



RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE

Addendum No. 4
November 30, 2023

**Solicitation No. 221 – Request for Qualifications for Professional Architectural Design Services for a
New Contemporary Arts Center at City-Brook Community Park**
Submittal Deadline 11:00 a.m. CT on December 5, 2023
Recreation and Park Commission for the Parish of East Baton Rouge
BREC Planning & Engineering Department

The following clarifications are being made to the solicitation:

Answers to Questions 24, 27, 28, and 29 are superseded/replaced by Answer No. 34.

Q24: Is the architect required to be licensed in the state to submit on the RFQ, or will they accept licensure once the project has been awarded? Can the architect agree to become licensed should the project be awarded to them?

A24: ~~Prime Firms must be registered in Louisiana at the time of submission. Out of state firms not registered in Louisiana can be listed as subconsultants or be part of a joint venture with the Prime.~~ The Prime team must hold a Louisiana License no later than the date of the Committee Review Period or be a subconsultant on the team of the Prime consultant who holds a Louisiana license or be part of a joint venture where at least one of the members of the joint venture have a Louisiana License.

Q27: Requirement for Louisiana registration? Do you need to be registered at the time of deadline, or reciprocity in another state. or can it be acquired later in the process?

A27: See previous question/answer.

Q28: If our firms are teamed – local (with relationships, understanding local AHJs, local registration etc) with a national (who brings contemporary arts expertise and museum design leadership), how should we share this expertise and approach on the standard form, if the standard form should only be completed by the prime? Is it okay to include both firm's experience in the experience section? Is it okay for the prime firm to be the national firm or is it preferred that the prime firm be local?

A28: ~~Whether local or national, Prime Firms must be registered in Louisiana at the time of submission. Out of state firms not registered in Louisiana, or not part of a joint venture with the Prime, can be listed under Block 6, Subconsultants.~~ Website links for subconsultants can be included in the Name and Address column of Block 6.

The Prime team must hold a Louisiana License no later than the date of the Committee Review Period or be a subconsultant on the team of the Prime consultant who holds a Louisiana license or be part of a joint venture where at least one of the members of the joint venture have a Louisiana License.

Q29: Would it be acceptable for an out-of-state office, who is not yet registered in LA, to be noted as the prime for our team? If our team were to win the project, the out-of-state firm would obtain their LA license through reciprocity. There is not enough time to process the paperwork prior to the submission deadline. If this is not



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acceptable, can we list our office as the prime but include our partner firm’s qualifications throughout Attachment B, specifically in sections 4, 9, and 10, clearly noting which office is responsible for the work/personnel listed?

A29: See previous question/answer.

Q34: This is NO ARCHITECTURE based in New York, and we are facing a situation where the principal of our firm, Andrew Heid, holds a New York License and meets the requirements to obtain the Louisiana License, however, we may not be able to acquire the Louisiana License before the final submittal date on December 5th. Additionally, finding a co-partner with a Louisiana License before the submittal date poses a challenge for us. We are wondering if there have been any clarifications or solutions proposed to deal with this license issue. Furthermore, we would like to know if holding a Louisiana License would be given preference in the selection process.

A34: The Prime team must hold a Louisiana License no later than the date of the Committee Review Period or be a subconsultant on the team of the Prime consultant who holds a Louisiana license or be part of a joint venture where at least one of the members of the joint venture have a Louisiana License.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the submitter’s proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original submittal, please indicate changes herein and return to Purchasing prior to submittal opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your submittal, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

(Name and Signature)

Date

(Company Name)