

May 22, 2013

TO: ALL POTENTIAL PROPOSERS

RE: RFP NO. 2503-13-61  
“Engineering Services for Coastal Protection and Restoration Authority Projects”

### QUESTIONS AND ANSWERS

1. Q. [Is there] a maximum dollar amount set aside per contract for engineering and surveying task order fees that you could provide for each of the projects[...] Also, is there any established minimum amount that would be tasked?  
A. **No maximum dollar amount per contract has been established. No minimum dollar amount has been established for task orders.**
2. Q. The RSIQ stipulates hard proposal binders are discouraged. Is a paper cover sheet or laminated proposal cover with photos and our company logo permissible? Or should the first page of our submittal be the cover letter?  
A. **Paper cover sheets and laminated proposal covers are acceptable. The cover letter should still be included.**
3. Q. Is a 2-page cover letter permissible?  
A. **Yes.**
4. Q. If all hard binders are forbidden, how should our submittals be bound? Paper clip/binder clip?  
A. **Hard binders are discouraged, not forbidden. Paper clipped or binder clipped proposals are acceptable.**
5. Q. In regards to the SF 24-102, can it be printed front and back (1 page on each side) to save space and to avoid a large amount of pages (to avoid a large submittal)?  
A. **Yes.**

6. Q. Does the SF 24-102 need to be submitted as-is or can it be re-dressed in our company format so long as it includes all the information requested in the correct order?
- A. **Submittals must be on the Standard Form CPRA 24-102. Forms should not be modified.**
7. Q. Does the Preliminary Work Outline for the Design Process in our SIQ (Item 3 of Page 2 of the RSIQ) have a page limitation?
- A. **A work outline is NOT required for this advertisement. This language was inadvertently included from a previous advertisement.**
8. Q. Is it acceptable to include the Preliminary Work Outline in the 3-page Additional Information section of the 24-102?
- A. **See Question #7.**
9. Q. [In regards to the CPRA 24-102 form], Question 5 on the form reads as the following, asking for the personnel to be used on this project: "Full time personnel on the prime firm's payroll, not domiciled in Louisiana to be used on this project." However, the instruction for that question reads like it is asking for all the personnel not domiciled in Louisiana: "Full time personnel on firm's payroll not domiciled in Louisiana. List all personnel not domiciled in Louisiana. Provide the total in the last blank. Contract employees may be used for specific tasks, but should NOT be included in this section." For Question 5, should we list all personnel not domiciled in Louisiana or the personnel not domiciled in Louisiana to be used on this project?
- A. **The intent of this question is to establish firm size. Please list the total number of firm personnel not domiciled in Louisiana, regardless of their anticipated involvement on a CPRA project.**
10. Q. Is the Prime Consultant submitting on the project required to performed a specified to perform a specified minimum percentage of the overall contract? If so, what is the minimum percentage?
- A. **No minimum percentage is required.**
11. Q. On the first page of the RSIQ, paragraph three, there is the following statement: "Please note, firms who are prime contractors on existing contracts with CPRA will be allowed to submit as subcontractors on this advertisement." With regard to the term existing contracts, we do understand that is a firm is a prime contractor for an existing CPRA Geotechnical Services contract, then they will be allowed to submit as a subcontractor for this advertisement. However, if a firm is a prime contractor for a CPRA Engineering Services contract, will they be allowed to submit as a prime contractor for this Geotechnical Services advertisement?
- B. **Yes, you can submit.**