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RFQ-23
**Professional Services for 2020 Bond Funded Projects and
Facilities Maintenance Projects**

Addendum 2
Issue Date: 11/5/2020

Please note the additional questions with responses for the above referenced Request for Qualifications. We apologize for any inconvenience this may cause you. Thank you for your cooperation in this matter.

Procedures:

1. Page 8 of 44:
 - a. Replace "**QUANTITY (6) PROPOSALS STAPLED AT UPPER LEFT CORNER ONLY.**" to "**QUANTITY OF (6) PROPOSALS SHOULD BE SUBMITTED IN SEPARATE BINDERS OR BOUND SEPARATELY.**"
2. Page 21 of 44:
 - a. Add Item 11-A:
 - i. "The Proposer shall list the current workload by firm (all offices) currently being performed as Prime or Sub-consultant. The more recent projects shall be listed first. Required information must include: (a) project name and location (b) nature of firm's responsibility (also identify if prime or sub-consultant); (c) percent complete (by phase/type of work); and (d) contract fees in thousands (by phase/type of work), including total and remaining. Proposer shall sum all contract fees in thousands (by phase/type of work) by total contract fees in thousands and remaining contract fees in thousands."
3. Standard Form:
 - a. Insert Item 11-A after Item 11 in the Standard Form. See attached.

Questions:

1. QUESTION: Would you have WORD version of Standard Form ABSB Professional services?
ANSWER: Yes, this will be made available on the APSB website (<https://www.apsb.org/page/aeselection2020>).

2. QUESTION: Could you possibly send me the world file being used for the standard form? I attached a screenshot of the PDF of what I am looking for.
ANSWER: Yes, this will be made available on the APSB website (<https://www.apsb.org/page/aeselection2020>).
3. QUESTION: Where can I find the Standard Form for the 2020 Bond Funded Projects and Facilities Maintenance Projects, I went to your site and the one I printed out is different than in the package.
ANSWER: The Standard Form in Word will be available on the APSB website (<https://www.apsb.org/page/aeselection2020>) under **RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND FACILITIES MAINTENANCE PROJECTS**.
4. QUESTION: Our office is applying for Request for Qualifications RFQ -23 and the form in the qualifications is not the same as I have found on line, can you be of assistance with this and let me know where we can find the exact form?
ANSWER: The Standard Form in Word will be available on the APSB website (<https://www.apsb.org/page/aeselection2020>) under **RFQ-23 PROFESSIONAL SERVICES FOR 2020 BOND FUNDED PROJECTS AND FACILITIES MAINTENANCE PROJECTS**.
5. QUESTION: Please clarify what amount the insurance coverage limits needs to be established at and whether an insurance certificate needs to be submitted with the RFQ.
ANSWER: The awarded proposer will supply proof of insurance before work commences, as indicated in Section 1.28 Insurance Requirements. Per the B101 for Owner/Architect Agreement: "The Architect shall maintain at no additional cost to the Owner throughout the period of this Project and for two years after the date of the recording of the certificate of substantial completion, a standard form of error and omissions insurance with an insurance company satisfactory to the Owner. The errors and omissions insurance shall be a minimum limit of liability as follows:

Minimum Limit of Liability	Construction Costs
\$1,000,000.00.....	Up to \$10,000,000.00
\$2,000,000.00.....	Over to \$10,000,000.00
\$3,000,000.00.....	Over to \$15,000,000.00

The Architect shall also maintain, throughout the period of Services, insurance coverage for comprehensive general liability of \$1,000,000.00, per each occurrence with an aggregate limit of \$2,000,000; automobile liability with a minimum limit of \$1,000,000.00 per accident/occurrence; and workers' compensation as statutorily required and Employer's liability insurance in the amount of \$1,000,000.00, in forms and with insurance companies satisfactory to the Owner."

For Indefinite Delivery Contracts, insurance requirements can be found in attachment "**APSB CONTRACTOR/VENDOR INSURANCE REQUIREMENTS**".

6. QUESTION: For RFQ-23-004 and RFQ-23-0005, can you share additional scope of the project? Specifically, does this project include architecture and mechanical services?
ANSWER: Project scope is listed for each project and no additional information can be given at this time. Architectural and Mechanical Services will be needed for each project.
7. QUESTION: RFQ's 23-001 to 23-011 list professional services as Architecture and Engineering. Does this mean that an architect or engineer can submit as lead on any of the projects?
ANSWER: Yes.
8. QUESTION: Does the response for RFQ-23-013 need to provide Louisiana licensed services for all 10 sub services or can a response be for a single sub service (i.e. PLA submits for 23-013-007 – Landscaping Services only)?
ANSWER: Professional services listed under RFQ-23-13-001 thru RFQ-23-13-010 should be treated as separate application submittals. List the relevant professionals on each Standard Form per each submittal.
9. QUESTION: Seeking clarity in section 1.3 Goals and Objectives: For any specific architectural project, is it accurate to conclude proposer shall include in its response all prospective sub-consultants foreseen for that project?
ANSWER: Yes, but Proposer shall only list seven (7) Consultant(s) who will have major project responsibilities.
10. QUESTION: Again, seeking clarity in section 1.3 Goals and Objectives: For an IDIQ proposal for professional services in this RFQ (such as engineering), is it accurate to conclude proposer need not include sub-consultants in its response, because APSB will hire subconsultants individually as needed per project?
ANSWER: Yes.
11. QUESTION: May a professional firm that proposes as a prime consultant on any project also join a team as sub-consultant and any project?
ANSWER: A professional firm that proposes as a Prime consultant on any project may join a team as sub-consultant on any project, excluding the project the firm is listed as a Prime Consultant.

12. QUESTION: RFQ pg. 7, Request for Qualification box label requests a LA License #. Can you please advise what you'd like to see here? Are you wanting the firm's engineering license #, contractor's license #, or a LA PE license # of a firm's licensed LA staff member?

ANSWER: LA License # is for Public Works Sealed Bid projects, which is not applicable for RFQ. You can disregard this line for RFQ-23.

13. QUESTION: RFQ pg. 9, PROPOSAL RESPONSE FORMAT, states proposals submitted for consideration shall only be accepted on the STANDARD FORM APSP Professional Services found within this RFQ. Please confirm that APSB does not want proposers to include a cover letter, proposal front cover, or proposal back cover, or any other items outside of what is requested in the STANDARD FORM.

ANSWER: Correct. APSB does not want proposers to include a cover letter, proposal front cover, or proposal back cover, or any other items outside of what is described in the RFQ regarding the STANDARD FORM.

14. QUESTION: Are proposers allowed to submit exceptions for consideration regarding Indemnification and Limitation of Liability found on RFQ pg. 14 or, are we expected to accept terms "as presented?"

ANSWER: It is expected to accept the terms as is, unless there is a specific term that needs to be reconsidered.

15. QUESTION: On Page 4 of 44 of RFQ-23, it states that "the firm(s) selected for each RFQ will be responsible for assembling the sub-consultants necessary to meet the requirements of the RFQ". Indefinite Delivery Contracts for various professional services are also being solicited by RFQ-23. Can the services of the IDIQ service contractors selected by the APSB be utilized on other projects for which a firm is selected for, or is it req'd that the sub-consultants be specifically identified in each specific SOQ?

ANSWER: For RFQ-23-001 thru RFQ-23-11, the Professional of Record will identify the sub-consultants specific to each project. Indefinite Delivery Contracts for various professional services also being solicited by RFQ-23 will be for other projects as identified by APSB.

I acknowledge receipt of Addendum No. 2.

Company Name

Signature of Preparer

Name of Preparer (Print)

Phone Number of Preparer

***PLEASE INCLUDE THIS FORM IN YOUR RFQ PACKAGE!**



11-A. Current Workload by firm (all offices) currently being performed by Prime and Sub-consultant			
a. Project name, and location*	b. Nature of your firm's responsibility (also identify if prime or sub-consultant)	c. Percent complete (by phase/type of work)	d. Contract fees in thousands** (by phase/type of work)
			Total
** Do not include sub-consultant's fees			Total



APSB CONTRACTOR/VENDOR INSURANCE REQUIREMENTS

GENERAL

- Insurance carrier to have Best rating of "A" or above or be a qualified self-insured with "A" rated reinsurance; preference will be given to admitted (LIGA) insurers.
- Certificate of Insurance must be provided, and it must be issued by Agent or Insurer
- Ascension Parish School Board must be listed as Certificate Holder
- Operations to be performed by contract to be shown on Certificate
- 30-day notice required for cancellation (other than non-payment), non-renewal, material change
- 10-day notice required for cancellation due to non-payment
- Insurance carrier to have Best rating "A" or above or be qualified self-insured with "A" rated reinsurance; preference will be given to admitted (LIGA) insurers
- Contractor must provide required insurance documents within 5 business working days of notice

LIABILITY

- Commercial General Liability on Occurrence Form
- Include Contractual Liability to cover any hold harmless/indemnification agreement in favor of Ascension Parish School Board
- Include Ascension Parish School Board as Additional Insured
- Include a Waiver of Subrogation in favor of Ascension Parish School Board
- Include Primary and Non-contributory wording in favor of Ascension Parish School Board
- Limits:
 - \$2,000,000 General Aggregate of aggregate applies per policy or
 - \$2,000,000 General Aggregate if aggregate applies per project:
 - \$1,000,000 CSL Each Occurrence
 - \$1,000,000 Products/Completed Operations Aggregate
 - \$1,000,000 Personal Injury
 - \$100,000; Fire Damage Legal (subject to review based on specific job and/or location)

AUTOMOBILE

- \$1,000,000 CSL for any Owned, Non-owned or Hired Automobiles
- Additional Insured and Waiver of Subrogation in favor of Ascension Parish School Board

WORKERS COMPENSATION

- \$1,000,000/1,000,000/1,000,000 Employers Liability
- Waiver of Subrogation in favor of Ascension Parish School Board

OTHER

- Specific endorsements or coverage or removal of exclusion(s) as deemed necessary

Revised Feb. 2012-AMP

Reviewed May 2016-AMP/ C. Leblanc