

S. P. No. 737-99-1037 & 737-99-1038
DOTD Management Services
Inquires and Responses

Question 1

1.2 Background. Will the successful consultant work with DOTD's current consultant on recovery of funds from the 2005 and 2008 hurricanes?

Response: **No. There may be a possible transition period.**

Question 2

1.5 Performance Goals and Measures, Objective 1 Will the consultant operate as DOTD's direct representative to the federal agencies or solely at the direction of DOTD?

Response: **The consultant will operate at the direction of DOTD.**

Question 3

Does DOTD have a current system for managing and tracking PWs that the consultant will be required to use?

Response: **There is no tracking system for future storms; however, there is a tracking system for current disasters for a limited time only.**

Question 4

Do responsibilities include direct negotiation with FEMA, management of compliance with laws and regulations such as section 106, development of PWs, damage assessments?

Response: **No. The consultant will operate at the direction of DOTD.**

Question 5

1.5 Performance Goals and Measures, Objective 2 Will the consultant be required to conduct on site damage assessment reports?

Response: **No.**

Question 6

3.4 Minimum Qualifications of Proposer Do required personnel have to be actual FEMA or FHWA coordinators and specialists or personnel with qualifications similar to those positions?

Response: **Personnel with qualifications for the positions.**

Question 7

Because the scope of work is undetermined at this time, how many coordinators, specialists, accountants, and accounting specialists should we budget for the fee proposal?

Response: The number of positions needed will be situation dependant and cannot be specified at this time.

Question 8

3.9 Subcontracting Information Would a legal joint venture team or special purpose entity be considered a prime consultant?

Response: If a joint venture is selected then each member of the joint venture will be considered the Prime-Consultant pursuant to 3.9 of the RFP.

Question 9

6.3 Billing and Payment Will a 5% retainage be held from the entire contract amount until the end of the contract?

Response: Yes

Question 10

Attachment 1, Proposal Format, 1. Executive Summary Is it DOTD's Intention that proposers hourly rates be held for one year from date of submission?

Response: Yes

Question 11

Attachment 1, Proposal Format, 3. Proposed Project Staff Paragraph A appears to be cut off. Please issue further clarification about other staff expected to assist on this project.

Response: Paragraph has been revised (please see attached PDF file).

Question 12

Attachment 1, Proposal Format, 5. Cost Information Paragraph A. Can DOTD provide an estimate of the anticipated scope of work on which to base an estimate of expenses? Geographic area, number of projects, and/or value of projects anticipated?

Response: This will be situation dependant.

Question 13

Paragraph B Which four (4) listed personnel does DOTD desire to be located in the DOTD provided office space?

Response: This will be situation dependant. DOTD is offering the office/cubicle space, it is not mandatory that the selected consultant use this space.

Question 14

Will personnel located in the DOTD office have access to the DOTD network and systems?

Response: Personnel will have access to required DOTD network and systems.

Question 15

Attachment II – Price Proposal Does DOTD desire to have an hourly rate for each type of personnel anticipated for assignment and the number of personnel determined at the time of assignment?

Response: Yes, for comparison purposes only use one person per labor description with 1920 hours per year. This is to be able to more accurately compare proposals from all proposers.

Question 16

How does a consultant determine how many of each personnel type is needed without a clearly defined scope of work?

Response: It will depend upon the severity of the event.

Question 17

Example: If we include one FHWA Emergency Relief program Specialist and a typical hourly rate, and at the time of need. It is determined that 3 specialists are needed, will the total proposed cost be adjusted at that time?

Response: Yes

Question 18

Will the work be issued in work orders as needed using basic hourly rates provided?

Response: Yes, work will be issued via Supplemental agreements using hourly rates provided.

Question 19

Does DOTD want the total hours to reflect the first year only?

Response: Assume the 1920 hours as stated in Attachment II.

Question 20

If the consultant is to work on existing reimbursements from the 2005 and 2008 hurricanes, can DOTD provide a number and value of the outstanding project worksheets on which will be involved?

Response: Consultant will work on existing reimbursements from the 2005 and 2008 Hurricane seasons. Current costs and percentages completed at this time (are subject to change as work progresses):

- 2005 Hurricanes \$1,286.2 M 71% complete
- 2008 Hurricanes \$168.2 M 74% complete

Question 21

Page 8, Section 3.4 Minimum Qualifications of Proposer includes the position of Business Manager. Please provide information on the responsibilities DOTD intends for this position.

Response: Business Manager – to manage the work of others and project costs.

Question 22

Page 8, Section 3.4 Minimum Qualifications of Proposer indicates that the Project Manager and Business Manager “must possess an Engineering or Accounting/Auditing Degree.” Are individuals with Bachelors and/or Master degree in Business Administration, Finance or a related field where their coursework included a significant amount of accounting or auditing acceptable for these positions?

Response: Yes.

Question 23

Page 12, Section 5.4 Evaluation and Review states, “The proposer with the lowest total price (price for all four objectives) shall receive 25 points. However, as noted in Section 1.5 Performance Goals and Measures on pages 4-6 and again as provided in the Scope of Services on pages 27-29 on the RFP (Attachment A), only three (3) objectives are listed. Please confirm that price proposals should be based on the three (3) objectives as noted in the referenced sections of the RFP.

Response: 5.4 has been revised, (please see the attached PDF file). The price proposals will be based off the hourly rates provided in Attachment II.

Question 24

Page 16, Section 4, Approach and Methodology, Item C states, “The proposer should address proposed staff loadings for each of the Objectives described in Section 1.4, and highlight any critical assumptions underlying the technical aspects of their proposal.” Please confirm that the reference should be Objectives 1-3 as listed in Section 1.5 Performance Goals and Measures.

Response: Yes, reference should be made to Objective 1-3. Section 4, Approach and Methodology has been revised (please see the attached PDF file)

Question 25

Page 16, Section 5, Cost Information, Item C states “The proposer shall also provide a total cost for all of the services described in Section 1.2.” Are we correct in understanding that this statement should be applied to Objectives 1-3 as listed in Section 1.5 Performance Goals and Measures.

Response: Section 5, Cost Information has been revised (please see the attached PDF file).

Question 26

On page 1, Section 1.1 the RFP indicates that LADOTD intends to award a “Consulting Services Contract for assistance with the management of the Federal Emergency Management Agency (FEMA) Public Assistance Program and Federal Highways Administration (FHWA) Emergency Relief Program on an as needed basis.” Further, on page 17 of the RFP (Attachment II), it is stated “Note: Total hours for comparison and cost calculations, use 1920 hours per staff per year. “However, on Page 16, Section 4, Approach and Methodology, Item C states, “The proposer should address proposed staff loadings for each of the Objectives described in Section 1.4 [*Note clarification requested that this reference should be to Section 1.5 Performance Goals and Measures*] and highlight any critical assumptions underlying the technical aspects of their proposal.” Further on Page 16, Section 5, Cost Information, Item C states, “The proposer shall also provide a total cost for all of the services described in Section 1.2 [*Again, clarification requested that this should be applied to Objectives 1-3 as listed in Section 1.5 Performance Goals and Measures*]. As LADOTD’s stated intent is to award a contract for services ‘as needed’, and as the scale and number of disasters that may occur during the contract terms remains unknown, we would ask that LADOTD further clarify what assumptions we should make in responding to the staff loading requirement and total cost requirement cited above. We ask this because the scale and number of actual

disaster events would largely determine the level of effort needed to accomplish Objectives 1 and 2 as listed in Section 1-5.

Response: See Responses to Questions 15, 16, 17 and 25

Question 27

Related to Question #6 above, the sample contract included as Attachment IV to the RFP does not appear to include language consistent with LADOTD's stated intent of procuring services 'as needed,' e.g. language reflecting a retainer or task order contract. Is it LADOTD's intent to use a retainer or task order contract or does the Department intend to address the "as needed" aspects of this assignment with Supplemental Agreements as described in the sample contract provided?

Response: DOTD intends to address the "as needed" with Supplement Agreements.

Question 28

In reviewing the RFP, it has been noted that in several areas DOTD has requested prices which would put this in violation of Act 407 (RS 38:2318.1) I may have missed something and you can help me understand better.

Response: Act 407 (RS38:2318.1) is not a contract for "design professional services" as the consultant will not be developing any design plans.

Question 29

The last sentence on Attachment I, page 15 is not complete. The sentence does not continue onto page 16. The sentence begins "The proposer should also identify other staff expected to assist on this project based on the _____". Please provide the missing information.

Response: Paragraph has been revised (please see attached PDF file).

Question 30

Attachment I, 3.C. page 16 indicates this sentence is already in 3.8 at the end of this item. Should this reference be 3.9?

Response: Yes, proposed Project Staff has been revised (please see attached PDF file)

Question 31

Attachment I, 4.B. page 16 indicates that proposer should provide a work plan illustrating how project activities shall be performed within the requested timeframes. Timeframes are not assigned to each activity. Is the timeframe considered the initial contract period of 12 months?

Response: **Yes**

Question 32

Attachment I, 4.C. page 16 reference Section 1.4; should this reference be Section 1.5?

Response: **Section 4, Approach and Methodology has been revised (please see the attached PDF file)**

Question 33

Attachment I, 5.C page 16 reference Section 1.2; should this reference be Section 1.3?

Response: **Section 5, Cost Information has been revised (please see the attached PDF file).**

Question 34

The number of invoices required for submission is different in the RFP (Section 6.3, on page 13) and Attachment IV, Sample Consulting Service Contract (Compensation section, on page 20).

Response: **Section 6.3 has been revised (please see attached PDF file).**

Question 35

RFP indicates the original and five copies of the invoice shall be submitted while the sample contract indicates the original and two copies. Please clarify.

Response: **Section 6.3 has been revised (please see attached PDF file).**

Question 36

RFP, Section 6.3, page 13 and Attachment IV, Compensation (page 20) differ. RFP indicates invoices shall be directly related to the Monthly Progress Schedule and that DOTD shall not approve any invoice in which they proportional amount of the total contract compensation exceeds the percentage of project completion by more than five percent. Attachment IV (Compensation, Payment Terms, section) indicates that if progress and/or completion to the reasonable satisfaction of the agency are obtained,

payments are scheduled monthly. Attachment IV, Compensation, Payment Terms further indicates that payment shall be made based on the percentages of completed work. Please clarify.

Response: Attachment IV is a sample contract only.

Question 37

RFP, Section 1.2, page 3; Will the contract awarded in 2005 still be in effect? Will this RFP result in replacement of the existing Consultant for the ongoing recovery process or only new disasters?

Response: Any supplemental agreements in effect may be terminated through proper procedures if required. Yes any contract resulting from the RFP advertisement will be for completing ongoing services for past events and any new events.

Questions 38

In order to adequately address staff loading requirements and complete Attachment II – Price Proposal, we are requesting information regarding the following items:

Please note: The following requested information is not needed to address question about price.

How many PWs and DIRs does DOTD currently have, and the total dollar amount of each?

Katrina/Rita

PWs -113 \$75.2M - to date

DIRs- 880 \$1,211M – to date

(This does not include DIRs for permanent on submerged roads

or DOTD damaged roads)

Gustav/Ike

PWs - 57 \$67.5 M – to date

DIR - 717 \$100.7 M – to date

- How many new PWs and DIRs does DOTD anticipate?

Katrina/Rita

PWs – 0 at this time

DIRs – 37 at this time

Gustav/Ike

PWs – 30 at this time

DIRs - unknown at this time

- How many unresolved PW and DIR issues currently exist?
Katrina/Rita
PWs – 4 at this time
DIRs - 37 at this time

Gustav/Ike
PWs - 7 at this time (new versions)
DIRs – unknown at this time (under review)
- How many appeals have been filed?
Katrina/Rita
PWs - 0 to date
DIRs - 0 at this time

Gustav/Ike
PWs - 7 to date
DIR - 0 at this time
- How many PWs are currently complete and ready for close-out?
Katrina/Rita
PWs – 72 approximately
DIRs – 750 approximately

Gustav/Ike
PWs – 0 at this time
DIRs – 650 approximately

Question 39

RFP, Section 6.2, page 12; Please define “all services”.

Response: “All services” is the remaining work on existing events and any future services. However, the compensation and scope for future “services” will be determined under Supplemental Agreement.

Question 40

Does DOTD anticipate any other certification or professional requirement, other than a Professional Engineer, in order to address ‘engineering decisions’ as identified in Objectives 1 and 2 of the RFP?

Response: No