

ORLEANS PARISH SCHOOL BOARD
PROCUREMENT DEPARTMENT
2401 Westbend Parkway, Suite 5055, New Orleans, LA 70114
Jonathan Temple, Director of Business Partnerships | (504)304-3847

May 15, 2019

ADDENDUM NO. 2

REQUEST FOR QUALIFICATIONS NO. 19-0023

DESIGN SERVICES FOR SCHOOLS IN ORLEANS PARISH

This Addendum and Clarification item forms a part of the Contract Documents and modifies the original Proposal Documents issued April 26, 2019. Acknowledge receipt of this Addendum on the Addendum Form (Attachment #3) of Addendum No. 1. Failure to do so may subject Proposer to disqualification.

This addendum consist of eight (8) pages:

The original Request for Proposal document is changed as follows:

1. *Page 21 | Exhibit A: Delete the previous title: “Mechanical Engineering Design Services for Orleans Parish School Board”
REPLACE: with “Design Services for Schools in Orleans Parish”*
2. *Page 22 | Exhibit A; Item 7: Add statement: “Additionally, the prime and sub-consultants shall indicate (“yes” or “no”), if the sub-consultant or associate listed is a DBE consultant.*
3. *Page 23 | Exhibit A; item 13: Delete the second paragraph, “Additionally, the narrative should also include specific reference to the various items specified in the Request for Qualifications Evaluation Criteria. A maximum of three (3) additional sheets (four (4) sheets total) may be utilized to answer this question. Unless otherwise specifically requested in the Request for Qualifications, all other attachments i.e. company brochures, cover pages, etc. shall be excluded. It is also requested that Form _____ not be bound in a booklet, but be stapled in the upper right-hand or left-hand corner.”*
4. *Page 34-35 | Exhibit B: Delete this form “DBE RESPONSIVENESS FORM 1” AND “DBE RESPONSIVENESS FORM 2”.
REPLACE: with “Attachment-9 | DBE RESPONSIVENESS FORM 1a”.*

5. Pages 37-41| Exhibit B: Delete “DBE PROFESSIONAL SERVICES REPORT 2: GOOD FAITH EFFORTS”
6. For the subject RFQ, please clarify if it is acceptable for an Architectural Firm to submit as a Prime Consultant, while also submitting as a Sub-consultant performing Architectural Services for another A/E firm submitting as a Prime Consultant.
OPSB Response: A respondent can submit only one response as a Prime or Joint Venture. Additionally, that respondent can be a sub-consultant on multiple proposals.
7. At the meeting this morning, it was mentioned that 7 pages for 7 projects would be allowed in the submittal for previous work samples. My question is: Can one of those pages outline a few projects that fall under a specific type of work rather than dedicating an entire page to each of those projects? For example, our 7 pages might look like the list below:
 - a. Page 1: New Construction, dedicated single project page
 - b. Page 2: New Construction, dedicated single project page
 - c. Page 3: Renovation, dedicated single project page
 - d. Page 4: Renovation, dedicated single project page
 - e. Page 5: Historic Preservation, dedicated single project page
 - f. Page 6: Historic Preservation, dedicated single project page*OPSB Response: Please submit no more than seven pages with one project per page. Those projects can be any combination of new construction, renovation, refurbishment and/or demolition.*
8. Please confirm that firms who are certified DBE and respond as prime will have their DBE status count towards the 35% participation goal
OPSB Response: Those firms who are certified DBE and respond as prime will have their DBE status count toward the 35% participation goal. All firms, whether DBE certified or not, will be required to submit the proper DBE forms.
9. Please confirm that one (1) additional page per project will be allowed to better showcase scope, experience, and similar aspects to OPSB projects
OPSB Response: Please submit no more than seven pages with one project per page. Those projects can be any combination of new construction, renovation, refurbishment and/or demolition.
10. Please confirm that front end documents (page 6 of the RFQ) will not be required to be submitted
*OPSB Response: Bullet 1 should read: LA Registration number, date granted and a copy of Registration Certificate, front-end documents (Mandatory)
Add: Bullet 2: Office Location – 10 Metropolitan Statistical Area parishes (5%)*
11. Please confirm that a Certificate of Insurance showing current limits should be included with this submission, as well as a commitment to increase coverage if required depending on the construction cost of assigned project.

OPSB Response: *A Certificate of Insurance for Professional Liability of at least \$1,000,000 must be included in the proposal. If a large project were awarded to a selected firm, the Professional Liability requirements as stated in the RFQ would have to be met.*

12. If we respond as the prime, do we need to have our subs complete the entire OPSB A/D standard form, or would it be sufficient to have them submit the resume and project experience pages so that there is enough information included for the “Qualifications and experience of sub-consultants’ SOQ for the project team (20%)” evaluation criteria?

OPSB Response: *In addition to the project description sheets that are submitted by the prime proposer, please submit no more than seven (7) project description sheets for ALL of the sub-consultants combined. In addition to the resumes that are submitted by the prime proposer, please submit no more than seven (7) resumes for ALL of the sub-consultants combined.*

13. Are additional pages allowed to provide copies of firm registrations, key personnel licenses, COI, and firm DBE certifications?

OPSB Response: *Yes*

14. As part of our submission, should we include every possible sub-consultant we may need to use (depending on the scope of the awarded project)?

- a. Additionally, if we are selected and awarded a project, will we have an opportunity to change any consultants to provide the best value and experience for the specific project scope (while still maintaining the 35% DBE participation requirement)?

OPSB Response: *Since Qualifications and Experience of sub-consultants is evaluated as part of the selection process; initial commitments to use firms named in the proposal should be adhered to, unless both the prime and sub-consultant firms mutually agree to sever the relationship.*

15. Will sub-consultants be required to fill out the OPSB form, or can we just list them?

OPSB Response: *Qualifications and experience of sub-consultants’ SOQ comprise 20% of the selection criteria. In addition to the project description sheets that are submitted by the prime proposer, please submit no more than seven (7) project description sheets for ALL of the sub-consultants combined. In addition to the resumes that are submitted by the prime proposer, please submit no more than seven (7) resumes for ALL of the sub-consultants combined.*

16. Under Evaluation Criteria, first bullet point, please advise what is required to be submitted under “front-end documents” which is indicated as ‘Mandatory’.

OPSB Response: *Page 8: Delete Statement “LA Registration number, date granted and a copy of Registration Certificate, front-end documents (Mandatory) and Office Location (5%)”*

REPLACE with:

- a. *Bullet 1 should read: "LA Registration number, date granted and a copy of Registration Certificate, ALL front-end documents, including Attachments 1-6; 8-9 are Mandatory"*.
 - b. *Additional Bullet: Office Location – 10 Metropolitan Statistical Area parishes (5%)*
17. Under Evaluation Criteria, fifth bullet point, as this RFQ is for the selection of a pool of Architectural firms, is it intended for the evaluation of firm experience to be limited to "New Elementary School projects?"
OPSB Response: *Bullet 5 should read: "Recent firm experience of the Prime Consultant with providing similar Design Services for new, renovated, refurbished and demolished PK-12 school projects."*
18. The DBE 1 and DBE 2 forms require that the respondent provide dollar values and percentages of the "Project" to be performed by DBEs. As this RFQ is for the selection of a pool of Architects and Engineers, no specific information is provided relative to a specific project's scope or budget. Therefore, for a project to be assigned in the future, it is not possible to determine the percentages of the work that will be performed by individual consultants. Please advise how to respond to this item.
OPSB Response: *We will seek 35% participation for all projects with architectural fees that are greater than \$50,000.*
19. Please advise if the cover page to the RFQ which contains blanks for the Firm name, Signature and other items is required to be submitted. Is this intended to be a cover page for the submission?
OPSB Response: *The cover page to the RFQ is to be submitted as page 1 of the proposal.*
20. Please advise if the "DBE Professional Services Compliance Certificate Checklist" form and the "DBE Professional Services Report 2: Good Faith Efforts" forms are required to be submitted.
OPSB Response: *Yes, those forms are required to be submitted.*
21. On DBE Responsiveness Form 1, under the section "Completed by Proposer:", it refers to "the Scope(s) of Work as described below." On the form, there is no designated place to describe the sub-consultant's scope of work. Please advise where on the form this information is to be provided.
OPSB Response: *Please use Attachment-9 (DBE RESPONSIVENESS FORM 1a).*
22. The cover sheet has a fill-in area. Is this document to be used as a cover to the submittal of the Statement of Qualifications?
OPSB Response: *The cover page to the RFQ is to be submitted as page 1 of the proposal.*
23. Regarding Exhibit A, Item #7 corresponding to Item #7 on the RFQ form; it requires that the "Approximate % of the work of this project" to be assigned to each Consultant be reported. As this RFQ is for the selection of a pool of Architects and Engineers, no specific information is provided relative to a specific project's scope or budget. Therefore, for a

project to be assigned in the future, it is not possible to determine the percentages of the work that will be performed by individual consultants. Please advise how to respond to this item.

OPSB Response: *Exhibit A, Item #7 should read: “The Prime consultant shall list in this block the name(s) of the various subconsultant(s) or associates that will be performing other work task(s). The prime shall also indicate the specific technical or professional responsibilities the sub-consultants(s) will be performing, and the percentage of the total work that will be performed by the subconsultant when the fee is greater than \$50,000. Additionally, the prime and sub-consultants shall indicate in the appropriate block the prime’s previous working relationships with the sub-consultant or associate listed.*

24. Similarly, with respect to DBE compliance, without knowledge of the scope of a specific project, it is not possible to commit to a certain percentage of DBE participation by each consultant on the design team. For example, a small interiors project may not require a structural or civil engineer or a landscape architect or, conversely, a building envelope renovation may not require a mechanical or electrical engineer. Please advise how to respond to DBE related requirements in a manner that will provide OPSB with the assurances it requires with respect to DBE participation.

OPSB Response: *We will seek 35% participation for all projects with architectural fees that are greater than \$50,000.*

25. Under the OPSB DBE Policy Provisions and Procedures, Paragraph C.1, it states that the “Most Qualified Proposer” shall submit the DBE Responsiveness Forms 1 & 2. As this RFQ is for selection of a pool of Architects and Engineers, no specific information is provided relative to the project’s scope or budget. Therefore, for a project to be assigned in the future, it is not possible to determine the percentages or contract value of the services that will be performed by individual DBE members of the design team. Please advise how to respond to this item.

OPSB Response: *We will seek 35% participation for all projects with architectural fees that are greater than \$50,000.*

26. Please confirm that OPSB DBE Policy Provisions and Procedures, Paragraph C.2 does not pertain to this RFQ.

OPSB Response: *DBE POLICY PROVISIONS AND PROCEDURES APPLY TO ALL OPSB SOLICITATIONS; DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM, ITEM C. DBE PARTICIPATION, Delete: “ITEM 2, DBE Participation for Public Works and Materials & Supplies ...”*

27. Please provide a list of all documents required to be submitted with the Statement of Qualifications form.

OPSB Response: The Participant shall submit the following forms/documents with the Statement of Qualifications form:

- a. *Statement of Qualifications cover page*
- b. *OPSB STANDARDS PROHIBITING CONFLICTS OF INTEREST*
- c. *DBE RESPONSIVENESS FORM 1a*
- d. *DBE RESPONSIVENESS FORM 2*
- e. *DBE PROFESSIONAL SERVICES COMPLIANCE CERTIFICATION CHECKLIST*
- f. *ATTACHMENTS: 1-6;*
- g. *ATTACHMENT 8-9*

28. I had a questions about the Standard Form OPSB-AE...I wondered if you had another copy of the form vs. what was provided in the RFQ – b/c some of the question leads and content got shifted awkwardly from page to page and don't correspond (starting with page 15 of package – question no. 9-11). or should we just work with what you provided – which also references civil/mechanical engineering in the footer? Pls advise at your earliest convenience. Also – to confirm, due date is Tuesday, May 28, 2019 as noted throughout the document – not what is stated on page 1 which says 'Friday, May 28, 2019' – which doesn't exist. Correct?

OPSB Response: *The form may be reformatted so long as all of the content remains. The due date is Tuesday, May 28, 2019, at 2:00 p.m.*

29. Page 3 of the RFQ requests SOQs from architectural and/or engineering firms but the instructions for completing form appears to be asking for strictly “Mechanical Engineering Design Services for Orleans Parish School Board.” I figured it couldn't hurt to double check.

OPSB Response: *Please review corrections on “Attachment-8”.*

30. During the Pre-Qualifications Conference, the issue of submitting as a Prime and as a Sub-consultant to another Prime was addressed. During this discussion, the section “Statement of Qualifications Deadline and Submittal” was read aloud. As written, this section does not appear to limit a firm from submitting as a Prime and as a Sub-consultant to another Prime. Please confirm that this is permissible.

OPSB Response: *A firm can submit only once as a prime or partner in a joint venture. A firm can submit any number of times, as a non-exclusive sub-consultant.*

31. In the section titled “Insurance Requirements”, minimum insurance requirements are established for projects in excess of \$1MM; but does not provide required limits for smaller projects. Our firm holds the required insurance coverages but not currently at the higher limits required. Please confirm a) if a certificate is required to the submitted with the RFQ response and b) can we furnish a letter from our insurance agent attesting that we could obtain the limits required upon award of a contract?

OPSB Response: *A Certificate of Insurance for Professional Liability of at least \$1,000,000 must be included in the proposal. If a large project were awarded to a selected firm, the Professional Liability requirements as stated in the RFQ would have to be met.*

32. The resume form shows half a page for each team member. Is this a strict guideline, or is a full page resume for each team member acceptable?

OPSB Response: A full page resume for each team member is acceptable.

33. There are 2 divisions of work samples (Applicable work from the last 10 years/ OPSB specific work in the last 3 years): Does the 7-page limit apply to both of these giving a total of 14 possible project pages? Or is the 7-page limit applicable to both sections collectively?

OPSB Response: There are 3 different sections of the form that ask for project information:

- *List five largest projects under contract or under contract negotiations that are being (or will be) performed at the official address listed in Item 1c. --- You may submit no more than five (5) pages, one project per page.*
- *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. --- You may submit no more than seven (7) pages, one project per page.*
- *List all OPSB projects which have been awarded to applicant as a prime during the past three (3) years. --- You may submit no more than seven (7) pages, one project per page.*

END OF STATEMENTS REGARDING ADDENDUM NO. 2.....

*Mr. Jonathan Temple
Director of Business Partnerships*



Orleans Parish School Board Disadvantaged Business Enterprise Program (DBE)

DBE RESPONSIVENESS FORM 1a

RFQ # _____ Prime Consultant: _____

Project Name & Description: _____

FOR RFQS: THIS COMPLETED FORM SHOULD BE FURNISHED TO THE OPSB-DBE OFFICE THROUGH THE OFFICE OF PROCUREMENT WITH YOUR STATEMENT OF QUALIFICATIONS. FAILURE TO COMPLETE THIS FORM PROPERLY MAY CONSTITUTE THE STATEMENT OF QUALIFICATIONS AS BEING NON-RESPONSIVE AND SUFFICIENT CAUSE FOR REJECTION.

The undersigned Prime Consultant has satisfied the requirements of the statement of qualifications and/or specifications for the above-referenced Orleans Parish School Board project in the following manner.

Please check the appropriate space:

The Prime Consultant is committed to achieving and/or exceeding the cumulative DBE goal of 35% DBE utilization on this contract.

Name of Prime Consultant's Firm: _____

Telephone: _____ Fax: _____ E-Mail: _____

By: _____, _____ /_____/_____
(Signature of Prime Consultant's authorized representative) (Title) (Date)

THE PRIME CONSULTANT IS COMMITTED TO UTILIZING DBE PARTICIPATION ON ALL AWARDED PROJECTS UNDER RFQ NO. 19-0023 IN THE FOLLOWING MANNER:

COMPLETED BY PRIME CONSULTANT:

The Prime Consultant is committed to utilizing the DBE FIRM NAMED BELOW for the Scope(s) of Work under RFQ No. 19-0023.

The value of the scope of work shall cumulatively reflect 35% of the total dollar value of each purchase order and/or contract.

Copy this form, if you are utilizing more than one (1) DBE firm to achieve the cumulative DBE participation percentage on the project.

Name of DBE Firm:

DBE Firm Owner or Contact: _____

Telephone: _____ Fax: _____ E-Mail: _____

DBE TYPE: SLDBE CERTIFIED LAUCP DBE CERTIFIED {SCOPE(S) OF WORK ATTACHED or describe the work to be performed by the DBE firm.}

COMPLETED BY DBE FIRM (below):

DBE AFFIRMATION. The above-named DBE firm affirms that it will perform the scope(s) of work on this contract for the contract percentage as stated above.

By: _____, _____ /_____/_____
(Signature of DBE firm's owner/authorized representative) (Title) (Date)

Note: If the Prime Contractor does not receive award of the prime contract, then any and all representations in this form shall be null and void.