The Sewerage & Water Board
OF NEW ORLEANS

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November 18, 2026

Addendum No. 2

Your reference is directed to the Request for Proposal for**: 2026-SWB-67 Owner Advisor Services for Water Quality Master Plan Phase 1** for the Sewerage and Water Board of New Orleans which proposals are due on **December 11, 2026,** at **11:00 a.m**. CST.

This addendum provides for the following:

1. Attendance Sheet from Mandatory Pre-Proposal Meeting
2. Answers to Questions

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1. See attachment for Attendance Sheet from the mandatory pre-proposal meeting.
2. **Answers to Questions:**

1. **With the OA services spanning multiple critical phases, is it acceptable to have the capabilities of the key personnel broken into more specialized key personnel?**

   For example, the program/project manager could be your primary local POC that has experience delivering large complex projects supported by a Senior CMAR advisor with specialization in serving as OA and delivering CMAR for WW treatment jobs, as well as a Senior WW treatment expert, that can lead the design elements of the program. The local PgM/PM could be supported by a younger Deputy, to ensure the program is delivered not only technically sound and on time but cost effectively.

   SWBNO is open to the proposers tailoring their personnel in the way they think best fits this job. As described in Section 4.5.1 – Team Composition, functions and working relationships between all team members should be outlined in detail and the anticipated working location of all Key Personnel must be identified.

2. **While agreeing with necessity to have responsive local program management, it is more cost effective to pull in specialists as needed as the program progresses. Therefore, can we assume the local working requirement only applies to key individuals for the duration of the peak demand phases? Please confirm.**

   As described in the RFP, the Key Personnel are defined as the Program Manager and Project Manager, and the local working requirement applies specifically to these personnel. SWBNO does not expect the primary PgM/PM to be on-site and full-time on day one of the project. We understand that there will be a

ramp-up time but expect the OA to still be able to drive the project forward during the early phases of the project.

3. **Would you please clarify SWBNO's perspective on the differences of responsibility between the Program Manager and Project Manager?** For other Collaborative Project Delivery Owner's Advisor assignments we have led, we usually have a leader (Program Manager) and a Deputy Program Manager. When we see the Key Personnel of Project Manager, possibly SWBNO is intending for this role to lead any emergency design projects that arise during the Owner's Advisor assignment. Providing this clarity will help all teams with organizational chart development and "chain of command".

   SWBNO is open to different interpretations of this organizational structure. However, we do envision a primary/leader at the top of the organization chart.

4. To provide a detailed approach, can the title page, table of contents, Economically Disadvantaged Business Enterprise, and all forms be excluded from the 20-page limit?

   To clarify the requirements, we expect to receive three separate files from every responder: the technical proposal, the attachments, and the cost proposal. The technical proposal should include a maximum of 20 pdf pages and no more, including the Title Page. SWBNO has made the decision to waive the requirement for a Table of Contents, and proposers may omit this section at their option. The attachments should include the cover sheet, resumes, and DBE forms. The cost proposal should include the content described in Section 4.8 – Cost Proposal. All files should use standard font size (11 or 12 point).

   The technical proposal should include a description of how the proposer plans to meet the required DBE goal and the role of the DBE subconsultant(s) on the project, but all associated forms and attachments regarding DBE compliance should be included in the attachments pdf.

5. Please provide the allowable file size limit for email.

   SWBNO can receive up to 25MB files from external sources, but proposers should err on the side of caution and limit file size to 20MB or smaller. Splitting the submissions into separate emails is acceptable, as described in Section 1.5 – Submission of Proposals.

6. Is a cover letter allowed and if so, will it count towards the 20-page limit?

   Yes, a cover letter is allowed and yes, it would count towards the 20-page limit.

7. **Question 1 – Proposal Page Limit (Part IV, Proposal Submission Requirements, Page 22)**
   The RFP limits proposals to a maximum of 20 pages, excluding resumes. Are the Title Page (Section 4.1) and Table of Contents (Section 4.2) counted in the 20-page limit?

   See #4. The Title Page is required to be included in the technical proposal and will be counted toward the 20-page limit. The requirement for the Table of Contents has been waived, as stated above.

8. **Question 2 – Section Dividers / Tabs and Cover Letter**
   If provided in the submission, would section dividers or tabs be counted toward the 20-page limit? Similarly, if a cover letter is provided, would it be included in the 20-page limit?

   See #4. All pdf pages included in the Technical Proposal will be counted towards the page limit, including title page, section dividers, and cover letter.

9. **Question 3 - Resumes not counting towards page limit**
   The RFP requests that resumes be included in Section 4.5.1 Team Composition. However, since they are not counted towards the page limit, how would SWBNO prefer the resumes be organized? Would you prefer that they are referenced in this section, but that actual resume files be included at the end of the document?

   See #4. Resumes may be referenced in the section on Team Composition, but the resumes themselves should be included separately in the attachment's .pdf.

10. **Question 4 – Organizational Chart Format (Section 4.5.1, Team Composition, Page 23)**
    The RFP requires proposals to be prepared on 8.5" × 11" paper and include an organizational chart showing the proposed team structure and reporting relationships. Would SWBNO permit the organizational chart to be presented on an 11" × 17" page for improved readability?

    Yes, an organizational chart being included in the proposal as an 11x17 page is acceptable.

11. **Question 5 – Affidavit Submission Requirements (Required Attachments, Page 27)**
    The Required Attachments section identifies the Affidavits under "Required for Awarded Proposer at Contract," while the introductory language states that the section shall include forms required for proposal submission and those required for the awarded proposer. Additionally, the RFP states that failure to submit required documents and attachments will result in a proposal being deemed non-responsive.

    Please confirm whether the five affidavits (Conflict of Interest Disclosure, Corporate Resolution or Proposer Organization, Convicted Felon, Non-Solicitation, and Non-Collusion) must be signed, notarized where applicable, and submitted with the initial proposal, or whether these documents are required only from the selected proposer at the time of contract execution.

    The affidavits listed under "Required for Awarded Proposer at Contract" will be requested during contract negotiation and do not need to be submitted with the initial proposal.

12. The current RFP implies that team members on the OA will be prohibited from participating in future design work. Considering the 35% DBE requirements and the potential small roles non-DBE subconsultants may play as part of an OA team, will a subconsultant on the OA team be eligible to pursue the future design work?

    All members of the selected OA team, including subconsultants, will be precluded from participating in the design RFP for this project (Water Quality Master Plan Phase I). In the event the OA team is retained for management of later phases of the Water Quality Master Plan, the team would then be precluded from design of those phases as well.

13. Please clarify the anticipated allocation of public communication, stakeholder outreach, and education responsibilities throughout the Water Quality Master Plan Phase I project. Will the Owner Advisor be responsible for both coordinating and performing these services for the duration of the project, or does SWBNO anticipate that future CMAR and design professional procurements may include separate communication, outreach, or education scopes?

    While the selected CMAR Contractor may have to perform some outreach (attendance/presentation at community meetings, for example), the primary outreach for the program should be considered an OA role. For example, if, in the process of attempting to fund the full build-out of the program, a water rate

increase would be requested/necessary, community, City Council, and stakeholder outreach would be necessary. Our team would look to the OA to assist in all of those matters.

The changes, additions, and/or deletions included herein are hereby made part of the solicitation documents for 2026-SWB-67 Owner Advisor Services for Water Quality Master Plan Phase 1, 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 *****

Please write legibly

SEWERAGE & WATER BOARD OF NEW ORLEANS
ATTENDANCE SHEET

PROJECT: Mandatory Pre-Proposal Meeting: 2026-SWB-67	MEETING DATE: November 12, 2026 3:00pm
PLACE/ROOM: Microsoft TEAMS / CWP Auditorium	FACILITATOR: James Simmons, Procurement Manager

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