



State of Louisiana

COASTAL PROTECTION & RESTORATION AUTHORITY
THROUGH THE DEPARTMENT OF NATURAL RESOURCES
OFFICE OF MANAGEMENT & FINANCE
(IN ACCORDANCE WITH R.S. 49:214.6.2C(4))

July 23, 2015

TO: ALL POTENTIAL PROPOSERS

RE: RFP No. 2503-15-35

“Professional Land Services”

Question 1: If a subcontractor will be using independent contractors, do they need to be identified in the proposal and provide the same information as the subcontractor?

CPRA’s Answer: Yes.

Question 2: The company I am working for was established in December 2013, therefore they do not have three years of financial statements. Does a company have to be established for three years in order to bid on the proposal? If not, how do they meet the financial requirement as detailed in Section 5 B.1 of the RFP?

CPRA’s Answer: No, we do not exclude new companies from submitting for this reason. If a company has not been in business for three years, we recommend providing the financial statements you do have available and supplementing your financial capability documentation with a bank reference letter.

Question 3: Will overnight expenses be reimbursable (i.e. hotel expenses)?

CPRA’s Answer: See Page 12 of the RFP for clarification on providing CPRA with all-inclusive rates. Travel related expenses will not be reimbursed.

Question 4: Are certificates of insurance for subcontractors required to be submitted with the proposal?

CPRA’s Answer: Proposers and subcontractors should include a certificate of insurance with their proposal. However, if selected as a contractor, the proposer and all subcontractors shall provide certificates of insurance at the time of contract negotiation.

Question 5: Regarding Section 25. Insurance – Errors & Omissions in the current RFP #2503-15-35, on page 33. This seems to be a new addition. Do we need to have

this coverage to submit the RFP or is it something that we will need to have if we would be awarded the contract?

CPRA's Answer: Proposers should provide proof of this coverage with their proposal. However, it shall be required at the time of contract negotiation.

Question 6: Is it required that the prime and/or each sub complete and submit Standard Form CPRA 24-102 as part of the proposal?

CPRA's Answer: No 24-102 forms are required for this solicitation.

Question 7: Are the requirements of 5B2. Overhead rate – related to overhead rate calculations applicable to subcontractors given the propensity of many of the service providers to be small sole proprietorships?

CPRA's Answer: Section 5B2 is desirable, non-mandatory language.

Question 8: Referring to Attachment III: Sample Contract – 25. Insurance – If a sole proprietor of one (1) individual serves as a subcontractor are they required to furnish Workers Compensation Insurance?

CPRA's Answer: This would have to be addressed on a case-by-case basis and reviewed by Risk Management.

Question 9: Referring to Attachment III: Sample Contract – 25. Insurance – Does the small sole proprietorship serving as subcontractor have to furnish proof of all insurance coverage prior to commencement of work or at the time of submittal of this proposal.

CPRA's Answer: All proof of insurance must be provided to the CPRA prior to contract execution and commencement of work.

Question 10: Paragraph B, 1, Page 13: Financial Capability – The RFP requests letters from banks or other financial institutions as an alternative to providing 3 years' of financial statements to demonstrate Financial Capability. What specifically should these letters of financial capability state?

CPRA's Answer: Although we cannot provide an example, letters from banks or other financial institutions should include enough detailed information to demonstrate that your company has the financial capability to handle the CPRA's projects. Letters from non-financial institutions will not be accepted.

Question 11: Paragraph B, 2, Page 13: Overhead rate – Can you give me what the accepted overhead rate is, an example of the use of the overhead rate, the breakdown of the components and percentages and the method for computation. Please also give (if

possible) the average percentage given to the overhead categories. In a nutshell, can you give me an explanation (or an example) as to how all this is done.

CPRA's Answer: No, the CPRA cannot provide examples for overhead rates or computation.

Question 12: If awarded a contract, what is the total contract value for each award?

CPRA's Answer: This will depend on a number of factors, including amount of work that needs to be tasked, which will be determined at the time of contract negotiation.

Question 13: Page 14 – Reads “If a proposer is not a certified small entrepreneurship as described herein, but plans to use a certified small entrepreneurship(s), 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.”

If awarded a contract, the proposed work is facilitated through task orders. Contractor is not aware of the level of task orders that will be issued nor the value of the assignment(s). In providing the total value of each subcontract, what total value should be used? If not the total value subcontract, then please provide an explanation of how this should be calculated.

CPRA's Answer: CPRA recognizes that the Scope of Services is broad and encompasses a wide variety of work examples to potentially be tasked. Regarding this RFP section on Veteran Initiative and Hudson Initiative, the language in the RFP is mandated. Therefore, proposers must attempt to provide an estimate of the dollar value of each proposed Veteran Initiative and Hudson Initiative subcontractor identified based on the proposer's understanding of the work examples in the Scope of Services.

Question 14: Page 19, Item 3. Title Reports – please provide a copy of the CPRA Land Title Guidelines for Coastal Restoration Projects.

CPRA's Answer: A PDF of these guidelines has been posted on the CPRA/DNR websites.

Question 15: Page 19, Item 4. Abstract of Title – Reads “Prepare abstracts of title in order to provide a complete title history of real property so a title opinion can be rendered by an attorney if needed.

There is no hourly rate classification for “Attorney” on Page 12. Therefore, it is assumed that CPRA will provide and coordinate title opinions. If this is not correct, what are the expectations of the Contractor with regard to title opinions?

CPRA’s Answer: The services of an attorney are outside the scope of this RFP. CPRA will coordinate with an attorney for a title opinion.

Question 16: Page 19, Item 5. Real Property Appraisals – Reads “The services of three (3) appraisers will be required, one of whom will be a review appraiser.

- a) In responding to subject RFP, is Contractor prohibited from including more than 3 appraisers.
- b) In responding to subject RFP, is Contractor required to identify which appraiser(s) is/are acting in the capacity as “Review Appraiser” and providing “Appraisal Reviews” or can all appraisers, if qualified be included and acting in the capacity as “Appraiser/Review Appraiser”?

CPRA’s Answer: The RFP does not limit the number of appraisers a Contractor may include in the proposal. All appraisers, if qualified, can act in the capacity as Appraiser or Review Appraiser.

Question 17: Page 20, Item 13. Database Research and Mapping – Reads “If so directed by CPRA Contract Manager, Contractor shall compile landowner information and property descriptions in a format provided by the Contract Manager for inclusion in the CPRA Landowner Database and Mapping System. Input of this data by the Contractor may be required, and in such cases, database entry training shall be provided by the Contract Manager.

What staff classification is anticipated for database entry?

CPRA’s Answer: The Contractor can determine who is best suited for data entry.

Question 18: Page 20, Item 14. Complete Landrights Package – the services to be provided under Complete Landrights Package include property and parcel surveys.

Is the use of Lidar an acceptable form of surveying or is Contractor required to provide on-ground traditional surveying?

CPRA’s Answer: Lidar is not acceptable. CPRA will require traditional “on-ground” surveying.

Question 19: Page 23, Expert Witness Testimony

Page 12, Item 9. Cost Proposal – One hourly rate is to be provided for Expert Witness/Testimony. Any staff as listed on pages 21, 22, and 23 of the RFP can be called in a legal proceeding to provide testimony as an expert witness. What staff designation is most likely to be called for providing expert witness/testimony as the range of fees for the various staff classifications vary significantly?

CPRA's Answer: The specific staff designation would depend upon the subject matter of the litigation. The most likely subject in litigation would entail the property values, hence, the staff designation for providing expert testimony in a legal proceeding would be the Appraiser/Review Appraiser.

Question 20: Contractor will present hourly rates in the cost proposal included on Page 12 of the RFP inclusive of any and all costs as referenced on Page 13. If awarded a contract, is Contractor prohibited from negotiating lower hourly rates with subconsultants than what is presented in Contractor's cost proposal?

CPRA's Answer: The CPRA does not discourage negotiated subcontractor rates. The Contractor is free to negotiate with its subcontractors for an hourly rate. However, only one rate schedule shall be submitted with a proposal and this will serve as the maximum rate schedule that will be reimbursed on any resulting contract.

Question 21: The RFP states the following: Paragraph 3.4 Waiver of Administrative Informalities "The State reserves the right, at its sole discretion, to waive minor administrative informalities contained in any proposal." What are "minor administrative informalities"? Please provide examples.

CPRA's Answer: Minor administrative informalities would only include corrections or changes that would not be prejudicial to other bidders.

Question 22: In Section 5, Proposal Content, the RFP sets forth the outline of the Volume I Technical and Cost Proposal. Is it permissible to alter the order of the proposal by switching the order of Relevant Company Experience and Subcontractors so that the section of Subcontractors is Part 6 and Relevant Company Experience is Part 7?

CPRA's Answer: Yes, this is permissible as long as we can find all required sections.

Question 23: In Section 3.7, Subcontracting Information, the RFP states: Information required of the proposer under the terms of this RFP shall also be required for each subcontractor. In addition to letters of financial capability, does this also mean that

certificates of insurance from each subcontractor should be included in the proposal when submit on July 31?

CPRA's Answer: Yes, see answer to Question 4.

Question 24: From the RFP Paragraph 8: Insurance – The proposal should include a certificate of insurance as proof that proposer has in effect limits of insurance required by Attachment III, Sample Contract. If selected as a contractor, the proposer shall provide certificates of insurance as proof of coverage at the time of contract negotiation. Can you please detail exactly what certificates of insurance must be submitted with the RFP from both the contractor and subs, and which would be required at the contract negotiation should a bidder be awarded a contract? From [Attachment] III, Sample Contract, it appears that the insurance requirements include Worker's Compensation, Commercial General Liability, Motor Vehicle and Errors and Omissions.

CPRA's Answer: All insurance requirements are clearly defined in Attachment III, Sample Contract. Proof of insurance for both prime and subcontractors is mandatory at the time of contract negotiations/execution.

Question 25: Section 6.5.1 pertains to Veteran-Owned and Service-Connected Small Entrepreneurships (Veterans Initiatives) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation. Other than listing the companies that meet the above criteria, does CPRA require copies of their certifications or other evidence of certification?

CPRA's Answer: Proposers should clearly indicate in their proposal if they or their subcontractor is Hudson/Veteran's certified in order to receive points. While certificates are not required, they are encouraged to speed the validation process. We strongly encourage proposers to confirm that certifications are "active" at <https://smallbiz.louisianaforward.com> .

Question 26: What are some examples of other evidence of financial status that subcontractors can provide to demonstrate its capability to carry out the project in lieu of providing 3 years of financial statements?

CPRA's Answer: Please see Questions 2 and 10 regarding letters from financial institutions.