

TO: ALL POTENTIAL PROPOSERS

RE: RFP NO. 2529-15-01
“Waterway Debris Removal Project Support and Monitoring”

QUESTIONS AND ANSWERS

1. Q. Is this project statewide or is it for a certain area – or for certain rivers? Or is it for Offshore?
A. **The project may address any state-waterbottom within CPRA’s jurisdiction.**
2. Q. Are there any plans needed with this RFP?
A. **No**
3. Q. Page 13, Item B.2 of the RFP states: Overhead rate: The proposer’s overhead rate, with a complete, detailed breakdown of the components and percentages, must be included with the proposal. The method for computation of the overhead rate for this specific project must be included. In addition, the normal overhead rate used for similar projects should be included. If the overhead rate is incorporated into hourly rates or other cost categories, the proposer must identify the categories used and the percentage attributable to overhead.
(1) Must this information be audited?
(2) If the proposer does not have this information, can the proposer agree to use the current state average?
(3) If the proposer will have this information prior to the commencement of any contract tasks, may the proposer still propose without including this detailed information?
A. **(1) The overhead rates shall be submitted with the proposal, but it is not required that they be audited. (2) No. (3) No.**
4. Q. On page 7, Section 3.8 Subcontracting Information states, “If the proposer intends to subcontract for portions of the work, the proposer shall identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP shall also be required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.”
(1) Please clarify what is expected by “Information required of the proposer under the terms of this RFP shall also be required for each subcontractor.”
(2) Do you require a full technical and cost proposal response from each subcontractor, or simply the information necessary to show competence and

compliance such as Resumes, Relevant Project Qualifications, Certificate of Insurance and Financial Capability?

- a. **(1) Please review the RFP carefully to make sure both the Proposer and any subcontractors are in compliance with the RFP. Mandatory requirements of primes and subcontractors include but are not limited to providing Financial Capability in accordance with Section 5(B) Financial Information.**
(2) Neither a technical proposal nor cost proposal is requested for subcontractors. Proposers shall submit only one rate sheet. However, the prime Proposer should demonstrate their project team’s capabilities to carry out the Scope of Services and resumes for key personnel (including subcontractors) should be included.
5. Q. On Page 12, Section 9. Cost Proposal, hourly rates are required for eight separate categories. Responsibilities for these staff classifications are described on Page 20. Does CPRA have specific levels of experience in mind for each of these staff classifications?
A. **Proposers should demonstrate their abilities to meet or exceed the minimum qualifications listed in Section 3.1 of the RFP.**
6. Q. On Page 13, Item C. Veteran-Owned and Service-Connected Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation it states, “Each proposer should address how the firm will meet the following...”. Where do you want this requirement addressed within our response? It does not appear to be shown under either Volume I or Volume II, as required under Proposal Content.
A. **This information can be included in Volume I.**
7. Q. On Page 23, Section 7. How does CPRA determine who are Key Personnel?
1. **See Page 10 section 5. Any staff whose resume was submitted as part of the proposal shall be considered key personnel.**
8. Q. Page 29, Section 25. Insurance states the RFP refers to ‘Insurance Covering Special Hazards’ as determined by the State. Are there any known or anticipated such ‘Special Hazards’ that should be anticipated?
A. **No.**