TO: ALL POTENTIAL PROPOSERS

RE: RFP No. 2503-09-30
"Environmental Science Counseling Services"

<u>Questions & Answers</u>

1. Q: The RFP requests a project schedule; however, the scope of services is open to a range of potential task orders so a schedule would be fairly generic. Could you please clarify what should be included on such a schedule given that task orders have not been defined?

   A: See RFP Amendment.

2. Q: Please clarify if letters from banks are requested in addition to or instead of financial statements. We are planning to submit our financial statements, which we believe should be sufficient.

   A: Financial Statements are preferred, although letters from banks are acceptable.

3. Q: Are the estimated cost, estimated time schedules, and task associated deliverables requested as part of the proposal or will these items be required as part of a task order proposal as specific tasks are assigned?

   A: These items will be required as part of a task order proposal as specific tasks are assigned.

4. Q: It appears that VI. Deliverables in Enclosure (4) pg. 3 of 5 in the Scope of Services is an after award action and not part of the RFP submittal. Is this correct?

   A: Yes.

5. Q: a. Can firms include additional personnel categories to the required rate schedule provided by DNR in Enclosure (4) pg. 5 of 5?

b. If yes, will the evaluation criteria formula to determine cost ratings be based only on the rates that DNR has required or will it be based on the required rates that DNR has provided plus any additional category rates that firms may add?

A: a) No.

b) N/A

6. Q: Enclosure (2) pg. 4 of 4, states Volume II. Financial Information (Separate Volume) (1 Copy). Do you want the Volume II to be bound or packaged separately from Volume I, or do you want one bound copy with a separate tab or divider indicating Volume I & Volume II?

A: Volume II should be a separate document.

7. Q: Would consultants from the State Universities (such as professors, research assistants) be considered public employees and if so, would they be prohibited form working as a consultant on the contract?

A: Permission must be obtained from the University.

8. Q: a) Can a public institution, such as Baton Rouge Community College, participate as a subcontractor for this proposal?
b) Is the same documentation for financial and insurance information required?

A: a) Yes.
b) Yes.

9. Q: a) Is the “insurance certificate” requirement applicable to our team partners (subcontractors) or is this a requirement only for Prime (proposer)? We are planning on submitting “evidence of insurance” by sample insurance accord?
b) Is this acceptable?

A: a) Yes.
b) Yes.

10. Q: Item A2 (Enclosure 2, page 3 of 4) indicates a project schedule. Please advise what LDNR requires for this requirement as this is a task order contract and the project schedule would be applicable to a specific task order.

A: See RFP Amendment.

11. Q: Is it required for each subcontractor to provide a complete, detailed breakdown of the components and percentages of their overhead rates?

A: Yes.

12. Q: a) Is the rate schedule provided in the scope of services required for each of our subcontractors?
b) Can additional rate categories be submitted?

A: a) No. Subcontractors will use the same rates as the prime.
b) No. However, at the time of issuance of Task Order, services not covered by Required Rate Sheet will be negotiated.

13. Q: Where may we find the definitions for the staff levels listed in the rate schedule?

A: The staff levels listed in the rate schedule are generic and are intended to generally reflect the levels of personnel utilized in the Environmental Consulting field.

14. Q: Is it acceptable to submit the confidential financial information of our team partners within sealed envelopes to be included in Volume II?

A: Yes.

15. Q: What is the LDNR definition of "full-time employee" as used in Section A.a.7 of Proposal Preparation Instructions?

A: Thirty two (32) or more hours per week.

16. Q: The RFP indicates cost ratings will be determined by the lowest rate schedule average. Please confirm this average will include all 9 categories and the combination of the Prime proposer and all teaming partners(subcontractors).

A: Yes, cost component will include all Required Rate Sheet categories. See answer to question 12a.

17. Q: Please clarify- The date for presentations by selected proposers is Oct 7, 2009. Those selected for the presentations will be notified on or before Oct 5, 2009 and advised as to the time on Oct 7 for such presentation.

A: See RFP Amendment.

18. Q: How many contracts will be given?

A: The number of contracts awarded will be based on a variety of factors including, but not limited to, quality of proposals, anticipated need for services, and funding availability.

19. Q: In Proposal Preparation Instructions, A. 4.Subcontractors - We have a few primary subcontractors who will participate in most of this work with us, and will be included in detail in our proposal. But we also have many specialty subs that will perform only small portions of the various tasks described in the Scope of Services. Do we need to identify and provide their information now, or will we need to add them into the contract when needed? If you want the specialty subs info now, would a letter of commitment suffice, or do you want their information at the same level as the primary subs?

A: All subcontractors should be in proposal. A letter of commitment is acceptable.

20. Q: In Review & Selection, item 2. Cost. - Please clarify - Does "Lowest rate schedule average will receive 30 points..." go to the lowest rate schedule for all submittals or just based on the shortlist?

A: All proposals submitted.

21. Q: In Proposal Preparation Instructions, A. 4. a. 2.Project Schedule - Since there is no project identified, besides describing what can be provided, what schedule information should be provided?

A: See RFP Amendment.

22. Q: Under Review & Section, item No. 2 it is unclear as to how the lowest rate schedule will be determined. Please explain in greater detail how LDNR will determine the average rate for the team which includes the Prime and all Subconsultants/Subcontractors.

A: It is based on an average of the hourly rates.

23. Q: a)With respect to the Rate Schedule, if a subconsultants/subcontractor will not be providing a particular labor category (for instance, Principle) do they leave that item blank.
b) Is there a requirement for each category to be filled in?

A: a) Yes.
b) No.

24. Q: We have been engaged in a Private-Public Partnership (PPP) approach with a local academic institution to examine staffing positions in the coastal restoration program with students through an internship program. Are there limitations with our engaging academic institutions on this contract? If we can include them on our team, what financial and insurance information would be required? What would be the best way to present their rates, relative to the categories on the rate sheet supplied (professors overseeing the students, administration, and student interns)? How would their rate structure be incorporated into the overall rate structure for the proposal?

A: No, rates must be in accordance with the rates required. Professors overseeing students may be classified as staff scientists or applicable position as appropriate. Students should be classified as clerical/other.

25. Q: Volume IA.4.a.2. Project Schedule. Since the project is not as yet defined, and there are 63 total required services, is it acceptable to make assumptions covering the seven major categories regarding project duration, milestones, submittal times, etc.?

A: See RFP Amendment.

26. Q: Volume II, Financial Information. Is each of the Proposer's sub-consultants required to submit the Financial Capability and Overhead Rate information or is it only the Prime's responsibility?

A. Prime and subcontractors.

27. Q: Is the standard 24-102 format required for this submittal?

A: No.

28. Q: With respect to the insurance requirement, our insurance carrier does not use ISO forms and has in-house forms which are more detailed than the ISO forms. Will these forms suffice?

A: No, the form is required by the Office of Risk Management.

29. Q: Insurance item 3) All Coverages states that "coverage shall not be suspended, voided, cancelled by either party or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the DNR". Is it a requirement that the insurance carrier provide this notification, or may we provide this information if applicable. Coverages and limits can change if claims are made against any of the insurances (which is normal within a policy) and therefore we would be notified by our carrier if applicable, they are unable to notify the client.

A: Insurance carrier must provide to DNR.

30. Q: Is there anything preventing a university employee or an institute within a university being signed as a teaming partner/subconsultant. Would the same insurance and financial information be required as well?

A: University must provide permission. Insurance and Financial are required.

31. Q: The Scope of Services includes “Render Expert Opinion” (Section III.G.), which includes task such as “legal, programmatic, and project specific recommendations based on expert opinion” as well as “comments on federal Program Partnership Agreements, Project Management Plans and white papers relative to the interpretation of federal water resources legislation.” What type of “legal” recommendations and comments does LDNR envision the selected proposer providing? Does LDNR Expect the selected proposer to provide legal services, opinions and/or advice?

A: Legal services, opinions, and/or advice per se are not part of this RFP. It was envisioned that proposers would have an advanced level of knowledge of pertinent laws (e.g., NEPA) and be able to provide expert opinion on how to navigate and comply with those laws.

32. Q: The Scope of Services includes a Rate Schedule that is required to be completed by the proposer. Are we limited to the personnel categories listed or may other personnel categories be added?

A: See answers to questions 5 and 12.

33. Q: Typically with a feasibility study associated with a water resources project, water quality certifications and Hazardous Toxic and Radiological Waste (HTRW) investigations are required. Will the scope of work include these?

A: Specific Scopes of Service will be developed on a task basis and therefore, as of yet, are undetermined. However, it is possible that those types of work may be included.

34. Q: The Scope of Services contains six major categories as shown below:
A. Environmental Studies and Reports
B. Natural Resources Socioeconomics
C. Water Resources Planning, Project, and Program Management
D. Environmental Surveys
E. Data Analysis and Management
F. Environmental Modeling

a. Each of the above categories contains up to 12-15 task items. Please clarify the level of detail you require and whether it needs to focus on the six general categories or be specific to each task listed under the categories.

b. Please clarify what the project schedule should be based upon. Will it focus on the six major categories with typical timeframes or be based on each individual task noted under the categories (i.e. Category: Environmental Studies and Reports or Task: Conducting site assessments).

A: **a. Focus should be given to the six general categories.**
b. See RFP Amendment.

35. Q: We would like to clarify whether this proposal should be formatted as provided within the RFP or if it should be a 24-102 submittal.

A: **Format as provided within the RFP.**