

**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 21, 2019**

**ADDENDUM NO. 3**

**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 four (4) pages:**

**The original Request for Proposal document is changed as follows:**

1. Who needs to complete the OPSB/AE Standard Form? Just the Prime Consultant? Major Sub-Consultants? All possible Sub-Consultants?  
**OPSB Response:** *The Prime Consultant and major sub-consultants should complete the form. All potential sub-consultants should be listed.*
2. Same question regarding the Seven Mandatory Front-end Documents.  
**OPSB Response:** *The Prime Consultant should complete the Mandatory Front-End Documents. The OPSB contract will be with the Prime Consultant.*
3. Page 7 of the Instructions request that "Exhibit B-DBE Participation Acknowledgement Form" be signed. Would this be:
  - DBE Responsiveness Form 1?
  - DBE Responsiveness Form 2?
  - DBE Professional Services Compliance Certification Checklist?**OPSB Response:** *Addendum #2 | Items #4; #5; #19 and #20 states:*
  - a. *Delete this form "DBE RESPONSIVENESS FORM 1" AND "DBE RESPONSIVENESS FORM 2".*  
**REPLACE:** *with "Attachment-9 | DBE RESPONSIVENESS FORM 1a".*
  - b. **Delete** *"DBE PROFESSIONAL SERVICES REPORT 2: GOOD FAITH EFFORTS"*

- c. 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.
- d. 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).

Moreover, the Consultant shall use: DBE RESPONSIVENESS FORM 1a, DBE RESPONSIVENESS FORM 2 and DBE Professional Services Compliance Certificate Checklist.

4. During the mandatory prequalification meeting Brian Fauchaux asked if we should “list all projects our 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” as asked in item #11. Or to list seven projects as stated in Exhibit A – Item #11. Addendum #1 – Question 11 only includes 6 spaces. Please clarify the number of projects to list.  
**OPSB Response:** Addendum 2 | Item #15 states: *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.*
5. DBE Responsiveness form #1 & #2 ask to assign a contract value dollar amount to each DBE participant. Since the project scope is unknown at this point, what should be entered into these values?  
**OPSB Response:** *Consultants are instructed to use DBE RESPONSIVENESS FORM 1a.*
6. DBE Professional Services Compliance Certification Checklist form includes a checklist that requires initials. Is this checklist to be initialed by the Prime or subs?  
**OPSB Response:** *Consultants shall initial and notarize the DBE Professional Services Compliance Certification Checklist form.*
7. To clarify Addendum No. 2, clarification 6: If an A/E firm is submitting as a Prime, can it also submit as an engineering (NOT architecture) subconsultant under another Architecture Prime?  
**OPSB Response:** *Addendum 2 states: A respondent can submit only one response as a Prime or Joint Venture. Additionally, that respondent can be a sub-consultant on multiple proposals.*
8. With respect to the responses in Addendum #2 regarding the insurance requirements, we currently carry \$500,000 limits on our Professional Liability Insurance. The RFQ is silent on the insurance limits for project less than \$1,000,000. I can obtain the required insurance if a larger project is awarded. Why is it required that I purchase the additional insurance for a project that is not yet awarded to my firm?  
**OPSB Response:** *The minimum Professional Liability Insurance Requirements for all Design Services via RFQ No. 19-0023 are \$1,000,000.00.*

9. Referencing #3 from Addendum 2 (copied below for reference): Does the deletion of this paragraph imply that Item 13 can consist of more than the 4 page total that is specified? Also, does this imply that we may bind our submittal into a booklet with dividers for sections (i.e. cover letter, front end documents, form, etc.)?
- a. 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.”

**OPSB Response:** *Consultants may bind any submittals into a booklet with dividers as sections according to the instructions for completing “OSPB |AE Standard Form”; including Addendums 1-3.*

10. In Addendum 2, question 20 response reads that DBE Professional Services Report 2: Good Faith Efforts is required to be submitted. Response to question 27 does not list this form as required. Additionally, Addendum 2 item #5 reads “Pages 37-41| Exhibit B: Delete “DBE PROFESSIONAL SERVICES REPORT 2: GOOD FAITH EFFORTS”. Is this form required or no?

**OPSB Response:** *Addendum 2 | Item #20 states, “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.” ~~DELETE:~~ “DBE Professional Services Report 2: Good Faith Efforts” forms are required to be submitted.”*

11. In Addendum 2, Item 10, please clarify what is meant by “front-end documents”?

**OPSB Response:** The Participant shall submit the following forms/documents, in conjunction 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. *ATTACHMENTS: 8-9*
12. In Addendum 2, Item 15, it restricts the submission to not more than seven (7) resumes and only seven (7) project description sheets for all of the subconsultants combined. In the RFQ, under “Scope of Services”, it lists eleven (11) disciplines that may be required including at least seven (7) disciplines that are commonly required (Environmental Engineer, Civil/Site Engineering, Structural Engineering, Mechanical Engineering, Electrical Engineering, Plumbing Engineering

and Kitchen Consultant). If only providing the resumes for these key consultants, each firm would only be able to submit a single resume. If we provide additional consultants, such as acoustical, energy modeler, interior design, Landscape Architect, etc.; while we are required to provide their own SOQ, they would not be able to provide even one staff resume. Please expand the limit of resumes to allow at least one per discipline. The same goes for the Project Description Sheets for the Consultants, particularly as they are not permitted to place more than one (1) project on each sheet.

**OPSB Response:** *The answer provided in Addendum 2, Item 15, remains unchanged.*

13. In Addendum 2, Item 27, please enumerate what are Attachments 1-6 and 8-9. The only numbered attachment appears to Attachment 8 (A/E SOQ Form) and Attachment-9 (DBE Responsiveness Form 1a).

**OPSB Response:**

- a. **Attachment-1** Certification Regarding Debarment, Suspension, ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions (Form AD-1048);
- b. **Attachment-2** Certification Regarding Lobbying;
- c. **Attachment-3** Prime Consultant's Certification;
- d. **Attachment-4** Principals of the Company;
- e. **Attachment-5** Non-Collusion Statement;
- f. **Attachment-6** Prime Consultant Guaranties and Warranties
- g. **Attachment-8** OPSB | AE Standard Form
- h. **Attachment-9** DBE RESPONSIVENESS FORM 1a

*PLEASE BE ADVISED THE DEADLINE TO SUBMIT INQUIRIES/CLARIFICATIONS ENDED MAY 17, 2019 AT 4:00 PM..... END OF STATEMENTS REGARDING RFQ NO. 19-0023*

*Mr. Jonathan Temple  
Director of Business Partnerships*