



## 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))**

TO: ALL POTENTIAL PROPOSERS

RE: RFP NO. 2514-14-06

“Program and Project Management Services in Support of the Project Management Division for the Coastal Protection and Restoration Authority”

### QUESTIONS AND ANSWERS

1. Q. Would the firm selected under the above referenced program management RFP be prohibited from performing design work for CPRA? (i.e. be some sort of conflict)  
A. **The firm selected would not be prohibited from performing design work for CPRA; however, they will not be allowed to perform design work on specific projects that the selected firm is assigned project management responsibilities.**
  
2. Q. Is this RFP a re-compete of an existing staff augmentation contract?  
A. **CPRA has previously contracted for these services. The purpose of this RFP is to provide the CPRA Project Management Division services and support through extension of staff to serve as CPRA’s representatives for projects authorized within various programs and funded with various sources. Proposals will be evaluated according to the criteria specified in the RFP. The proposal most advantageous to the CPRA, taking into consideration price and the other evaluation factors set forth in the RFP, will be selected.**
  
3. Q. How many project managers and senior project managers do you anticipate needing in 2014, 2015, 2016, and 2017?  
A. **The purpose of this RFP is to provide the CPRA Project Management Division services and support through extension of staff to serve as CPRA’s representatives for projects authorized within various programs and funded with various sources, as such, the selected firm will be responsible for best determining how to provide these services. However, it is anticipated that a range of 3-5 project managers and 1-2 senior project managers could be needed depending on if the selected firm allocates full or part time resources.**
  
4. Q. Will the contractor be required to write new grant proposals or only monitor existing grants?  
A. **It is anticipated that the selected firm will not write new grants, but will be**

**required to monitor existing grants and apply for grant amendments if applicable to specific projects under their assignment.**

5. Q. Which of the staff classifications will be considered full-time or embedded Full Time Equivalent (FTEs)?  
A. **Please see the answer to question 3.**
6. Q. How much in-house work space will be provided by the CPRA Project Management Division for embedded FTEs?  
A. **At a minimum the CPRA Project Management Division will provide two work stations. Additional work stations may be available depending on how the selected firm allocates resources to fulfill the services requested under this RFP.**
7. Q. Who will be directly overseeing the efforts of the selected firm? Who will the Program Manager report directly to?  
A. **It is anticipated that a Project Management Administrator within CPRA's Project Management Division will directly oversee the effort of the selected firm. In their absence, the Statewide Project Management Chief will provide oversight.**
8. Q. Will it be necessary or preferable to have some of the Program or Project Management staff embedded in the CPRA offices on a daily basis? If yes, what is the anticipated number of contractor's staff and what staff classifications?  
A. **It is preferable that the selected firm have a staffing plan that allows the Program and Project Management staff a presence within CPRA's offices. However, it is dependent upon the selected firm to best determine how to allocate resources to fulfill the services requested under this RFP.**
9. Q. Is an Architect/Engineering firm presently under contract with CPRA for engineering services prohibited from submitting a proposal in response to subject RFP due to a determination of conflict?  
A. **Please see the answer to question 1.**
10. Q. Is a Proposer presently under contract with CPRA for engineering services prohibited from submitting a proposal in response to subject RFP due to a determination of conflict?  
A. **Please see the answer to question 1.**
11. Q. Per Section II, Tasks and Services, E. Travel – states travel may be required for the Program Manager, Assistant Program Manager, Senior Project Manager and Project Manager classifications within the coastal parishes in order to attend program/project meetings and/or site visits. Are the coastal parishes those defined in the coastal zone? What is anticipated travel frequency for each of the staff classifications (number of trips per month/anticipated monthly hours)?  
A. **The coastal parishes referenced are those identified by the coastal zone. It is**

**dependent on the selected firm to best determine how to allocate resources to fulfill the services requested under this RFP. However, it is anticipated that program/project meetings and/or site visits may last 2-4 hours occurring 3-5 times a month.**

12. Q. Per Section III, Staff Classifications, Senior Project Manager and Project Manager are responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects within the authorized scope, schedule and budget. What level of effort is anticipated of Senior Project Manager and Project Manager to ensure budgets are being achieved by various contractors? Is it anticipated that the Senior Project Manager and Project Manager will review and sign off on contractor invoicing on CIAP and SELA Projects or is CPRA providing Contractor a financial statement of expenditures by project and task?
- A. **Where the State has the lead responsibility for design and/or construction, Senior Project Managers and Project Managers from the selected firm are primarily responsible for the implementation of assigned projects and are to complement and supplement CPRA's existing PM staff; having the same level of responsibility. Further, Senior Project Managers and Project Managers from the selected firm will review and approve contractor invoicing for assigned projects where the State has the lead responsibility for design and/or construction.**
13. Q. Per Section IV. CIAP and SELA Program Background Information, a. CIAP – states the present Louisiana CIAP Plan includes a total of 99 projects of which 24 are state (CPRA) projects and 75 are parish projects. Of the \$1 Billion of total CIAP funding, Louisiana was awarded \$496M. Based on the formula, the state has been awarded \$322M and the Parishes have been awarded \$174M. 58% of the funds allocated to Louisiana have been spent to date.
- a) Of the 58% funding spent to date, are those projects closed-out or will Contractor be expected to provide residual Project and Grant Management services? If so, please describe the nature of those residual services.
- b) Of the total 99 projects, how many estimated projects are to be managed by the Contractor?
- A. a) **The selected firm will be assigned projects in the E&D and/or construction phase and will have no responsibility for projects in other phases of work or that have been closed out.**
- b) **Please reference the answer to question 3. Specifically for CIAP, the selected contractor will be asked to manage fifteen (15) CIAP projects that are in either the Engineering & Design (E&D) or Construction phase. CIAP funding will sunset in December 2016. However, it is anticipated that programmatic closeout tasks will continue into 2017.**

14. Q. Does CPRA have existing in-house program management and financial applications currently being utilized for management of CIAP and SELA Projects and is Contractor required to utilize those applications? If yes, please describe the systems and functionality as it pertains to Project Management oversight and reporting.

A. **CPRA has an industry-typical project controls structure for program and project management of schedules and financials. The selected firm will be required to provide input into CPRA's system on a monthly basis.**

15. Q. Will CPRA allow Contractor to utilize their own proprietary program management and financial system to implement the Scope of Services denoted in the RFP?

A. **Please see the answer to question 14. CPRA does not prohibit or dictate what proprietary systems or programs that a contractor may utilize to internally manage their data, as long as the project information is provided by the contractor and input into CPRA's existing system through CPRA's Project Controls Section and Project Support Section.**