

**Addendum No. 1**

**DESIGN SERVICES FOR  
MINOR RENOVATION IN ORLEANS PARISH; NEW ORLEANS, LA  
FOR THE NEW ORLEANS RECOVERY SCHOOL DISTRICT**  
Solicitation No. 2010-03

Paul G. Pastorek  
State Superintendent of Education  
September 22, 2010

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1. Under **4.3 Participation**, Add the following paragraph:

"It is not necessary for the Joint Venture to be recorded or registered as a Joint Venture with the Louisiana Secretary of State at the time of the submission of the SOQ. However upon submission of contract, the Joint Venture shall be registered in accordance with the appropriate Federal, State and Local Statutes."

2. Under **4.7 Minority, Women-Owned and Small Entrepreneurship Business Participation**

The Recovery School District encourages participation from minority-owned, women-owned and small entrepreneurship businesses. The team will be evaluated in this area on the extent to which SOQ Respondents identify and commit to minority-owned, women-owned and/or small entrepreneurship businesses, whether as a prime, joint venture teaming arrangement, or through the use of sub-consultants.

3. Under **4.8 State of Louisiana's Small Entrepreneurship (Hudson Initiative) Program**, Replace entire section with:

**Other Desirable Requirements:** This procurement has been designated as suitable for small entrepreneurship participation. The State of Louisiana's Small Entrepreneurship (Hudson Initiative) Program, is designed to provide additional opportunities for Louisiana-based small entrepreneurs (sometimes referred to as SE's) to participate in contracting and procurement with the state. A certified small entrepreneurship is one that has been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at:

<https://www.ledsmallbiz.com/seinformation.htm>

Proposers are encouraged to use small entrepreneurs where sub-contracting opportunities exist. Five percent (5%) of the total evaluation points on the RFP are reserved for the proposers who are themselves a certified SE or who have made a good faith effort to use one or more SE's as subcontractors.

Written notification to certified small entrepreneurs is the preferred method to inform certified SE's of potential subcontracting opportunities. A current list of small entrepreneurs, which have been certified by the Louisiana Department of Economic Development, may be accessed from the State of Louisiana Procurement and Contract Network (LaPAC) "Search for Registered Vendors" at:

<http://wwwsrch2.doe.louisiana.gov/osp/lapac/Vendor/srchven.asp>

You may then determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.), and select "SmallE". Copies of notification to at least three (or more) certified SE's will satisfy the notification requirements. Notification must be provided to the certified SE's by the proposer in writing no less than five working days prior to the date of the proposal deadline. Notification must include the scope of work, location to review plans and specifications, any bonding and insurance information and/or requirements (if applicable), and the name of a person to contact.

Proposers that plan to use certified SE's should include in their proposal the names of their certified SE

subcontractor(s), a description of the work each will perform, and the dollar value of each proposed certified SE subcontract. If a certified SE was not selected, the proposer should provide written justification of the selection process.

Proposers that plan to use certified SE's should provide documentation to demonstrate their good faith subcontracting effort (i.e., phone logs, fax transmittal logs, letters, e-mails) in order to receive any reserved points.

In the event questions arise after an award is made relative to the proposer's good faith efforts, the proposer will be required to provide supporting documentation to demonstrate it's good faith subcontracting plan was actually followed. If it is at any time determined that the contractor did not in fact perform it's good faith subcontracting plan, the contract award or the existing contract may be terminated.

Contractors will be required to report small entrepreneurship subcontractor or distributor participation and the dollar amount of each. The statutes (R.S. 39:2001 et. seq.) and rules (LAC 19:VII.Chapters 11 and 13) concerning this program may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=96265> and <http://www.doa.louisiana.gov/osp/SE/rule.pdf> respectively. The State requires competitive pricing, qualifications, and demonstrative competencies in the selection of contractors. "

4. Please use attached Standard Form RSD-AE with the correct Footnote.

5. The following statements are answers to questions submitted:

1. Question: "Can a modified version of the Standard Form RSD-AE be used as part of the Statement of Qualifications for sub-consultants? I propose that the modified form would have items 3a and 3b excluded, because those seem only relevant to the Prime.

Answer: Sub-consultants are to be listed as specified in Item 9 in Exhibit A.

2. Question: "Regarding the Statement of Qualifications, question #12, although brochures or other attachments are not allowed, are we allowed to include photographs depicting past similar work on the page for question 12 and on the 3 additional pages allowed?"

Answer: Photographs as part of the narrative are allowed.

3. Question: "Could you please clarify if sub-consultants are required to submit the RSD-AE Form as part of the Prime consultant's submission?"

Answer: Sub-consultants are to be listed as specified in Item 9 in Exhibit A.

4. Question: "Do we have to get a fully completed form from each sub, or only list them on our form?"

Answer: Sub-consultants are to be listed as specified in Item 9 in Exhibit A.

5. Question: " On the RSD AE 09-10-02 form provided, block 7 is different than previous versions of the form. On other RFQs, block 7 asks for:

*"List Consultants/Associates to be utilized on this project ..."*

On this current form, block 7 asks for:

*"Professional qualifications of the Prime Consultant or...."*

That current version of block 7 seems to ask for the same information as block 12 which asks:  
*"Use this space to best illustrate qualifications of this firm to perform this project...."*

Please clarify if the question in the current version of block 7 is what is intended.

Answer: Do not use previous versions of this form. Blocks 7 and 12 are self explanatory.

6. Question: "We would like to know if you have any idea what the range of size of the demolition projects are?"

Answer: Size of demolition projects vary from partial to entire schools.

7. Question: "Would you like to see a separate completed Standard Form RSD-AE 09-10-03 for each Sub Consultant on our team?"

Answer: Sub-consultants are to be listed as specified in Item 9 in Exhibit A.

8. Question: What is the intent of limiting relevant similar projects to the address noted in 1.c. It seems that if a local architect does not have school experience then they lose evaluation credit for similar projects even if their associate architect has extensive experience .

Answer: The intent is to promote the receipt of the best teams as Prime Consultants.

9. Question: The Standard Form RSD-AE 09-10-03 included in the RFQ asks at item 1c for the address of the official address of the joint venture responding to the RFQ:

- a. 1. Is this address controlling as to obtaining the extra points available to a "local" firm when the joint venture is composed of a local firm and an out of state firm?
- b. 2. Is the joint venture prohibited from listing relevant similar projects by one partner in submitting a joint venture when the location of where the project services were performed is at the other joint venture's location from the address listed in item 1c?
- c. 3. If relevant similar projects cannot be listed due to the address restriction in item 1c, will there likely be the same restriction limiting the inclusion of relevant similar projects in future RFQ's seeking the credentials of qualified design architects for creation of innovative school plans for the benefit of our New Orleans school children?

Answer:

- a. Answer: So long as the Joint Venture address is listed and is operated out of the address at 1C.
- b. Answer: No.
- c. Answer: We cannot answer the question for future RFQs.

10. Question: "Can an A/E firm submit as the Architectural Prime on each project referenced above and the civil engineering division submit with other Prime or Joint Venture firms as a sub-consultant without a conflict of interest?"

Answer: According to 4.3,– yes. A Prime, JV, etc... can only submit one SOQ per RFQ. If a Prime applicant is listed as a sub-consultant for another Prime, JV, etc..., as is the same for other sub-consultants, a percentage of participation must be shown.

11. Question: "What address should I use on the Insurance Certificate being submitted with our qualifications? Department of Education or Jacobs?"

Answer: Insurance Certificates will be required at submission of contract.

12. Question: "We are in receipt of the above solicitation which indicates that upon acceptance of the Prime

Consultants qualifications the selected firms will be placed in a pool to be assigned work as needed. Should a prime consultant be selected for this pool, would that preclude the consultant from qualifying for any future RFQ's based on the selection criteria."

Answer: No. Being chosen for Minor Renovation pool will not preclude consultant from qualifying for future RFQs.

13. Question: Do the sub-consultants need to submit an RSD-AE form 09-10-03 or are they just listed in the Prime's form under Item 9?

Answer: Sub-consultants are to be listed as specified in Item 9 in Exhibit A.

14. Page 6 of 18, Item 4.8 states "In order to obtain recognition for the criteria, vendors are required to be certified and must prove certification in the SOQ."  
Question: How do we prove certification in the SOQ? Is there some sort of certification certificate you would like attached?

Answer: See Item 4.8 in this Addendum.

15. Page 7 of 18, Item 4.13 states: "Design Professional shall provide a certificate as proof of Workmen's Compensation coverage."  
Question: Do you want insurance certificates submitted with the form RSD-AE 09-10-03?

Answer: Insurance Certificates will be required at submission of contract.

16. Question: "Please clarify that only the prime consultant will be required to submit as indicated on sheet 2, on sheet 3 it suggest that the consultant submit Form RSD AE. Please clarify."

Answer: Sub-consultants are to be listed as specified in Item 9 in Exhibit A.

17. Question: Can you submit as a Prime, but also submit as a sub on the same project?  
Question: Can a firm submit as a prime and also be listed as a sub consultant for a different firm on the same SOQ? For example be a prime for demo and be a sub for a different firm for demo?

Answer: According to 4.3,- yes. A Prime, JV, etc... can only submit one SOQ per RFQ. If a Prime applicant is listed as a sub-consultant for another Prime, JV, etc..., (as is the same for other sub-consultants) a percentage of participation must be shown

End of Addendum No. 1

<b>STANDARD FORM RSD-AE 09-10-03</b>	<b>1a. Official Name of Firm</b>		<b>2. Project Name and Numbers: MINOR RENOVATION DESIGN SERVICES FOR SCHOOLS IN ORLEANS PARISH; NEW ORLEANS, LA FOR THE New Orleans RECOVERY SCHOOL DISTRICT Solicitation No. 2010-03</b>	
<b>Prime Architectural &amp; Engineering Services</b>	<b>1b. Official mailing address</b>	<b>1c. Official street address</b>		
<b>3a. Principal to contact (must be same person certifying Item 3b). Name: LA Registration No.: Telephone No.: Fax No.: E-Mail:</b>		<b>3b. I certify that I am duly authorized to represent the applicant applying for this project. I further certify that the foregoing information is accurate and complete to the best of my knowledge. I have read and understand the instruction sheet of RSD-AE PRIME.</b>  <b>Signature:_____ Date:_____</b>		
<b>4a. Firm's LA registration number and date granted (Attach a copy of registration certification)</b>		<b>4b. Current occupational license number (If applicable)</b>		
<b>5. Personnel by discipline of the Prime Consultant or Joint Venture. (list each person only once, by primary function).</b>				
<input type="checkbox"/> Administrative <input type="checkbox"/> Architects (Licensed) <input type="checkbox"/> Architects (Intern or Student) <input type="checkbox"/> Civil Engineers <input type="checkbox"/> Construction Inspectors <input type="checkbox"/> Draftsmen/CADD Operators <input type="checkbox"/> Designer/Technician	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Ecologists Electrical Engineers Engineer-In-Training Environmental Engineers Estimators Geologists Geotechnical Engineers	<input type="checkbox"/> Interior Designers <input type="checkbox"/> Landscape Architects <input type="checkbox"/> Land Surveyor <input type="checkbox"/> Mechanical Engineers <input type="checkbox"/> Professional Land Surveyors <input type="checkbox"/> Sanitary Engineers <input type="checkbox"/> Specification Writers	<input type="checkbox"/> Structural Engineers <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Total Personnel
<b>6. Indicate the area(s) of responsibility for this project.</b>				

**7. Professional qualifications of the Prime Consultant or Joint Venture to perform the services required for the project.**

<b>8. Brief resume of key personnel. These must be employed by the Prime Consultant or Joint Venture (Use as many pages as required)</b>	
<b>a. Name and title</b>	<b>a. Name and title</b>
<b>b. Position or assignment for this project</b>	<b>b. Position or assignment for this project</b>
<b>c. Years professional experience</b> <b>With this firm          With other firms</b>	<b>c. Years professional experience</b> <b>With this firm          With other firms</b>
<b>d. Active registration: State/discipline/license number or applicable certifications for inspectors</b>	<b>d. Active registration: State/discipline/license number or applicable certifications for inspectors</b>
<b>e. Specific experience and qualifications relevant to this project</b>	<b>e. Specific experience and qualifications relevant to this project</b>

**9. List Sub-Consultants to be utilized on this project.**

<b>Name and Address</b>	<b>Specific Responsibilities and scope of work on this project</b>	<b>Approximate % of work this project</b>	<b>Worked with Prime before (yes or no)</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**10. Project organization chart. Identify the key personnel and their responsibilities for this project. Include Consultants/Associates as appropriate.**

**11. List all projects your firm has performed at the official address listed in Item 1c within the past 10 years that are similar or comparable to the proposed project.**

<b>a. Project Type or Name Project Description Name of Architect Responsible or in Charge Client Contact Person and Phone Number</b>	<b>a. Nature of firm's responsibility</b>	<b>c. Actual (A) or estimated (E) fee</b>	<b>d. Current status or percent complete</b>	<b>e. Actual (A) or estimated (E) completion date</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				

**12. Use this space to best illustrate qualifications of this firm to perform this project, or any additional information or description of resources supporting your firm's qualifications. All information with specific reference to the various items specified in the Request For Qualifications Evaluation Criteria and the stated scope of work should be included. A maximum of three (3) additional sheets may be utilized to answer this question. All other attachments not specifically requested or embellishments shall be excluded.**