



The Sewerage & Water Board OF NEW ORLEANS

625 ST. JOSEPH STREET
NEW ORLEANS, LA 70165
504.529.2837 OR 52.WATER
www.swbno.org

October 14, 2026

Addendum No. 3

Your reference is directed to the Request for Proposal for: **2026-SWB-56 Skilled and Unskilled Labor** for the Sewerage and Water Board of New Orleans which proposals are due on **October 29, 2026**, at **11:00 a.m.** CST.

This addendum provides for the following:

- a) Inquiries and Responses Update
- b) Responses to Questions

A. Inquiries and Responses Update

1. **Inquiries and/or requests for clarifications are due October 15, 2026, by 5:00pm CDT. Responses to those requests will be via addendum by October 19, 2026**

B. Responses to Questions

1. Please clarify how contract bill rates will be adjusted when applicable Davis-Bacon/SCA wage determinations are revised during the initial two-year contract or the three one-year renewals?

Answer: The Davis-Bacon/SCA wage rates will need to be reviewed, and rates agreed upon and memorialized once annually via Board resolution. The new rates will begin on the date the resolution is signed. It is recommended that this process begins 3 months before the anniversary of the start of the contract. For the final possible 3 extensions, this can occur simultaneously with the renewal of the contract.

2. Please identify how proposers are to provide the required acknowledgement of the Drug-Free Workplace Policy and Safety Orientation Notice, as no specific acknowledgement signature form appears to be provided.

Answer: The forms are attached to this addendum.

3. Pricing: Should we complete the supplied form at 2,080 hours per listed category, and separately provide the anticipated-FTE-weighted budget, including the two half-FTE categories? Please confirm how the cost proposal is scored.

Answer: The Price Sheet should be calculated at Total Hourly Rate x 2,080. Do not use the FTE count calculating the total as that is an estimated employee count. The cost proposal will be scored in accordance with the formula used in section 3.3 on Page 15 of the RFP document.

4. Startup and coordination: Please provide the expected initial headcount by craft and transition date, any applicable collective bargaining/successor wage obligations, and whether a disclosed qualified subcontractor employee may serve as the onsite coordinator under Aroi's prime responsibility.

Answer:

Expected initial headcount at time of handover:

Coordinator/Supervisor:	1
Journeyman Electrician:	3
Electrician Helper:	4
Laborer:	12
Mechanic:	8
Millwright:	2
Millwright Helper:	2
Certified Welder:	2

The only wage obligation at the time of handover will be the new rates that will be entered into at the beginning of the new contract with established Davis Bacon and SCA wage tables.

Subcontractors are not allowed to serve as the onsite coordinator.

5. In Evaluation Criteria, 15 points has been allotted to Company Size and Capability, but we could not find this section in Proposal Format (provided on page no. 17 – 18). Please clarify how this factor will be evaluated.

Answer: Section 4 is now amended to add: Section 4.9 Company Size and Capability and will state the following:

Proposers should provide a summary highlighting its size and capabilities of the company. Describe your company's experience and underlying philosophy in providing the services required in this RFP. Description should include details such as the following:

- Abilities
- Capacity
- Skill
- Strengths
- Number of years in business

- Number of employees

6. Under the Evaluation Criteria, 15 points have been allocated to Company Size and Capability. However, we could not identify a corresponding section for “Company Size and Capability” in the Proposal Format provided on pages 17–18. Please clarify whether the Company Size and Capability evaluation factor will be evaluated under any of the subsections 4.3 through 4.5 of the Proposal Format. If so, please identify the specific subsection under which this evaluation factor should be addressed.

Answer: See answer to question No. 5.

7. Under the Evaluation Criteria, 15 points have been allocated to Company Size and Capability. However, we could not identify a corresponding section for “Company Size and Capability” in the Proposal Format provided on pages 17–18. Please clarify whether Proposers are required to provide a separate response addressing the “Company Size and Capability” evaluation criterion, or whether SWBNO will evaluate Company Size and Capability based on the information provided under subsections 4.3 to 4.5 of the Proposal Format.

Answer: See answer to question No.5.

8. Referring to Subsection 4.6 Location, Will only a license to do business in the State of Louisiana suffice the requirement?

Answer: Section 4.6 Location has been updated to state the following, “Proposers must provide the location of your firm’s headquarters and any branch offices, particularly in the New Orleans area. Please provide a copy of your Louisiana Secretary of State Business Filing. If not registered with Louisiana send in your business filing from your secretary of state or other appropriate state incorporation agency.”

9. Referring to Subsection 4.6 Location for a local office in New Orleans, which documentation should be provided in the proposal?

Answer: See answer to question No. 8.

10. Referring to Subsection 4.6 Location, for a local office in New Orleans, is it mandatory to provide City of New Orleans with a business license in proposal?

Answer: See answer to question No. 8.

11. Referring to Subsection 4.6 Location, for a local office in New Orleans, can we provide local business tax receipts?

Answer: See answer to question No. 8.

12. Refer to the positions listed on page no. 24, does this list represent the anticipated no. of employees that will be required by the SWBNO from the awarded vendor?

Answer: Please see answer to question No. 4.

13. Refer to the positions listed on page no. 24, why this list has few positions such as Electric Crane Inspector and Elevator Installer or Repairer with 0.5 anticipation?

Answer: The titles with less than 1 are titles we do not expect to need for immediate hire at full-time status.

14. Please confirm the background checks, awarded vendor needs to conduct for temporary employees?

Answer: Vendor is responsible for conducting employer reference checks, criminal backgrounds, and drug screens.

15. As per our understanding, we do not need to provide these forms with proposal –

- Conflict of Interest Disclosure Affidavit
- Corporate Resolution or Proposer Organization
- Convicted Felon Affidavit
- Non-Solicitation Affidavit
- Non-Collusion Affidavit

Answer: See the submission checklist on page 20. These forms are listed under “REQUIRED FOR AWARDED PROPOSER AT CONTRACT”.

16. In case a vendor has a local branch office in New Orleans but is headquartered in another state, will the vendor be eligible for 2 points for location?

Answer: See page 15. Points are awarded based on the location of the principal office according to the State of Louisiana business filing.

17. Please confirm the number of references the vendor needs to submit.

Answer: Please submit a minimum of 3 references.

18. Does SWBNO have any predetermined budget for this solicitation?

Answer: The estimated budget is \$5,025,000.

19. If the Coordinator is an in-house employee, please clarify whether the Coordinator is expected to be dedicated exclusively to SWBNO and whether the resource must be physically present at an SWBNO facility.

Answer: The Coordinator is dedicated exclusively to SWBNO and must be physically present at a SWBNO facility.

20. Can SWBNO confirm whether the anticipated FTE quantities listed for each labor classification are estimates for planning purposes or represent the expected staffing levels throughout the contract term?

Answer: The anticipated FTE quantities are estimates and will be dependent on awarded budget and department needs. Reference question No.4 for immediate FTE's.

21. If the applicable federal wage determination is revised during the contract term, will the contractor be permitted to adjust the corresponding labor rates accordingly?

Answer: See answer to question no. 1.

22. For labor classifications requiring specific licenses or certifications, please clarify whether the contractor is responsible for verifying and submitting copies of all applicable credentials before candidate placement, or whether SWBNO will conduct an independent verification.

Answer: The contractor will present the requested candidate. The candidate will provide any required documentation. SWBNO will conduct its own independent verification.

23. Can SWBNO clarify whether the contractor or SWBNO will be responsible for conducting practical/skills testing for candidates where testing is required under the RFP?

Answer: SWBNO will conduct all practical/skills testing.

24. Does SWBNO require references to be from government/public-sector clients only, or may proposers provide references from qualified private-sector clients as well?

Answer: Proposer may provide references from qualified private-sector clients.

25. How much has the current vendor billed in the past year?

Answer: Details of the existing contract are available via public records request subject to exemptions under the Louisiana Public Records Act.

26. What are the bill rates for each trade under the current vendor's contract?

Answer: See answer to Question No. 25.

27. What are the usage hours for each trade under the current vendor for the year?

Answer: See answer to Question No. 25.

28. Page 8 Section 1.14 of the Solicitation suggests that public records requests may be submitted through the SWB website. Since these types of public records requests typically take weeks for a response and will likely pass the submission deadline, is there any other way to receive information regarding the pricing and usage data for the current vendor's performance of this contract before the submission deadline?

Answer: See answer to question No. 25.

29. Page 9, Section 2.3 of the Solicitation outlines three different prevailing wage programs (Davis Bacon, Service Contract Act and Department of Labor prevailing wage rates for New Orleans) and suggests that different ones may apply depending on the funding sources for the individual projects, however, the solicitation requires only one rate be entered for each trade. Please explain how bidders should address the differing prevailing wage rates in their bid. Should the bids just assume the highest pay rates?

Answer: Assume the highest pay rate.

30. Will the winning bidder be required to have a valid Louisiana Commercial Contractor License for this work?

Answer: No. A Louisiana Commercial Contractor License is not required for this contract.

31. Please confirm whether the Certificate of Insurance is required with the proposal or only after contract award. If required with the proposal, please provide the certificate holder's name and address and any additional insured requirements.

Answer: The COI is required after contract award.

32. Please clarify whether proposers must maintain their headquarters in New Orleans or Louisiana, or whether an established branch office qualifies for the location evaluation points under Section 3.2. Additionally, please confirm whether Louisiana business registration and proof of a local office must be submitted with the proposal or may be provided after award.

Answer: See page 15 of the proposal document. Points will be awarded based upon the address of the principal location. See answer to question No. 8 for more information.

33. As mentioned in the RFP, it is mentioned about Page limit, but we could not identify a specified page limit or font requirement in the solicitation. Please confirm whether there are any restrictions regarding proposal length, font type, font size, or margins.

Answer: There is no mention of a page limit.

34. Please confirm whether the completed and signed Attachment - Cover Sheet must be included in both the Technical Proposal and Cost Proposal or whether submitting it with the Technical Proposal alone is sufficient.

Answer: Please submit the cover sheet with your technical proposal.

35. Section 1.5 requires a digitally signed Cost Proposal in searchable PDF format, whereas the submission checklist specifies Excel format. Please confirm whether the Cost Proposal must be submitted in PDF, Excel, or both formats. Additionally, since the Price Sheet does not include a signature field, please clarify how the Cost Proposal should be signed.

Answer: Please submit your cost proposal in Excel as a separate file and in PDF as a separate file.

36. Please confirm whether the Corporate Resolution, Conflict of Interest Disclosure Affidavit, and other affidavits identified under "Required for Awarded Proposer at Contract" must be submitted with the initial proposal or only after award.

Answer: See answer to question No. 15.

37. As mentioned on page no. 24 of the RFP under "Profile of Vendor," please confirm whether this section is also required to be included in the proposal response.

Answer: This comes from the Technical Specifications section of the RFP and should be addressed within your technical proposal.

38. As the proposal requires a tabbed format, please confirm, should we leave a blank page between each tab?

Answer: Please use an Introduction Page for each section.

39. The Technical Specifications request a Profile of Vendor, including company background, benefits, workforce capacity, and references. Please confirm whether this information may be addressed within the relevant technical proposal sections without repeating the same information separately.

Answer: See answer to question No. 5.

40. The Drug-Free Workplace Policy references a "Form of Proposal" requiring acknowledgment by the contractor's authorized representative. However, this form could not be located in the RFP. Please clarify whether a separate form will be provided or whether acknowledgment through the signed Cover Sheet is sufficient.

Answer: See answer to question No. 2.

41. Please confirm whether SWBNO requires a specific naming convention for the Technical and Cost Proposal files or whether proposers may use their standard filenames, clearly identifying the solicitation number and proposal type.

Answer: See section 1.5 pages 5 & 6 for instructions.

42. Please confirm whether the awarded contractor will be expected to transition or retain employees currently working under the existing contract.

Answer: SWBNO cannot require this, but transitioning our current workforce is our preference.

43. Section 2.2 requires the contractor to provide additional workers within five days. Please clarify whether this refers to calendar or business days and whether employees must be fully screened, approved, and ready to begin work within this timeframe.

Answer: The supplied candidate should be ready to work within 5 business days.

44. Please confirm whether the awarded contractor will serve as the Employer of Record for assigned personnel, including responsibility for payroll, benefits, and employment administration. Additionally, please clarify the division of technical supervision responsibilities between SWBNO and the contractor, and whether the onsite Coordinator is expected to work full-time throughout the contract.

Answer: Yes, the awarded contractor will serve as the Employer of Record, except for the cases when the employer of record is the DBE. The contractor will supply the employees who will work directly under our supervisors in our various shops. The onsite Coordinator is expected to work full-time throughout the contract.

45. Please clarify which employee training programs, certifications, and performance tests are mandatory before deployment. Additionally, please confirm who will conduct the required tests and whether the associated training and testing costs are the contractor's responsibility.

Answer: Please see pages 24-27 in the RFP for position certifications and licensure requirements. Supplied candidates will have to pass performance testing, administered by SWBNO, before they begin work. All other training's, including forklift, lock-out/tag-out, confined entry, and trainings TBD are not required to be completed before contractor deployment. The vendors will be allowed to send their contractors to the training we schedule for our employees at vendor's cost. If a vendor wishes, they can make alternative arrangements for these trainings for their contractors. The defensive-driving course will be provided by SWNBO.

46. As per the provided "Attachment – Wage Rates", are these the current applicable wage rates? Please confirm if vendors are required to follow these rates and quote rates that are higher than the listed amounts.

Answer: Those are the current applicable wage rates shown in "Attachment – Wage Rates." Vendors are required to pay contractors at or above these rates including fringe benefits.

47. The Drug-Free Workplace Statement of Policy references a "Form of Proposal" for acknowledgment by the contractor's authorized representative. However, we are unable to locate this form in the RFP documents. Could you please confirm where it can be found or if it will be issued separately?

Answer: Please see answer to question No. 2

48. Please confirm if vendors are allowed to submit the redacted copies of the proposal after the initial submission, when requested by SWBNO.

Answer: Yes. Vendors are allowed to submit redacted copies of their proposal at any time.

49. Please confirm whether the awarded contractor is required to provide employee benefits. If yes, please specify the required benefits and confirm whether the incumbent contractor currently provides the same.

Answer: Vendor are required to pay wages and fringes.

50. In the "Attachment – Price Sheet", one of the columns is labeled as "Hourly Rate." Please confirm if this refers to the **Pay Rate** (the rate paid to the workers).

Answer: This is the rate paid to the workers.

51. Please confirm the frequency, level, and stage at which training is required?

Answer: Please see answer to question No. 45. Trainings for Department employees are about 1 year.

52. Could you please share a sample contract or template agreement that includes details related to training requirements? This would help us better understand the specific expectations and compliance standards the SWBNO requires.

Answer: We do not have a template.

53. Please confirm whether the current vendor is also providing training to employees under the existing contract. If yes, could you share details on how the training is conducted and what topics or areas are included in that training?

Answer: Please see answers to questions No. 45 and question No. 51.

54. The RFP mentions that work may be performed anywhere within the City of New Orleans and portions of Jefferson Parish. Please provide a list or estimate of specific facilities or sites where services are most frequently required.

Answer: All workers will be required to clock in at 8800 S. Claiborne Ave, Carrollton Water Plant, and may serve at any of our 100 sewers, water, drainage, and pumping and power stations as well as our SWBNO campuses. Workers will return to clock out at the Carrollton Water Plant at the end of day.

55. Please confirm whether the documents listed under “Required for Awarded Proposer at Contract” (such as affidavits and other attachments) should also be included in our proposal submission?

Answer: See answer to question No. 15.

56. Will offerors receive any credit for in-person attendance at the pre-proposal conference? If so, please specify the number of points that will be awarded.

Answer: No points will be given for in-person attendance at the pre-proposal conference.

56. Can SWBNO please disclose current bill rates?

Answer: Details of the existing contract are available via public records request subject to exemptions under the Louisiana Public Records Act.

57. Billing-rate adjustments for wage determination revisions:

- a) Section 2.3.1 provides that SWBNO will incorporate the most recent revision of applicable wage determinations on each anniversary date of contract award. The Price Sheet requests a fixed hourly rate and markup for each position. Please clarify.

Answer: The rate the contractor is paid will increase or decrease as indicated by the wage tables.

- b) When a revised Davis-Bacon or Service Contract Act wage determination is incorporated and increases the required wage or fringe rate for a classification, will SWO adjust the corresponding total hourly billing rate by the amount of the increase?

Answer: Yes.

- c) Will billing-rate adjustments be limited to contract anniversary dates? Or will adjustments also be permitted at other times, such as when FEMA-funded work under Section 2.3.3 requires a different prevailing wage schedule?

Answer: If there is a hurricane which may be reimbursed by federal funding, then the wages at that time must comply with federal requirements.

- d) If the contractor is required to pay increased wages before the corresponding billing-rate adjustment is approved, will SWBNO allow retroactive billing to the effective date of the wage increase?

Answer: The wage determination will only be referenced once annually unless there is federal funds to consider.

58. Governing wage determinations:

- a) Please clarify how contract bill rates will be adjusted when applicable Davis-Bacon/SCA wage determinations are revised during the initial two-year contract or the three one-year renewals?

Answer: The total hourly rate (Total Hourly rate= hourly rate of employee + hourly proposer markup) will increase or decrease via the hourly rate of the employee as their rate increase or decrease upon annual look at wage determinations.

- b) Please identify how proposers are to provide the required acknowledgement of the Drug-Free Workplace Policy and Safety Orientation Notice, as no specific acknowledgement signature form appears to be provided.

Answer: Please see answer to question No. 2.

The changes, additions, and/or deletions included herein are hereby made part of the solicitation documents for 2026-SWB-56 Skilled and Unskilled Labor, as fully and completely as if the same were set forth therein. The bidder shall be responsible for having knowledge of all addenda issued for this RFP.

***** END OF ADDENDUM *****