



State of Louisiana

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

April 13, 2011

TO: ALL POTENTIAL PROPOSERS

RE: RSIQ 2503-11-71, 2503-11-72, & 2503-11-73
"Engineering, Surveying & Geotechnical Services for Coastal Restoration"

QUESTIONS AND ANSWERS

1. **Q.** For the Engineering Services for Coastal Restoration Projects RSIQ, if a firm has an existing contract with the OCPR, are they allowed to be a sub-consultant on this project?
A. **Firms that are Prime Contractors on existing OCPR contracts will *not* be allowed to submit as Sub-contractors *for the same services* on these proposals. Specifically, Contractors who are primes on an existing engineering contract with OCPR or who are submitting as a prime on the engineering RSIQ, will not be allowed to be a sub on an existing or a new Engineering contract. They may, however, be a current sub contractor or submit as a sub contractor on the geotechnical or surveying RSIQ's.**

2. **Q.** Do out-of-state geotechnical firms with no resident Louisiana engineer (see # 3c on DOTD 24-102 form) have a chance to win the contract? How much effect will it have on the judging process if the firm has no resident Louisiana engineer?
A. **Firms performing Professional Engineering services in the State of Louisiana requiring sealing of design documents must have an engineer licensed in the State of Louisiana. Said Engineer need not *live* in the State.**

3. **Q.** For the Geotechnical Services for Coastal Restoration Projects RSIQ: On Page 1 of the Scope of Services, second paragraph, it is indicated that "A standardized rate sheet will be calculated and distributed to the Consultant..." Does this mean that DNR will establish unit rates for use by the Consultant during the period of the contract, or will the unit rates be

determined as part of the contract negotiation process? We understand that rate sheets will be applicable for the full term of the contract.

- A. **For the Engineering and Surveying RSIQ's, standardized rate sheets will be developed based on requested rates sheets from all selected teams. In the case of the single selection of a Geotechnical RSIQ, the selected firm will submit a rate sheet which will be reviewed against current rates being utilized on existing OCPR geotechnical contracts. Rates deemed out of line of normal annual cost increases will be discussed with the firm and adjusted accordingly.**
4. Q. For the Engineering Services for Coastal Restoration Projects RSIQ: The third required inclusion in the Statement of Interest and Qualification, as described on page 2 of the above-referenced RSIQ is "(3) A preliminary work outline for the design process. This outline should identify the principal tasks which the designer feels should be addressed during the design process, together with the relevant experience of the individual responsible for each task..." This requirement appears to be quite project-specific, in contrast to the breadth of services listed in the Scope of Work on page 1 of Enclosure (1). For example, the principal tasks and responsible individuals for a barrier island restoration design are vastly different from those for design of a pump station or a levee. It appears that this requirement might be a holdover from a more specific SIQ. Please clarify this requirement.
- A. **The third requirement listed in these RSIQ's (preliminary work plan) is not required for submittal.**
5. Q. For the Engineering Services for Coastal Restoration Projects RSIQ: Can we submit a proposal as a Prime Consultant for a specific task and/or one of the smaller contracts rather than the large one? If so, how do we specify on the proposal?
- A. **The RSIQ's do not reference a "specific task", therefore no consideration will be given if that request is made. The size of any contract awarded will be made by OCPR and not at the request of the submitting firm.**
6. Q. Are firms who are listed as the prime on an existing contract precluded from submitting on the above mentioned RSIQ as a sub?
- A. **See the Answer to question No. 1**
7. Q. Our company is a registered civil and coastal engineering firm acting in the State of Florida. Our company has the interest to qualify as contractor for the SIQ No. 2503-11-71. We would like to know to what extent it is possible for our firm to submit the Statement of Interest and Qualifications, even our engineers and our firm are not yet registered in the State of Louisiana. We understand that it is necessary to have an authorization issued by the State of Louisiana in order to submit the

statement. Then, in case of being selected, we must be registered before signing a contract. Is that correct?

- A. **According to the provisions of La. R.S. 12:301-302, any corporation which is not incorporated in the State of Louisiana must obtain a certificate of authority to transact business in Louisiana from the Louisiana Secretary of State, Corporations Division, 3851 Essen Lane, Baton Rouge, Louisiana 70809, Phone No. (225)925-4704. This is not required as part of your proposal, however, this must be completed prior to contract signing if you are a successful proposer.**
8. Q. For the Engineering Services for Coastal Restoration Projects RSIQ: Is there a geotechnical component to this contract?
- A. **Submitting firms should consider all aspects of project design and determine if their team can deliver these services. Geotechnical engineering is typically required on most projects at OCPR, however including these services on a team is at the discretion of the prime contractor.**
9. Q. For the Engineering Services for Coastal Restoration Projects RSIQ: The Scope of Services does not directly mention permitting assistance and NEPA compliance as a required service. Would a Prime (would does not provide NEPA compliance) need to add this type of service/company to their team?
- A. **Submitting firms should consider all aspects of project design and determine if their team can deliver these services. NEPA compliance and permitting assistance is typically required on most projects undertaken at OCPR, however including these services on a team is at the discretion of the prime contractor.**
10. Q. For the Engineering Services for Coastal Protection Restoration Projects RSIQ: Could you please elaborate on what services would be required under item No. 6 “Program Management and Design for CDBG projects” so we can better describe our company and employee qualifications to meet these project needs.
- A. **OCPR performs oversight and design of CDBG projects on a limited basis. Firms having any prior experience dealing with any or all aspects of the CDBG program can note that in their submittal – if they so choose.**
11. Q. For the Engineering Services for Coastal Protection Restoration Projects RSIQ: If submitting as a team should each party include a full SR24-102 in the submission, or will a single form to cover the entire team be sufficient?
- A. **Individual SF 24-102 forms are preferred.**

12. Q. For the Engineering Services for Coastal Protection Restoration Projects RSIQ: If a Joint Venture is formed to respond to this solicitation, would it be necessary for the JV to be filed with the Louisiana Secretary of State, Corporate Division, or would it be sufficient for the individual JV partner entities to be registered?
- A. **For award of a contract, a legal entity must be in existence and registered with the Louisiana Secretary of State *prior* to selection and award of the contract.**
13. Q. For the Engineering Services for Coastal Protection Restoration Projects RSIQ: If submitting as a Joint Venture, should individual SF24-102's be included in the SIQ for the JV partner entities?
- A. **Individual SF 24-102 forms for each entity are preferred.**
14. Q. For the Engineering Services for Coastal Protection Restoration Projects RSIQ: Should the "preliminary work outline for the design process" write-up be included as part of Section 10 of the SF24-102, or as a stand-alone part of the SIQ?
- A. **See the answer to question No. 4**
15. Q. For the Engineering Services for Coastal Protection Restoration Projects RSIQ: Could you please confirm the assumptions that should be made in preparing the "preliminary work outline for the design process," as the projects to be covered under this scope are diverse and include program management, i.e. should we assume a particular type of restoration project from analysis through design to construction oversight?
- A. **See the answer to question No. 4.**
16. Q. For the Engineering Services for Coastal Protection Restoration Projects RSIQ: Could you please clarify the scope of the 'Program Management' services anticipated for the CDBG projects? Is it likely to be extension of staff type services, or other?
- A. **Required services, if any, are undetermined at this time.**
17. Q. For the Engineering Services for Coastal Protection Restoration Projects RSIQ: Could you please confirm the project types for which design services are anticipated under the CDBG program, as that program is highly diverse and includes projects not normally associated with coastal restoration?
- A. **See the answer to question No. 16.**
18. Q. Which version of Enclosure 3 should be submitted with proposals?
- The latest version of SF 24-102 will be accepted. Please see attached.**

19. Q. Included with the Request for Statement of Interest and Qualifications for “Geotechnical services for Coastal Restoration Projects,” RSIQ No. 2503-11-72 is a “Verification of Professional Services Eligibility” form. Is this form due at the time of submission of the SIQ, or is it to be completed upon award of the contract? Please provide clarification regarding this form.
- A. **Only Successful Proposers will have to submit this form during negotiation of a contract.**
20. Q. For the Geotechnical Services for Coastal Protection Restoration Projects RSIQ: Can information not formatted in 24-102 format be included ? (i.e. a personnel or project experience matrix)
- A. **Additional information is not required and will not be reviewed as part of this RSIQ.**
21. Q. For the Geotechnical Services for Coastal Protection Restoration Projects RSIQ: Should sub consultants submit a separate package or should their information (resumes, projects) be incorporated into the Prime submittal?
- A. **Individual SF 24-102 forms for each entity are preferred.**
22. Q. For the Geotechnical Services for Coastal Protection Restoration Projects RSIQ: Page 2 of the SIQ requests a preliminary work outline for the design process. However, a specific detailed scope of work is not yet available. Please clarify your expectations on preparing the detailed work outline for the design process given the broad description of services in Enclosure (1).
- A. **See the answer to question No. 4.**

STANDARD FORM: DOTD 24-102

(Rev. 1/2003)

Professional Engineering and Related Services

<p>1. Project title/location</p>	<p>2a. Announcement date</p>	<p>2b. Project number</p>
<p>3. Firm (as registered with the Louisiana Secretary of State) and mailing address of the office to perform work</p>	<p>3a. Name, title, telephone number, and e-mail address of the official with signing authority for this contract</p>	
	<p>3b. Name, Title, and telephone number of full-time LA licensed engineer in charge (not required for non-engineering projects)</p>	
<p>4. Full-time personnel on firm's payroll in all Louisiana offices, domiciled in Louisiana:</p>		
<p>a. Civil Engineers, with current Louisiana P.E. registration</p>	_____	
<p>b. Environmental Engineers, with current Louisiana P.E. registration (not included in 4a)</p>	_____	
<p>c. Environmental personnel (non-engineers)</p>	_____	
<p>d. Planning personnel (non-engineers)</p>	_____	
<p>e. Surveying personnel (non-engineers)</p>	_____	
<p>f. Real Estate Professionals (Agents and Certified Appraisers)</p>	_____	
<p>g. Other personnel not included in above categories</p>	_____	
<p>Total personnel domiciled in Louisiana (sum of a – g)</p>	_____	
<p>5. Full-time personnel on firm's payroll, not domiciled in Louisiana, to be used on this project:</p>		
<p>a. Civil Engineers</p>	_____	
<p>b. Environmental Engineers (not included in 5a)</p>	_____	
<p>c. Environmental personnel (non-engineers)</p>	_____	
<p>d. Planning personnel (non-engineers)</p>	_____	
<p>e. Surveying personnel (non-engineers)</p>	_____	
<p>f. Real Estate Professionals (Agents and Certified Appraisers)</p>	_____	
<p>g. Other personnel not included in above categories</p>	_____	
<p>Total personnel not domiciled in Louisiana (sum of a – g)</p>	_____	
<p>6. Do you presently have sufficient staff to perform these services in the designated time frame? (Yes/No)</p>		

7. Firm's DOTD audited overhead rate _____%
Self-imposed overhead limitation (applies to Prime and Sub-consultants for this contract)?
(Yes/No) _____ %

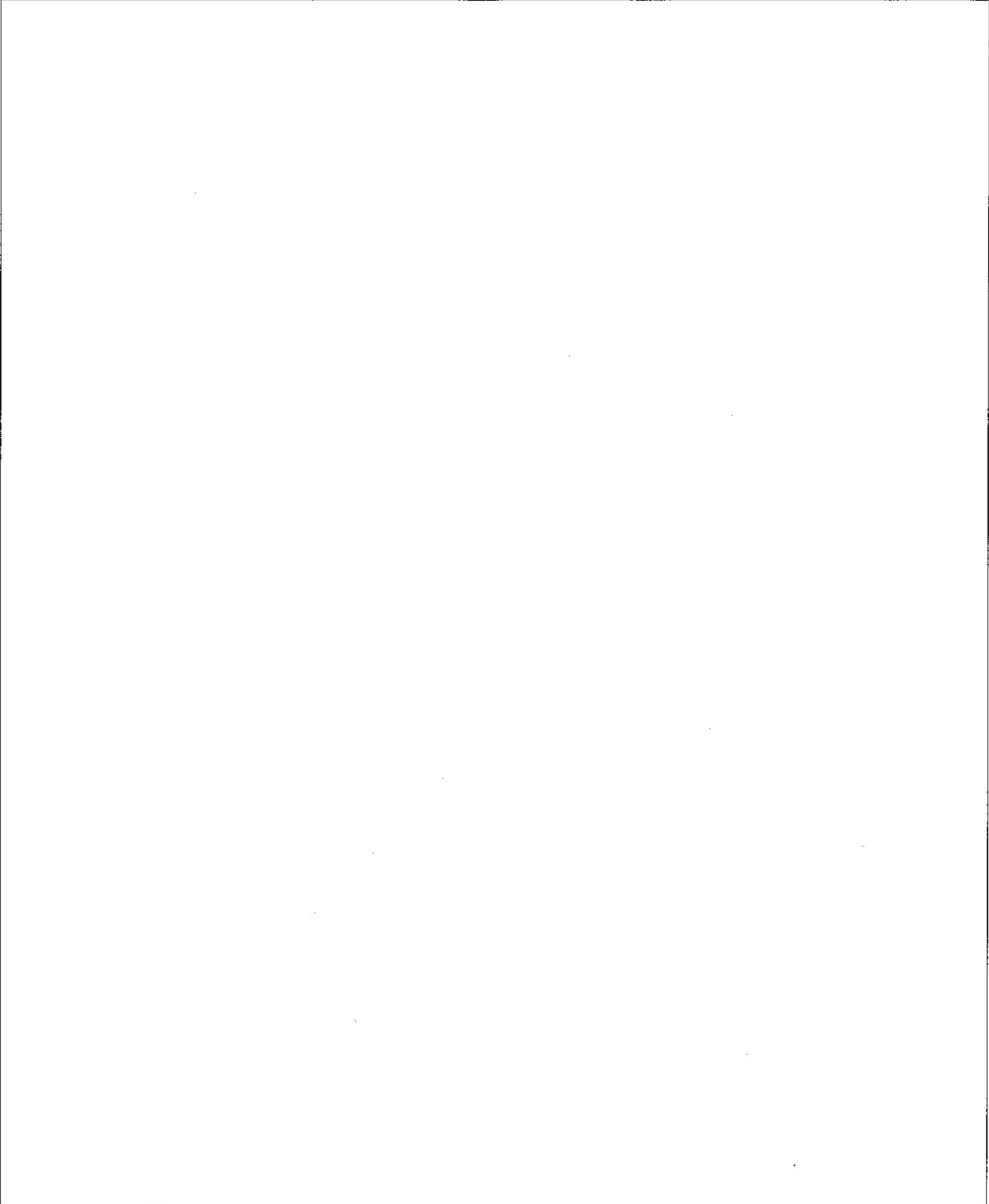
8. Identify the the element of work (as defined in the advertisement), and the % of the element to be performed by the firm. Also, identify % of work for the overall project to be performed by the firm.

Blank area for response to question 8.

9. Do you intend to use a sub-consultant(s)? _____ yes _____ no
(For use by the Prime Consultant only)

Name and address	Identify the the element of work (as defined in the advertisement), and the % of the element to be performed by the sub-consultant Also, identify the % of work for the overall project to be performed by the sub-consultant.	Worked with prime before? (Yes/No)
1.		
2.		
3.		
4.		
5.		

10. Staffing Plan – A Diagram showing all personnel specifically assigned to each work element of the project, their duties, and immediate supervisors. The Staffing Plan should also include the same information for Sub-consultants (if applicable).



12. Work by firm which best illustrates project experience relevant to this project (List not more than 10 Projects)

a. Project number, name & location	b. Project description	c. Nature of firm's responsibility & firm members involved	d. Owner's name, address, and telephone number	e. Completion date & cost in thousands

14. Use this space to identify the staff members who meet the **minimum personnel requirements** as defined in the advertisement. Also, to provide any additional information or description of resources supporting your firm's qualifications for the proposed project. This section may also be used to submit proposed prices, if required.

15. This is to certify that all information contained herein is accurate and true.

Signature of Official (same as 3a): _____ Date: _____