications (RFQ) is amended to include “LDEQ ANSWERS TO OFFERORS QUESTIONS” as attached.

CHANGES TO THE RFQ:

RFQ Section 1.5 Schedule of Events from:

Event	Date	CT
RFQ posted to LaPAC	July 30, 2026	
Deadline for receipt of written inquiries	August 31, 2026	4:00 p.m.
Deadline for Statement of Qualifications Submission	September 29, 2026	4:00 p.m.
Notice of Selection announcement (on or about)	November 6, 2026	
Contract execution on or about	January 1, 2027	

To:

Event	Date	CT
RFQ posted to LaPAC	July 30, 2026	
Deadline for receipt of written inquiries	August 31, 2026	4:00 p.m.
Deadline for Statement of Qualifications Submission	October 6, 2026	4:00 p.m.
Notice of Selection announcement (on or about)	November 6, 2026	
Contract execution on or about	January 1, 2027	

RFQ Section 3.4 Confidential Information, Trade Secrets, and Proprietary Information, shall be amended to add:

If the request for confidentiality is granted and an Offeror wishes to secure a renewal of confidentiality nondisclosure of information contained in its SOQ, the Offeror must submit a request for continuance of confidentiality no later than 180 days prior to the expiration of the three-year period in accordance with LAC 33:I. Chapter 5, Section 509 and applicable laws.

And paragraph 6 of this same section, shall be amended from:

If an Offeror wishes to secure nondisclosure of information contained in its SOQ, the Offeror must also submit a written request to the Secretary of the Department in accordance with LAC 33:I. Chapter 5 and applicable laws. Upon review of the written request, the Secretary of the Department will determine if the information requires confidentiality.

To:

If an Offeror wishes to secure nondisclosure of information contained in its SOQ, the Offeror must also submit a written request to the Secretary of the Department in accordance with LAC 33:I. Chapter 5, **Section 503**, and applicable laws. Upon review of the written request, the Secretary of the Department will determine if the information requires confidentiality.

CHANGES TO APPENDIX A, OFFEROR COVER SHEET / CERTIFICATION STATEMENT:

Appendix A, Other Submittal Information Section is amended to remove “Licenses”:

Licenses:

<i>Type of License</i>	<i>License Number (s)</i>
<i>Louisiana Professional Engineer (P.E.) License</i>	_____
<i>Louisiana Professional Geologist/Geoscientist License</i>	_____

CHANGES TO ATTACHMENT 1, STATEMENT OF WORK:

Section 2.0, Contractor Tasks, second paragraph is changed from:

The Contractor shall provide the methods and resources (including, but not limited to, personnel, supervision, materials, supplies, computers, equipment, and transportation) necessary to perform the tasks described in this Statement of Work (SOW). For any tasks that require certification by a Professional Engineer or Professional Geologist/Geoscientist, the Contractor shall provide a licensed Professional Engineer registered with the Louisiana Professional Engineering and Land Surveying Board pursuant to La. R.S. 37:681 et seq. and a licensed Professional Geologist/Geoscientist registered in Louisiana pursuant to La. R.S. 37:711.1 et seq.

To:

The Contractor shall provide the methods and resources (including, but not limited to, personnel, supervision, materials, supplies, computers, equipment, and transportation) necessary to perform the tasks described in this Statement of Work (SOW). ~~For any tasks that require certification by a Professional Engineer or Professional Geologist/Geoscientist, the Contractor shall provide a licensed Professional Engineer registered with the Louisiana Professional Engineering and Land Surveying Board pursuant to La. R.S. 37:681 et seq. and a licensed Professional Geologist/Geoscientist registered in Louisiana pursuant to La. R.S. 37:711.1 et seq.~~

Section 4.0, Minimum Qualification of the Contractors Personnel, Item 4, last bullet is amended from:

- **Training:** Completion of EPA- or Air & Waste Management Association-recognized training in AERMOD within the preceding five (5) years.

To:

- **Training:** Completion of EPA- or Air & Waste Management Association-recognized training in AERMOD within the preceding five (5) years. **Individuals with five (5) or more years of experience using AERMOD and associated pre-processing software, the requirement to complete an EPA or AWMA-recognized training course will be waived.**

Section 5.5, Deliverables, Item F. Deliverable Format, Media, and Quality Standards:

- All engineering deliverables, including permit drafts, technical review memoranda, and corrective-action documents, shall be prepared under the responsible charge of a Louisiana P.E. licensed by the Louisiana Professional Engineering and Land Surveying Board pursuant to La. R.S. 37:681 et seq., and shall bear the seal and signature of the responsible P.E. where required by law or rule.
- Electronic deliverables shall be submitted in searchable PDF (PDF/A where feasible) and in native editable format (Microsoft Word 2016 or later; Microsoft Excel 2016 or later; AutoCAD 2018 or later for drawings; ESRI shapefiles or geodatabases for geospatial data).
- Citations in deliverables shall use pinpoint citations to LAC, La. R.S., CFR, and U.S. Code sections, and shall conform to LDEQ style and citation guidance.
- The Contractor shall maintain version control using LDEQ-assigned document identifiers and shall not alter LDEQ-assigned EDMS indexing without written authorization.

To:

- ~~All engineering deliverables, including permit drafts, technical review memoranda, and corrective-action documents, shall be prepared under the responsible charge of a Louisiana P.E. licensed by the Louisiana Professional Engineering and Land Surveying Board pursuant to La. R.S. 37:681 et seq., and shall bear the seal and signature of the responsible P.E. where required by law or rule.~~
- Electronic deliverables shall be submitted in searchable PDF (PDF/A where feasible) and in native editable format (Microsoft Word 2016 or later; Microsoft Excel 2016 or later; AutoCAD 2018 or later for drawings; ESRI shapefiles or geodatabases for geospatial data).
- Citations in deliverables shall use pinpoint citations to LAC, La. R.S., CFR, and U.S. Code sections, and shall conform to LDEQ style and citation guidance.
- The Contractor shall maintain version control using LDEQ-assigned document identifiers and shall not alter LDEQ-assigned EDMS indexing without written authorization.

ADDENDUM 1

LDEQ ANSWERS TO OFFERORS QUESTIONS

RFQ No. 3000026542

“Permit Processing Support”

LDEQ’s answers to the following questions are intended to provide information to potential Offerors’ questions submitted for the above referenced RFQ.

Question 1: Louisiana Code of Governmental Ethics: Has LDEQ obtained any guidance or opinion regarding whether contractors, owners, or personnel performing services under this contract may be considered “public employees” for purposes of the Louisiana Code of Governmental Ethics?

LDEQ’s answer: Yes, LDEQ discussed this issue with the Louisiana Board of Ethics and the information found in the RFQ aligns with their current guidance. RFQ Section 2.2, Code of Ethics for State Employees, and RFQ Appendix C, Sample Contract, Article 29, Code of Ethics for State Employees states, “Offerors are hereby advised that contractors may, in certain circumstances, be deemed "public employees" as interpreted by the Louisiana Board of Ethics. Offerors are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract.”

This language also applies to the selected contractor as stated in RFQ Appendix C, Sample Contract, Article 29, Code of Ethics for State Employees.

Question 2: Existing Private Clients: May a selected contractor continue to represent private environmental clients before LDEQ, including clients with matters within the same Task Area for which the contractor has been selected, provided appropriate conflict screening is performed?

LDEQ’s answer: This depends on each situation and will have to be continually evaluated as tasks are assigned, clients are obtained, situations change, etc. Continual conflict screening will be necessary and critical.

Generally, the Selected Contractors may continue to represent private environmental clients, assuming there is no other conflict of interest.

Question 3: Advice Regarding Expedited Processing: May a selected contractor continue to independently advise its private clients regarding whether expedited permit processing is appropriate for a particular project?

LDEQ’s answer: In concept, yes. The Department can also provide similar information to entities regarding expedited processing for its projects.

If an expedited permit request is submitted to LDEQ, the Selected Contractor would not be able work on any Work Order for the same work/private client.

Question 4: Conflict Screening: When a potential conflict is identified, may the conflict be addressed through recusal or screening of specific personnel, where appropriate, or would a conflict involving an individual generally disqualify the entire firm from the applicable Work Order?

LDEQ's answer: See LDEQ's answer to Question 1.

Question 5: Client Disclosure: Appendix A requires disclosure of current and previous clients and work performed during the preceding two years. May this disclosure be limited to environmental permitting or regulated-facility clients reasonably relevant to the Task Areas proposed? Also, will the initial client list and subsequent Quarterly Client Reports be subject to disclosure under the Louisiana Public Records Law?

LDEQ's answer: The Offeror may limit disclosure to environmental permitting or regulated-facility clients reasonably relevant, however the Offeror bears the risk of non-disclosure of potential conflicts that may result in a violation of the code of ethics.

Also see Addendum 1 to the RFQ, Section 3.4, Confidential Information, Trade Secrets, and Proprietary Information, for guidance to the Offeror on requesting nondisclosure of information contained in its SOQ.

Question 6: Declining Work Orders: May a selected contractor decline a proposed Work Order because of a conflict of interest, staffing availability, technical scope, schedule, payment concerns, or other reasonable business considerations without affecting the contractor's eligibility for future Work Orders?

LDEQ's answer: RFQ Attachment 1, Statement of Work, Section 2.0, Contractor Tasks, second paragraph states, "The Contractor **shall provide the methods and resources** (including, but not limited to, personnel, supervision, materials, supplies, computers, equipment, and transportation) **necessary to perform the tasks** described in this Statement of Work (SOW)." Section 5.2, Operation of the Contract (Work Orders), Item (3)(c) states, "the Contractor shall **ensure that there are no conflicts** with any Permittee/Applicants and their environmental consultants; if necessary, the Contractor shall provide a statement describing the Contractor's relationship with any Permittee/Applicant."

Therefore, Work Orders must be declined for conflict of interest. Work Orders declined for staffing availability, technical scope, schedule, or payment concerns may affect the contractor's eligibility for future Work Orders.

Question 7: Work Order Allocation: When multiple contractors are qualified for the same Task Area or subcategory, what factors will LDEQ use to determine which contractor is offered a particular Work Order? Will the Permittee/Applicant have any role in selecting or requesting a contractor?

LDEQ's answer: LDEQ has not made a final determination yet. Selected Contractors will be notified of the final decision on how LDEQ will handle issuing Work Orders before the final contracts are sent for signatures. Below are some options under consideration:

Rotating list: a Work Order would be issued to the first Contractor available (Contractor A) on the Task Area list. If Contractor A has no conflicts of interest and their Work Order response is accepted, then Contractor A goes to the bottom the rotation list for the next Work Order. If Contractor A must decline/recuse due to a conflict of interest, the next available Contractor (Contractor B) will be issued the Work Order, but Contractor A will remain at the top of the list for the next available Work Order.

Mini bids: LDEQ will provide each Work Order to all Contractors for a Task Area. Each Contractor would provide LDEQ their estimated level of effort based on the negotiated Schedule of Prices and ensure there are no conflicts of interest. The Contractor lowest estimated work order response would be awarded the Work Order.

Question 8: Payment Agreement and Security: Because payment is the responsibility of the Permittee/Applicant, may the contractor enter into a separate payment agreement with the applicant and require reasonable payment protections such as a retainer, deposit, advance payment, or other security before beginning work?

LDEQ's answer: No. Any contract awarded from this RFQ is between LDEQ and the Selected Contractor. RFQ Attachment 1, Statement of Work, Section 2.0, Contractor Tasks, states, "The Contractor shall **direct all correspondence for tasks assigned by Work Order to the Department only**, unless directed by the Department Project Manager." Section 8.0, Measurement and Payment, further states, "Payment for tasks may be requested by the Contractor upon **successful completion of each Work Order and approval of the corresponding deliverable by the Department**. Partial payments of a Work Order may be approved at the discretion of the Department's Project Manager. The amount invoiced to the Permittee/Applicant shall not exceed the estimates submitted to and approved by the Department."

Question 9: Progress Payments and Nonpayment: For longer Work Orders, will periodic or monthly partial payments generally be permitted? What remedies will be available to the contractor if a Permittee/Applicant fails to pay an approved, undisputed invoice?

LDEQ's answer: RFQ Attachment 1, Statement of Work, Section 8.0, Measurement and Payment, states, "Payment for tasks may be requested by the Contractor upon successful completion of each Work Order and approval of the corresponding deliverable by the

Department. **Partial payments of a Work Order may be approved at the discretion of the Department's Project Manager.** The amount invoiced to the Permittee/Applicant shall not exceed the estimates submitted to and approved by the Department.”

RFQ Appendix C, Sample Contract, Article 5.b. Invoicing Procedure, states, “The procedure for payment shall be arranged between the Contractor and the Permittee/Applicant, **with assistance by the Department only as required**, and shall be consistent with Attachment 1, Statement of Work, Section 8.0 Measurement and Payment.” The Contractor should notify the Department if a Permittee/Applicant fails to pay an approved, undisputed invoice.

Question 10: Payment Independent of Permit Outcome: Please confirm that payment to the contractor for authorized and accepted services is not contingent upon LDEQ ultimately issuing the requested permit, modification, certification, or other authorization.

LDEQ's answer: Work Orders issued by LDEQ will be per Task Area and may contain a few or all activities listed for the Task Area. Payment is not contingent upon LDEQ issuing the requested permit, as long as the Contractor has provided successful completion of each Work Order and received approval of the corresponding deliverable(s) by the Department.

Question 11: Compensable Administrative Activities: Are activities required to perform or administer an individual Work Order, including preparation of Work Order estimates, conflict screening, progress reporting, EDMS/TEMPO preparation, meetings, and Work Order closeout—billable to the applicable Work Order?

LDEQ's answer: RFQ Attachment 1, Statement of Work, 5.2, Operation of the Contract (Work Orders), Item (3)(b) states “an estimate of the level of effort necessary (i.e., the number of work hours for each labor category and the total estimated cost for completion of the Work Order)”. The Contractor's written response to a Work Order should include all activities required to perform or administer an individual Work Order, including preparation of Work Order estimates, conflict screening, progress reporting, EDMS preparation, meetings, and Work Order closeout.

Item (5) states, “Upon receipt of written acceptance of the Contractor's response, the Contractor shall proceed with the tasks as assigned in the Work Order and provide all deliverables to the Department within the established time limits.” Item (7) states, “Upon receipt of the Department's written acceptance of the work, the Contractor may submit an invoice (with supporting documentation) according to the procedures defined in the contract.”

If a Contractor's Work Order response is not accepted by the Department, an invoice shall not be submitted.

Question 12: Revisions and Deficient Work: How will LDEQ distinguish between uncompensated correction of deficient work and compensable additional effort resulting from new information submitted by the applicant, changes in LDEQ direction, additional agency comments, regulatory changes, or expansion of the original scope?

LDEQ's answer: Appendix C, Article 9, Correction of Deficient Work, states, "Deficient work is defined as work that is (a) unsatisfactory, faulty, or defective, or (b) does not conform to the requirements of the contract documents." The Department will notify the Contractor if the work provided, as assigned by work order, is deficient.

All other examples provided in the question would be addressed through a revised work order. RFQ Attachment 1, Statement of Work, 5.2, Operation of the Contract (Work Orders), last paragraph states, "If during the course of the work, the Contractor discovers that the original cost estimate may be exceeded before the work is completed, the Contractor shall notify the Department before incurring additional costs."

Question 13: Work Order Changes and Schedule Extensions: If additional effort or schedule impacts result from circumstances outside the contractor's control, what process will be used to authorize additional hours and/or extend the Work Order schedule before the contractor exceeds the approved estimate or due date?

LDEQ's answer: RFQ Attachment 1, Statement of Work, Section 5.2, Operation of the Contract (Work Orders), last paragraph states, "If during the course of the work, the Contractor discovers that the original cost estimate may be exceeded before the work is completed, the Contractor shall notify the Department before incurring additional costs. The Department shall determine the acceptability of additional costs. The Contractor shall provide a revised cost estimate including an explanation of additional units in writing as soon as possible. The Department shall provide written approval."

Question 14: Rate Adjustments: If the contract is extended beyond the initial contract year, will the standard hourly rate sheet be eligible for annual adjustment or renegotiation to account for changes in labor and operating costs?

LDEQ's answer: The Department has not made a determination for annual adjustment or renegotiation after the first year of the contract at this time.

RFQ, Appendix C, Sample Contract, Article 2, Contract Term, states "The Department has the right to extend this Contract up to a total of three years **with the concurrence of the Contractor** and all appropriate approvals." The Contractor is not required to extend the contract if the terms are no longer acceptable.

Question 15: Subcontractor Experience: If an Offeror proposes a qualified subcontractor to support a particular Task Area, may the subcontractor's corporate project experience be used to satisfy the requirement for at least three comparable projects in that Task Area, or must those projects have been performed directly by the prime Offeror?

LDEQ's answer: Yes, an Offeror may propose a qualified subcontractor to support a particular Task Area and provide the subcontractor's corporate project experience to satisfy the requirement for at least three comparable projects in that Task Area. The Offeror should clearly indicate the project(s) undertaken by the proposed subcontractor on RFQ Appendix B, Offeror Experience Table.

Question 16: Task Areas and Subcategories: Please confirm that a selected contractor will only be assigned Work Orders within the specific Task Areas and subcategories for which the Offeror submitted qualifications and was evaluated and selected by LDEQ.

LDEQ's answer: It is LDEQ's intention to only assign Work Orders to selected Contractors for the specific Task Areas and subcategories for which the Offeror submitted qualifications and was evaluated and selected by LDEQ.

- RFQ Section 3.2.1, SOQ Offeror Cover Sheet/Certification Statement, requires the Offeror to "indicate the Task Area(s) that the Offeror is submitting qualifications for and requests to be evaluated under this RFQ."
- RFQ Section 3.2.2, Scope of Services,
 - Item (1)(a), Project Organization requests the Offeror to provide an organizational chart that "should be accompanied by a narrative identifying the functions and responsibilities of each position identified, **including Task Area(s)** as applicable..."
 - Item (2), Performance of Project Tasks, requests the Offer describe, "For each Task Area indicated by the Offeror in Appendix A, SOQ Offeror Cover Sheet/Certification Statement, the Offeror shall provide a narrative detailing..."
- RFQ Section 3.2.4, Company Qualifications and Experience states, "The Offeror should describe at least three (3) projects of comparable scope and complexity to each proposed Task Area..."
- Appendix A, SOQ Offeror Cover Sheet/Certification Statement, Task Areas, states, "Indicate the Task Area(s) that the Offeror is submitting qualifications for and requests to be evaluated under this Request for Qualifications (RFQ) by marking the boxes provided. LDEQ will only evaluate the Task Area(s) and sub-category(s) that have been marked below."

Question 17: Professional Responsibility and Final Authority: For technical memoranda, draft permits, and other engineering-related deliverables, which documents does LDEQ anticipate will require a Louisiana P.E. or P.G./Geoscientist seal? Additionally, please confirm that LDEQ will retain final regulatory authority and responsibility for permit conditions, regulatory determinations, and final permit issuance decisions.

LDEQ's answer: LDEQ does not have any documents that will require a Louisiana P.E. or P.G. seal. See Addendum 1 to the RFQ. The requirement for a Louisiana licensed Professional Engineer or Professional Geologist/Geoscientist has been removed.

Yes, LDEQ will retain final regulatory authority and responsibility for permit conditions, regulatory determinations, and final permit issuance decisions.

Question 18: DBE/Small Business Consideration: Does this RFQ provide any evaluation consideration, preference, reporting credit, or other recognition for a certified Disadvantaged Business Enterprise (DBE), Small and Emerging Business, Hudson Initiative participant, Veteran Initiative participant, or other certified Louisiana small business? If the prime Offeror itself is a certified DBE, are there any additional reporting or participation requirements?

LDEQ's answer: This RFQ is not federally funded, therefore DBE is not required. This RFQ also does not meet the criteria to require Louisiana Veteran/Hudson participation. There are no additional evaluation considerations, reporting, or participation requirements for this RFQ.

Question 19: We have several licensed professional engineers on staff who are licensed in many other states. I am confident that one or more of us could obtain comity with Louisiana. Is having a LA PE a requirement prior to contract award? Is a temporary license while waiting for final Board approval acceptable?

LDEQ's answer: See Addendum 1 to the RFQ. The requirement for a Louisiana licensed Professional Engineer or Professional Geologist/Geoscientist has been removed.

The Offeror is not required to obtain a Louisiana licensed Professional Engineer prior to contract award.

Question 20: How will the Work Orders be assigned to a contractor once the contract has been awarded?

LDEQ's answer: See RFQ Attachment 1, Statement of Work, Section 5.2, Operation of the Contract (Work Orders) for a description of the Work Order process. Also see LDEQ's answers to Questions 6 and 7.

Question 21: Regarding the quarterly list of clients (Section 5.4 of Attachment 1), can you please provide an example format? How detailed should the description of work be? We have hundreds of clients, which could be a significant effort. Will this client list be confidential, as some of our clients may request confidentiality.

LDEQ's answer: The example format is provided on Page 2 of RFQ Appendix A, Offeror Coversheet / Certification Statement.

Also see LDEQ's answer to Question 5.

Question 22: Regarding the standard rate sheet (Section 4.6 of the RFQ), when rate sheets are provided after contract award, will additional labor classifications be allowed?

LDEQ's answer: At this time, no additional labor categories will be allowed.

Question 23: Where should exceptions to the contract be listed in the SOQ response?

LDEQ's answer: RFQ, Section 4.7, Contract Award and Execution, states "A selected Offeror(s) shall be expected to enter into a contract that is substantially the same as Appendix C, Sample Contract. An Offeror shall not submit its own standard contract terms and conditions as a response to this RFQ. The Offeror should submit in its SOQ any exceptions or contract deviations that its firm wishes to negotiate."

The RFQ does not require exceptions to the contract to be listed in particular section of an Offeror's SOQ. However, any exceptions should be clearly marked.

Question 24: Can we add other subcontractors or staff to our team post-award?

LDEQ's answer: The Contractor must submit any post-award requests to add other subcontractors or staff to LDEQ for approval as described in RFQ Appendix C, Sample Contract, Section 33, Subcontractors, and Section 34, Substitution of Personnel.

Question 25: Can we apply for reciprocity for PEs between now (or contract award) and the contract start date?

LDEQ's answer: See LDEQ's answer to Question 19.

Question 26: The RFQ lists four scientist/engineer/specialist roles (Section 4 of Attachment 1). Is the intent to only show one person in each of these roles, or should we include multiple staff in these roles?

LDEQ's answer: The personnel descriptions listed in RFQ Attachment 1, Statement of Work, Section 4.0, Minimum Qualifications of the Contractor's Personnel are provided to indicate the labor categories anticipated for this project. These descriptions are not intended to set a minimum or maximum on the number of qualified personnel provided in the Offeror's SOQ.

The Offeror may provide the same individual as a key staff person in more than one Task Area or more than one individual per role in a Task Area.

RFQ Section 3.2.2, Personnel Qualifications and experience states, "The Offeror should provide evidence that its proposed staff meet or exceed the minimum education and experience requirements...". The Offeror should clearly indicate which the Task Area(s) that the personnel would be assigned and provide documentation of the qualifications and experience required for each assigned role.

Question 27: As currently structured in Section 4 of Attachment 1, the same scientist/engineer will be listed as a key staff person under both Task Area 3 and Task Area 4. Is it acceptable to show a different scientist/engineer for each Task Area (i.e., add a fifth specialist)?

LDEQ's answer: Item 6, Waste – Environmental Scientist / Engineer / Geotechnical/Geoscientist (Task Areas 3 and 4) is provided as one role due to identical requirements for education, experience, and regulatory knowledge, but this role could be used for Task Area 3 or Task Area 4. The Offeror may provide a different scientist/engineer for each Task Area.

Question 28: In Section 4 of Attachment 1, there is a training requirement for the Air Quality Modeler role to have completed an EPA- or AWMA-recognized training in AERMOD within the preceding five (5) years. Can we substitute hands-on, real-world AERMOD experience for this training requirement?

LDEQ's answer: Yes, for individuals with five (5) or more years of experience using AERMOD and associated pre-processing software, the requirement to complete an EPA or AWMA-recognized training course will be waived. See Addendum 1 to the RFQ with the revised requirement.

Question 29: Section 3.2.2 (2) of the RFQ asks for information by “each Task Area” and provides a list of bullets to address in a narrative. Within those bullets are descriptions of 1) key personnel and 2) company qualifications (the third and fourth bullets). However, Sections 3.2.3 and 3.2.4 appear to require separate sections for personnel and company qualifications. Our intent is to provide a full description of our staff and experience within the discussion of each Task Area. Which approach is preferable?

LDEQ’s answer: LDEQ does not have a preference to the Offeror’s approach on providing the requested information. The Offeror should include as much detail as practicable to provide a straightforward, clear, and concise description of the Offeror’s ability to meet the requirements of the RFQ. RFQ Section 3.3, SOQ Format, states, “SOQs should be prepared simply, legibly, and economically.”

**REQUEST FOR QUALIFICATIONS
(RFQ)**

“Permit Processing Support”

LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY



RFQ No:	3000026542
Response Due Date/Time:	Tuesday, September 29, 2026 at 4:00 pm CT Tuesday, October 6, 2026 at 4:00 pm CT
Issue Date:	July 30, 2026
Addendum 1 Issue Date:	September 17, 2026

REQUEST FOR QUALIFICATIONS

“Permit Processing Support” Louisiana Department of Environmental Quality

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Appendices to this RFQ:

Appendix A	SOQ Offeror Cover Sheet / Certification Statement
Appendix B	Offeror Experience Table
Appendix C	Sample Contract

Attachments to this RFQ:

Attachment 1	Statement of Work
Form A	Monitoring Report
Form B.....	LDEQ Work Order Form
Attachment 2	Sample Schedule of Prices

REQUEST FOR QUALIFICATIONS

“Permit Processing Support” Louisiana Department of Environmental Quality

PART I. ADMINISTRATIVE INFORMATION

1.1 Purpose

The purpose of this Request for Qualifications (RFQ) is to solicit written Statement of Qualifications (SOQ), from qualified contractors who are interested in providing consulting services for technical support services for permitting activities. The goals are to increase efficiency of the Expedited Permit Processing Program. The Louisiana Department of Environmental Quality (LDEQ or Department) invites all qualified parties (companies and individuals) to submit SOQs for providing these services.

LDEQ is seeking one or more contractors to perform the respective Task Areas listed in Attachment 1, Statement of Work, Section 2.0, Contractor Tasks, of the RFQ. Any Offeror(s) who meets the requirements of the selection process of this RFQ for the corresponding respective Task Areas may be selected as a qualified contractor to perform consulting services to support LDEQ. Being selected as a qualified contractor in no way guarantees that such Offeror(s) will be selected to perform a specified amount of work under this RFQ and any resulting contract.

1.2 Term of Contract

The term of any contract resulting from this RFQ is anticipated to begin on or about January 1, 2027, and is anticipated to end on December 31, 2027. The Department shall have the right to contract for up to a total of three years with the concurrence of the Contractor and all appropriate approvals.

1.3 Compensation

The purpose of any contract awarded from this RFQ is to establish terms, conditions, and rates to be paid by the Permittee/Applicant. The contract and any amendments require the approval of the Department. At no time shall the Department be billed for any activities associated with the contract.

The compensation for services requested under this RFQ will be based on hourly rates negotiated collectively with the selected Offeror(s) (see RFQ Section 4.6). **A rate sheet should not be submitted as part of the SOQ.**

The final negotiated rate sheet shall be incorporated into the awarded contract as Attachment 2, Schedule of Prices.

1.4 Definitions

Contractor – Any person or firm having a contract with a governmental body; a selected Offeror

CT – Central Time

Department or LDEQ – Louisiana Department of Environmental Quality

Discussions – For the purposes of this RFQ, structured means of conducting written communications with responsible Offerors who submit SOQs in response to this RFQ

EPA – Environmental Protection Agency

LaPAC – The State’s online electronic bid posting and notification system website
<https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>

OES – Office of Environmental Services within LDEQ

Offeror or Vendor – A firm or individual who responds to this RFQ

Permittee/Applicant – A firm or individual who submits a permit application to LDEQ

RFQ – Request for Qualifications

Shall, Will, Must – Denotes a mandatory requirement

Should, Can, May – Denotes a preference, not a mandatory requirement

SOS – Scope of Services, part of the Offeror’s SOQ

SOQ – Statement of Qualifications, the Offeror’s response to this RFQ

SOW – Statement of Work, Attachment 1 to this RFQ

State – The term “State” shall mean the State of Louisiana and its departments, agencies (including the LDEQ), boards, and commissions as well as their officers, agents, servants, employees, and volunteers.

Task Area – See Attachment 1, Statement of Work; permit category including Environmental Air Permitting, Environmental Water Permitting, Solid Waste Permitting and Other Authorizations, or Hazardous Waste Permitting.

Work Order – Method of assignment of work by the Department to the Contractor including a written description of required tasks, deliverables, and due dates.

1.5 Schedule of Events

Event	Date	CT
RFQ posted to LaPAC	July 30, 2026	
Deadline for receipt of written inquiries	August 31, 2026	4:00 p.m.
Deadline for Statement of Qualifications Submission	September 29, 2026 October 6, 2026	4:00 p.m.
Notice of Selection announcement (on or about)	November 6, 2026	
Contract execution on or about	January 1, 2027	

The Department reserves the right to revise this schedule. Revisions, if any, before the SOQ Submission Deadline will be formalized by the issuance of an addendum to the RFQ.

LaPAC is the State's online electronic bid posting and notification system website. In that LaPAC provides an immediate e-mail notification to subscribing Vendors/Offerors that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting. To receive the e-mail notification, Vendors/Offerors must register in the LaGov portal. Registration is intuitive at the following link:

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg.

Help scripts are available on the following website under Vendor Resources, Vendor Portal Help scripts at: <https://www.doa.la.gov/doa/osp/vendor-resources/>.

1.6 SOQ Clarifications Prior to Submittal

All communications relating to this RFQ must be directed to the RFQ Coordinator named in RFQ Section 1.8. Any communications between Offerors and LDEQ staff members concerning this RFQ will be strictly prohibited.

1.6.1 Pre-SOQ Conference

NOT REQUIRED FOR THIS RFQ

1.6.2 Offerors' Written Inquiries

Offerors may submit written inquiries to the RFQ Coordinator via email according to the Schedule of Events provided herein.

LDEQ shall provide responses to all written inquiries in the form of an RFQ addendum, posted to the LaPAC.

Questions submitted in any other manner or to any other address, email, or telephone number will not be answered.

1.7 SOQ Submittal

Firms or individuals who are interested in providing services requested under this RFQ must submit a SOQ containing the mandatory information specified below. The SOQ must be received on or before the date and time specified in the RFQ Section 1.5, Schedule of Events, according to the following instructions.

Submissions are accepted via email only with a maximum file size of 30mb per email. If the file size of the submission exceeds email server requirements, the SOQ may be broken into smaller files with “Part X of Y” included at the end of each original file name (e.g. SOQ# _____ [Proposer Name] – Part 1 of 3).

All submittals must be received by the due date and time indicated on the Schedule of Events. Responses received after the due date and time may not be considered. It is the sole responsibility of each Offeror to assure that its response is delivered by email prior to the deadline.

The SOQ shall contain original signatures, electronic signatures, or scans of original signatures of those company officials or agents who are duly authorized to sign SOQs or contracts on behalf of the organization. An electronic signature as provided by LAC 4:I.701 et seq. is considered an original signature. A certified copy of a board resolution granting such authority should be submitted if the Offeror is a corporation. The SOQ will be retained for incorporation into any contract resulting from this RFQ.

1.8 RFQ Coordinator

Written questions and SOQ submittals for this RFQ must be submitted to Robyn Geddes via e-mail at DEQ-Sect-Procurement@la.gov.

Subject Line of all e-mails pertaining to this RFQ should be:

- Inquiries for Permit Processing Support RFQ
or
- Submittal to Permit Processing Support RFQ

1.9 Errors and Omissions in SOQ

The Department reserves the right to seek clarification of any SOQ for the purpose of identifying and eliminating minor irregularities or informalities.

1.10 Changes or Addenda

The Department shall reserve the right to change the schedule of events or revise any part of the RFQ by issuing an addendum to the RFQ at any time. Addenda, if any, will be posted on LaPAC. It shall be the responsibility of the Offeror to check the website for addenda to the RFQ, if any.

1.11 Withdrawal of SOQ

An Offeror may withdraw a SOQ that has been submitted at any time up to the date and time the SOQ is due. A written request with electronic signature or scan of an original signature by the authorized representative of the Offeror must be submitted to the RFQ Coordinator.

1.12 Waiver of Administrative Informalities

The Department shall reserve the right, at its sole discretion, to waive minor administrative informalities contained in any SOQ.

1.13 SOQ Rejection/RFQ Cancellation

Issuance of this RFQ in no way shall constitute a commitment by the Department to award a contract. The Department shall reserve the right to accept or reject, in whole or part, all SOQs submitted and/or cancel this RFQ if it is determined to be in the Department's best interest.

1.14 Ownership of SOQ

All materials submitted in response to this RFQ shall become the property of the Department. Selection or rejection of a SOQ shall not affect this right. SOQs received in response to this RFQ are subject to the Louisiana Public Records Law, La. R.S. 44:1, become the property of the Department, and will not be returned. Any copyrighted materials in the proposal are not transferred to the State.

1.15 Cost of Offer Preparation

The Department shall not be liable for any costs incurred by Offerors prior to issuance of or entering into a contract. Costs associated with developing the SOQ and any other expenses incurred by the Offeror in responding to this RFQ shall be entirely the responsibility of the Offeror and shall not be reimbursed in any manner by the Department.

1.16 Taxes

Contractor shall be responsible for payment of all applicable taxes from the funds to be received under contract awarded from this RFQ.

1.17 Security

Contractor's personnel shall comply with all security regulations in effect at the State's premises and externally for materials and property belonging to the State or to the project. Where special security precautions are warranted (e.g., correctional facilities), the State shall provide such procedures to the Contractor, accordingly.

The Contractor shall comply with the Office of Technology Services' Information Security Policy at <http://www.doa.la.gov/Pages/ots/InformationSecurity.aspx>.

PART II. GENERAL INFORMATION

2.1 Corporation Requirements

In accordance with Louisiana law, all corporations (see La. R.S. 12:262.1) and limited liability companies (see La. R.S. 12:1308.2) must be registered and in good standing with the Louisiana Secretary of State in order to hold a purchase order and/or a contract with the State.

If the Offeror is a corporation not incorporated under the laws of the State of Louisiana, the Contractor shall obtain a Certificate of Authority pursuant to La. R.S. 12:301-302 from the Louisiana Secretary of State, Corporations Division, 3851 Essen Lane, Baton Rouge, Louisiana, 70809, (225) 925-4704. The Certificate of Authority must be provided prior to contracting with the Department.

If the Offeror is a for-profit corporation whose stock is not publicly traded, the Offeror shall file a Disclosure of Ownership form with the Louisiana Secretary of State's office before contracting with state government. The Disclosure of Ownership Affidavit must be provided prior to contracting with the Department.

2.2 Code of Ethics for State Employees

Offerors are hereby advised that contractors may, in certain circumstances, be deemed "public employees" as interpreted by the Louisiana Board of Ethics. Offerors are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics shall be the only entity which can officially rule on ethics issues.

If an Offeror who has provided consulting work in Louisiana environmental permitting creates a subsidiary company in an effort to reduce or eliminate conflicts of interest for this project, there may be potential implications related to the Louisiana Code of Ethics. In this situation, the onus will be on the company and its subsidiary to obtain the proper ethics determination from the board before proceeding (See Appendix C, Sample Contract, Article 29).

2.3 Insurance Requirements

Offerors are encouraged to carefully examine the insurance coverages that will be required by the contract. (See Appendix C, Sample Contract, Article 30). Certificates of insurance, signed by a person authorized by that insurer to bind coverage on its behalf, must be provided by the successful contractor and approved by the Department before work begins. Furthermore, the successful contractor must include all subcontractors as insured under its policies or shall be responsible for verifying and maintaining the Certificates provided by each subcontractor before work begins. Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI. This rating requirement shall be waived for Workers Compensation coverage only.

2.4 Performance Standards

Offerors are encouraged to carefully examine the performance standards that will be required by the contract when preparing its response.

2.4.1 Performance Requirements

The performance requirements are identified in Attachment 1, Statement of Work (SOW), Section 2.0, Contractor Tasks; Section 3.0, Project Schedule; and Section 5.5, Deliverables.

2.4.2 Performance Measurement/Evaluation/Monitoring Plan

The performance measurement/evaluation/monitoring plans are identified in Attachment 1, Statement of Work, Section 7.0, Monitoring and Methods to Measure Performance.

PART III. SOQ PREPARATION INSTRUCTIONS

3.1 SOQ Content

SOQs submitted in response to this RFQ should include as much detail as practicable to provide a straightforward, clear, and concise description of the Offeror's ability to meet the requirements of the RFQ. The Offeror should demonstrate their understanding of the Department's requirements. Each Offeror is solely responsible for the accuracy and completeness of their SOQ.

3.2 Elements for SOQ

Each Offeror should address the elements described by this section in their SOQ in the order listed.

3.2.1 SOQ Offeror Cover Sheet/Certification Statement

Each Offeror must complete and submit a signed (electronically signed or scanned signature) Appendix A, SOQ Offeror Cover Sheet/Certification Statement, indicate the Task Area(s) that the Offeror is submitting qualifications for and requests to be evaluated under this RFQ, and provide a list of current or previous clients to identify any potential conflicts of interest. **SOQs lacking a cover sheet/certification statement shall be rejected.**

3.2.2 Scope of Services

Each Offeror should submit a Scope of Services (SOS) that clearly and concisely describes their technical and management approach to completing the requirements described in Attachment 1, Statement of Work (SOW). The Offeror's SOS should be presented in as much detail as judged necessary by the Offeror. An unsupported statement that the Offeror will comply with all the requirements of this solicitation is not acceptable.

Each Offeror's SOS should include a brief introduction followed by a discussion of the following technical elements, in the order listed.

(1) Project Management

The Offeror should describe the proposed approach to project management, including the following information:

(a) Project organization

Provide a project-specific organizational chart identifying the **Offeror's key project personnel, other project personnel, and any key subcontractor personnel** proposed to work on this project as identified in Attachment 1, SOW,

Section 4.0, Minimum Qualifications of Contractor's Personnel. Show the lines of authority and lines of communication among all participants, points of contact for the Department, and any subcontractor relationships.

The organizational chart should be accompanied by a narrative identifying the functions and responsibilities of each position identified, including Task Area(s) as applicable, and the names of specific personnel proposed for assignment to these positions (include dual assignments, multiple individuals assigned to one (1) position, and subcontractors).

(b) Management approach

The Offeror should describe the proposed approach to project management. Project management shall include, but is not limited to, supervision of the Contractor's personnel, communication between the Contractor and the Department, meetings, contract administration, including Work Orders, and preparation and submission of submittals and deliverables in general.

(2) Performance of Project Tasks

The Offeror should describe the proposed approach to the performance of the technical tasks described in Attachment 1, SOW.

For each Task Area indicated by the Offeror in Appendix A, SOQ Offeror Cover Sheet/Certification Statement, the Offeror shall provide a narrative detailing the following:

- A clear understanding of the scope of the Task Area and related objectives;
- The ability to staff and perform the work in an expeditious manner;
- Documentation of Offeror's key personnel and subcontractors for the Task Area (see RFQ Section 3.2.3);
- Documentation of company qualifications and experience in similar work or related industry or programs to perform the Task Area (see RFQ Section 3.2.4).
- Familiarity with LDEQ permitting processes, regulations, permit requirements, and data systems;
- The ability to provide the appropriate technology and techniques, and other resources available to perform the Task; and
- Project management experience utilizing available staff and resources to perform the Task.

3.2.3 Personnel Qualifications and Experience

The Offeror should provide evidence that its proposed staff meet or exceed the minimum education and experience requirements described in Attachment 1, SOW, Section 4.0 Minimum Qualifications of the Contractor's Personnel. The Department will consider only experience that is relevant to the tasks listed in Attachment 1, SOW.

For **all key project personnel** designated in the project-specific organization chart (provided under RFQ Section 3.2.2, Item 1a.), the Offeror should describe their qualifications and experience. The Offeror should include résumés for **key project personnel only** showing each assigned individual's education, certifications, registrations, accomplishments, and experience.

3.2.4 Company Qualifications and Experience

The Offeror should describe the company's qualifications and experience that are relevant to the Task Areas listed in Attachment 1, SOW. Experience will be considered relevant if the prior project's major features include environmental permitting, permit development, or permit-review services to federal, state, or local regulatory agencies, or to industrial clients subject to permitting under the Clean Air Act (CAA), Clean Water Act (CWA), Resource Conservation and Recovery Act (RCRA), or an analogous state program. Both government and privately-sponsored work may be included. Experience gained through previous contracts or projects with the Department may be considered by the Department for SOQ evaluation, whether or not listed by the Offeror.

The Offeror should describe at least three (3) projects of comparable scope and complexity to each proposed Task Area for which the Offeror has undertaken by their company during the past five (5) years from the SOQ submittal date.

Experience gained through joint ventures by the company may be included. In the event that the company has not done business under its present organizational name and status for five (5) years, other corporate experience brought to the company through mergers or similar corporate creations may be added.

The Offeror's experience information should be submitted in the format provided in Appendix B, Offeror Experience Table. The table may be enlarged or duplicated as necessary to provide all required information. For each listed project, the Offeror should provide:

- (1) The name and address of the client (sponsoring agency or company);
- (2) The name, telephone number, and email address of the client's contact person;
- (3) The project title and contract number;
- (4) The starting and ending dates of the project (contract term);
- (5) The total dollar amount of the project; and
- (6) A brief description of the project.

Each Offeror may include as many entries as it desires; however, only complete entries will be considered. Because the Department may contact a representative sample of the listed clients as references during the evaluation process, Offerors should verify that all client contact information and telephone numbers are current.

3.2.5 Use of Subcontractors

The Department shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFQ and SOQ. This general requirement notwithstanding, Offerors may enter into subcontractor arrangements, however, Offerors shall acknowledge in their SOQs total responsibility for the entire contract.

If the Offeror intends to subcontract for portions of the work, the Offeror should identify the subcontractor(s) on Appendix A, SOQ Offeror Cover Sheet/Certification Statement.

The prime contractor shall be the single point of contact for all subcontract work. Unless provided for in the contract with the Department, the prime contractor and/or subcontractors shall not have contact with any other party for any of the services herein contracted without the express prior written approval of the Department.

3.2.6 Former Public Employees

The Offeror should disclose whether any key personnel or subcontractors are former public employees. Offeror should include the names, dates of employment, and government entity.

3.3 SOQ Format

SOQs submitted for consideration should follow the format and order of presentation provided in RFQ Sections 3.1 and 3.2. Offerors must submit a SOQ, in accordance with RFQ Section 1.7, SOQ Submittal. The SOQ should be typed and provided in PDF, Microsoft Word, and/or Microsoft Excel formats, as applicable. Pages of the SOQ should be numbered consecutively and each section should be marked. **SOQs should be prepared simply, legibly, and economically. Elaborate color pictures and promotional material are neither necessary nor desired.**

3.4 Confidential Information, Trade Secrets, and Proprietary Information

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the SOQ. Any SOQ copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this RFQ, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) shall be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this RFQ shall be open to public inspection. Offerors are reminded that while

trade secrets and other proprietary information they submit in conjunction with this RFQ may not be subject to public disclosure, protections must be claimed by the Offeror at the time of submission of its SOQ. Offerors should refer to the Louisiana Public Records Act for further clarification.

The Offeror shall clearly designate the part of the SOQ that contains a trade secret and/or privileged or confidential proprietary information as “confidential” in order to claim protection, if any, from disclosure. The Offeror shall mark the cover sheet of the SOQ with the following legend, specifying the specific section(s) of the SOQ sought to be restricted in accordance with the conditions of the legend:

“The data contained in pages ____ of the SOQ have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Offeror as a result of or in connection with the submission of this SOQ, the State of Louisiana shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the State of Louisiana’s right to use or disclose data obtained from any source, including the Offeror, without restrictions.”

Further, to protect such data, each page containing such data shall be specifically identified and marked “CONFIDENTIAL”.

If an Offeror wishes to secure nondisclosure of information contained in its SOQ, the Offeror must also submit a written request to the Secretary of the Department in accordance with LAC 33:I. Chapter 5, **Section 503**, and applicable laws. Upon review of the written request, the Secretary of the Department will determine if the information requires confidentiality.

If the Offeror’s response contains confidential information, the Offeror should also submit a redacted copy of their SOQ along with their original SOQ. When submitting the redacted copy, the Offeror should clearly mark the cover as such - “REDACTED COPY”. The redacted copy should also state which sections or information has been removed. The redacted copy of the SOQ will be the copy produced by the State if a competing Offeror or other person seeks review or copies of the Offeror’s confidential data.

If the Offeror does not submit the redacted copy, it will be assumed that any claim to keep information confidential is waived.

Offerors must be prepared to defend the reasons why the material should be held confidential. By submitting a SOQ with data, information, or material designated as containing trade secrets and/or privileged or confidential proprietary information, or otherwise designated as “confidential”, the Offeror agrees to indemnify and defend (including attorney’s fees) the State and hold the State harmless against all actions or court proceedings that may ensue which seek to order the State to disclose the information.

The State reserves the right to make any SOQ, including proprietary information contained therein, available to the Office of the Governor or other State Agencies or organizations for the sole purpose of assisting the State in its evaluation of the SOQ. The State shall require said individuals to protect

the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

Additionally, any SOQ that fails to follow this section and/or La. R.S. 44:3.2.(D)(1) shall have failed to properly assert the designation of trade secrets and/or privileged or confidential proprietary information, and the information may be considered public records.

If the request for confidentiality is granted and an Offeror wishes to secure a renewal of confidentiality nondisclosure of information contained in its SOQ, the Offeror must submit a request for continuance of confidentiality no later than 180 days prior to the expiration of the three-year period in accordance with LAC 33:I. Chapter 5, Section 509 and applicable laws.

PART IV. SOQ EVALUATION AND SELECTION

4.1 Mandatory SOQ Content

All SOQs will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFQ. SOQs that are not in compliance will be rejected from further consideration.

Any SOQ that does not provide the following mandatory item shall be rejected by the Department and shall not be evaluated by the Selection Committee:

- (1) A SOQ Offeror Cover Sheet/Certification Statement (RFQ Section 3.2.1).

4.2 Evaluation and Selection Process

A Selection Committee composed of Department personnel will evaluate the SOQs according to the criteria listed in RFQ Section 4.3. SOQs will be evaluated in light of the material and the substantiating evidence presented in the SOQ, not on the basis of what can be inferred. Additionally, the Department may contact a representative sample of the clients provided to describe the company's experience as references during the evaluation process. Experience gained through previous or current contracts and/or projects with the Department may be considered by the Department for SOQ evaluation, whether or not listed by the Offeror (see RFQ Section 3.2.4.)

The Selection Committee may consult subject matter expert(s) to serve in an advisory capacity regarding any Offeror or SOQ. Such input may include, but not be limited to, analysis and review of technical requirements.

The scores will be compiled and the responsible and qualified Offeror(s) may be recommended for tentative selection for the program. Multiple awards may be made. The Selection Committee will report its comments and recommendations to the Department Secretary or their designee. The tentative selection is subject to the approval of the Secretary of the Department or their designee. Any other commitment, either explicit or implied, is invalid.

4.3 Evaluation Criteria

The Selection Committee will evaluate and score the SOQs using the criteria and scoring as follows:

CRITERIA	MAXIMUM SCORE
1. Merit of the Offeror's SOS (RFQ Section 3.2.2) and overall quality of the SOQ (RFQ Sections 3.1 through 3.4).	35
2. Qualifications and relevant experience of the Offeror's key personnel assigned to the project (including subcontracted personnel as allowed) (RFQ Sections 3.2.3 and 3.2.5).	35
3. Qualifications and relevant experience of the Offeror in providing services that include environmental permitting, permit development, or permit-review services to federal, state, or local regulatory agencies, or to industrial clients subject to permitting under the Clean Air Act (CAA), Clean Water Act (CWA), Resource Conservation and Recovery Act (RCRA), or an analogous state program (RFQ Sections 3.2.4 and 3.2.5).	30
TOTAL SCORE	100

Offeror must receive a minimum score of 60 points (60% of the total available points), to be considered responsive to the RFQ. **SOQs not meeting the minimum score shall be rejected.**

4.4 Additional Information or Clarifications

Offerors may be requested to provide additional information or clarifications to enhance the Department understanding of their SOQs prior to the final selection of the Contractor(s).

SOQs may be accepted without such clarifications and selection may be made on the basis of initial offers received. Therefore, SOQs should be complete as submitted and reflect the most favorable terms available.

4.5 Notice of Selection

The Selection Committee shall compile the scores and make a recommendation to the head of the Department on the basis of the responsive and responsible Offeror(s).

The Department will provide a Notice of Selection, according to the RFQ Part I, Section 1.5, Schedule of Events, in the form of an RFQ addendum, posted to LaPAC.

4.6 Negotiation of Standard Rate Sheet

LDEQ will provide selected Offeror(s) with a rate sheet to request hourly rates by job classifications. The rates will be evaluated to develop a standard rate sheet applicable to the services provided under this RFQ. The standard rate sheet shall be incorporated into each contract as Attachment 2, Schedule of Prices (see RFQ Section 1.3 and Appendix C, Sample Contract, Article 5, Payment Terms). Selected Offeror(s) may decline entering into a contract with LDEQ if the standard rate sheet is not suitable.

4.7 Contract Award and Execution

The Department reserves the right to enter into a contract based on the initial submittals received without further discussion of the SOQs submitted. The Department reserves the right to contract for all or a partial list of services offered in the SOQs.

A selected Offeror(s) shall be expected to enter into a contract that is substantially the same as Appendix C, Sample Contract. An Offeror shall not submit its own standard contract terms and conditions as a response to this RFQ. The Offeror should submit in its SOQ any exceptions or contract deviations that its firm wishes to negotiate.

APPENDIX A
OFFEROR COVER SHEET / CERTIFICATION STATEMENT

“Permit Processing Support”
Louisiana Department of Environmental Quality

As part of the Offeror’s Statement of Qualifications (SOQ), this document must be completed and signed by the company’s authorized representative.

OFFEROR INFORMATION:

Company Name: _____

Company Address: _____

Do you intend to use any former public employees* on this contract? (Y/N) _____

*See Section 3.2.6 of this RFQ for more information.

OFFICIAL CONTACT – The Department requests that the Offeror designate one (1) person to receive all documents. The Offeror should identify the Contact name and fill in the information below:

Official Contact Name: _____

Title: _____

Email Address: _____

Telephone No. (_____) _____

TASK AREAS:

Indicate the Task Area(s) that the Offeror is submitting qualifications for and requests to be evaluated under this Request for Qualifications (RFQ) by marking the boxes provided. LDEQ will only evaluate the Task Area(s) and sub-category(s) that have been marked below.

The Offeror must comprehensively and separately address the elements of the RFQ for each Task Area (see RFQ Part III, SOQ Preparation Instructions) and describes their approach to completing the requirements described in Attachment 1, Statement of Work, Section 2.0, Contractor Tasks.

Task Area 1 – Environmental Air Permitting

- ☐ Part 70 (Title V) Operating Permits
- ☐ State Air Permits (including Synthetic Minor Air Permits)
- ☐ Prevention of Significant Deterioration (PSD) Permits
- ☐ Nonattainment New Source Review (NNSR) Permits (as a component of a Title V Operating Permit)
- ☐ Acid Rain Permits

Task Area 2 – Environmental Water Permitting

- ☐ Louisiana Pollutant Discharge Elimination System (LPDES) Individual Permits
- ☐ Section 401 Water Quality Certifications

Task Area 3 – Solid Waste Permitting and Other Authorizations

- ☐ Type I (Industrial) Solid Waste Disposal Facilities (LAC 33:VII)
- ☐ Type I-A (Industrial) Solid Waste Processing Facilities
- ☐ Type II (Non-industrial) Solid Waste Disposal Facilities
- ☐ Type II-A (Non-industrial) Solid Waste Processing Facilities
- ☐ Type III Construction and Demolition Debris or Woodwaste Disposal, or Processing, Separation or Composting Facilities
- ☐ Waste Tire Processing Facilities (La. R.S. 30:2418; LAC 33:VII, Subpart 2)
- ☐ Waste Tire Collection Center Facilities (Non-Governmental)
- ☐ Standard Permits
- ☐ Permit Renewals (on a case by case basis)
- ☐ Eligible Permit Modifications

Task Area 4 – Hazardous Waste Permitting

- ☐ Hazardous Waste Treatment, Storage, and Disposal Facility (TSDF) Permits
- ☐ Post-Closure Permits
- ☐ Permit Renewals
- ☐ Class 3 Modifications

CURRENT AND PREVIOUS CLIENTS / CONFLICTS OF INTEREST:

The Offeror must provide a list of current or previous clients, a description of the work provided in the past two (2) years from the SOQ submittal date, and identify any potential conflicts of interest due to previous work or that may arise during the contract duration (duplicate table as necessary and add as attachment).

Client (current or previous)	Description of work provided within the past two (2) years	Description of potential conflicts of interest

Selected Offerors will be required to maintain a list of other clients for review by LDEQ.

OTHER SUBMITTAL INFORMATION

Licenses:

<i>Type of License</i>	<i>License Number (s)</i>
<i>Louisiana Professional Engineer (P.E.) License</i>	_____
<i>Louisiana Professional Geologist/Geoscientist License</i>	_____

Subcontractors (duplicate table as necessary and add as attachment):

Subcontractor (include Company Name, Address, and Contact Person)	Description of Services to be provided by Subcontractor

By its submission of this SOQ and authorized signature below, Offeror shall certify that:

1. The information contained in its response to this RFQ is accurate.
2. Offeror shall comply with each of the mandatory requirements listed in the RFQ and will meet or exceed the functional and technical requirements specified therein.
3. Offeror shall accept the procedures, evaluation criteria, mandatory contract terms and conditions (Appendix C) and all other administrative requirements set forth in this RFQ.
4. Offeror's response shall be valid for at least one hundred eighty (180) calendar days from the date of Offeror's signature below.
5. Offeror will be ready and able to begin work by the approved contract start date.
6. By submitting a SOQ, the Offeror certifies that it is not currently debarred from submitting SOQ for contracts issued by any political subdivision or agency of the State of Louisiana and that it is not an agent of a person or entity that is currently debarred from submitting SOQ for contracts issued by any political subdivision or agency of the State of Louisiana.

The undersigned hereby acknowledges they have read and understands all requirements and specifications of the Request for Qualifications (RFQ), including appendices and attachments.

Signature of Offeror or
Authorized Representative: _____

Typed or Printed Name: _____

Date: _____

Title: _____

ATTACHMENT 1
STATEMENT OF WORK

“Permit Processing Support”
Louisiana Department of Environmental Quality

1.0 INTRODUCTION

The Louisiana Department of Environmental Quality’s, hereinafter referred to as “the Department” or “LDEQ,” mission is to provide service to the people of Louisiana through comprehensive environmental protection in order to promote and protect health, safety and welfare while considering sound policies that are consistent with statutory mandates. LDEQ performs this responsibility by managing and overseeing programs regulating the protection of the state's air, water, and land resources. LDEQ administers such programs through various Offices of the Department, including:

- Office of Environmental Services (OES), which is responsible for permitting and permit support services,
- Office of Environmental Compliance (OEC), which is responsible for enforcement and surveillance, and
- Office of Environmental Assessment (OEA), which is responsible for monitoring and assessment.

LDEQ's environmental regulations are codified at Title 33 of the Louisiana Administrative Code (LAC), including LAC 33:III (Air), LAC 33:V (Hazardous Waste), LAC 33:VII (Solid Waste), and LAC 33:IX (Water Quality). All permits, licenses, registrations, variances, and compliance schedules authorized under the Louisiana Environmental Quality Act are granted by the Secretary of LDEQ pursuant to La. R.S. 30:2014(A)(1).

OES aims to achieve this mission by regulating pollution sources through permitting activities, which are consistent with laws and regulations, by timely and clearly communicating with the regulated community, and by providing improved public participation. OES further aims to make efficient use of available resources to conduct operations that consider both environmental impact and economic impact. These decisions are based on sound, comprehensive information that is scientifically and economically supported. Customer assistance is provided to the regulated community in the application process. The permit process assures that facilities have the information needed to maintain compliance with State and Federal regulations. The Department processes permits and associated activities for air, waste (hazardous and solid), and water permitting programs.

The Department established an Expedited Permit Processing Program, in accordance with Louisiana Revised Statute (R.S.) 30:2014.5 and LAC 33, Part I, Chapter 18. LAC 33:I.Chapter 18 established a program to expedite the processing of permits, modifications, licenses, registrations, or variances for environmental permit applicants who may request such services. Expedited processing of an application for a permit, modification, license, registration, or variance is an exercise of the discretion of the administrative authority and is subject to the availability of

resources needed in order to process the permit, modification, license, registration, or variance. Permit actions approved for expedited permit processing must meet all regulatory requirements, including required public comment periods and any required review by other agencies.

1.1 Goals and Objectives

The Department is seeking the services of contractor firms or companies that have qualified staff that can fulfill the deliverable requirements described in this document in the timeline specified. The objective of this contract is to obtain the services of the Contractor to assist in the performance of its statutory and regulatory duties for expedited permit processing for the State of Louisiana.

2.0 CONTRACTOR TASKS

The Contractor shall serve as a consultant for technical support services in order to assist LDEQ in performing permitting and associated activities.

The Contractor shall provide the methods and resources (including, but not limited to, personnel, supervision, materials, supplies, computers, equipment, and transportation) necessary to perform the tasks described in this Statement of Work (SOW). ~~For any tasks that require certification by a Professional Engineer or Professional Geologist/Geoscientist, the Contractor shall provide a licensed Professional Engineer registered with the Louisiana Professional Engineering and Land Surveying Board pursuant to La. R.S. 37:681 et seq. and a licensed Professional Geologist/Geoscientist registered in Louisiana pursuant to La. R.S. 37:711.1 et seq.~~

The Contractor shall proceed with work only after an approved work order has been issued by the Department, see Section 5.2, Operation of the Contract (Work Orders) of this SOW. The assignment of work to the Contractor is at the discretion of the Department, with no minimum amount of work guaranteed.

The Contractor shall direct all correspondence for tasks assigned by Work Order to the Department only, unless directed by the Department Project Manager.

The Contractor must be able to perform the following activities for each Task Area, including but not limited to:

- Provide thorough review of applications submitted for technical completeness;
- Identify deficiencies in submitted applications;
- Provide defensible evaluations of projects based on applications, requests, reports, drawings, or other applicable documents;
- Provide files to LDEQ that can be used by the Department in data management systems (Electronic Document Management System (EDMS) and Tools for Environmental Management and Protection Organizations (TEMPO)) as assigned by Work Order;
- Participate in project meetings and presentations for Department staff;
- Perform other related permitting tasks as directed by LDEQ through issued Work Orders; and
- Shall be familiar with LDEQ's electronic document management system, EDMS.

2.1 Task Area 1 — Environmental Air Permitting

LDEQ implements and oversees the air quality environmental permitting program for the State of Louisiana in accordance with LAC 33:III, Air Regulations, promulgated under the authority of La. R.S. 30:2011 and La. R.S. 30:2051 et seq. (Louisiana Air Control Law). LDEQ receives and reviews applications for the following types of permits pertaining to the construction and/or operation of air emissions equipment:

- Part 70 (Title V) Operating Permits;
- State Air Permits (including Synthetic Minor Air Permits);
- Prevention of Significant Deterioration (PSD) Permits;
- Nonattainment New Source Review (NNSR) Permits (as a component of a Title V Operating Permit); and
- Acid Rain Permits.

In order to protect air quality and promote wise economic development, the OES Air Permits Division corresponds with applicants regarding the administrative and technical completeness of applications, evaluates the applicability of State and Federal air regulations to processes and equipment at the facility, ensures adequate and thorough evaluation of potential air emissions from the facility, develops permits with required limits and conditions necessary to enforce such limits, engages stakeholders in public participation, and permits activities in accordance with State and Federal law.

Permits associated with this task include, but are not limited to, the following:

- Part 70 (Title V) Operating Permits
- State Air Permits (including Synthetic Minor Air Permits)
- PSD Permits
- NNSR Permits
- Acid Rain Permits

Specific activities for Task Area 1 include, but are not limited to:

- Conduct applicability determinations under LAC 33:III and 40 CFR Parts 60, 61, 62, and 63;
- Develop and draft Title V operating permits and supporting documents (including statements of basis) in accordance with LAC 33:III.Chapter 5, based on applications and information submitted to LDEQ;
- Develop and draft non-Title V permits and supporting documents in accordance with LAC 33:III, including PSD permits and State permits to construct and operate, based on applications and information submitted to LDEQ;
- Perform Toxic Air Pollutant evaluations under LAC 33:III.Chapter 51;
- Review and evaluate air dispersion modeling analyses, including AERMOD and SCREEN3 submittals;
- Review and evaluate Best Available Control Technology (BACT), Lowest Achievable Emission Rate (LAER), and Maximum Achievable Control Technology (MACT) determinations; and

- Prepare draft public notice, basis for decision, and response to comments documents in accordance with LAC 33:III and 40 CFR Part 70.

The Contractor shall be knowledgeable of State air permitting regulations under LAC 33:III and La. R.S. 30:2051 et seq.; Federal air regulations (including, but not limited to, 40 CFR Parts 51, 60, 61, 62, 63, 70, 72, 75, and 97, and relevant Environmental Protection Agency (EPA) guidance); engineering principles related to air pollution emissions and controls; air dispersion modeling; and LDEQ's air permitting processes.

2.2 Task Area 2 — Environmental Water Permitting

LDEQ implements and oversees the water pollution control permitting program for the State of Louisiana in accordance with LAC 33:IX, Water Quality Regulations, promulgated under the authority of La. R.S. 30:2011 and La. R.S. 30:2071 et seq. (Louisiana Water Control Law). As defined at La. R.S. 30:2073(2), the Louisiana Pollutant Discharge Elimination System (LPDES) is deemed equivalent to the National Pollutant Discharge Elimination System (NPDES) under Section 402 of the Federal Water Pollution Control Act (33 U.S.C. § 1342) and includes authority to issue general permits, storm water discharge program permits, the pretreatment program, and the sewage sludge program. LDEQ receives and reviews LPDES individual applications, and pretreatment program submittals.

In order to protect water quality and promote wise economic development, the OES Water Permits Division corresponds with applicants, evaluates water quality impacts, assesses technical merits, develops permit conditions and limits, engages stakeholders in public participation, and permits activities in accordance with State and Federal law.

Permits and programmatic coverages associated with this task include, but are not limited to, the following:

- LPDES Individual Permits
- Section 401 Water Quality Certifications

Specific activities for Task Area 2 include, but are not limited to:

- Perform receiving stream characterization (RSC) and prepare memoranda of results according to LDEQ-approved methods;
- Develop and draft LPDES permits and certifications, including fact sheets and supporting technical documents, in accordance with LAC 33:IX and 40 CFR Parts 122–125 and 403;
- Perform reasonable potential analyses, Whole Effluent Toxicity (WET) evaluations, and water-quality-based effluent limit (WQBEL) calculations consistent with LAC 33:IX.Chapters 11 and 13;
- Evaluate antidegradation demonstrations and mixing zone analyses under LAC 33:IX.Chapter 11;
- Prepare draft public notices, fact sheets/statement of basis, basis for decision, and response to comments documents; and
- Review Section 401 Water Quality Certification requests for projects receiving a federal permit or license that may impact water quality, including evaluations of aquatic resource protection, wetland impacts, and compensatory mitigation adequacy.

The Contractor shall be knowledgeable of water quality standards, water quality sampling techniques, field assessment techniques, State regulations (concerning the LPDES program, waters of the State, and waters of the United States), wastewater and stormwater permitting, wetland delineation and mitigation processes, and engineering practices concerning these areas.

2.3 Task Area 3 — Solid Waste Permitting and Other Authorizations

LDEQ implements and oversees the solid waste planning and permitting program for the State of Louisiana in accordance with LAC 33:VII, Solid Waste Regulations, promulgated under the authority of La. R.S. 30:2011 and La. R.S. 30:2151 et seq. (Louisiana Solid Waste Management and Resource Recovery Law). LDEQ receives and reviews solid waste permit applications, including Type I, Type I-A, Type II, Type II-A, and Type III facilities, and waste tire permits issued pursuant to La. R.S. 30:2418 et seq. and LAC 33:VII, Subpart 2.

In order to protect human health and the environment and promote wise economic development, the OES Waste Permits Division provides support to permit applicants, local governments, the public, and internal stakeholders before, during, and after the permitting process.

Permits and authorizations associated with this task include, but are not limited to, the following:

- Type I (Industrial) Solid Waste Disposal Facilities (LAC 33:VII)
- Type I-A (Industrial) Solid Waste Processing Facilities
- Type II (Non-industrial) Solid Waste Disposal Facilities
- Type II-A (Non-industrial) Solid Waste Processing Facilities
- Type III Construction and Demolition Debris or Woodwaste Disposal, or Processing, Separation or Composting Facilities
- Waste Tire Processing Facilities (La. R.S. 30:2418; LAC 33:VII, Subpart 2)
- Waste Tire Collection Center Facilities (Non-Governmental)
- Standard Permits
- Permit Renewals (on a case by case basis)
- Eligible Permit Modifications

Specific activities for Task Area 3 include, but are not limited to:

- Develop and draft letters of deficiency or other documents detailing the results of review of the applications; draft solid waste permits and supporting documents such as fact sheets, public notices, and other supporting documents in accordance with LAC 33:VII, the solid waste permitting process, and based on review of applications and information submitted to LDEQ;
- Review engineering plans for landfill design, including liner systems, leachate collection and recovery systems, landfill gas management, final cover, stormwater controls, and groundwater monitoring networks, consistent with LAC 33:VII and 40 CFR Parts 257 and 258; and
- Evaluate closure and post-closure care plans and financial assurance instruments under LAC 33:VII and La. R.S. 30:2154.

The Contractor shall be knowledgeable of State and Federal solid waste management and planning laws, regulations, procedures, permit applications, guidance, and LDEQ permitting processes.

2.4 Task Area 4 — Hazardous Waste Permitting

LDEQ implements and oversees the hazardous waste permitting program for the State of Louisiana in accordance with LAC 33:V, Hazardous Waste Regulations, promulgated under the authority of La. R.S. 30:2011 and La. R.S. 30:2171 et seq. (Louisiana Hazardous Waste Control Law) and pursuant to authority delegated by the U.S. Environmental Protection Agency under the Resource Conservation and Recovery Act (RCRA), 42 U.S.C. § 6901 et seq., and 40 CFR Parts 260–279. LDEQ receives and reviews applications for permits related to regulated hazardous waste management activities, including hazardous waste treatment, storage, and disposal facility (TSDF) permits; and post-closure permits.

In order to protect human health and the environment and promote wise economic development, OES Waste Permits Division corresponds with applicants, evaluates applicable permitting and post-closure criteria, assesses technical merits, develops permit conditions and limits, engages stakeholders in public participation, and permits activities in accordance with State and Federal law.

Permits and authorizations associated with this task include, but are not limited to, the following:

- TSDF Permits
- Post-Closure Permits
- Permit Renewals
- Class 3 Modifications

Specific activities for Task Area 4 include, but are not limited to:

- Develop and draft letters of deficiency or other documents detailing the results of review of the applications; draft hazardous waste permits and supporting documents such as fact sheets, public notices, and other supporting documents in accordance with LAC 33:V, the RCRA hazardous waste permitting process, and based on review of applications and information submitted to LDEQ; and
- Review financial assurance instruments for closure, post-closure, and corrective action under LAC 33:V.

The Contractor shall be knowledgeable of State and Federal hazardous waste management regulations under LAC 33:V and 40 CFR Parts 260–279, and the RCRA hazardous waste facility permitting process

2.5 Compliance with Standard Operating Procedures

The Contractor shall comply with LDEQ's Standard Operating Procedures (SOPs), agency guidance, implementation plans, etc. The Department will provide updated documents throughout the term of the contract, when available.

3.0 PROJECT SCHEDULE

The schedule shall be determined jointly by the Contractor and the Department on an individual Work Order basis. However, all deliverables must be completed within the time frame specified. Work Order extensions may be granted at the discretion of the Department. Requests for extensions must be submitted in writing to the Department prior to due dates.

4.0 MINIMUM QUALIFICATIONS OF THE CONTRACTOR'S PERSONNEL

The Contractor shall provide qualified personnel to accomplish the required tasks. Personnel shall have relevant experience in environmental programs for permitting, including preparing, reviewing, or evaluating regulatory submittals of the type applicable to the assigned Task Area. Education licensure, certifications, and experience requirements include, but are not limited to the requirements listed below.

All Key Personnel provided by the Contractor shall:

- Be in good standing with all applicable professional licensing boards and free of any pending disciplinary action that could impair the individual's ability to perform work required by this SOW;
- Be proficient in the use of commonly required computational, modeling, geospatial, and database tools (e.g., AERMOD, EPA BEN/ABEL, ArcGIS, Microsoft Office), as relevant to the assigned labor category; and
- Be committed to the project at a level of effort consistent with the Contractor's SOQ and any subsequently issued Work Order, subject to LDEQ approval of any substitution.

1. Project Manager

Responsibilities for this role include but are not limited to: management of the project, preparation of Work Order responses, final review, signature, and/or release of work product to LDEQ on behalf of the Contractor, contract administration, and other tasks as assigned.

- **Education:** A bachelor's degree in an environmental, biological, atmospheric, chemical, health, nuclear or physical science field, an engineering field, a geography/geosciences field, a natural resources field, or in a statistics or quantitative methods field. A master's degree in a relevant discipline is preferred.
- **Experience:** Minimum of ten (10) years of progressively responsible professional experience in environmental permitting, with at least five (5) years managing multi-disciplinary environmental permitting projects, including projects subject to federal delegation (PSD/NNSR, Title V, NPDES/LPDES, RCRA Subtitle C, or RCRA Subtitle D).
- **Demonstrated ability:** Served on at least three (3) completed projects involving the preparation of, or agency review of, an LDEQ, EPA, or analogous state-agency permit within the last five (5) years.

2. Technical Lead (per Task Area)

Responsibilities for this role include but are not limited to: supervisory oversight of a project and assist subordinate staff in completing complex tasks associated with an LDEQ Work Order.

- **Education:** A bachelor's degree in an environmental, biological, atmospheric, chemical, health, nuclear or physical science field, an engineering field, a geography/geosciences field, a natural resources field, or in a statistics or quantitative methods field.
- **Experience:** Minimum of five (5) years of environmental permitting experience in the relevant medium (air, water, solid waste, or hazardous waste), with at least three (3) years of experience with permit applications, permit evaluations, or draft permits of comparable complexity.
- **Demonstrated ability:** Documented experience as preparer or reviewer on a minimum of five (5) permit actions in the proposed Task Area within the preceding five (5) years.

3. Air – Environmental Chemical Specialist / Environmental Scientist (Task Area 1)

Responsibilities for this role include but are not limited to completing the day-to-day tasks associated with an LDEQ Work Order.

- **Education:** A bachelor's degree in an environmental, biological, atmospheric, chemical, health, nuclear or physical science field, an engineering field, a geography/geosciences field, a natural resources field, or in a statistics or quantitative methods field.
- **Experience:** Minimum of three (3) years of experience preparing or reviewing air permit applications for major and minor sources of air pollution.
- **Specialized knowledge:** Knowledge of federal and state air quality regulations, including federal New Source Review (NSR) programs, and the demonstrated ability to prepare calculations quantifying potential criteria pollutant, toxic air pollutant, and greenhouse gas emissions from individual emissions sources using technically sound engineering principles, methodologies, emission factors, and/or other procedures generally accepted by permitting authorities.

4. Air – Air Quality Modeler (Task Area 1)

Responsibilities for this role include but are not limited to completing the day-to-day tasks associated with an LDEQ Work Order.

- **Education:** A bachelor's degree in an environmental, biological, atmospheric, chemical, health, nuclear or physical science field, an engineering field, a geography/geosciences field, a natural resources field, or in a statistics or quantitative methods field.

- **Experience:** Minimum of three (3) years of experience performing regulatory air-quality dispersion modeling, including PSD and Louisiana Toxic Air Pollutant ambient-air-standards modeling under LAC 33:III.Chapter 51.
- **Technical proficiency:** Demonstrated proficiency with AERMET, AERSURFACE, AERMAP, SCREEN3, and CALPUFF as applicable, and familiarity with EPA's Guideline on Air Quality Models (40 CFR Part 51, Appendix W).
- **Training:** Completion of EPA- or Air & Waste Management Association-recognized training in AERMOD within the preceding five (5) years. **Individuals with five (5) or more years of experience using AERMOD and associated pre-processing software, the requirement to complete an EPA or AWMA-recognized training course will be waived.**

5. Water – Environmental Scientist / Engineer (Task Area 2)

Responsibilities for this role include but are not limited to completing the day-to-day tasks associated with an LDEQ Work Order.

- **Education:** A bachelor's degree in an environmental, biological, atmospheric, chemical, health, nuclear or physical science field, an engineering field, a geography/geosciences field, a natural resources field, or in a statistics or quantitative methods field.
- **Experience:** Minimum of three (3) years of experience in LPDES or analogous NPDES program work, including reasonable-potential analyses, WQBEL development, antidegradation review, WET evaluations, and preparation or review of individual permits.
- **Specialized knowledge:** Familiarity with Louisiana Water Quality Standards (LAC 33:IX.Chapter 11), Total Maximum Daily Loads (TMDLs), and EPA's Technical Support Document for Water Quality-based Toxics Control (EPA/505/2-90-001).
- **Training:** Completion of the EPA NPDES Permit Writer's Course.

6. Waste – Environmental Scientist / Engineer / Geotechnical/Geoscientist (Task Areas 3 and 4)

Responsibilities for this role include but are not limited to completing the day-to-day tasks associated with an LDEQ Work Order.

- **Education:** A bachelor's degree in an environmental, biological, atmospheric, chemical, health, nuclear or physical science field, an engineering field, a geography/geosciences field, a natural resources field, or in a statistics or quantitative methods field.
- **Experience:** Minimum of three (3) years of experience in waste permitting.
- **Regulatory knowledge:** For solid waste tasks, working knowledge of LAC 33:VII, 40 CFR Parts 257 and 258, La. R.S. 30:2151 et seq., and financial-assurance requirements under LAC 33:VII.Chapter 13. For hazardous waste tasks, working knowledge of hazardous waste permitting, corrective action, or closure/post-closure work under LAC 33:V, 40 CFR Parts 260-279, and the Hazardous and Solid Waste Amendments of 1984.

The Contractor should also provide administrative or clerical support staff for general office duties such as photocopying, mailing, word processing, invoicing, data entry, and other paraprofessional duties related to work conducted under the contract.

5.0 PROJECT MANAGEMENT

The Contractor shall provide efficient management throughout the term of the contract to ensure the successful completion of assigned projects. The duties and responsibilities for project management shall continue throughout the term of the contract. The resources and methods for project management activities shall be the responsibility of the Contractor.

Project management shall include, but not be limited to, the following activities:

- (1) supervision of the Contractor's personnel and subcontractor personnel;

The Contractor shall be the sole point of contact regarding subcontracted services. The Contractor shall submit all deliverables to the Department under the contract. The Department will not accept deliverables directly from subcontractors. The Contractor shall guarantee the quality and timeliness of work performed by subcontractors. The Contractor shall be responsible for correcting all mistakes, errors, or omissions in the subcontractor's work. The Contractor's responsibility shall be to ensure that all subcontractors have the expertise necessary to perform project tasks as specified in the contract;

- (2) communication between the Contractor and the Department including scheduling and participation in meetings and conference calls, reporting problems encountered in performing this work, and notifying the Department of schedule delays, additional costs, and/or corrective action relating to the Work Order activities;
- (3) contract administration:
 - (a) invoicing for services rendered;
 - (b) changes to Work Orders or the contract;
 - (c) resolving disputes between the Contractor and the Department; and
 - (d) compliance by the Contractor with all contract clauses and conditions;
- (4) record-keeping;
- (5) securing all necessary licenses and certificates that may be required in the performance of this contract;
- (6) ensuring compliance with all federal, state, and local laws, ordinances, rules, and regulations related to the performance of this work; and
- (7) preparation and submission of submittals and deliverables.

The Contractor shall assign a Project Manager, as listed in the Contractor's SOQ to represent the Contractor's organization and to manage the project. The Department reserves the right to approve the person assigned as Project Manager.

The Contractor's Project Manager shall be responsible for project monitoring and compliance. The Contractor's Project Manager must keep the Department's Project Manager informed of the project status through informal communication.

5.1 Commencement Conference

A Commencement Conference shall be held between the Contractor's key personnel and Department staff to discuss the commencement of the project and answer any questions regarding the contract. The Commencement Conference may be held at the Department's Headquarters in Baton Rouge, LA or via conference call/virtual meeting. The Department will schedule the conference, prepare an agenda for the meeting, take the minutes, and distribute copies of the minutes to all participants. At the conference, the Contractor shall be prepared to request clarification of any issues not clearly understood. The Department reserves the right to waive the requirement for a commencement conference. No work may be performed by the Contractor until the Commencement Conference has been completed or waived. **Attendance by the Contractor's Project Manager shall be mandatory.**

5.2 Operation of the Contract (Work Orders)

To monitor contract activities and to ensure accountability, work shall be assigned to the Contractor by the Department through Work Orders issued according to the following procedure:

- (1) The Department's Project Manager will issue a written Work Order (Form B or similar format) describing the required tasks, deliverables, and due dates.
 - (a) Each Work Order may include multiple tasks, but will specify at a minimum:
 - i. the Task Area(s) assigned,
 - ii. the applicable permit or project,
 - iii. the deliverables required,
 - iv. frequency of progress reporting as required by Section 5.3,
 - v. the deliverable due dates, and
 - vi. the assigned LDEQ Permit Writer.
 - (b) Multiple Work Orders may be in progress at the same time, however, the Contractor must segregate activities in reporting to the Department and charges in billing to the Permittee/Applicant(s) on a Work Order basis.
- (2) The Contractor will review the Work Order and submit a written response to the Department within the number of days specified in the Work Order including:
- (3)
 - (a) the names(s) of the individual(s) and their labor category assigned to the Work Order (only personnel included in the Contractor's accepted SOQ or approved by

the Department in writing are eligible); and

- (b) an estimate of the level of effort necessary (i.e., the number of work hours for each labor category and the total estimated cost for completion of the Work Order).
 - (c) the Contractor shall ensure that there are no conflicts with any Permittee/Applicants and their environmental consultants; if necessary, the Contractor shall provide a statement describing the Contractor's relationship with any Permittee/Applicant.
- (4) The Department will review the Contractor's response, request clarification or further information as necessary, and negotiate the level of effort proposed as necessary.
- (a) The Department will notify the Permittee/Applicant of the estimated Work Order tasks and amount.
 - i. the Permittee/Applicant shall ensure that there are no conflicts with the Contractor and their environmental consultants; if necessary, the Permittee/Applicant shall provide a statement describing the Permittee/Applicant's relationship with the Contractor.
 - ii. If the Permittee/Applicant accepts the estimated Work Order, and all parties have determined there are no conflicts of interest, the Department may issue the Work Order to the Contractor.
 - (b) Acceptance or rejection of the Contractor's response will be provided in writing.
- (5) Upon receipt of written acceptance of the Contractor's response, the Contractor shall proceed with the tasks as assigned in the Work Order and provide all deliverables to the Department within the established time limits. It is the responsibility of the Contractor to plan and organize their time efficiently in order to meet the Department deadlines and provide a complete set of deliverables for each Work Order. Any additional work or costs not addressed in the Work Order shall be approved by the Department prior to the Contractor performing the work and/or incurring additional costs.
- (6) The Department will review completed Work Order deliverables, require revision as necessary, and, upon approval, send to the Contractor written acceptance of the work performed.
- (7) Upon receipt of the Department's written acceptance of the work, the Contractor may submit an invoice (with supporting documentation) according to the procedures defined in the contract.

If during the course of the work, the Contractor discovers that the original cost estimate may be exceeded before the work is completed, the Contractor shall notify the Department before incurring additional costs. The Department shall determine the acceptability of additional costs. The Contractor shall provide a revised cost estimate including an explanation of additional units in writing as soon as possible. The Department shall provide written approval.

5.3 Progress Reporting by the Contractor

The Contractor shall prepare and submit to the Department Project Manager by email, a brief Progress Report describing all work completed or in progress during the preceding period and any problems encountered. The Progress Report shall be provided at the end of each monitoring period as specified in each Work Order. Reports for multiple tasks may be sent together, but must be separable for filing and payment purposes. This report shall include:

- (1) the Contractor's name and the name of the Project Manager;
- (2) the Department's LaGov number and project title;
- (3) the dates of the reporting period;
- (4) Work Order details including Work Order number(s), Task Area(s) assigned, and the applicable permit or project; and
- (5) a description of the progress made during the previous period including hours expended by task and personnel for each assigned Task Area, deliverables completed, problems experienced, requested or approved changes in personnel, and the effect of problems/changes on the due date of deliverables or activities necessary to meet the schedule, and projected activities for the next reporting period. If partial payments will be requested during the performance of a task, the information in the Progress Report must clearly support the Contractor's request for payment for the corresponding billing period.

The Progress Report must be signed by the Contractor's Project Manager or be sent from the Contractor's Project Manager's email account. The Progress Report may be submitted on Form A, Monitoring Report, or the format of this report may be determined by the Contractor. However, the Department reserves the right to require format revisions.

5.4 Quarterly Client Reporting by the Contractor

The Contractor must maintain a list of other clients for review by the Department and identify any potential conflicts of interest due to previous work or that may arise during the contract duration. The Contractor shall prepare and submit to the Department Project Manager by email, a Quarterly Client Report describing changes to the list of other clients during the preceding period. This report shall include client name, a description of the work provided, and a description of any potential conflicts of interest, if any

If no changes have been made to the previous list of other clients, the Contractor may provide a statement to the Department Project Manager in lieu of an updated Quarterly Client Report.

The Department will review the Quarterly Client List to monitor for potential conflicts of interest when assigning Work Orders.

5.5 Deliverables

The Contractor shall prepare and submit the written deliverables to the Department within the time specified in each individual Work Order.

All deliverables shall be prepared in accordance with applicable provisions of LAC 33, the Louisiana Environmental Quality Act (La. R.S. 30:2001 et seq.), the federal Clean Air Act, Clean Water Act, RCRA, and implementing regulations, as well as LDEQ standard operating procedures, templates, and style guides then in effect. Unless otherwise directed in a Work Order, all deliverables shall be provided in both native editable electronic format (e.g., Microsoft Word, Excel) and final signed PDF.

A. General Deliverables Applicable to All Task Areas

The Contractor shall prepare and submit the following general deliverables for each Task Area, as directed by Work Order:

- Project work plan and schedule identifying key milestones, interim review points, deliverable due dates, assigned personnel, and quality-control checkpoints.
- Progress Reports as described in Section 5.3 of this SOW.
- Quarterly Client Reports as described in Section 5.4 of this SOW.
- Supporting documentation in the format required by LDEQ.
- Draft and final public notices, fact sheets, statements of basis, basis for decision and response to comments documents in accordance with LAC 33 and LDEQ templates.
- Draft deficiency letters, prepared using LDEQ permit templates, identifying information required to render the application technically complete.
- Draft permit action packages for LDEQ internal review, including cover memo, draft permit, statement of basis, public notice, and any supporting exhibits.
- Draft permit packages incorporating responses to comments.
- EDMS upload packages, including properly indexed and bookmarked PDF files, in accordance with LDEQ EDMS naming conventions and retention requirements.
- TEMPO-compatible data files for permit records assigned to the Contractor by Work Order.
- Close-out report at the conclusion of each Work Order summarizing services performed, deliverables produced, EDMS document identifiers, and any follow-up matters requiring LDEQ attention.

B. Task Area 1 — Environmental Air Permitting Deliverables

The Contractor shall prepare the following deliverables as directed by Work Order under Task Area 1 (SOW Section 2.1):

- Technical completeness review memoranda for PSD, NNSR, Title V, and State Air (including Synthetic Minor) permit applications, identifying deficiencies by reference to LAC 33:III and 40 CFR Parts 51, 60, 61, 62, 63, 70, 72, 75, and 97.
- Applicability determination memoranda under LAC 33:III and 40 CFR Parts 60, 61, 62, 63, 70, 72, 75, and 97, with supporting citations and documentation.

- Draft Title V and non-Title V operating permits (initials, renewals, and modifications), including permit-specific terms and conditions, monitoring, recordkeeping, and reporting requirements, and compliance schedules (if applicable), prepared using LDEQ permit templates.
- Statements of Basis for draft permits.
- Draft PSD and NNSR permits with supporting BACT, LAER, air quality impact, and PSD increment analyses, as applicable.
- Written review and evaluation memoranda of air dispersion modeling analyses, including AERMOD, SCREEN3, and other EPA-approved modeling submittals.
- Toxic Air Pollutant ambient air standards (AAS) comparison evaluations under LAC 33:III.Chapter 51.

C. Task Area 2 — Environmental Water Permitting Deliverables

The Contractor shall prepare the following deliverables as directed by Work Order under Task Area 2 (SOW Section 2.2):

- Technical completeness review memoranda for LPDES individual applications, and Section 401 Water Quality Certification requests, with deficiencies identified by reference to LAC 33:IX and 40 CFR Parts 122, 123, 124, and 125.
- Reasonable potential analyses, WET evaluations, and WQBEL calculations, with supporting workbooks.
- Antidegradation demonstration and mixing zone analysis review memoranda under LAC 33:IX.Chapter 11, including tier-determination documentation.
- Draft LPDES individual permits including effluent limitations, monitoring and reporting requirements, best management practice (BMP) requirements, and special conditions, prepared using LDEQ permit templates.
- Fact sheets and statements of basis accompanying draft LPDES permits in accordance with 40 CFR § 124.8 and § 124.56.
- Draft Section 401 Water Quality Certifications for projects receiving a federal permit or license, with supporting analyses under LAC 33:IX.Chapter 15.
- Review memoranda for sanitary sewer plans and specifications, and wastewater treatment plans and specifications under LAC 33:IX.Chapter 3.
- LPDES Pretreatment Program approval recommendations, including review of local limits and industrial user permit frameworks under 40 CFR Part 403.

D. Task Area 3 — Solid Waste Permitting Deliverables

The Contractor shall prepare the following deliverables as directed by Work Order under Task Area 3 (SOW Section 2.3):

- Administrative and technical completeness review memoranda for Type I, I-A, II, II-A, and III permit applications; and waste tire permit applications, with deficiencies identified by reference to LAC 33:VII and La. R.S. 30:2151 et seq.
- Engineering design review memoranda addressing liner systems, leachate collection and recovery systems, final cover systems, groundwater monitoring systems, landfill gas

collection and control systems, stormwater management, and surveying/quantity calculations.

- Closure and post-closure care plan review memoranda, including evaluation of financial assurance instruments under LAC 33:VII.
- Waste tire permit submittal review memoranda and draft authorizations under LAC 33:VII, Subpart 2, for waste tire processors, collection centers (non-governmental).

E. Task Area 4 — Hazardous Waste Permitting Deliverables

The Contractor shall prepare the following deliverables as directed by Work Order under Task Area 4 (SOW Section 2.4):

- Administrative and technical completeness review memoranda for hazardous waste TSD permit applications; and post-closure permits under LAC 33:V and 40 CFR Parts 260-279.
- Waste analysis plan, RCRA Part A, and RCRA Part B application review memoranda identifying deficiencies by reference to specific provisions of LAC 33:V and 40 CFR Parts 264 and 270.
- Permit modification review memoranda classifying proposed changes as Class 3 modifications under LAC 33:V.Chapter 3.
- Financial assurance instrument review memoranda for closure, post-closure, and corrective action obligations under LAC 33:V.Chapter 37.

F. Deliverable Format, Media, and Quality Standards

- ~~• All engineering deliverables, including permit drafts, technical review memoranda, and corrective action documents, shall be prepared under the responsible charge of a Louisiana P.E. licensed by the Louisiana Professional Engineering and Land Surveying Board pursuant to La. R.S. 37:681 et seq., and shall bear the seal and signature of the responsible P.E. where required by law or rule.~~
- Electronic deliverables shall be submitted in searchable PDF (PDF/A where feasible) and in native editable format (Microsoft Word 2016 or later; Microsoft Excel 2016 or later; AutoCAD 2018 or later for drawings; ESRI shapefiles or geodatabases for geospatial data).
- Citations in deliverables shall use pinpoint citations to LAC, La. R.S., CFR, and U.S. Code sections, and shall conform to LDEQ style and citation guidance.
- The Contractor shall maintain version control using LDEQ-assigned document identifiers and shall not alter LDEQ-assigned EDMS indexing without written authorization.

G. Review, Revision, and Acceptance of Deliverables

- LDEQ will review each deliverable within the time period stated in the applicable Work Order.
- As necessary, LDEQ will return any deliverable with comments for revision. The Contractor shall incorporate LDEQ comments and resubmit within the specified time period in the Work Order.
- A deliverable is deemed accepted only upon written acceptance by the LDEQ Project Manager.

Deliverables should be sent to the attention of the Department's Project Manager in the format specified in the Work Order. The Department will review the report, provide comments as necessary, and forward any comments to the Contractor. The Contractor shall address all comments and submit a final document for acceptance. Upon completion of the contract, the Contractor shall return all materials provided by the Department for use during this contract.

6.0 DEPARTMENT RESPONSIBILITIES

As part of its responsibilities under the contract, the Department shall:

- (1) provide points of contact (liaisons) for technical and contract activities (Project Manager and Contract Manager);
- (2) provide the Department materials (documents, templates, reports, photographs, etc.) for the Contractor's work as necessary;
- (3) issue Work Orders;
- (4) review, negotiate and accept or reject Contractor's responses to Work Orders (including cost estimates); and
- (5) review, require revision as necessary, and accept deliverables.

The Department will be available for assistance to the Contractor in solving problems or answering questions that may arise and will meet with the Contractor as necessary. However, the Department shall not be responsible for the Contractor's performance of the work and reserves the right to reject deficient work.

7.0 MONITORING AND METHODS TO MEASURE PERFORMANCE

The Department's Project Manager will monitor the progress of the Contractor during the contract by:

- (1) monitoring the Contractor's work through email, telephone communication, and meetings;
- (2) ensuring that deliverables are submitted within the timeframe of the contract; and
- (3) reviewing, requiring correction as necessary, and approving all deliverables and submittals.

The Department's Project Manager will measure the successful performance of the Contractor by reviewing and evaluating the acceptability and timeliness of all deliverables and submittals.

8.0 MEASUREMENT AND PAYMENT

The Contractor shall be compensated for the tasks required in this Statement of Work according to the rates specified in Attachment 2, Schedule of Prices.

Payment for tasks may be requested by the Contractor upon successful completion of each Work Order and approval of the corresponding deliverable by the Department. Partial payments of a Work Order may be approved at the discretion of the Department's Project Manager. The amount invoiced to the Permittee/Applicant shall not exceed the estimates submitted to and approved by the Department.

All costs accrued by the Contractor for activities performed under this contract are to be billed directly to the Permittee/Applicant that submitted the application which was approved by the Department to be processed through the expedited permit processing program. **At no time shall the Department be billed for any activities associated with the contract.**

The Department shall not guarantee performance of the maximum number of units included by the Contractor in the Work Order estimate. The Department at its discretion reserves the right to approve or deny inadvertent cost overruns.

The Department shall reserve the right to terminate Work Orders or to amend an existing Work Order. If the Contractor is notified by the Department of Work Order termination, the Contractor shall promptly submit a statement to the Department showing in detail the actual services performed to date of Work Order cancellation. The Department will review documented work performed by the Contractor and, upon approval, send to the Contractor written acceptance of the work performed.