



# PARISH OF ASCENSION

PURCHASING

## RFQ – Wetland and Delineation Services ADDENDUM #1

December 18, 2024

### PURPOSE: Deadline Extension and Responses to Written Inquires

(1) Deadline Extension

RESPONSE: The deadline for receipt of Qualification Packages is being extended one week from January 2, 2025, to January 9, 2025, due to the holidays.

(2) Updated RFQ Section 5.3 (Specialized Knowledge)

RESPONSE: Removed RFQ Section 5.3 language that is ~~struck through~~ below as follows:

#### 5.3 Specialized Knowledge

Preference will be given to firms with a demonstrated track record of successfully completed specific items outlined in the scope of services (**Section 1.4**). The amount of data detailed, the time frame in which the work can be done, and the cost associated will also be considered and factored in while grading the specialized knowledge. In addition to all other requested information, the following must be included in all responses under Section 13 of Standard Form APG-1001 (**Exhibit C**).

~~The interested Prime Consultant must be able to perform at least 50% of the expected scope of services and show demonstrated experience with:~~

- ~~• At least one (1) principal of the prime consultant shall be a registered professional engineer in the state of Louisiana~~
- ~~• At least one (1) professional engineer of the prime consultant, registered in the state of Louisiana, shall have a minimum of ten (10) years of experience in hydrologic and hydraulic modeling~~
- ~~• Either through the prime consultant or subconsultant, at least one (1) Specialist with a minimum education level of a bachelor's degree in a related field, at least 5 years of experience in projects relevant to CDBG-MIT and/or Disaster Recovery projects~~
- ~~• In addition to the above requirements, either through the prime consultant or subconsultant, must also employ:
  - ~~○ A minimum of one professional engineer registered in the State of Louisiana, with at least five (5) years of experience in conducting civil, geotechnical, and structural design and preparation of design plans, specifications and supporting documents~~
  - ~~○ Corresponding support staff to support the services required in the scope of services including but not limited to Engineer Interns, Junior Engineers, Mid-Level Engineers, Sr. Engineers, Project Engineer, CAD technicians, and Engineering Technicians, who would be assigned to act for respondent's firm in key management and field positions.~~~~



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The Prime firm and other team members must provide resumes for the key personnel who will execute its proposed scope of services.

- (3) The RFQ requests that Exhibit C Standard Form APG-1001 be submitted as part of the response. The Ascension Parish Professional Selection Committee Federal Grant Score Card is also included with a list of scorecard factors including section items they will evaluate submittals on. Can you please confirm whether our response should include the Standard Form APG-1001 and the listed sections in the scorecard separately or if we can apply headers to the form to satisfy the requirements in the scorecard? Is there a preferred layout the Parish would like to see?

RESPONSE: Either way is fine.

- (4) Section 5.3 Specialized Knowledge indicates several engineering positions that the Prime Consultant must demonstrate experience with, however Exhibit D: Wetland Permitting Rate Sheet does not list any engineering positions. Can you please clarify which roles respondents should include?

RESPONSE: Please stick with the roles relative to the rate sheet included.

- (5) Exhibit C: Standard Form APG-1001 lists Professional Engineering and Related Services and includes employees such as engineers, party chiefs, land surveyors, real estate professionals, etc. There are no positions matching these on the included rate sheet. Can you please clarify what roles and rates you would like to see?

RESPONSE: Please use only the titles and roles on the rate sheet.

- (6) The due date of the RFQ is Thursday, January 2, 2025, at 3pm. It is noted that the Parish is closed on Fridays so hard copies may be received the next business day which is typically Monday unless Monday is a recognized holiday. Can you please confirm what days the Parish is open between December 26 through January 2 to deliver our submittal?

RESPONSE: Please see Question #1 above.

- (7) Is the rate sheet required to be submitted with our proposal, or does the Parish intend to request it following award?

RESPONSE: Required with submission of proposals.

- (8) Does the Parish intend to award one, or multiple contracts?

RESPONSE: Possibly multiple.



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- (9) Would the Parish consider pushing the deadline back considering the Christmas and New Year's holidays?

**RESPONSE:** Please see Question #1 above.

- (10) Relevance of the Engineering Qualification Requirement: Could you confirm whether the engineering qualification requirement is applicable given the Scope of Services outlined in the RFQ?

**RESPONSE:** Not applicable. This scope of work will be reviewed by the roles within the attached rate sheet.

- (11) Waiver or Good Faith Effort Provisions for DBEs: We understand that federal Disaster Recovery CDBG funds encourage DBE participation, and that waivers or Good Faith Effort provisions may allow DBEs to bid on projects where subcontractor qualifications supplement the prime contractor's capabilities. Could you confirm if such provisions apply to this project?

**RESPONSE:** This would need to be confirmed by the federal guidelines.

- (12) We have a question about the following statement required in the transmittal letter. [SIC The statement] "Confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of all charges resulting from the contract."

**RESPONSE:** Updated RFQ Section 5.1 (Transmittal Letter) item #5 language as noted below:

### **5.1 Transmittal Letter**

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

~~5. Confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of all charges resulting from the contract.~~ Any changes needed will be addressed within the contract negotiation phase.