

May 7, 2015

TO: ALL POTENTIAL PROPOSERS

RE: RFP NO. 2503-15-32
“Engineering Services for Coastal Protection and Restoration Authority Projects”

QUESTIONS AND ANSWERS

1. Q. Does each sub-consultant have to complete a full CPRA 24-102 form or just submit resumes and projects for inclusion in the Prime’s submittal?
A. **Individual CPRA 24-102 forms are required for all sub-consultants listed.**
2. Q. Does each sub-consultant have the ability to provide 10 projects in the submittal or does the whole team (prime and subs) submit a combined 10 projects?
A. **Each sub-consultant is required to complete a CPRA 24-102 form where this information can be provided.**
3. Q. On Page 3, paragraph 3 in the IDIQ document, it states that to contract with CPRA, you need to complete a disclosure of ownership form. Do we do this now, or if we are awarded a contract, we do it at that time?
A. **The Disclosure of Ownership filing with the Secretary of State is a requirement that must be met by Corporations prior to contracting with the State. This is not a requirement that must be met prior to proposal submittal.**
4. Q. Are sub-consultants expected to submit completed CPRA 24-102 forms along with the prime consultant’s forms in final proposal package? Or would the sub-consultant complete Section 8 (Resumes) and Section 9 (Work by Firm) and these sections would be added to the prime consultant’s RSIQ?
A. **Individual CPRA 24-102 forms are required for all sub-consultant listed.**
5. Q. Do you prefer single-sided submittals or double-sided submittals?
A. **Single sided.**

6. Q. Are three ring binders considered “hard binders”?
A. **Easily removable binding is preferable.**
7. Q. Since the IDIQ asks us not to use hard binding, what type of binding would be acceptable?
A. **Please see Answer # 6.**
8. Q. In the RSIQ it states that, “The firm, engineers or surveyors that will accomplish the work as described in Enclosure 1, Scope of Services, shall be certified by the Louisiana State Board of Registration for Professional Engineers and Land Surveyors...”. Does that apply to just the Prime-Consultant or does that apply to the whole team (including sub-consultants)?
A. **Prime consultants and/or sub-consultants offering to practice engineering or land surveying, as defined in the Louisiana Revised Statutes, Title 37, Chapter 8, must be in compliance with the registration law for Professional Engineers and Land Surveyors (L.R.S. 37:681 through 37:703) and the rules of the Board of Registration for Professional Engineers and Land Surveyors.**