

November 19, 2012

TO: ALL POTENTIAL PROPOSERS

RE: RFP NO. 2503-13-26  
“Environmental Science Consulting Services for the Coastal Protection & Restoration Authority”

### QUESTIONS AND ANSWERS

1. **Q.** Veteran-Owned and Service-Connected Small Entrepreneurships (RFP pages 9 and 10) – This portion of the RFP requires that the Proposer include in the proposal, the dollar value of each subcontract. Given that the State has not identified the dollar value of each prime contract to be awarded, nor the scope or value of the individual projects or task orders that will be awarded under the 12 prime contracts, how are we to determine the dollar value of each subcontract?

A. Please see attached addendum in reference to this question.
2. **Q.** Attachment III: Sample Contract; Item 5, Contract Monitor references “Appendix A” and “Appendix C”. Where are those documents to be found in the RFP?

A. Appendix A will be the Request for Proposal (RFP) and the Questions & Answers (Q&A). Appendix C (Monitoring Report) was mislabeled in the Sample Contract as Appendix B.
3. **Q.** We are preparing to submit a response to the referenced RFP and want to verify that only the signed Certification Statement needs to be certified and sealed by our corporate office. We will have a signed cover letter but normally do not have the corporate seal affixed to this section. Since [our company’s] corporate headquarters that certifies for our branch office is [out of state], we want to get the required signed documents sent out early and didn’t want to take a chance that we would miss something that was required. Please let us know if the cover letter is also required to be certified.

A. Certification Statement and Cover letter must contain original signatures, but do not need to be certified.

4. **Q.** If there are any exceptions to the sample contract, should these be noted in the submittal--in Volume I or Volume II?
- A.** Volume I
5. **Q.** Hudson/Veteran Small Entrepreneurship section: Please clarify the distribution of reserved points when the Prime firm is not a certified small entrepreneurship. How will the three criteria described on page 12 be used to allocate points?
- A.** Allocation of points will be determined by Evaluation Team.
6. **Q.** Is it acceptable to include the name of certified subcontractor, and percentage of total work to each subcontractor, rather than dollar value of each subcontract? [per RFP section 5.0 C. Vol I Item C. Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation on page 10,“proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s),a description of the work each will perform, and the dollar value of each subcontract”]
- A.** See answer to question 1.
7. **Q.** The RFP (section 5.0, A Vol I Tech Proposal, Technical Discussion item a1 on page 7) requests “a precise description of the deliverables to be received by the State as end products of the services rendered” . However, the scope of services is open to a range of potential task orders and a “precise description of the deliverables” would be a function of the task order scope. Could you please clarify what should be included given that task orders have not been defined?
- A.** Provide what options you can provide as deliverables. i.e., color hard copies, CDs, available software formats, map/photo resolution, etc.
8. **Q.** Some of our subconsultant team members wish to submit their financial information confidentially. How should confidential financial information from subconsultant team members be handled? Can it be sent by the sub firm in a sealed envelope directly to CPRA, or should it be included in the Volume II in a sealed envelope?
- A.** Subconsultant financial information can be sealed, but must be included in Volume II with the prime’s financial information.
9. **Q.** Section 5 Proposal Content A-9. Cost proposal indicates hourly rates shall be inclusive of “lodging, travel, per diem, field sampling supplies and personal protective equipment “items not typically included in the overhead structure of consulting firms. Combined with the high degree of uncertainty of what activities will be required for specific task orders, it will be difficult to accurately price these items within the

hourly rates. Would it be more appropriate for CPRA to allow travel costs to be paid separate from the hourly rates per PPM49 Travel Policies and Procedures? Accordingly since field sampling supplies and protective equipment can include a wide variety of items this should more appropriately be addressed as specialized equipment per Section 7.2?

A. No, CPRA is requesting an hourly rate that includes a buffer for travel costs, as well as office supplies and personal protective equipment.

10. Q. Section 5 Proposal Content A-9. One fee schedule is requested for evaluation with the proposal. Should this fee schedule be the prime consultant's only, since CPRA has allowed different fee schedules for the prime and their subconsultants within past contracts or is a composite fee schedule applicable to all parties on the project team being requested?

A. Rate sheets may be submitted for each of the subs, but only the prime will be used for evaluation purposes. Because of this, subcontractor rates shall not be higher than the prime for the same title.

11. Q. Section 3.7: Establishing the percent of work to be assigned to designated sub consultants is difficult without knowledge of the scope of each task order. This is especially true for sub consultants utilized for specialized activities. Accordingly, can the percent involvement of sub consultants, veteran-owned and service connected small entrepreneurs be determined during task order negotiation?

A. See answer to question 1.

12. Q. Section 5.A.8 – Insurance: Does proof of insurance need to be provided for each sub or just the prime?

A. Prime and subcontractor insurance must be submitted.

13. Q. Section 5 B Volume II: May subcontractors financial information (considered sensitive confidential material), be submitted in sealed packages within the prime's?

A. Yes

14. Q. Page 4, Section 3.7 Subcontracting Information: In the second paragraph, it states: "Information required of the proposer under the terms of this RFP shall also be required for each subcontractor." Does this include financial information pursuant to Section 2: Financials?

A. Yes

15. Q. Page 4, Section 3.7 Subcontracting Information: In the last paragraph, it states: "Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State." Does this only mean that the prime cannot also be a

subcontractor on another submittal for this RFP, or does that mean that the State expects to provide written permission for the prime to participate in any coastal protection and restoration work, regardless of who the contracting agent is? Does this apply to contracts for coastal protection and restoration work with the USACE, NOAA, or other agencies, or the CPRA Engineering Services contracts, or just to this RFP? Clarification is requested.

- A.** 1. The prime cannot also be a sub on another submittal for this RFP. However, a firm can be a sub on multiple submittals.  
2. This applies only to this RFP, not to contracts with other agencies or to CPRA Engineering Services contracts.

**16. Q.** Page 5, Section 3.12 references the sample contract as Attachment IV, but we believe it should be referencing Attachment III – please confirm.

**A.** Yes, the sample contract should be Attachment III.

**17. Q.** Page 8, Section 5.A.9: Single rate for the 3 year period is assumed – please confirm that you are not looking for a rate by year, or an annual “escalator” to the submitted rate.

**A.** Single rate for the 3 year period.

**18. Q.** Page 9, C-Veteran-Owned & Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation. Please advise which Volume this should be included in, Volume I or Volume II.

**A.** Volume I

**19. Q.** Page 12, Section 6.5.1 Veteran-Owned ...” Allocation of points to a non-certified small entrepreneurship are allocated according to three criteria:

- The number of certified small entrepreneurships to be utilized
  - The experience and qualifications of the certified entrepreneurship(s)
  - The anticipated earnings to accrue to the certified small entrepreneurship(s)”
- o How will the 10-point total be broken down according to these criteria? Evenly among the three? Based on the percentage of the total contract usage by small entrepreneurship(s)? or some other combination of the above? Please clarify.

**A.** See answer to question 5.

**20. Q.** Page 9, Section 5.B.2: In requesting the Overhead breakdown detail: What granularity is required, i.e., what cost components are required? In what format is the data required to be submitted? For what period of time is the data to be presented?

- A. Ask your CPA for a Report on Combined Financial Statements. This includes balance sheets, statement of income, statement of cash flows, statement of operations, and stockholder's equity if applicable. The period shall be for three years. Because this information is kept confidential, we cannot provide an example from previous submittals.
21. **Q.** Page 10, Section 5.C: In the second paragraph on page 10, we are asked to specify the "dollar value of each subcontract". Since no task orders have been awarded, there are no "dollar values" in place at this time. What information is being requested in lieu of the fact that no dollar awards are known at this time?
- A. See answer to question 1.
22. **Q.** Page 11, Section 6.5: Do the proposers need to submit the Cost Evaluation table as it is included in the RFP, or will that be done by the Evaluation Team?
- A. This will be calculated by the Evaluation Team based on the rates provided by proposers.
23. **Q.** Page 21, Section 12 – the term CDBG does not appear to be defined – can you please specify? What percentage of the work being contemplated under this RFP will be funded by the CDBG, and hence, be subject to termination for cause of five (5) days?
- A. CDBG is Community Development Block Grant. The percentage of work funded by CDBG is unknown until task orders are issued. It is a federal requirement to include Appendix E in any contracts that use CDBG funds; therefore, it is included in the sample contract as a preventative measure.
24. **Q.** Page 23, Section 24 – The term "Contracting Party" does not appear to be previously defined. Is this meant to be "Contractor" as defined at the beginning of the contract, or does it have a different meaning?
- A. Yes, Contracting Party and Contractor are the same thing.
25. **Q.** Page 28, Section 32 – Are contractors to assume that the individual Task Orders for projects will also be under this contract (although we didn't see specific incorporation of them). What is the order of precedence for the Task Orders, particularly is it relates to the base contract itself? Presumably a Task Order may call out a specific detail that may differ from the RFP or the base contract, would the Task Order then have the highest precedence?
- A. The base contract has the highest precedence.

- 26. Q.** Page 30, Monitoring Report: On page 19, Section 5 Contract Monitor, Sections (1) and (2), reference is made to Appendix C, but the Monitoring Report is designated as Appendix B. Is this form DNR-PR? Should this be labeled as Appendix C, and is the “final summary report” different from the “progress report?”
- A.** See Question #2
- 27. Q.** Sample Contract Appendix E Sections 13, 16, 17, 18, 19, 21, 25, 26, 28 and 33 – The use of a defined term “Owner” occurs in each of these sections. It was unclear that this term was previously defined. Can you please clarify the term “Owner” as it relates to these sections?
- A.** Owner refers to the State.
- 28. Q.** In Chapter 5.0, “Proposal Content,” Section A.9, page 8 the cost proposal instructions require Proposers to include numerous categories of costs in their proposed hourly rates. Such costs include costs typically considered both indirect costs (e.g., overhead, administrative, account management, office supplies) and direct costs (e.g., travel, per diem, field supplies). Indirect costs can be estimated adequately for inclusion in quoted rates. However, how are Proposers able to include other direct costs in their quoted rates when the RFP does not specify much relevant information (e.g., the potential number of orders, their site locations, or what type of technical support that may be required of Proposers) by which Proposers may estimate such costs accurately?
- A.** Neither the number of tasks, the site location, or the type of technical support are known at this time, but the cost proposal should capture both indirect and direct costs. See the answers to Q #9 and Q #29 for additional information.
- 29. Q.** Pg. 8 of the RFP states that hourly rates shall be inclusive of any and all costs, including labor, overhead, lodging, travel, per diem, administrative costs, software, account management, and any other costs related to provision of services (including but not limited to computers, field sampling supplies, office supplies, cameras, personal protective equipment, etc.). Does this mean travel/lodging costs will not be reimbursed? How are we to determine what amount of travel would be required for each task or overall contract?
- A.** Travel costs will not be reimbursed. For personnel that typically travel, propose a rate that includes a percentage, multiplier or overhead to cover travel.
- 30. Q.** The deadline for receipt of proposals is 11/26/12 which is the Monday after the Thanksgiving holidays. Can the deadline be extended to allow time for the holidays?

**A.** No, the RFP Schedule is planned to allow time for proposal review and contract implementation prior to the necessary contract start date.

**31. Q.** Pg. 10 of the RFP states the proposal shall include the dollar value of each Hudson/Veteran subcontract? Since the contract value and/or task order value is unknown at this time, can an approximate percent of work the subcontractor is planned to perform be included in lieu of the dollar value?

**A.** See answer to Question # 21.