



ADDENDUM NO. 1

REQUEST FOR QUALIFICATIONS

PROJECT MANAGEMENT SERVICES

FACILITY PLANNING AND CONTROL

BATON ROUGE, LOUISIANA

PROJECT NUMBER: 01-107-24-FPC, F.01004490

December 1, 2023

ITEM NO. 1: RFQ QUESTIONS and RESPONSES

Responses to questions received via email prior to the issuance of this addendum are as follows:

QUESTION 1: At first glance, this RFQ’s introduction/description seems strongly correlated; however, the last sentence under staff augmentation leads me to believe I might be misinterpreting. Are you able to shed some light on the expectations described under Staff Augmentation?

1. Staff Augmentation

“... It is expected that the teams/staff engaged through this solicitation would work full time and would be domiciled in current FPC offices located in Baton Rouge, Shreveport or New Orleans, or possibly in offices yet to be established.”

Is the intention to engage the A&E firm community in general, or is it more specifically soliciting Project Management Firms and/ or A&E firms with the ability to segment a full-time dedicated project manager with support staffing – specifically in areas stated?

***RESPONSE 1:** The RFQ is specifically soliciting Project Management Firms and/ or A&E firms with the ability to segment a full-time dedicated project manager with support staffing in the stated areas.*

QUESTION 2: As a firm, should we be selected or on a selected team would we be precluded from submitting for FP&C projects?

RESPONSE 2: No, however, personnel from your staff engaged from this solicitation would be precluded from participation with projects which currently involve or have involved your firm in any capacity.

QUESTION 3: What is the established budget for the professional services sought in Project No. 01-107-24-FPC?

RESPONSE 3: A budget for these services has not yet been determined.

QUESTION 4: Under A. Introduction, Background and Intent, the RFQ states “The minimum qualifications for the FPC Project Manager positions are possession of a current Louisiana license to practice professional engineering or architecture plus six years of professional level experience in engineering or architecture, post licensure” but follows with the statement “it is required that each “team” consists of at least one team member who satisfies the minimum qualifications stated above.” Would it be permissible to have a Project Manager who is not licensed but brings more than 10 years of relevant Project/Program Management experience, as long as there is a licensed engineer or architect with more than 6 years of post-licensure experience on the same team?

RESPONSE 4: The selected “team” must consist of at least one team member who satisfies the minimum qualifications.

QUESTION 5: Under B. RFQ Submission Requirements, for the bullet labeled Project Team Members, Organizational Chart and General Resumes, the RFQ states “The Proposer should provide detailed information which describes the experience and qualifications of the types of available personnel responsive to this solicitation. These should not be resumes of specific individuals, but rather, general examples of the qualifications of personnel employed by Proposer.” We understand that FPC does not want resumes of individuals but wanted to clarify that it is acceptable to include individual names on the org chart.

RESPONSE 5: Please provide job titles, rather than individual names, on the org chart.

QUESTION 6: Will any firm that is part of a selected team be considered to have a conflict of interest if they previously performed design work on a project to be managed, or prevented from performing future design work on state projects if they are also part of a project management team?

RESPONSE 6: Personnel from your staff engaged from this solicitation would be precluded from participation with projects which currently involve or have involved your firm in any capacity.

QUESTION 7: RFQ pg. 3, bullet #3 labeled Project Team Members, Organizational Chart, and General Resumes requests: “The Proposer should provide detailed information which describes the experience and qualifications of the types of available personnel responsive to this solicitation. These should not be resumes of specific individuals, but rather, general examples of the qualifications of personnel employed by Proposer. This information should include education, training, technical experience, functional experience, licensure and any applicable certifications.”

Since resumes are not wanted here, would it be acceptable to show the requested information in a table format?

RESPONSE 7: Yes, that is acceptable and we would also like to see an org chart which lists position titles and reporting relationships.

QUESTION 8: RFQ pg. 2, item #1 labeled Staff Augmentation shares it is expected that the teams/staff engaged through this solicitation would work full-time and would be domiciled in current FPC offices located in Baton Rouge, Shreveport, or New Orleans, or possibly in offices yet to be established. How does that work from an operational aspect?

RESPONSE 8: Selected teams will function as full time employees, will be housed in one of the designated offices and will be assigned work as needed.

QUESTION 9: Does FPC use/prefer proprietary software such as Revit, AutoCAD, Primavera P3 or P6?

RESPONSE 9: No. However, FPC does use Bluebeam as well as several state specific software programs.

QUESTION 10: I am seeking the bid specifications for the following solicitations: RFQ-Professional Architectural and Engineering Services. Can you please attach the specifications?

RESPONSE 10: There are no bid specifications for this solicitation. All pertinent information may be found in the RFQ at <https://www.doa.la.gov/media/ldcfoit0/pm-services-rfq-final-10-31-2023.pdf>

END OF ADDENDUM

ACKNOWLEDGMENT of RFQ ADDENDA

This form should be filled out, signed / dated, and included within the Proposal (Statement of Qualifications). The Proposer's Authorized Representative shall initial the blanks provided as acknowledgement of receipt of Addenda.

Addendum No. 1 _____

By: _____
Authorized Representative Signature

Name _____
Print or Type

Representing _____
Print or Type

Date _____