

REGIONAL PLANNING COMMISSION (RPC)
Of Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles,
St. John, St. Tammany and Tangipahoa Parishes

Questions about Request for Qualifications/RPC Responses
April 20, 2023

RE: Lower St. Bernard/ Louisiana International Terminal Road Network Study
State Project Number: H.015428
RPC Project: STBLIT

Q: We are forming a consultant team to submit on the abovementioned RFP. The potential team is comprised of 5 firms. Does the firm that intends to prime need to have 50% or more of the work? Or have most of the work or approximately 45%?

A: As long as the prime has the largest percentage of work, it may have less than 50% of the total.

Q: Section 15 which reads, “**Provide the proposed cost for conducting this study** and producing the deliverables described in the scope. Include a budget that has line items, by firm, for labor (budget by personnel member is not necessary), travel, proposed profit, and other major costs associated with the narrative described in Section 13.”

The purpose and objectives outlined in the scope of the project indicated that professional engineering services are being solicited through the RFP. Therefore, we would respectfully request RPC issue an addendum to the RFP removing all requests for price/cost of services being solicited. Once the consultant is selected based solely on their qualifications, then RPC and the consultant can negotiate price for the services to be rendered.

A: RPC agrees with the points made. Today, Section 15 was eliminated from the Modified 24-102 Form.

Q: Would RPC consider adopting DOTD’s Section 17. Firm Experience guidance into Section 17. Firm Experience of the Modified 24-102 Form “RPC Planning Request for Proposals” of the standard form?

- a. *Request to change to DOTD’s language as follows: “**17. Firm Experience: Identify the team’s project experience most relevant to the scope in the advertisement. **The projects should be limited to a total of 20, with no more than 5 projects being represented by the prime consultant and with no more than 3 projects represented by each sub-consultant on the team.** If more than 5 projects are identified for the prime consultant, all projects identified after the first 5 will not be evaluated. If more than 3 projects are identified for a single sub-consultant, all projects identified after the first 3 from that sub-consultant will not be evaluated. Include no more than one page per project. Projects identified shall only include work performed by firms on the team. The projects identified do not necessarily need to have been DOTD projects.”***

- b.* RPC: “The projects should be limited to a total of 10, If more than 10 projects are identified, all projects identified after the first 10 will not be evaluated. Include no more than one page per project.” Each Sub is responsible for completing this section showing their 10 projects. With a team of 5 subconsultants, we would be submitting 60 projects with the RPC Form as is today.

A: The language used in Section 17 was taken directly from DOTD’s MPO Standard Submittal Form. The Prime and each sub should show their most relevant projects, not to exceed 10 each.

Q: Please consider Subconsultants to complete sections 1-9 and section 18.

- a.* Section 16. Staff Experience – Subconsultant Resumes could be included with the Prime’s within this section. Same goes for Section 17. Firm Experience – Projects as stated above.

A: For responses that don’t apply to subs, they should say “See Prime Contract”