

State of Louisiana

**CONTRACT FOR CONSULTING SERVICES**

BE IT KNOWN, that on this 12 day of May, 2016, the **Coastal Protection and Restoration Authority**, State of Louisiana (hereinafter sometimes referred to as "CPRA") and **Arcadis, 10352 Plaza Americana Drive, Baton Rouge, LA 70816** (hereinafter referred to as "Contractor"), do hereby enter into a contract under the following terms and conditions:

**1. SCOPE OF SERVICES**

Contractor shall provide the necessary personnel, materials, services and facilities to perform the work as set forth in the RFP (Appendix A) and the Proposal (Appendix B), attached hereto and made a part hereof.

**2. GOAL**

Implementation of coastal restoration projects were authorized by the Coastal Wetland Planning, Protection and Restoration Act of 1990 (Public Law 101-646, Title III), by R.S. 49:213.6, and establishment of the Office of Coastal Protection and Restoration Authority (Implementation) also established by Act 8 enacted by the Louisiana Legislature at the Second Extraordinary Session of 2005 (November), to protect and restore Louisiana's coastal wetlands to alleviate further land and revenue loss.

**3. OBJECTIVES**

To provide environmental consulting services to do work in support of integrated Coastal Protection and Restoration projects.

**4. PERFORMANCE MEASURES**

The performance of the contract will be measured by the State Project Manager, authorized on behalf of the State, to evaluate the contractor's performance against the criteria in the Scope of Services and are identified as:

The submission of satisfactory Monthly Monitoring Reports is required. Performance measures for this contract shall include Contractor's timely and successful completion, submission, and performance of any work product being sought and provided through this agreement, consistent with the provisions, goals and objectives of this contract.

**5. TERM OF CONTRACT**

This Contract shall begin on May 01, 2016 and shall terminate on April 30, 2017.

**6. CONTRACT MONITOR**

Jammie Favorite of CPRA, or her designee, will act as the Contract Monitor (hereinafter sometimes referred to as "Contract Monitor") for this project, to provide liaison between

Contractor and CPRA, and to perform various duties which are specifically provided for in this Contract and Appendix A.

**7. DELIVERABLES**

The Contract will be considered complete when Contractor has delivered and State has accepted all deliverables specified in the Scope of Services. The Contractor shall provide to the State the items specified in Appendices A (RFP) and B (Proposal) as products of the services rendered under this contract.

**8. COMPENSATION**

In consideration of the services described above, CPRA hereby agrees to pay the Contractor a maximum fee of \$1,500,000.00.

**9. NOTICE TO PROCEED**

Work will be tasked under an executed contract signed by duly authorized representatives of both parties that has been approved by the Division of Administration, Office of State Procurement. Contractor shall proceed with work upon receipt of a written Notice to Proceed which outlines the task(s)/services to be performed and a "not to exceed" amount for compensation.

**10. PAYMENT TERMS**

In consideration of the services required by this contract, State hereby agrees to pay to Contractor a maximum fee of \$1,500,000.00.

Payments are predicated upon successful completion and written approval by the State of the described tasks and deliverables as provided in Appendices A and B. Payments will be made to the Contractor after written acceptance by the State of the payment task and approval of an invoice. Payment will be made only on approval of Contract Monitor, or her designee.

During the execution of tasks contained in the Scope of Services, the Contractor may submit invoices, not more frequently than monthly. The payment terms are as follows:

Monthly invoice for actual costs incurred in accordance with the rate schedule in Appendix B (Proposal). Invoices for progress payments, with supporting documentation, detailing the fees charged and allowable costs to be reimbursed as set forth in Appendices A and B shall be based upon actual costs incurred and shall be submitted monthly with progress reports.

Rate sheets will include a negotiated Office Rate, a Field Rate, and a Field Rate/Embedded at CPRA Office Rate for each of the labor categories. The Office Rate shall be inclusive of all costs associated with labor, overhead, administrative costs, software, account management, and any other costs associated with the provision of services (including but not limited to standard equipment, computers, field sampling

supplies, office supplies, copies, and routine safety equipment and materials). The Field Rate shall consist of the items described in the Office Rate plus be inclusive of lodging, travel and per diem. The Field Rate/Embedded at CPRA Office Rate shall consist of a reduced rate due to personnel embedded at CPRA Offices. All outside expenses (third party charges, equipment and material rentals, etc.) will be reimbursed at cost. If a task requires specialized equipment or materials, the Contract Monitor or his designee may approve reimbursement at cost for such equipment or materials. Such approval must be granted by the Contract Monitor or his designee in writing prior to the Contractor incurring these costs. Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using established billable rates mentioned above for the actual work performed on the Task Order or negotiated lump sum compensation.

The final invoice shall be submitted within thirty (30) days following expiration of the Contract.

Contractor will not be paid more than the maximum amount of the Contract.

#### **11. SUBSTITUTION OF KEY PERSONNEL**

The Contractor's personnel assigned to this Contract shall not be replaced without the prior written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any State or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to project outside this contract, outside of the State's or Contractor's reasonable control, as the case may be, the State or the Contractor, shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The contractor will make every reasonable attempt to assign the personnel listed in his proposal.

#### **11. FISCAL FUNDING**

The continuation of this Contract is contingent upon the appropriation of funds to fulfill the requirements of the Contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the Contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Contract, the Contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

#### **12. INDEMNIFICATION AND LIMITATION OF LIABILITY**

Contractor shall be fully liable for the actions of its agents, employees, partners, subcontractors, and other persons under its control, and shall fully indemnify and hold the State harmless from suits, actions, damages, and costs of every name and description

relating to personal injury and/or damage to real or personal tangible property, caused by Contractor, its agents, employees, partners, subcontractors, or other persons under its control, without limitation, except that Contractor shall not indemnify for that portion of any claim, loss, or damage arising hereunder due to the negligent act or failure to act by the State, and its agents, employees, partners, subcontractors, or other persons under its control.

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties herein.

### 13. INSURANCE

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI. This rating requirement shall be waived for Worker's Compensation coverage only.

**Contractor's Insurance:** The Contractor shall not commence work under this Contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Louisiana State agency, shall be filed with the State of Louisiana for approval. The Contractor shall not allow any sub-contractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the State of Louisiana before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) days' notice in advance to the State of Louisiana and consented to by the State of Louisiana in writing and the policies shall so provide.

**Compensation Insurance:** Before any work is commenced, the Contractor shall maintain during the life of the contract, Workers' Compensation Insurance for all of the Contractor's employees employed at the site of the project. In case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.

**Commercial General Liability Insurance:** The Contractor shall maintain during the life of the Contract such Commercial General Liability Insurance which shall protect him, the State, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the Contract, whether such operations be by himself or by a subcontractor, or by anyone directly or

indirectly employed by either of them, or in such a manner as to impose liability to the State. Such insurance shall name the State as additional insured for claims arising from or as the result of the operations of the Contractor or his subcontractors. In the absence of specific regulations/provisions, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of no less than \$1,000,000.

**Licensed and Non-Licensed Motor Vehicles:** The Contractor shall maintain during the life of the Contract, Business Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the Contract on the site of the work to be performed thereunder, unless such coverage is included in insurance elsewhere specified.

**Subcontractor's Insurance:** The Contractor shall require that any and all subcontractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

#### 14. CLAIMS FOR LIENS

The Contractor shall be solely liable for and shall hold CPRA harmless from any and all claims or liens for labor, services or material furnished to the Contractor in connection with the performance of its obligations under this Contract.

#### 15. TAXES

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this Contract and/or legislative appropriation shall be Contractor's obligation and identified under Federal Tax Identification Number 57-0373224.

#### 16. COST RECORDS

CPRA, through the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration Auditors shall be entitled to audit the books, documents, papers and records of the Contractor and any subcontractors which are reasonably related to the Contract.

The Contractor and its subcontractors shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred and shall make such materials available at their respective offices at all reasonable times during the contract period and for five (5) years from date of final payment under this Contract, for inspection by CPRA, Legislative Auditor and/or the Office of the Governor, Division of Administration auditors, and copies of thereof shall be furnished if requested.

**17. OWNERSHIP**

All records, reports, documents, and other material delivered or transmitted to Contractor by CPRA shall remain the property of the State, and shall be returned by Contractor to CPRA, at Contractor's expense, at termination or expiration of this Contract. All records, reports, documents, or other material related to this Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of CPRA, and shall, upon request, be returned by Contractor to CPRA, at Contractor's expense, at termination or expiration of this Contract.

CPRA encourages the use of data collected under its contracts for the purpose of dissemination of information through presentations of technical/scientific papers in symposiums/seminars/workshops, publication in journals, newspapers articles and news etc. However, to better control the release of information, the use of the collected data/project information for dissemination purposes is subjected to the following stipulations:

- A. Written permission must be sought from the CPRA, Project Support Manager prior to use of collected data/project information, for any of the publication purposes mentioned above.
- B. To obtain such permission a draft paper/presentation must be submitted to the Project Support Manager for review and approval prior to its release.
- C. In all such papers/presentations, CPRA (and others if appropriate) must be acknowledged as the source of funding for the data collection/project.

Failure to follow these guidelines may result in stoppage of work or lack of future Task Orders.

**18. AUDITORS**

It is hereby agreed that the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, the Office of the Louisiana Inspector General, and/or Division of Administration auditors shall have the authority to audit all records and accounts of the Contractor which relate to this Agreement in accordance with La. R.S. 24:513.

**19. ASSIGNABILITY**

Contractor shall not assign any interest in this Contract by assignment, transfer, or novation, without prior written consent of the CPRA. This provision shall not be construed to prohibit the Contactor from assigning its bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to CPRA.

**20. SUCCESSORS AND ASSIGNS**

This Contract shall be binding upon the successors and assigns of the respective parties hereto.

**21. NO THIRD PARTY BENEFICIARY**

Nothing herein is intended and nothing herein may be deemed to create or confer any right, action, or benefit in, to, or on the part of any person not a party to this Agreement.

**22. CODE OF ETHICS**

The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 *et seq.*, Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

**23. COMPLIANCE WITH STATE AND FEDERAL LAW**

The Contractor and any subcontractors must comply with applicable Federal labor laws covering non-Federal construction, including but not limited to, the Contract Work Hours and Safety Standards Act (formerly 40 U.S.C. 327 *et seq.*) and the Copeland Anti-Kickback Act (formerly 40 U.S.C. 276c) and to the extent if applicable 40 U.S.C. 3141-3148 and 40 U.S.C. 3701-3708 (revising, codifying and enacting without substantive change the provisions of the Davis-Bacon Act) (formerly 40 U.S.C. 276a *et seq.*). Contractor further agrees, in the case of any equipment and/or product authorized to be purchased under this Contract, to comply with the Buy American Act 41 U.S.C. 8301-8305 (formerly 41 U.S.C. 10a-10c).

Further, the Contractor and its employees, subcontractors and agents shall agree to comply with all applicable Federal, State, and Local laws, policies, and ordinances, in carrying out all provisions of this Contract.

**21. CONFIDENTIALITY OF DATA**

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of

this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

**24. CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM**

This Contract and employees working on this Contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by Section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and Federal Acquisition Regulation (F.A.R.) 3.908.

The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the F.A.R.

The Contractor shall insert the substance of this clause, including this paragraph, in all subcontracts over the simplified acquisition threshold.

**25. DISCRIMINATION CLAUSE**

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

**26. DISADVANTAGED BUSINESS ENTERPRISES**

The Contractor agrees to ensure that Disadvantaged Business Enterprises ("DBEs") have the maximum opportunity to participate in the performance of this contract and any subcontracts for supplies, equipment, construction, or services that may be let. In this regard, the Contractor shall take all necessary steps to ensure that Disadvantaged



Business Enterprises have the maximum opportunity to compete for and perform services relating to this Contract. (Appendix D)

The following good faith efforts for utilizing DBEs are required:

- A. Solicitations for products or services shall be sent to firms/individuals listed as DBEs.
- B. Where feasible, divide total requirements into smaller tasks to permit maximum DBE participation.
- C. Where feasible, establish delivery schedules which will encourage DBE participation.
- D. Encourage use of the services of the U.S. Department of Commerce's Minority Business Development Agency (MBD) and the U.S. Small Business Administration to identify DBEs.
- E. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- F. Require that each party to a subcontract takes the affirmative steps outlined here.

The Contractor shall submit to the Project Manager a quarterly procurement summary detailing purchases from DBE vendors. This report shall be made using the Procurement Summary Form attached hereto as Appendix D, and submitted within fifteen (15) days following the end of each calendar quarter for the duration of the Contract.

Furthermore, for the full terms of the Contract, the Contractor agrees to abide by all regulatory requirements which are issued pursuant to these laws by any federal agency whose funds have been used to finance this Contract, and which is in effect as of the beginning date of the contract term. Additionally, the Contractor agrees to abide by all applicable State and Federal laws, policies, and regulations that govern the use of Disadvantaged Business Enterprises.

**27. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTIVITIES:**

The Contracting Party shall comply with the provisions set forth in Appendix E, when performing work on CDBG related activities. In the event of any inconsistent or incompatible provisions, the provisions listed in Appendix E shall take precedence when performing work on any CDBG activity.

**28. VETERANS AND HUDSON INITIATIVES**

CPRA fully participates in and encourages contractor participation in the Hudson Initiative. The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurs (sometimes referred to as “LaVets” and “SEs” respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurs (Hudson Initiative) entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible contractors are encouraged to become certified. Eligible contractors are also required to make it clear in their proposal that they are certified by attaching a certification document. Qualification requirements and online certification are available at <https://smallbiz.louisianaforward.com>.

**29. SUBCONTRACTORS**

The Contractor may, with prior written permission from the State, enter into subcontracts with third parties for the performance of any part of the Contractor’s duties and obligations. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the State and/or State Agency for any breach in the performance of the Contractor's duties. The contractor will be the single point of contact for all subcontractor work.

**30. CERTIFICATE OF DEBARMENT / SUSPENSION STATUS**

Contractor certifies with its execution of this agreement that it is not suspended, debarred or ineligible from entering into contracts with any department or agency of the Federal Government or of the State of Louisiana, or in receipt of notice of proposed debarment or suspension.

Contractor agrees to secure from any contractor(s) and subcontractor(s) for the captioned project certification that such contractor(s) and subcontractor(s) are not suspended, debarred or declared ineligible from entering into contracts with any department or agency of the Federal Government or of the State of Louisiana, or in receipt of a notice of proposed debarment or suspension.

Contractor shall provide immediate notice to the CPRA in the event of it or its contractor(s) or any subcontractor(s) being suspended, debarred or declared ineligible by any department or agency of the Federal Government or of the State of Louisiana, or upon receipt of a notice of a proposed debarment or suspension, either prior to or after execution of this agreement.

Upon receipt of notice of suspension, debarment, or declaration that Contractor or its contractor(s) or any subcontractor(s) is/are ineligible to enter into contracts with any department or agency of the Federal Government or of the State of Louisiana, either prior

to or after execution of this agreement, CPRA reserves the right to review cause for said debarment, suspension, or declaration of ineligibility, and to terminate this Contract pursuant to the terms of the article in this agreement entitled TERMINATION FOR CAUSE, or take such other action it deems appropriate under this Contract.

**31. TERMINATION FOR CAUSE**

The CPRA may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the CPRA shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of such failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the CPRA may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the CPRA to comply with the terms and conditions of this Contract; provided that the Contractor shall give the CPRA written notice specifying the CPRA's failure and a reasonable opportunity for the CPRA to cure the defect.

Notwithstanding the above, the Contractor will not be relieved of liability to the CPRA for damages sustained by the CPRA by virtue of any breach of the Contract by the Contractor, and the CPRA may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the CPRA from the Contractor is determined.

**32. TERMINATION FOR CONVENIENCE**

The CPRA may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

**33. REMEDIES FOR DEFAULT**

Any claim or controversy arising out of this Contract shall be resolved by the provisions of LSA - R.S. 39:1672.2-1672.4.

**34. DISPUTES**

Before any party to this Contract may bring suit in any court concerning any issue relating to this Contract, such party must first seek in good faith to resolve the issue through negotiation or other forms of non-binding alternative dispute resolution mutually acceptable to the parties. The exclusive venue for any suit arising out of this Contract shall be in the Nineteenth Judicial District Court for the Parish of East Baton Rouge, Louisiana.

**32. ENTIRE AGREEMENT & ORDER OF PRECEDENCE**

This contract, together with the RFP and addenda issued thereto by the State, the proposal submitted by the Contractor in response to the State's RFP, and any exhibits incorporated herein by reference, shall constitute the entire agreement between the parties with respect to the subject matter. In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFP and the Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor's proposal.

**35. AGREEMENT APPROVAL**

This Contract shall not be effective until it has been approved and signed by duly authorized representatives of both parties and until it has been approved by the Division of Administration, Office of State Procurement.

**36. AMENDMENTS**

No amendment shall be effective unless it is in writing, signed by duly authorized representatives of both parties and until it has been approved by the Division of Administration, Office of State Procurement.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the day, month and year first written above.

IN WITNESS WHEREOF, the parties have executed this Agreement as of this 12 day of May, 2016.

WITNESSES SIGNATURES:

Coastal Protection and Restoration Authority

Richard  
Signature

By: MR Ellis  
Michael R. Ellis  
Executive Director

Allison Richard  
(Print Name)

Jordan Delaune  
Signature

Jordan Delaune  
(Print Name)

WITNESSES SIGNATURES:

Arcadis:

Falcoln E Hull  
Signature

By: Rudy Guichard  
RUDY GUICHARD  
SUP/WATER

Falcoln E Hull  
(Print Name)

David R. Escude  
Signature

David R. Escude  
(Print Name)

**Appendix A**

**REQUEST FOR PROPOSAL**

**ENVIRONMENTAL SCIENCE CONSULTING SERVICES**



**RFP #:2503-16-02**

**PROPOSAL DUE DATE/TIME: FEBRUARY 08, 2016 3:00PM**

**State of Louisiana  
COASTAL PROTECTION AND RESTORATION AUTHORITY**

**January 08, 2016**

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REQUEST FOR PROPOSAL  
FOR  
ENVIRONMENTAL SCIENCE CONSULTING SERVICES

**PART I: ADMINISTRATIVE AND GENERAL INFORMATION**

**1.1 Background**

The Louisiana Coastal Protection and Restoration Authority (CPRA) is seeking environmental science consulting services to supplement staff capabilities relative to implementing Louisiana's coastal protection and restoration program. Therefore, CPRA is issuing this Request for Proposal (RFP) to contract with consultants who can perform a variety of environmental science services that will enhance the capability, efficiency, and responsiveness of the CPRA to the State's coastal protection and restoration needs. Required services include, but are not limited to planning, monitoring, and managing the implementation of coastal protection and restoration projects and programs; water resource planning including economic analyses; basin-wide hydrologic and ecosystem modeling; oil spill response, monitoring and analysis; and science communication, outreach and engagement. These services will be utilized to produce high-quality deliverables associated with the furtherance of the Louisiana's Comprehensive Master Plan for a Sustainable Coast.

**1.1.1 Purpose**

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from bona fide, qualified proposers who are interested in providing a variety of environmental science and related services that will enhance the capability, efficiency, and responsiveness of the CPRA to the State's coastal protection and restoration needs. It is the intention of the CPRA to award up to twelve (12) contracts.

**1.2 Definitions**

- A. Shall and Will– The terms "shall" and "will" denote mandatory requirements.
- B. Must – The term "must" denotes mandatory requirements.
- C. May and Can- The terms "may" and "can" denote an advisory or permissible action.
- D. Should – The term "should" denotes a desirable action.
- E. Contractor/Contracting Party– Any person having a contract with a governmental body; the selected proposer(s).
- F. Agency- Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this state authorized to participate in any contract resulting from this solicitation.
- G. State- The State of Louisiana.

H. Discussions- For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.

I. DOA – Division of Administration

J. OSP – Office of State Procurement

K. Proposer – A firm or individual who responds to this RFP.

L. RFP – Request for Proposal

M. HTRW – Hazardous Toxic Radiological Wastes (HTRW)

### 1.3 Schedule of Events

#### Event

	<u>Date</u>
Advertise RFP and mail public announcements	January 08, 2016
Deadline for receipt of Written inquiries	January 22, 2016 3:00 PM
Issue responses to written inquiries	January 26, 2016
Deadline for receipt of proposals	February 08, 2016 3:00 PM
Oral Presentations	IF APPLICABLE
Announce award of contractor selection	March 1, 2016

NOTE: The State of Louisiana reserves the right to revise this schedule. Revisions, if any, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP.

#### 1.3.1 Period of Agreement

Any contracts resulting from this solicitation shall begin on or after February 1, 2016. The State shall have the right to contract for up to a total of three years with the concurrence of the Contractor and with all appropriate approvals.

#### 1.3.2 Blackout Period

The Blackout Period is a specified period of time during a competitive procurement process in which any proposer, bidder, or its agent or representative, is prohibited from communicating with any state employee or contractor of the State involved in any step in the procurement process about the affected procurement. The Blackout Period shall apply not only to state employees, but also to any contractor of the State. "Involvement" in the procurement process shall include but shall not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. All solicitations for competitive procurements will identify a designated contact person. The Blackout Period will begin upon posting of the solicitation. The Blackout Period will end when the contract(s) are awarded.

In those instances in which a prospective vendor is also an incumbent vendor, the State and the incumbent vendor shall contact each other with respect to the existing contract only. Under no circumstances shall the State and the incumbent vendor and/or its representative(s) discuss the blacked-out procurement.

Any bidder, proposer, or state Contractor who violates the Blackout Period may be liable to the State in damages and/or subject to any other remedy allowed by law.

Notwithstanding the foregoing, the Blackout Period shall not apply to:

1. A protest to a solicitation;
2. Duly noticed site visits and/or conferences for bidders or proposers;
3. Oral presentations during the evaluation process; or
4. Communications regarding a particular solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters shall include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement, but shall not include any substantive matter related to the particular procurement of requirements of the RFP.

#### 1.4 Proposal Submission

Firms/individuals who are interested in providing services requested under this RFP must submit a proposal containing the mandatory information specified in this section. The proposal must be received in hard copy (printed) version by the RFP Coordinator on or before 3:00 PM Central Daylight Time on the date specified in the Schedule of Events. FAX or e-mail submissions shall not be acceptable. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the proposer's expense to:

*David Guidry, Administrative Program Director  
Department of Natural Resources  
P.O. Box 94396  
Baton Rouge, LA 70804*

For courier delivery, the street address is 12<sup>th</sup> Floor, Room 1262, 617 N. Third Street, Baton Rouge, LA 70802, and the telephone number is 225-219-1360. It shall be solely the responsibility of each Proposer to ensure that its proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

##### 1.4.1 Highly Desirable Qualifications for Proposer

It is highly desirable that Proposers have at least seven (7) years of experience in environmental science consulting at the time of proposal submission

It is highly desirable that Proposers have at least five (5) years of experience in coastal restoration or flood protection projects at the time of proposal submission

#### 1.4.2 Technical Capacity and Experience

Proposers should demonstrate capacity to fulfill services and provide examples of relevant experience, in each of the following areas: Data Analysis and Management; Environmental/Biological Surveys; Environmental Characterization, Compliance, and Hazardous Toxic Radiological Wastes (HTRW); Environmental Modeling; Environmental Studies and Reports; Natural Resources Socioeconomics; Nesting Bird Abatement; and Water Resources Planning, Project, and Program Management.

#### 1.5 Proposal Format

##### A. VOLUME I – TECHNICAL PROPOSAL AND COST RATES

a. Cover Letter:

A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.

b. Table of Contents:

The proposal should include a paginated table of contents to facilitate locating the information included and be organized in the order contained herein.

c. Certification Statement:

The Proposer must sign and submit the Certification Statement shown in Attachment I.

d. Executive Summary:

This section should serve to introduce the scope of the proposal. It should include administrative information including, at a minimum, Proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of at least 90 calendar days from the date of submission. This section should also include a summary of the Proposer's qualifications and ability to meet the State agency's overall requirements in the timeframes set by the agency. It should include a positive statement of compliance with the contract terms. If the Proposer cannot comply with any of the contract terms, an explanation of each exception must be supplied. The Proposer should address the specific language in Attachment IV, Sample Contract, and submit whatever exceptions or exact contract modifications that its firm may seek. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

e. Firm Experience:

The Proposers should give a brief description of their company including a brief history, corporate structure and organization, number of years in business. This section should provide a detailed discussion of the Proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other

states or in corporate/governmental entities of comparable size and diversity with references from previous clients including names and telephone numbers.

Proposers should clearly describe their ability to meet or exceed the desired qualifications described in Section 1.4.1.

f. Qualifications of Individuals Assigned to the Project:

The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the success of the project. This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.

Proposers should clearly describe their years of experience described in Section 1.4.1.

g. Approach and Methodology:

Proposals should include enough information to satisfy evaluators that the Proposer has the appropriate experience, knowledge and qualifications to perform the scope of services as described herein.

Proposers should respond to all items specified in Attachment II, Scope of Services.

The Proposer should:

- Provide Proposer's understanding of the nature of the State's projects and how its proposal will best meet the needs of the state agency.
- Define its functional approach in providing the services.
- Define its functional approach in identifying the tasks necessary to meet requirements.
- Describe the approach to Project Management and Quality Assurance.
- Provide a proposed project team for this work and the function and responsibilities of subcontractors.
- Provide an explanation of any additional tasks to be performed which are deemed necessary by the proposer for successful project completion; explanation of deviation from and/or deletion of any tasks listed in the Scope of Services.
- Present innovative concepts for consideration.

h. Agency/Client Relationship Management:

The proposer should respond to all sections, as applicable. This section is for Proposers to provide information regarding interaction with CPRA.

- Describe your business development philosophy and how you/your team members will interact with CPRA leadership and program staff.
- Do you have a Client Services Manager? If so, describe their role.
- Describe how you currently communicate with your clients- email, phone, personal visits?
- Describe how you would develop a business/professional relationship with CPRA.
- Assuming your firm is under contract with CPRA, describe how you would negotiate a task order assignment – include your company team members that would be involved, how you would negotiate/develop a cost proposal, and what communication method you prefer, i.e. email, phone, or in-person visits.
- If you have any other information you believe would be relevant, please provide it in 500 words or less.

i. Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation:

Participation of Veteran Initiative and Hudson Initiative small entrepreneurship will be scored as part of the technical evaluation.

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at <http://smallbiz.louisianaeconomicdevelopment.com>

Ten percent (10%) of the total evaluation points on this RFP shall be reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurship as subcontractors.

Reserved points shall be added to the applicable proposer's evaluation score as follows:

Proposer Status and Reserved Points

- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more

certified small entrepreneurships to participate as subcontractors or distributors.

Points will be allocated based on the following criteria:

- the number of certified small entrepreneurships to be utilized
- the experience and qualifications of the certified small entrepreneur(s)
- the anticipated earnings to accrue to the certified small entrepreneur(s)

If a proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), proposer shall include in its proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

The statutes (R.S 39:2171 et. Seq.) concerning the Veteran Initiative may be viewed at <http://legis.la.gov/lss/lss.asp?doc=671504>; and the statutes (R.S 39:2001 et. Seq.) concerning the Hudson Initiative may be viewed <http://legis.la.gov/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>.

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurships may be obtained from the Louisiana Economic Development Certification System at <http://smallbiz.louisianaeconomicdevelopment.com>. Additionally, a list of Hudson and Veteran Initiative small entrepreneurships, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal

[https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg) may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network <http://wwwprd1.doa.louisiana.gov/OSP/LaPac/Vendor/VndPubMain.cfm?tab=2sp>. When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE.

Certifications with the Louisiana Department of Economic Development must be active at the time of proposal submission in order to receive points.

j. Cost Proposal:

The Proposer shall provide an hourly rate (numerical value) for each of the staff classifications listed in the Required Rate Schedule in Attachment III. The Prime and Sub-consultants will all adhere to the "Required Rate Schedule" for the full term of the contract, so proposers are to submit only one "Required Rate Schedule."

Proposers shall not provide additional personnel or equipment categories beyond those listed in the "Required Rate Schedule." Rate sheets will include an Office Rate, a Field Rate, and a Field Rate/Embedded at CPRA Office Rate for each of the labor categories. The Office Rate shall be inclusive of all costs associated with labor, overhead, administrative costs, software, account management, and any other costs associated with the provision of services (including, but not limited to, standard equipment, computers, field sampling supplies, office supplies, copies, cameras, personal protective equipment, and materials). The Field Rate shall consist of the items described in the Office Rate plus be inclusive of lodging, travel and per diem. The Field Rate/Embedded at CPRA Office Rate shall consist of a reduced rate due to personnel embedded at CPRA Offices. All outside expenses (third party charges, equipment and material rentals, etc.) will be reimbursed at cost. If a task requires specialized equipment or materials, the Contract Monitor or his designee may approve reimbursement at cost for such equipment or materials. Such approval must be granted by the Contract Monitor or his designee in writing prior to the Contractor incurring these costs. Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using established billable rates mentioned above for the actual work performed on the Task Order or negotiated lump sum compensation

k. **Subcontractors:**

Persons who are not full time employees of the proposer shall be considered as subcontractors. All subcontractors necessary to conduct the work should be identified, including the percentage of project to be accomplished. For subcontractor(s), the proposer should include letters of agreement to undertake their portion of the proposed work.

l. **Insurance:**

The proposal should include a certificate of insurance as proof that proposer has in effect limits of insurance required by the Sample Contract. If selected as a Contractor, the proposer shall provide certificates of insurance as proof of coverage at the time of contract negotiation.

B. **VOLUME II – FINANCIAL INFORMATION (SEPARATE VOLUME) (ONE COPY)**

1. **Financial Capability:** Proposer shall provide the latest three years of financial statements, preferably audited, or other evidence of financial status sufficient to demonstrate its capability to carry out the project. If financial statements are not available, proposer shall state the reason and will be allowed to provide a letter from the proposer's bank and/or other financial companies stating financial status/standing with the bank or financial company. Proposers shall also provide the financial information required by this subsection for each subcontractor identified in its proposal.
2. Letters from proposers or subcontractors declaring their own financial capability will not be accepted.

1.5.1 **Number of Copies of Proposals**

The State requests that five (5) hard copies of the Volume I portion of the proposal and one (1) copy of Volume II of the proposal be submitted to the RFP Coordinator at the address specified. One (1) additional copy of the Volume 1 portion of the proposal shall be submitted in an electronic format (i.e.



CD, flash drive) At least one (1) copy of the proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the proposal with original signatures will be retained for incorporation in any contract resulting from this RFP.

	Volume I	Volume II
Hard copy	5 copies	1 copy
Electronic copy	1 copy	Proposers should <u>not</u> submit any electronic copies of Volume II.

### 1.5.2 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer's response should demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP are also desired. Each Proposer shall be solely responsible for the accuracy and completeness of its proposal.

### 1.6 Confidential Information, Trade Secrets, and Proprietary Information

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the CPRA

Only information which is in the nature of legitimate trade secrets or non-published financial data shall be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety shall be rejected without further consideration or recourse.

## 1.7 Proposal Clarifications Prior to Submittal

The State reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

### 1.7.1 Pre-proposal Conference

Not applicable for this solicitation.

### 1.7.2 Proposer Inquiries

Written questions regarding RFP requirements or Scope of Services must be submitted to the RFP Coordinator as listed below.

David Guidry, RFP Coordinator  
Department of Natural Resources  
P.O. Box 94396  
Baton Rouge, LA 70804  
Phone: 225-219-1360  
Fax: 225-342-8700  
Email: [DNRprocurement@la.gov](mailto:DNRprocurement@la.gov)

The State will consider written inquiries and requests for clarification of the content of this RFP received from potential proposers. Written inquiries must be received by 3:00 PM CST on the date specified in the Schedule of Events. The State shall reserve the right to modify the RFP should a change be identified that is in the best interest of the State.

Official responses to all questions submitted by potential proposers will be posted by January 26, 2016 at <http://www.prd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm>, [www.dnr.louisiana.gov/contracts](http://www.dnr.louisiana.gov/contracts), and [www.coastal.la.gov/resources/doing-business-with-cpra/contracts-and-grants/](http://www.coastal.la.gov/resources/doing-business-with-cpra/contracts-and-grants/)

Only the RFP Coordinator has the authority to officially respond to a proposer's questions on behalf of the State. Any communications from any other individuals shall be not binding to the State.

## 1.8 Errors and Omissions in Proposal

The State will not be liable for any errors in proposals. The State reserves the right to make corrections or amendments due to minor errors identified in proposals by State or the Proposer. The State, at its option, reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

## 1.9 Changes, Addenda, Withdrawals

State shall reserve the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at <http://www.prd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm>, [www.dnr.louisiana.gov/contracts](http://www.dnr.louisiana.gov/contracts), and [www.coastal.la.gov/resources/doing-business-with-cpra/contracts-and-grants/](http://www.coastal.la.gov/resources/doing-business-with-cpra/contracts-and-grants/)

It shall be the responsibility of the proposer to check the website for addenda to the RFP, if any.

**1.10 Withdrawal of Proposal**

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

**1.11 Waiver of Administrative Informalities**

The State shall reserve the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.

**1.12 Proposal Rejection/RFP Cancellation**

Issuance of this RFP in no way shall constitute a commitment by the State to award a contract. The State shall reserve the right to accept or reject, in whole or part, all proposals submitted and/or cancel this RFP if it is determined to be in the State's best interest.

**1.13 Ownership of Proposal**

All materials submitted in response to this RFP shall become the property of the State. Selection or rejection of a proposal shall not affect this right.

**1.14 Cost of Offer Preparation**

The State shall not be liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to this RFP shall be entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the State.

**1.15 Determination of Responsibility**

Determination of the proposer's responsibility relating to this RFP shall be made according to the standards set forth in LAC 34:136. The State must find that the selected proposer:

Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;

Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;

Is able to comply with the proposed or required time of delivery or performance schedule;

Has a satisfactory record of integrity, judgment, and performance; and

Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the State to make its determination by presenting acceptable evidence of the above to perform the contracted services.

**1.16 Use of Subcontractors**

The State shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however, shall acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP shall also be required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State.

#### **1.17 Oral Discussions/Presentations**

The State, at its sole discretion, may require all proposers reasonably susceptible of being selected for the award to provide an oral presentation of how they propose to meet the agency's program objectives. Commitments made by the Proposer at the oral presentation, if any, will be considered binding. Based upon new or revised information received in the presentation, using the same criteria in initial scores, the original scores that were assigned in the initial evaluation may be adjusted.

#### **1.18 Acceptance of Proposal Content**

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals that are not in compliance will be rejected from further consideration.

#### **1.19 Evaluation and Selection**

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the state, which will determine the proposal(s) most advantageous to the State, taking into consideration price and the other evaluation factors set forth in the RFP.

#### **1.20 Contract Award and Execution**

The State shall reserve the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received.

The State shall reserve the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected Proposer shall become part of any contract initiated by the State.

The selected Proposer(s) shall be expected to enter into a contract that is substantially the same as the sample contract included in Attachment IV. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected Proposer.

If the contract negotiation period exceeds (30) business days or if the selected Proposer fails to sign the final contract within (30) business days of delivery, the State may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

#### **1.21 Notice of Intent to Award**

The Evaluation Team will compile the scores and make a recommendation to the head of the agency on the basis of the responsive and responsible proposer(s) with the highest score(s).

Contracts will be awarded based on Technical Capacity, Experience, and Cost (as reflected in the "Required Rate Schedule" Part II: Evaluation). CPRA reserves the right to select multiple Contractors from those proposing based upon needs and proposers ability to provide the required services.

The State reserves the right to make multiple awards.

The State will notify the successful Proposer(s) in writing and proceed to negotiate terms for final contract(s). Unsuccessful proposers will be notified in writing accordingly.

The proposals received (except for that information appropriately designated as confidential in accordance with R.S. 44.1 et seq), selection memorandum, list of criteria used with the weight assigned each criteria, scores of each proposal considered along with a summary of scores, and a narrative justifying selection shall be made available, upon request, to all interested parties after the "Notice of Intent to Award" letter has been issued.

Any Proposer aggrieved by the proposed award has the right to submit a protest in writing to the head of the agency issuing the proposal within 14 calendar days after the award has been announced by the agency.

The award of a contract shall be subject to the approval of the Division of Administration, Office of State Procurement.

#### **1.22 Right to Prohibit Award**

In accordance with the provisions of R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity shall be authorized to reject a proposal from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or RFP awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of this Title, or the Louisiana Procurement Code under the provisions of Chapter 17 of this Title.

#### **1.23 Payment**

Payment terms shall be negotiated with the successful Proposer(s).

If specialized equipment is required for task completion (e.g., boat rental and unique field sampling equipment), rates for that equipment will be reimbursed at cost. If a rate for specialized equipment is not included in the task, it will be considered to be included in the hourly rates and will therefore not otherwise be reimbursed.

#### **1.24 Assignment**

No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

#### **1.25 Audit of Records**

The State Legislative Auditor, agency, and/or federal auditors and internal auditors of the Division of Administration shall have the option to audit all accounts directly pertaining to the contract for a period of three (3) years from the date of the last payment made under this contract. Records shall be made available during normal working hours for this purpose.

#### 1.26 Record Ownership

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the State and shall, upon request, be returned by Contractor to the State, at Contractor's expense, at termination or expiration of the contract.

#### 1.27 Entire Agreement/ Order of Precedence

This contract, together with the RFP and addenda issued thereto by the State, the proposal submitted by the Contractor in response to the State's RFP, and any exhibits incorporated herein by reference, shall constitute the entire agreement between the parties with respect to the subject matter.

In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFP and the Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor's proposal.

#### 1.28 Substitution of Personnel

The Contractor's personnel assigned to this Contract shall not be replaced without the prior written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any State or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to project outside this contract, outside of the State's or Contractor's reasonable control, as the case may be, the State or the Contractor shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The Contractor will make every reasonable attempt to assign the personnel listed in his proposal.

#### 1.29 Governing Law

This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

#### 1.30 Claims or Controversies

Any claim or controversy arising out of the contract shall be resolved by the provisions of Louisiana Revised Statutes 39:1672.2-1672.4.

#### 1.31 Code of Ethics

Proposers shall be responsible for determining that there will be no conflict or violation of the Ethics Code if their company would be awarded a contract. If a Proposer suspects they may be in violation of the Ethics Code, a copy of an official ruling shall be provided in their Proposal. The Louisiana Board of Ethics shall be the only entity which can officially rule on ethics issues.

#### 1.32 Corporate Requirements

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

### 1.33 Indemnification and Limitation of Liability

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under Contract.

*Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the State and its Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the State.* If applicable, Contractor will indemnify, defend and hold the State and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product, Material or Service; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The State and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

## **PART II: EVALUATION**

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal.

The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

<i>CRITERIA</i>	<i>MAXIMUM SCORE</i>
<b>1. Firm Experience</b> – Experience of the firm (and subcontractors) as related to the specific requirements in this RFP. Proposing firm should submit a sampling of representative projects.	<b>15</b>
<b>2. Qualifications of Individuals Assigned to a Project</b> – Proposer should identify, and provide qualifications of individual(s) assigned to project and the relevant experience.	<b>15</b>
<b>3. Approach and Methodology/Scope of Services</b>	<b>25</b>
<b>4. Agency/Client Relationship Management</b> - Proposers should provide information regarding interaction with CPRA (See Part I: Section 1.5 (h))	<b>10</b>
<b>5. Hudson/Veteran Small Entrepreneurship Program</b>	<b>10</b>
<b>6. Cost</b>	<b>25</b>
<b>TOTAL MAXIMUM SCORE</b>	<b>100</b>

### **3.1 Cost Evaluation**

Cost ratings (CR) will be determined using the following formula:

For cost evaluation purposes, all hourly rates will be averaged. The proposer with the lowest rate schedule average (LRSA) will receive 25 points. All other proposals will be rated by multiplying the maximum possible points (25) by a fraction that consists of the lowest rate schedule average (LRSA) as numerator and the rate schedule average of the proposer being evaluated (PRSA) as the denominator.

$$CR = (LRSA/PRSA \times 25)$$

Where:

- CR = Computed cost score (points) for proposer being evaluated
- LRSA = Lowest rate schedule average
- PRSA = Rate schedule average of proposer being evaluated



**3.2 Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation**

Ten percent (10%) of the total evaluation points on this RFP shall be reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

Reserved points shall be added to the applicable proposers' evaluation score as follows:

**Proposer Status and Reserved Points**

- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurships to participate as subcontractors or distributors. Points will be allocated based on the following criteria:
  - the number of certified small entrepreneurships to be utilized
  - the experience and qualifications of the certified small entrepreneurship(s)
  - the anticipated earnings to accrue to the certified small entrepreneurship(s)

**ATTACHMENT I: CERTIFICATION STATEMENT**

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

**OFFICIAL CONTACT.** The State requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. The Proposer should identify the Contact name and fill in the information below: (Print Clearly)

Date \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address: \_\_\_\_\_

B. Facsimile Number with area code: (    ) \_\_\_\_\_

C. US Mail Address: \_\_\_\_\_

Proposer shall certify that the above information is true and shall grant permission to the State or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer shall certify that:

1. The information contained in its response to this RFP is accurate;
2. Proposer shall comply with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer shall accept the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote shall be valid for at least 90 calendar days from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have 30 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document. (
6. Proposer shall certify, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>.)

Authorized Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE of Proposer's Authorized Representative

\_\_\_\_\_  
DATE

## ATTACHMENT II: SCOPE OF SERVICES

### Environmental Science Consulting Services for the Coastal Protection and Restoration Authority

#### I. Execution of Work

The execution of work associated with this Scope of Services will be based on the issuance of task orders. The CPRA Contract Monitor will coordinate all efforts throughout the contract period, including task scopes and negotiations, and will assign tasks to the Contractor as needed. The Contractor shall perform all work required to accomplish the scope of the task orders assigned by the CPRA. The Contractor shall provide all primary staff, support staff, and specialists necessary to plan, perform, supervise, and deliver the required work. The Contractor shall furnish all labor, equipment, and supplies necessary to perform the services required by each task order. The Contractor will provide an estimated cost for each task based on a scope of services provided by the CPRA Contract Monitor. For each assigned task, the Contractor shall submit an estimated time schedule, including project initiation and completion estimates, to the CPRA Contract Monitor for review and coordination with other project implementation elements.

Contractor shall provide services associated with the following tasks, including but not limited to, the following categories :

#### A. Data Analysis and Management

Tasks associated with this category shall include, but shall not be limited to, obtaining, assembling, and organizing data from a variety of sources; reviewing data, quality assurance/quality control; analyzing data; oil spill monitoring and analysis; designing and managing databases and web-based data visualization applications; developing conclusions and making recommendations based on analyses; performing spatial analysis, operating geographic information systems, and remote sensing activities applicable to the protection and restoration program.

#### B. Environmental/Biological Surveys

Tasks associated with this category shall include, but shall not be limited to, various types of environmental, biological, and infrastructure/asset surveys; as well as data collection, including oyster resource, habitat, vegetation, geological resources, water quality, cultural resources, natural resources damage assessment, and structure surveys of existing infrastructure/assets.

#### C. Environmental Characterization, Compliance, and HTRW

Tasks associated with this category shall include, but shall not be limited to, providing Environmental Site Assessments (ESA)/characterizations for a wide variety of coastal restoration and protection projects to perform intrusive studies where physical environmental samples are collected and analyzed to characterize the type, distribution, and extent of hazardous

substances in the environment. These tasks place an emphasis on technical expertise in all phases of environmental management; chemical sampling; resource and regulatory agency coordination; investigation, planning and design for cleanup of hazardous, toxic, and radiological wastes (HTRW), debris, and other environmental contaminants; Remedial Investigations/Feasibility Studies (RI/FS); Risk Based Corrective Action (RBCA) investigations and remedial actions such as the Louisiana Risk Evaluation/Corrective Action Program (RECAP); groundwater, surface soil, subsurface soil, and surface water sampling; water quality analytical testing for parameters such as Chl a, nutrients (N, P, Si), total suspended solids; remedial design and remedial contractor oversight. Tasks may also include environmental technical review for CPRA as a third party reviewer for coastal projects being designed and/or constructed. The technical reviewer will evaluate environmental work plans, materials, and documentation for HTRW, attend and participate in meetings, attend site visits, and be available to assist CPRA on an as needed basis.

#### D. Environmental Modeling

Tasks associated with this category shall include, but shall not be limited to, various types of environmental and risk modeling such as conceptual ecological, hydrologic, geologic, social vulnerability, socio-economic, and risk assessment modeling. Environmental models will be used to estimate the environmental response to various parameters such as hydrology, salinity, and sediment movement. Risk models will be used to assess how changes to the coastal environment could lead to increased risk and damage from storm surge to coastal populations and assets. Models will be particularly useful to integrate environmental functions with engineering designs; as well as establish ecosystem responses, assess water and sediment needs, and develop protection and restoration project benefits assessments.

#### E. Environmental Studies and Reports

Tasks associated with this category shall include, but shall not be limited to, assisting in restoration planning and preparing restoration plans to meet Natural Resource Damage Assessment requirements as set for in the Oil Pollution Act; preparing compliance documents, such as environmental assessments and environmental impact statements to meet National Environmental Policy Act requirements; creating supporting documentation to obtain federal and state environmental permits; incorporating results of environmental surveys in reports/assessments/statements; conducting environmental site assessments; describing habitats and populations; performing ecologic analyses; preparing wetland value assessments; preparing environmental restoration plans; formulating project environmental monitoring plans and quality assurance project plans; providing programmatic recommendations; rendering expert opinion; performing literature reviews; performing feasibility studies; developing and presenting reports and plans to interagency committees and other groups; evaluating projects; evaluating project alternatives; and preparing comprehensive strategy documents and policies for reducing coastal vulnerability to climate change.

#### F. Natural Resources Socioeconomics

Tasks associated with this category shall include, but shall not be limited to, estimating protection and restoration project costs; developing ecosystem service metrics; performing

natural resources socioeconomic assessments and analyses (e.g., economics, benefit-cost, financial, and market analysis); nonstructural risk reduction planning; performing environmental damage appraisals, ecological risk assessments, and trade-off analyses; developing project-related databases and structure inventories; preparing projections of economic and socioeconomic phenomena; identifying area and regional social and economic natural resources profiles; conducting relevant surveys (recreational use, public opinion, etc.); preparing reports, plans, and presentations; formulating project socioeconomic monitoring plans and quality assurance project plans; and providing recommendations as requested.

#### G. Nesting Bird Abatement

CPRA may require on-site nest bird abatement activities by personnel experienced in nesting bird ecology, where nesting bird surveys indicate nesting activities are a possibility, and construction is imminent. The tasks associated with this category shall include, but shall not be limited to, various types of nesting bird surveying, assessment of breeding conditions on site, documentation, and reporting. Also included could be the implementation of approved bird abatement techniques, such as reflective flagging, colorful fencing, reflective windsocks, predator decoys (owl, hawk, coyote, etc.), continual human presence or trained canines, and noisemaking devices as needed in project areas to keep the construction area free from nesting birds. Additionally, personnel will document efforts and effects of implemented actions. Communications and coordination with CPRA personnel, CPRA contractors, and landowners will be required. Daily documentation and reporting of the extent and type of abatement that has occurred will be required also.

#### H. Water Resources Planning, Project, and Program Management

Tasks associated with this category shall include, but shall not be limited to, protection and restoration project planning and management at the project, ecosystem, and program levels. This shall include plan formulation; logistical planning; ground water and surface water planning; formulating project conceptual design and development; evaluating project alternatives; identifying potential coastal wetland restoration projects; incorporating lessons learned into future project planning (i.e., adaptive management); performing literature reviews; preparing reports, plans, and presentations; providing recommendations for water resources program management strategies; providing science and risk reduction communication, outreach, and engagement services, developing annual plans; and developing programmatic coastal master plans including incorporation of societal, economic and ecological resilience strategies and indicators and providing project and program management support for state and federally funded protection and restoration programs.

#### I. Meetings/ Reporting Requirements

The Contractor will be required to attend meetings as requested by CPRA. The Contractor shall be required to submit reports as indicated in Attachment IV: Sample Contract, Articles 5, 23 and 25.

Attachment III: Required Rate Schedule

<u>Personnel</u>	<u>Office Rate</u>	<u>Field Rate</u>	<u>Field Rate/Embedded</u>
Principal	\$ /hr	\$ /hr	\$ /hr
Senior Project Manager	\$ /hr	\$ /hr	\$ /hr
Project Manager	\$ /hr	\$ /hr	\$ /hr
Senior Scientist	\$ /hr	\$ /hr	\$ /hr
Project Scientist	\$ /hr	\$ /hr	\$ /hr
Staff Scientist	\$ /hr	\$ /hr	\$ /hr
Scientific & Technical Editor/Writer	\$ /hr	\$ /hr	\$ /hr
Geographic Information Systems Analyst	\$ /hr	\$ /hr	\$ /hr
Science Outreach Communicator	\$ /hr	\$ /hr	\$ /hr
Administrative/Clerical	\$ /hr	\$ /hr	\$ /hr

The Proposer shall provide an hourly rate (a numerical value) for each of the staff classifications listed in the Required Rate Schedule.

**Personnel Classification Descriptions:**

**Principal** – Duties include, but are not limited to, responsible for overall quality management of effort performed under this contract; resolve potential concerns communicated by the CPRA.

**Senior Project Manager** – Duties include, but are not limited to, responsible for the overall direction, coordination, implementation, execution, control and completion of specific larger, more complex tasks within the authorized scope, schedule and budget.

**Project Manager** – Duties include, but are not limited to, responsible for the overall direction, coordination, implementation, execution, control and completion of specific tasks within the authorized scope, schedule and budget.

**Senior Scientist** – Duties include, but are not limited to, provide senior level environmental science consulting services to CPRA management regarding program/project management processes or projects.

**Project Scientist** – Duties include, but are not limited to, provide environmental science consulting services, to CPRA management regarding program/project management processes or projects.

**Staff Scientist** – Duties include, but are not limited to, perform assigned environmental science consulting services tasks.

**Scientific & Technical Writer** – Duties include, but are not limited to, preparation of a wide range of written material (technical reports, presentations, brochures, etc.) for dissemination to technical and non-technical audiences.

**Geographic Information Systems Analyst** – Duties include, but are not limited to, provide guidance and services in geographic information systems and provide technical expertise on available technologies to improve business efficiency and productivity.

**Science Outreach Communicator** - Duties include, but are not limited to, translation of scientific information into verbal and written communication appropriate for various stakeholder groups.

**Administrative/Clerical** – Duties include, but are not limited to, provide administrative and clerical support to ensure the efficient execution of the entire effort performed under this contract.

ATTACHMENT IV: SAMPLE CONTRACT

STATE OF LOUISIANA  
CONTRACT FOR CONSULTING SERVICES

ON THIS \_\_\_\_ day of \_\_\_\_\_ 2016, the Coastal Protection and Restoration Authority (CPRA) of the State of Louisiana, hereinafter sometimes referred to as the "State", and <contracting party> officially domiciled at <address>, <city>, <state> <zip> hereinafter sometimes referred to as the "Contractor", do hereby enter into a contract under the following terms and conditions.

**1. SCOPE OF SERVICES**

Contractor shall provide the necessary personnel, materials, services and facilities to perform the work as set forth in the RFP (Appendix A) and the Proposal (Appendix B), attached hereto and made a part hereof.

**2. GOAL**

Implementation of coastal restoration projects were authorized by the Coastal Wetland Planning, Protection and Restoration Act of 1990 (Public Law 101-646, Title III), by R.S. 49: 213.6, and establishment of the Coastal Protection and Restoration Authority (Implementation) also established by Act 8 enacted by the Louisiana Legislature at the Second Extraordinary Session of 2005 (November), to protect and restore Louisiana's coastal wetlands to alleviate further land and revenue loss.

**3. OBJECTIVES**

To provide environmental science consulting services that will enhance the capability, efficiency, and responsiveness of the CPRA to the State's coastal protection and restoration needs.

**4. PERFORMANCE MEASURES**

The performance of the contract will be measured by the State Project Manager, authorized on behalf of the State, to evaluate the contractor's performance against the criteria in the Scope of Services.

The submission of satisfactory monthly Monitoring Reports is required. Performance measures for this contract shall include Contractor's timely and successful completion, submission, and performance of any work product being sought and provided through this agreement, consistent with the provisions, goals and objectives of this contract.

**5. CONTRACT MONITOR**

\_\_\_\_\_ of CPRA, or her designee, will act as the Contract Monitor (hereinafter sometimes referred to as "Contract Monitor") for this project, to provide liaison between Contractor and CPRA, and to perform various duties which are specifically provided for in this Contract and Appendix A.

- (1) A Monitoring Report shall be submitted by the Contracting Party with each invoice for payment on a CPRA Monitoring Report (Appendix C).
- (2) A final summary report shall be submitted by the Contracting Party on a CPRA Monitoring Report (Appendix C) with the final invoice for payment.



## 6. DELIVERABLES

The Contract will be considered complete when Contractor has delivered and State has accepted all deliverables specified in the Scope of Services. The Contractor shall provide to the State the items specified in Appendices A (RFP) and B (Proposal) as products of the services rendered under this contract.

## 7. SUBSTITUTION OF KEY PERSONNEL

The Contractor's personnel assigned to this Contract shall not be replaced without the prior written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any State or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to project outside this contract, outside of the State's or Contractor's reasonable control, as the case may be, the State or the Contractor, shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The contractor will make every reasonable attempt to assign the personnel listed in his proposal.

## 8. TERM OF CONTRACT

The term for the fulfillment of services to be performed pursuant to this contract shall be from <begin\_date> through <end\_date>.

## 9. STATE FURNISHED RESOURCES

The Executive Director of the State will designate one or more persons on his staff to act as project manager(s) and the State will provide the following to assist the Contractor in the performance of the Scope of Services:

- a. Appropriate personnel for consultation, as required; and
- b. Access to relevant material required in the performance of the work.

## 10. TAXES

Contractor is responsible for payment of all applicable taxes from the funds to be received under this contract. Contractor's federal tax identification number is: \_\_\_\_\_.

## 11. PAYMENT TERMS

In consideration of the services required by this contract, State hereby agrees to pay to Contractor a maximum fee of <total\_amt\_wording>.

Payments are predicated upon successful completion and written approval by the State of the described tasks and deliverables as provided in Appendices A and B. Payments will be made to the Contractor after written acceptance by the State of the payment task and approval of an invoice. Payment will be made only on approval of Contract Monitor, \_\_\_\_\_, or her designee.

During the execution of tasks contained in the Scope of Services, the Contractor may submit invoices, not more frequently than monthly. The payment terms are as follows:

Monthly invoice for actual costs incurred in accordance with the rate schedule in Appendix B (Proposal). Invoices for progress payments, with supporting documentation, detailing the fees charged and allowable costs to be reimbursed as set forth in Appendices A and B shall be based upon actual costs incurred and shall be submitted monthly with progress reports.

Rate sheets will include a negotiated Office Rate, a Field Rate, and a Field Rate/Embedded at CPRA Office Rate for each of the labor categories. The Office Rate shall be inclusive of all costs associated with

labor, overhead, administrative costs, software, account management, and any other costs associated with the provision of services (including but not limited to standard equipment, computers, field sampling supplies, office supplies, copies, and routine safety equipment and materials). The Field Rate shall consist of the items described in the Office Rate plus be inclusive of lodging, travel and per diem. The Field Rate/Embedded at CPRA Office Rate shall consist of a reduced rate due to personnel embedded at CPRA Offices. All outside expenses (third party charges, equipment and material rentals, etc.) will be reimbursed at cost. If a task requires specialized equipment or materials, the Contract Monitor or his designee may approve reimbursement at cost for such equipment or materials. Such approval must be granted by the Contract Monitor or his designee in writing prior to the Contractor incurring these costs. Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using established billable rates mentioned above for the actual work performed on the Task Order or negotiated lump sum compensation.

The final invoice shall be submitted within thirty (30) days following expiration of the Contract.

Contractor shall submit invoices in accordance with the Instructions contained in Appendix D.

Contractor will not be paid more than the maximum amount of the Contract.

#### **12. TERMINATION FOR CAUSE**

State may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract.

Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract provided that the Contractor shall give the State written notice specifying the State agency's failure and a reasonable opportunity for the state to cure the defect.

#### **13. TERMINATION FOR CONVENIENCE**

State may terminate the Contract at any time without penalty by giving thirty (30) calendar days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

#### **14. TERMINATION FOR NON-APPROPRIATION OF FUNDS**

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

## 15. INDEMNIFICATION AND LIMITATION OF LIABILITY

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under Contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the State and its Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the State. If applicable, Contractor will indemnify, defend and hold the State and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product, Material or Service; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The State and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

#### **16. REMEDIES FOR DEFAULT**

Any claim or controversy arising out of the contract shall be resolved by the provisions of Louisiana Revised Statutes 39:1672.2-1672.4

#### **17. FUND USE**

Contractor agrees not to use contract proceeds to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority.

#### **18. ASSIGNMENT**

No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

#### **19. AUDITORS**

It is hereby agreed that the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, the Office of the Louisiana Inspector General, and/or Division of Administration auditors shall have the authority to audit all records and accounts of the Contractor which relate to this Agreement in accordance with La. R.S. 24:513. The period of retention shall be for no less than three (3) years from the date of the last payment made under this contract, unless any task is funded with money from CDBG in which case the period shall be for no less than five (5) years.

#### **20. CONTRACT MODIFICATION**

No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

#### **21. CONFIDENTIALITY OF DATA**

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required

under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

## **22. SUBCONTRACTORS**

The Contractor may, with prior written permission from the State, enter into subcontracts with third parties for the performance of any part of the Contractor's duties and obligations. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the State and/or State Agency for any breach in the performance of the Contractor's duties. The contractor will be the single point of contact for all subcontractor work.

## **23. HUDSON & VETERANS INITIATIVES**

The Coastal Protection and Restoration Authority (CPRA) fully participates and encourages contractor participation in the Hudson Initiative. The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible contractors are encouraged to become certified. Eligible contractors are also required to make it clear in their proposal that they are certified by attaching a certification document. Qualification requirements and online certification are available at <https://smallbiz.louisianaforward.com>.

During the term of the contract and at expiration, the Contractor will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

## **24. COMPLIANCE WITH CIVIL RIGHTS LAWS**

The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and the Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990, the Davis-Bacon Act (40 USC 276a et seq.), and the Federal Funding Accountability and Transparency (FFATA) (<https://www.fsr.gov>).

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

## **25. DISADVANTAGED BUSINESS ENTERPRISES**

The Contractor agrees to ensure that Disadvantaged Business Enterprise ("DBE's") have the maximum opportunity to participate in the performance of this contract and any subcontracts for supplies, equipment, construction, or services that may be let. In this regard, the Contractor shall take all necessary steps to ensure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform services relating to this Contract.

The following good faith efforts for utilizing DBE's are required:

1. Solicitations for products or services shall be sent to firms/individuals listed as DBE's.
2. Where feasible, divide total requirements into smaller tasks to permit maximum DBE participation.
3. Where feasible, establish delivery schedules which will encourage DBE participation.
4. Encourage use of the services of the U.S. Department of Commerce's Minority Business Development Agency (MBD) and the U.S. Small Business Administration to identify DBE's.
5. Encourage contracting with a consortium of DBE's when a contract is too large for one of these firms to handle individually.
6. Require that each party to a subcontract tasks the affirmative steps outlined here.

The Contractor shall submit to the Project Manager a quarterly procurement summary detailing purchases from DBE vendors. This report shall be made using the Procurement Summary Form attached hereto as Appendix E, and submitted within fifteen (15) days following the end of each calendar quarter for the duration of the Contract.

Furthermore, for the full term of the Contract, the Contractor agrees to abide by all regulatory requirements which are issued pursuant to these laws by any federal agency whose funds have been used to finance this Contract, and which is in effect as of the beginning date of the Contract term. Additionally, the Contractor agrees to abide by all applicable State and Federal laws, policies, and regulations that govern the use of Disadvantaged Business Enterprises.

## 26. INSURANCE

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI.

This rating requirement shall be waived for Worker's Compensation coverage only.

**Contractor's Insurance:** The Contractor shall not commence work under this contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Louisiana State agency, shall be filed with the State of Louisiana for approval. The Contractor shall not allow any sub-contractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the State of Louisiana before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) days' notice in advance to the State of Louisiana and consented to by the State of Louisiana in writing and the policies shall so provide.

**Compensation Insurance:** Before any work is commenced, the Contractor shall maintain during the life of the contract, Workers' Compensation Insurance for all of the Contractor's employees employed at the site of the project. In case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.

**Commercial General Liability Insurance:** The Contractor shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect him, the State, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them, or in such a manner as to impose liability to the State. Such insurance shall name the State as additional insured for claims arising from or as the result of the operations of the Contractor or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000.

**Insurance Covering Special Hazards:** Special hazards as determined by the State shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the Contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.

**Licensed and Non-Licensed Motor Vehicles:** The Contractor shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.

If watercraft is engaged and/or utilized in any operations performed under this Contract, the Contractor shall maintain Watercraft Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall be maintained during the life of this Contract, and cover the use of any licensed and non-licensed watercraft engaged in operations within the terms of the Contract on the site of the work to be performed, unless such coverage is included in insurance elsewhere specified. If the watercraft engaged and/or utilized in any operations performed under this Contract is not owned and/or operated by the Contractor, then the Contractor shall require that any and all such subcontractors take and maintain the Watercraft Liability Insurance as prescribed and required by this Paragraph.

**Subcontractor's Insurance:** The Contractor shall require that any and all subcontractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

**Errors & Omissions:** It will be the Contractor's responsibility to maintain Errors and Omissions coverage with limits of \$1,000,000. This Errors and Omissions coverage must be maintained throughout the period of this Contract.

## **27. APPLICABLE LAW**

This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

## **28. CODE OF ETHICS**

The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

## **29. CERTIFICATE OF DEBARMENT/SUSPENSION STATUS**

Contractor certifies with its execution of this agreement that it is not suspended, debarred or ineligible from entering into contracts with any department or agency of the Federal Government or the State of Louisiana, or in receipt of notice of proposed debarment or suspension.

Contractor agrees to secure from any contractor(s) and subcontractor(s) for the captioned project certification that such contractor(s) and subcontractor(s) are not suspended, debarred or declared ineligible from entering into contracts with any department or agency of the Federal Government or of the State of Louisiana, or in receipt of a notice of proposed debarment or suspension.

Contractor shall provide immediate notice to the CPRA in the event of it or its contractor(s) or any subcontractor(s) being suspended, debarred or declared ineligible by any department or agency of the Federal Government or of the State of Louisiana, or upon receipt of a notice of a proposed debarment or suspension, either prior to or after execution of this agreement.

Upon receipt of notice of suspension, debarment, or declaration that Contractor or its contractor(s) or any subcontractor(s) is/are ineligible to enter into contracts with any department or agency of the Federal Government or of the State of Louisiana, either prior to or after execution of this agreement, CPRA reserves the right to review cause for said debarment, suspension, or declaration of ineligibility, and to terminate this Contract pursuant to the terms of the article in this agreement entitled TERMINATION FOR CAUSE, or take such other action as it deems appropriate under this Contract.

## **30. SEVERABILITY**

If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Contract are declared severable.

## **31. COMPLETE CONTRACT**

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This Contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this Contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final statutory approval.

## **32. ENTIRE AGREEMENT & ORDER OF PRECEDENCE**

This contract, together with the RFP and addenda issued thereto by the State, the proposal submitted by the Contractor in response to the State's RFP, and any exhibits incorporated herein by reference, shall constitute the entire agreement between the parties with respect to the subject matter.

In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFP and the Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor's proposal.

## **33: DISPUTES**

Before any party to this Contract may bring suit in any court concerning any issue relating to this Contract, such party must first seek in good faith to resolve the issue through negotiation or other forms of non-binding alternative dispute resolution mutually acceptable to the parties. The exclusive venue for



any suit arising out of this Contract shall be in the Nineteenth Judicial District Court for the Parish of East Baton Rouge, Louisiana.

#### **34. COMPLIANCE WITH STATE AND FEDERAL LAW**

The Contractor and any subcontractors must comply with applicable Federal labor laws covering non-Federal construction, including but not limited to, the Contract Work Hours and Safety Standards Act (formerly 40 USC 327 et seq.) and the Copeland Anti-Kickback Act (formerly 40 USC 276a et seq.). Contractor further agrees, in the case of any equipment and/or product authorized to be purchased under this Contract, to comply with the Buy American Act 41 USC 8301-8305 (formerly 40 USC 10a-10c).

Further, the Contractor and its employees, subcontractors and agents shall agree to comply with all applicable Federal, State, and Local laws, policies, and ordinances, in carrying out all provisions of this Contract.

#### **35. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTIVITIES:**

The Contracting Party shall comply with the provisions set forth in Appendix F, when performing work on CDBG related activities.

#### **36. OWNERSHIP OF DOCUMENTS:**

Upon completion or termination of this contract, all data collected by the Contracting Party and all documents, notes, drawings, tracings and files collected or prepared specifically in connection with this work, except the Contracting Party's personnel and administrative files, shall become and be the property of the State and the State shall not be restricted in any way whatever in its use of such material. No other person shall have a property interest therein. In addition, at any time during the contract period, the State shall have the right to require the Contracting Party to furnish copies of any or all data and all documents, notes and files collected or prepared by the Contracting Party specifically in connection with this contract within five (5) days of receipt of written notice issued by the State.

#### **37. CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM:**

This Contract and employees working on this Contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by Section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and Federal Acquisition Regulation ("F.A.R.") 3.908.

The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in Section 3.908 of the F.A.R.

The Contractor shall insert the substance of this clause, including this paragraph, in all subcontracts over the simplified acquisition threshold.

THE STATE AND THE CONTRACTOR REPRESENT THAT THIS AGREEMENT SUPERSEDES ALL PROPOSALS, ORAL AND WRITTEN, ALL PREVIOUS CONTRACTS, AGREEMENTS, NEGOTIATIONS AND ALL OTHER COMMUNICATIONS BETWEEN THE PARTIES WITH RESPECT TO THE SUBJECT MATTER HEREOF.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective officers thereunto duly authorized as of the day and year first above written.

WITNESSES:

<officehead>, TITLE  
CPRA

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<contracting\_party>

January 19, 2016

TO: ALL PROPOSERS

RE: RFP 2503-16-02  
"Environmental Science Consulting Services"

ADDENDUM I

1.3 SCHEDULE OF EVENTS

Section 1.3 Schedule of Events – The Schedule of Events is being changed as shown below:

<u>Event</u>	<u>Date</u>
Advertise RFP and mail public announcements	January 08, 2016
Deadline for receipt of written inquiries	January 22, 2016 3:00 PM
Issue responses to written inquiries	January 26, 2016
Deadline for receipt of proposals	February 23, 2016 3:00 PM
Oral Presentations	IF APPLICABLE
Announce award of contractor selection	March 21, 2016

January 26, 2016

TO: ALL POTENTIAL PROPOSERS  
RE: RFP NO. 2503-16-02  
"Environmental Science Consulting Services"

**PLEASE NOTE: REVISED PROPOSAL DUE DATE: FEBRUARY 23, 2016 3:00PM**

### QUESTIONS AND ANSWERS

1. Q. Can a consulting firm submit a response to the subject RFP as a prime contractor and as a subcontractor. In previous RFPs for Environmental Science Consulting Services for CPRA, this was not allowed. I would like confirmation that this is still the case.  
A. **The prime contractor cannot also be a subcontractor on another submittal for this RFP. However, a firm can be a subcontractor on multiple submittals.**
2. Q. We would like to request a copy of this RFP in an original Word-based version if it available. Thank you for your assistance with our request.  
A. **The RFP will not be provided in Word or any other format than the PDF version.**
3. Q. We would like to add an individual as an advisor to our team who is an academic professor and an expert in certain services of the scope. It is our understanding that all sub-consultants must provide financial statements. With that being said, since this is an individual and not a sub-consultant firm, what would he need to provide as a financial statement requirement?  
A. **Yes. An individual is considered a sub-consultant and is required to provide financials. If a company has not been in business for three years, we recommend providing the financial statements that are available and supplement your financial capability documentation with a bank reference letter.**
4. Q. Section 1.5 - Proposal Format; Paragraph g - Approach and Methodology; 2<sup>nd</sup> bullet; Page 7 of the RFP. Question: The RFP requests that the proposer "Define its functional approach in providing the services". Would the State please clarify what is meant by "functional approach", or provide its definition of "functional approach"?  
A. **Specify your firm's approach to providing services in Attachment II, Scope of Services.**

5. Q. Section 1.5 – Proposal Format; Paragraph i - Page 9 of the RFP.  
**Question:** The RFP requests that a proposer include the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract. As the proposer does not know the dollar value of the task orders to be awarded, would the State change the requirement to a percentage of the dollar value awarded to the proposer?
- A. CPRA recognizes that the Scope of Services is broad and encompasses a wide variety of work examples to potentially be tasked. Regarding this RFP section on Veteran Initiative and Hudson Initiative, the language in the RFP is mandated. Therefore, proposers must attempt to provide an estimate of the dollar value of each proposed Veteran Initiative and Hudson Initiative subcontractor identified based on the proposer's understanding of the work examples in the Scope of Services.
6. Q. Section 1.5 - Proposal Format; Paragraph j - Cost Proposal; Page 9 of the RFP.  
**Question:** The RFP requests that "The Proposer shall provide an hourly rate (numerical value) for each of the staff classifications listed in the Required Rate Schedule in Attachment III." Are the hourly rates considered ceiling rates that awardees may discount if needed at the task order level?
- A. Yes, CPRA will accept discounted rates at the task order level. However, only one rate schedule shall be submitted with a proposal and this will serve as the maximum rate schedule that will be reimbursed on any resulting contract.
7. Q. Section 1.5 - Proposal Format; Paragraph j - Cost Proposal; Page 10 of the RFP.  
**Question:** Could the State provide an estimate of the percentage of work that will be conducted at CPRA offices, at awardees offices, and in the field?
- A. The type of technical support needed, nor the site location are known at this time.
8. Q. Section 3.1 - Cost Evaluation, page 18  
The RFP details that "For cost evaluation purposes, all hourly rates will be averaged. The proposer with the lowest rate schedule average (LRSA) will receive 25 points. All other proposals will be rated by multiplying the maximum possible points (25) by a fraction that consists of the lowest rate schedule average (LRSA) as numerator and the rate schedule average of the proposer being evaluated (PRSA) as the denominator."  
**Question:** Will the State evaluate cost reasonableness when considering the proposer with the LRSA?
- A. Allocation of points will be determined by evaluation team.

9. Q. Attachment II – Scope of Services; Paragraph I - Execution of Work; page 21.  
Question: Could the State provide an estimate of the average size (dollar value) of anticipated task orders? Also, could the State provide an estimate of the response time (in days) that awardees will have to respond to CPRA Task Order requests?
- A. a.1) The number of task orders, nor the type of technical support needed are known at this time.  
a.2) Response time will be determined based on the type of work required for the task order.
10. Q. In regard to Volume II: Financial Information, the requirement as listed is that the “Proposer shall provide the latest three years of financial statements, preferably audited...”. One of our Teaming Partners posed the question: We have audited financials for 2012, 2013, & 2014, however they are available in two reports, one for 2014 comparing back to 2013 and one for 2013 comparing back to 2012. Will this suffice for the financial statements? The 2013 report will have both 2012 & 2013 financials. If this will not suffice they can provide the 2012 financial report but it will include 2011 financials and they would be providing four years rather than three. Please advise.
- A. Provide both reports to include all three years of financials.
11. Q. The Prime and Sub-consultants will all adhere to the “Required Rate Schedule” for the full term of the contract...” Is it permissible to provide rates for staff with a statement acknowledging that these rates may be adjusted in accordance with cost of living changes over the duration of the contract?
- A. No. The rates are for the full term of the contract.
12. Q. Regarding how the “Field Rate” will be applied, will it be used for all time spent outside of the employee’s home office since it includes lodging and per diem? For example, if an employee travels to Baton Rouge for several days to work, will that hourly field rate apply to each hour worked for the duration of the trip (including hours spent performing office/desk work)?
- A. Yes.
13. Q. Regarding “Field rate/embedded,” is there a minimum number of days that the employee must spend on-site at CPRA before the embedded rate is applicable?
- A. No.

14. Q. Would CPRA consider adding the labor classifications of “Environmental Modeler” and “Senior Environmental Modeler” to Attachment III on page 24 of the RFP?
- A. No.
15. Q. Section 1.7.2- Letters of Commitment - who is the proper addressee? In our prior 2013 submittal, the letters were addressed to a Ms. Renita Hopkins, Contracts & Grants Reviewer. Should Ms. Hopkins still be the appropriate recipient?
- A. Section 1.7.2 does not reference “letters of commitment”, but the RFP Coordinator is David Guidry, Department of Natural Resources, P.O. Box 94396, Baton Rouge, LA 70804
16. Q. Section 1.7.2- Financials – we are evaluating the inclusion of several subconsultants whose businesses were set up recently thus they do not have the detailed financials over the required three year period that are sought by the RFP. How should we instruct them to respond so that we can properly comply with your RFP.
- A. **Financial Statements are preferred, although letters from banks are acceptable. If a company has not been in business for three years, we recommend providing the financial statements that are available and supplement your financial capability documentation with a bank reference letter.**
17. Q. Section 1.5, Proposal Format, letter f. Qualifications of the Individual Assigned to the Project, specifically the sentence “This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Please clarify:
- a) Planned Level of Effort (LOE) – what do you mean by this and-how should this information be presented? LOE is a classic project management term that has a very specific definition but we are not sure that is what you seek.
- For example, are we to indicate whether someone is involved top level tasks or lower level related to the top level task and then estimate the # of hours they will need to do that work? If so, should we assume one set of constraints per tasks knowing that in reality there might be more than one constraint per task?
- b) Anticipated Duration of Involvement – do you want this quoted in terms of number of months, weeks, days, etc.?
- c) On-site Availability – are you looking for a yes or no answer here or more specifics than that? If so, please describe the details you seek.

- A. a.) LOE should be presented as the percentage of overall work by personnel categories.
- b.) The number of task orders, nor the type of technical support needed are known at this time; therefore, provide your anticipated duration of involvement in number of months.
- c.) Provide yes/no answers.
18. Q. On page 10 of the RFP, under the description of Volume II – Financial Information, it is required that each subcontractor identified in a proposal provide financial information as described by the subsection. Because the latest 3 years of financial statements can be considered proprietary information, is it possible for subcontractors to provide the financial information directly to CPRA instead of having that financial information included in the prime contractor’s proposal?
- A. **Subcontractors may submit proprietary information in a sealed envelope marked “CONFIDENTIAL” to the attention of David Guidry at the address in Answer 15.**
19. Q. Page 7, Section 1.5(A)(f): Qualifications of Individuals Assigned to the Project: Since the awarded contract will be an Indefinite Delivery/Indefinite Quantity (IDIQ) contract, how should the “planned level of effort” be presented? Should this be their overall availability to work on projects with CPRA under this contract? Does “on-site availability” in this section refer to the individual’s availability to work at the CPRA office (applying the “Field Rate/Embedded” rate column for personnel staff categories)?
- A. a.1) See response to a.1, Question 17.
- a.2) See response to a.2, Question 17.
- a.3) Yes.
20. Q. Page 7, Section 1.5(A)(f): Qualifications of Individuals Assigned to the Project: “The Proposer should provide detailed information about the experience and qualifications of the Proposer’s assigned personnel considered key to the success of the project.” Should resumes be provided for office and administrative support staff, or just the key technical staff (scientists, GIS staff, engineers, etc.)?
- A. **Yes, resumes should be provided for all staff on the rate schedule.**
21. Q. Page 7, Section 1.5(A)(f): Qualifications of Individuals Assigned to the Project.: What is the distinction among “technical experience,” “functional experience,” and “relevant



and related experience”?

- A. **Technical experience - specialized knowledge, capabilities, or understanding of a subject in a professional capacity.**  
**Functional experience - actual work experience that requires exercising technical experience.**  
**Relevant and related experience - experience directly related to services listed in the Attachment II, Scope of Services.**
22. Q. Page 9, Section 1.5(A)(i): Veteran-Owned ... reads:  
a. “Points will be allocated based on the following criteria:  
i. the number of certified small entrepreneurships to be utilized  
ii. the experience and qualifications of the certified small entrepreneurship(s)  
iii. the anticipated earnings to accrue to the certified small entrepreneurship(s)”  
b. How will the 10-point total be broken down according to these criteria (repeated on Page 19 under Section 3.2)? Would equal weight be given to each criterion? Would points be awarded based on the percentage of the total contract usage by small entrepreneurship(s)? or some other combination of the above? Please clarify.
- A. **See response to Question 8.**
23. Q. Page 9, Section 1.5(A)(j): Cost Proposal: Statement: “Compensation to the Contractor for services rendered in connection with each Task Order shall be based on negotiated work-hours using established billable rates mentioned above for the actual work performed on this Task Order or negotiated lump sum compensation.” Does this mean that some Task Orders will be time and materials (hourly, with reimbursement for direct expenses of specialized equipment) and other Task Orders will be lump sum? How will these be differentiated?
- A. **All task orders will be time and materials.**
24. Q. Page 10, 1.5(A)(l): Insurance: Is proof of the insurance required only of the prime or would proof of insurance be required of all subcontractors?
- A. **Prime and subcontractor insurance must be submitted.**
25. Q. Page 18, Section 3.1 (Cost Evaluation): Will the rates be weighted for different personnel categories (this was done for the Request for Proposal #2013-13-26), or will all ten (10) personnel categories be weighted equally when calculating the average weight?
- A. **All personnel categories will be weighted equally.**

26. Q. Page 18, Section 3.1 (Cost Evaluation): Because three rates are being requested for each personnel category, upon which set of rates will the average rate be calculated for scoring purposes?
- A. All sets of personnel categories will be weighted equally.
27. Q. Page 21, Attachment II: Scope of Services, Section I.B.: Environmental/Biological Surveys: How does “infrastructure/asset surveys” on line two differ from “structure surveys of existing infrastructure/assets” at the end of the sentence? Or, are these items clarifying “environmental, biological, and infrastructure/asset surveys”?
- A. Items are clarifying.
28. Q. Page 41, Appendix F – the term CDBG does not appear to be defined – can you please specify? What percentage of the work being contemplated under this RFP will be funded by the CDBG, and hence, be subject to termination for cause of five (5) days?
- A. CDBG is Community Development Block Grant. The percentage of work funded by CDBG is unknown until task orders are issued. It is a federal requirement to include Appendix E in any contracts that use CDBG funds; therefore, it is included in the sample contract as a preventative measure.
29. Q. Appendix F: CDBG Compliance Provisions: Sections 9, 13, 16, 17, 18, 19, 21, 25, 26, 28 and 33 – The use of a defined term “Owner” occurs in each of these sections. It was unclear that this term was previously defined. Can you please clarify the term “Owner” as it relates to these sections?
- A. Owner refers to the State.
30. Q. Is it allowable for a firm to submit as both a Prime as well as a subcontractor on another team?
- A. See response to Question 1.
31. Q. Should the RFP Attachment 1: Certification Statement form (*RFP pg. 20*) only be completed by the Prime firm, or by each of the subcontractor firms on the team as well?
- A. Only the prime firm signs and submits the Certification Statement.
32. Q. Can the Project Manager be located outside of the Baton Rouge Area and/or outside of Louisiana?
- A. Yes.

33. Q. 1.23 Payment (*RFP pg. 15*) – “If specialized equipment is required for task completion (eg, boat rental and unique field sampling equipment), rates for that equipment will be reimbursed at cost. If a rate for specialized equipment is not included in the task, it will be considered to be included in the hourly rates and will therefore not otherwise be reimbursed.”
- Question:* What other items would be considered “specialized equipment”? Examples are vehicle rentals for general travel to job sites, or to transport items like boats as a trailer item, laptop computers or tablets used in the field to access field loggers and download data of any type, water velocity or quality meters for obtaining hydraulic or quality data, sonar equipment for conducting bathymetry of streams or lakes, any type of modelling software purchased specifically for a project, etc). Generally, if the item is not a general use item (eg, office computer used in the office, personal vehicle used for commuting, other personal items used specifically for a job such as HSE PPE), it will be considered “specialized equipment” in most client contracts.
- A. **Examples of specialized equipment include, but are not limited to, airboat rentals, a sidescan sonar system, magnetometer, etc.**
34. Q. j. Cost Proposal (*RFP pg. 9*) – “All outside expenses (third party charges, equipment and material rentals, etc.) will be reimbursed at cost.”
- Question:* Air travel, hotel stay(s), travel meals obtained from third parties required for attendance at a project meeting, are understood to be reimbursed at cost – this type of cost is not included in our overheads in our accounting system, as it is a discrete direct cost that is normally invoiced separately to the client. The exception is field labor rates where daily per diem (daily mileage or vehicle rentals, travel meals and lodging obtained on a regular basis as a component of a budgeted field project) can be included in overheads when properly budgeted as a regular daily cost. Is this a correct understanding of the Cost Proposal language?
- A. **Specialized equipment will be negotiated on a task order basis. Additional costs associated with the use of specialized equipment (i.e. lodging, travel, and per diem) should be included in the proposer’s hourly rates and will not be reimbursed.**
35. Q. B: Volume II (2) (*RFP pg. 10*) – Letters from proposers or subcontractors declaring their own financial capability will not be accepted.
- Question:* In the event of a subcontractor being a sole proprietor who normally in the course of business as one of our firm’s subcontractors provides evidence of financial capability based on a bank letter of credit or a similar document, will this type of “letter” (not a personal letter) be an acceptable form of documentation of financial capability?
- A. **Financial statements are preferred, although letters from banks are acceptable. Please check with your financial institution as to what should be included on**

"letters from the bank".

36. Q. Section k. Subcontractors - Since this is an continuing contract for a variety of environmental science services it would be impossible to determine at this time the percentage of the project to be accomplished by our project subcontractors. Please advise as to what CPRA is looking for or if this requirement should be removed.
- A. CPRA recognizes that the Scope of Services is broad and encompasses a wide variety of work examples to potentially be tasked. Therefore, proposers must attempt to provide an estimated percentage of work to be accomplished.
37. Q. Both Section i. Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation on page 9 and Section k. Subcontractors on page 10 reference the need to a description of work, the dollar value of each subcontract and include a percentage of the project to be performed. Question: Since this RFP is for an IDIQ contract and there are no defined tasks/scope of work and/or costs, is it sufficient to state in our subcontractor letters of agreement that an anticipated % of work that will be finalized based on the nature of the task order and not include an actual description of work and/or dollar value?
- A. See response to Question 36.
38. Q. Section j. Cost Proposal on page 9 of the RFP refers to an Office Rate, a Field Rate and a Field/Embedded Rate. It is our understanding that the Field Rate is designed to be inclusive of lodging, travel and per diem and the Field/Embedded Rate is for staff working out of the CPRA offices. Question: What is the defined criteria for applying the Field Rate for staff? Is the Field Rate applicable to all hours worked by staff who are traveling or only days of actual travel? For example a senior technical resource travels into Baton Rouge for a 40 hour work week. Would they bill 40 hours at the Field Rate for the duration of the work to cover travel, lodging and per diem or only 16 hours (2 days travel) at the Field Rate and 24 hours at the Office Rate? What is the defined criteria for applying the Field/Embedded Rate to staff? Please clarify if this is for full-time Embedded staff or does it apply to part-time staff working at CPRA offices as well?
- A. Locations and types of work are unknown at this time. Field versus office rates will be addressed on a task order basis.
39. Q. 1.32 Corporate Requirements on page 16 of the RFP refers to the need to obtain a certificate of authority from the Secretary of State of Louisiana. Question: Is there a required minimum timeframe or expiration date for the disclosure of ownership form on file with the Secretary of State of Louisiana? Do copies of the

certificate of authority and disclosure of ownership forms need to be included in the proposal?

- A. Contact the Secretary of State regarding expiration dates. Certificate of Authority and Disclosure of Ownership forms are not required with the proposal.
40. Q. Section 1.5 – A. Volume I (f. Qualifications of Individuals Assigned to the Project): Please define “on-site availability”. Is availability for site visits and meetings or Field/Embedded, staffed at CPRA offices?
- A. a.1) Availability to work on-site at CPRA offices.
- a.2) Availability for site visits and meetings and Field/Embedded staffed at CPRA offices.
41. Q. Section 1.5 – A. Volume I (k. Subcontractors): States “Persons who are not full time employees of the proposer shall be considered as subcontractors.” Please define ‘full time employees’ for the purpose of this proposal.
- A. Full time is 32 or more hours per week.
42. Q. Section 1.5 – A. Volume I (l. Insurance): Are certificates of insurance to be included in Volume I or at the time of contract negotiation? Or both? If needed as proof in the proposal Volume I, are certificate of insurance required as proof from subcontractors?
- A. The proposal should include a certificate of insurance as proof that proposer has in effect limits of insurance required by the Sample Contract. If selected as a Contractor, the proposer shall provide certificates of insurance as proof of coverage at the time of contract negotiation. Subcontractors’ insurance certificates will be requested at time of contract negotiation.
43. Q. Section 1.5 – B. Volume II (1. Financial Capability): – Do propose subcontractors who are individuals need to submit evidence of financial capability?
- A. Yes.
44. Q. Section 1.5 – B. Volume II (1. Financial Capability): – If a bank letter states the financial status of the proposer or subcontractor to be sufficient to carry out the project, does CPRA still require financial statements? In section B (1.) the first sentence states one or the other, but the second sentence indicates letters only if financial statements are not

available.

- A. **Financial statements are preferred, although letters from banks are acceptable.**
45. Q. Section 1.5 – B. Volume II (1. Financial Capability): – Are there any unacceptable reasons for not providing financial statements (i.e., proprietary)?
- A. **Financial Capability is required.**
46. Q. Section 3.1 (Cost Evaluation): Is the LRSA an hourly average rate of the ten (10) personnel categories for the Office Rates only, or does it include Field Rates and Field/Embedded Rates? If the LRSA includes Field/Embedded rates, is there any consideration in the scoring for proposals that do not offer reduced Field/Embedded rates?
- A. a.1) See response to Questions 25 and 26.  
a.2) Refer to page 24 of the RFP, Attachment III, Required Rate Schedule.
47. Q. The RFQ says that audited financial statements are preferred. Please confirm that consolidated reviewed financial statements will be sufficient. If reviewed financials are not acceptable, what would be an acceptable substitute?
- A. **Reviewed financials are acceptable.**
48. Q. Since this contract is task-order based, is it acceptable to submit a rate schedule as presented in the RFP for each of our subs? This would allow us to offer the best costs for each task order.
- A. **See response to Question 6.**
49. Q. Can a firm submit as both a prime and as a sub on another team?
- A. **See response to Question 1.**
50. Q. RFP Page 7, Section 1.5 Proposal Format - f. Qualifications of Individuals Assigned to the Project:  
Clarification is requested on the following statement – Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.  
What if the company has been sold and/or the contact for your reference is no longer employed (retired/left the company)?

- A. Include company name and contact regardless of employment status.
51. Q. Per RFP requirement Page 13, Section 1.16 Use of Subcontractors: "Information required of the proposer under the terms of this RFP shall also be required for each subcontractor" Can you clearly delineate what forms, certificates, or business licensing documentations are required for the prime to include for subs, for instance, is the prime required to include certificates of insurance for each proposed subcontractor on the team?

If yes, Individual or Sole Proprietor consultants generally do not carry the insurance meeting the requirements listed in 1.5 A.1. (referencing Section 26 of Attachment IV: Sample Contract) and they also generally do not have audited financial statements as required in 1.5.B.1. Can these requirements be waived for individual senior technical specialist consultants? If not, what would constitute an acceptable financial statement for such an individual?

Do we need to include Certificates of State for each subcontractor?

**Reference: 1.32 Corporate Requirements**

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

Does each subcontractor need to provide a certified copy of a board resolution granting such authority?

- A. Subcontractors' Certificate of Insurance will be requested at time of contract execution. Insurance requirements or exceptions will be discussed on a case-by-case basis at the time to of contract execution. Financial statements are preferred, but bank letters are acceptable. Certificate of Authority from the Secretary of State is not required for subcontractors, only the prime. Only the prime provides a board resolution.
52. Q. As the value of this contract is undetermined and unpredictable, we are not able to include dollar values for each of our subcontractor. Will percentages of estimated divisions of responsibility per scope element be acceptable?  
RFP language for reference: Under 1.5 Section Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation: Page 9: If a proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), proposer shall include in its proposal the names of their certified

*Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.*

- A. See responses to Questions 5 and 36.
53. Q. Is there a minimum number of references CPRA would accept for relevant project experience in section e and does CPRA require references for projects from every sub on the team?
- A. References should demonstrate full scope of firms' capabilities relevant to Attachment II, Scope of Services.
54. Q. An Independent Freelance Technical Team Member may not have a firm and works only on a contract basis. Are they subject to the same insurance and financial requirements as other team members, firms if the freelance contract employee is covered under one of the subconsultant's financials and insurance umbrella?
- A. Yes.
55. Q. Are all the subconsultants required to disclose their confidential financials or will the prime's financials be sufficient as an umbrella as the prime is the holder of the contract?
- A. Yes, financials are required for each subcontractor.
56. Q. Will you provide examples of "All outside expenses (third party charges, equipment and material rentals, etc.) will be reimbursed at cost" referenced in Section J?
- A. See response to Question 33.
57. Q. What form(s) of documentation will you accept/require for Confidential Clients references?
- A. Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.
58. Q. Is this an existing contract, and if so, who are the incumbent firms?
- A. Brown and Caldwell, BEM Systems, Inc., CB&I Government Solutions, Inc., ARCADIS, Gulf Engineers & Consultants, Inc., CH2M Hill, Inc., Moffatt & Nichol, Royal Engineers and Consultants, LLC, Tetra Tech, Inc., URS Corporation, CDM Smith
59. Q. Is there a budget for this contract, or expected budget for the services requested if met by



more than one contract? (Section 1.4.2, first paragraph--"Data Analysis and management; Environmental/Biological Survey; Environmental Characterization, Compliance, and Hazardous Toxic Radiological Wastes (HTRW); Environmental Modeling; Environmental Studies and Reports; Natural Resources Socioeconomics; Nesting Bird Abatement and Water Resources Planning, Project and Program Management."

- A. **The task order amounts are unknown at this time. It is the intention of CPRA to award up to 12 contracts to address all services outlined in Attachment II, Scope of Services.**
60. Q. Under Section 1.4.1, can the highly desirable years of experience be met by a combination of experience between the prime and subcontracting teaming firms, or will this only be evaluated for the prime firm submitting a proposal with subcontracting team partners?
- A. **Yes, experience can be met by a combination of experience between the prime and subcontracting teaming firm.**
61. Q. Must the proposer be able to provide all services listed, or will separate contracts be considered for smaller firms submitting with qualifications in some of the service areas but not all of the service areas?
- A. **Proposer must be able to provide all services outlined in Attachment II, Scope of Services.**
62. Q. Is there a scoring preference for proposers that can provide services for all service areas requested in Section 1.4.2?
- A. **See response to Question 61.**
63. Q. In Section 1.1.1 (page 3) the RFP states that "it is the intent of the CPRA to award up to twelve (12) contracts." Are all of these contracts covering all the services requested in Section 1.4.2 of the RFP, or are some of these contracts for some services but not others? If the latter, what services will likely be awarded as individual contracts?
- A. **Contracts awarded will cover all services.**
64. Q. Both sections e and f ask proposers to relate experience and qualifications to the requirements of section 1.4.1? Would it be appropriate to relate section e (firm) to the requirements of 1.4.1 and section f (individuals/personnel) to the requirements of 1.4.2?
- A. **Both sections e and f should relate to section 1.4.1.**

65. Q. Will Louisiana strike this requirement for “dollar value of each subcontract” as subcontract values cannot be known until task order solutions are developed and/or awarded?
- A. **The dollar value must be estimated.**
66. Q. How many evaluation points are available to large business proposers who have engaged one or more certified small entrepreneurships to participate as subcontractors?
- A. **See response to Question 8.**
67. Q. Does LA intend to issue solicitations for task order proposals under the awarded contracts for Environmental Science Consulting Services? If so, will this be the process for all work under the contracts? Or will CPRA be able to contract directly with a firm awarded a contract without further competition?
- A. a.1) **CPRA may consider this on a task order basis.**  
a.2) **No.**  
a.3) **CPRA can issue a task directly without further competition.**
68. Q. How can a proposer identify the percentage of project to be accomplished by the subcontractor, as subcontract level of effort cannot be known until task order solutions are developed and/or awarded?
- A. **See response to Question 36.**
69. Q. Please define Client Services Manager for the purpose of this solicitation.
- A. **Service manager for clients; see section 1.5(h): Agency/Client Relationship Management.**
70. Q. e. Firm Experience  
“...with references from previous clients including names and telephone numbers.”  
In this section, are references required for subcontractor team members or only for the prime proposer?
- A. **References are required for both the prime and subcontractors.**
71. Q. I. Meeting/Reporting Requirements  
“The Contractor will be required to attend meetings as requested by CPRA. The Contractor shall be required to submit reports as indicated in Attachment IV: Sample Contract, Articles 5 [Contract Monitor], 23 [Hudson & Veterans Initiatives] and 25

[Disadvantaged Business Enterprises].”

Can additional information be provided about this service area? Is it a task/service area that includes planning and facilitation of meetings for CPRA? Or is it solely intended for contract-level meetings with the Contract Monitor (CM) and required reporting to the CM?

A. **Yes, this is for planning and facilitation of meetings.**

72. Q. Can closed/sealed envelopes with the required three years of financial statements be included with the Financial Volume for the proposer and any subcontractors? This information is considered confidential business information.

A. **Yes.**

73. Q. Is CPRA willing to modify the proposed contract so that travel expenses (in particular, airfare) can be invoiced at cost instead of being incorporated into the Field Rate? We cannot predict the average duration of the field work to be completed, complicating the appropriate adjustments to rates to incorporate travel expenses.

A. **No, CPRA is requesting an hourly rate that includes travel costs.**

74. Q. Would CPRA be willing to consider adding an "Expert/Specialist" category and rate that wouldn't be included in the average for evaluation purposes? This would help proposers accommodate potential CPRA needs for highly specialized expertise (e.g., testifying experts).

A. **No.**

75. Q. We assume that regular employees of the proposer working a reduced-hours schedule should be considered equivalent to full time employees of the proposer for the purpose of this solicitation. Is that assumption correct?

A. **Yes.**

76. Q. j. Cost Proposal; k. Subcontractors; l. Insurance and B. Volume II – Financial Information  
Items j through l are currently part of Volume I – Technical Proposal and Cost Rates. Would CPRA consider these sections being presented as part of Volume II instead?

A. **No. These documents are not considered confidential information.**

77. Q. Is the proposer required to obtain the certificate of authority and disclosure of ownership prior to submittal of a proposal or upon award of a contract?

- A. See response to Question 39.
78. Q. If a proposer identifies any exception(s) to the contract terms in its Executive Summary, may we include a footnote to the certification statement at item 3 to indicate this?
- A. No.
79. Q. Are proposers required to include signed Certification Statements for all team members with the proposal or only for the prime proposer?
- A. See response to Question 31.
80. Q. Is the definition for "key personnel" up to each proposer, or will CPRA provide some guidance on how to define "key personnel" for the purpose of this solicitation? If each proposer may define it for their team, will CPRA also consider the qualifications of non-key personnel in their evaluation?
- A. It's up to each proposer to define key personnel. Qualifications of non-key personnel will also be considered in the evaluation.

January 29, 2016

TO: ALL PROPOSERS

RE: RFP 2503-16-02  
"Environmental Science Consulting Services"

**ADDENDUM III**

PROPOSAL DUE DATE: FEBRUARY 23, 2016 3:00PM

QUESTIONS & ANSWERS

#18 CLARIFICATION:

18. Q. On page 10 of the RFP, under the description of Volume II – Financial Information, it is required that each subcontractor identified in a proposal provide financial information as described by the subsection. Because the latest 3 years of financial statements can be considered proprietary information, is it possible for subcontractors to provide the financial information directly to CPRA instead of having that financial information included in the prime contractor's proposal?
- A. Subcontractors may submit proprietary information in a sealed envelope marked "CONFIDENTIAL" to the attention of David Guidry at the address in Answer 15.

Correction:

- A. Sealed financials marked "CONFIDENTIAL" will be accepted. If subcontractors submit sealed financials separately and directly to DNR, the envelopes should be clearly marked to reflect with which proposal it belongs. However, it is the Prime proposer's responsibility to ensure that all documents are submitted in accordance with the RFP requirements and by the deadline.

February 23, 2016

TO: ALL PROPOSERS

RE: RFP 2503-16-02  
"Environmental Science Consulting Services"

ADDENDUM IV

REVISED PROPOSAL DUE DATE: FEBRUARY 25, 2016 3:00PM

1.3 SCHEDULE OF EVENTS

Section 1.3 Schedule of Events – The Schedule of Events is being changed as shown below:

<u>Event</u>	<u>Date</u>
Advertise RFP and mail public announcements	January 08, 2016
Deadline for receipt of written inquiries	January 22, 2016 3:00 PM
Issue responses to written inquiries	January 26, 2016
Deadline for receipt of proposals	February 25, 2016 3:00 PM
Oral Presentations	IF APPLICABLE
Announce award of contractor selection	March 21, 2016

Due to the State Office Closure issued on February 23, 2016, the deadline for receipt of proposals is extended to February 25, 2016 at 3:00pm.

March 21, 2016

TO: ALL PROPOSERS

RE: RFP 2503-16-02  
"Environmental Science Consulting Services"

**ADDENDUM V**

**1.3 SCHEDULE OF EVENTS**

Section 1.3 Schedule of Events – The Schedule of Events is being changed as shown below:

<u>Event</u>	<u>Date</u>
Advertise RFP and mail public announcements	January 08, 2016
Deadline for receipt of written inquiries	January 22, 2016 3:00 PM
Issue responses to written inquiries	January 26, 2016
Deadline for receipt of proposals	February 25, 2016 3:00 PM
Oral Presentations	IF APPLICABLE
Announce award of contractor selection	March 23, 2016

**LAGOV DOC NO. \_\_\_\_\_**  
**CONTRACT NO. \_\_\_\_\_**  
**APPENDIX C**

**MONITORING REPORT**

Date: \_\_\_\_\_

Contracting Party: \_\_\_\_\_ CPRA Contract No. \_\_\_\_\_

Project Title: “ \_\_\_\_\_ ”

Invoice No. \_\_\_\_\_ Invoice Amount: \_\_\_\_\_

Total Contract Amount: \$ \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Total invoiced to date: \$ \_\_\_\_\_

**I. WORK COMPLETED TO DATE (ACCORDING TO TYPE CONTRACT):**

- A. Percentage of work completed [include percentage completed and/or milestones accomplished (give dates)].
- B. Hourly (include services performed and number of hours worked).
- C. Scope of Services Outlined by Tasks (include tasks completed or portion of task completed to date).
- D. Actual Costs Incurred
- E. Fee Schedule

**II FOR EACH PROJECT A NARRATIVE OF IMPLEMENTATION PROGRESS INCLUDING:**

- A. Tasks and/or milestones accomplished (give dates)
  
  
  
  
  
  
  
  
  
  
- B. Tasks and/or milestones not accomplished with explanation or assessment of:
  - 1. Nature of problems encountered:



2. Remedial action taken or planned:
  
  
  
  
  
  
  
  
  
  
  
  
  
3. Whether minimum criteria for measure can still be met:
  
  
  
  
  
  
  
  
  
  
  
  
  
4. Likely impact upon achievement:

III DELIVERABLES

IV OTHER DISCUSSIONS OF SPECIAL NOTE

Contracting Party \_\_\_\_\_ (Printed Name) Date \_\_\_\_\_

Approval \_\_\_\_\_ (Printed Name) Date \_\_\_\_\_  
CPRA Project Manager

Approval \_\_\_\_\_ (Printed Name) Date \_\_\_\_\_  
CPRA Contract Monitor or Designee

LAGOV DOC. NO. \_\_\_\_\_  
 CONTRACT NO. \_\_\_\_\_

**APPENDIX D  
 DBE PROCUREMENTS MADE DURING QUARTER**

Procurement Made By	Business Enterprise		\$ Value of Procurement	Date of Award MM/DD/YY	Type of Product or Service <sup>1</sup> (Enter Code)	Name/Address of DBE Contractor or Vendor
	Minority	Women				
Other						

<sup>1</sup>Type of product or service codes:  
 1 = Agriculture  
 2 = Mining  
 3 = Construction  
 4 = Manufacturing  
 5 = Transportation  
 6 = Wholesale Trade  
 7 = Retail Trade  
 8 = Finance, Insurance, Real Estate

9 = Services  
 a = Business Services  
 b = Professional Services  
 c = Repair Services  
 d = Personal Services  
 10 = Other

**CDBG COMPLIANCE PROVISIONS  
FOR  
PROFESSIONAL SERVICES CONTRACTS**

**CONTENTS**

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2. CERTIFICATION OF NONSEGREGATED FACILITIES
3. CIVIL RIGHTS
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5. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 - COMPLIANCE IN THE PROVISION OF TRAINING, EMPLOYMENT AND BUSINESS OPPORTUNITIES
6. SECTION 503 OF THE REHABILITATION ACT OF 1973 (29 USC 793)
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33. CONFIDENTIAL FINDINGS
34. LOBBYING

1. **EQUAL EMPLOYMENT OPPORTUNITY (Equal Opportunity Clause)**  
(applicable to contracts and subcontracts above \$10,000)

During the performance of this contract, the Contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration without regard to race, color, religion, sex, or national origin.
- C. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Contract Compliance Officer advising the said labor union or workers' representatives of the Contractor's commitment under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended, and the rules, regulations, and relevant orders of the Secretary of Labor.
- E. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and others.
- F. In the event of the Contractor's noncompliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government

contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- G. The Contractor will include the provisions of the sentence immediately preceding paragraph A and the provisions of paragraphs A through G in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Department, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

2. **CERTIFICATION OF NONSEGREGATED FACILITIES**  
(applicable to contracts and subcontracts over \$10,000)

By the submission of this bid, the bidder, offeror, applicant or subcontractor certifies that he/she does not maintain or provide for his/her establishments, and that he/she does not permit employees to perform their services at any location, under his/her control, where segregated facilities are maintained. He/she certifies further that he/she will not maintain or provide for employees any segregated facilities at any of his/her establishments, and he/she will not permit employees to perform their services at any location under his/her control where segregated facilities are maintained. The bidder, offeror, applicant or subcontractor agrees that a breach of this certification is a violation of the equal opportunity clause of this contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason.

He/she further agrees that (except where he/she has obtained for specific time periods) he/she will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that he/she will retain such

certifications in his/her files; and that he/she will forward the following notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

**3. CIVIL RIGHTS**

The Contractor shall comply with the provisions of Title VI of the Civil Rights Act of 1964. No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**4. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974**

The Contractor shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Section 109 further provides that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

**5. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 - COMPLIANCE IN THE PROVISION OF TRAINING, EMPLOYMENT AND BUSINESS OPPORTUNITIES**

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.
- D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).



**6. SECTION 503 OF THE REHABILITATION ACT OF 1973 (29 USC 793)**

(applicable to contracts and subcontracts over \$10,000)

- A. The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is otherwise qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- B. The Contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- C. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- D. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notices shall state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
- E. The Contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.
- F. The Contractor will include the provisions of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

7. **SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED**

The Contractor agrees that no otherwise qualified individual with disabilities shall, solely by reason of his disability, be denied the benefits, or be subjected to discrimination including discrimination in employment, any program or activity that receives the benefits from the federal financial assistance.

8. **AGE DISCRIMINATION ACT OF 1975**

The Contractor shall comply with the provisions of the Age Discrimination Act of 1975. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

9. **CERTIFICATION OF COMPLIANCE WITH AIR AND WATER ACTS**  
(applicable to contracts and subcontracts exceeding \$100,000)

The Contractor and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 USC 1857 et seq., the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended.

In addition to the foregoing requirements, all nonexempt contractors and subcontractors shall furnish to the owner, the following:

- A. A stipulation by the Contractor or subcontractors, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR Part 15, as amended.
- B. Agreement by the Contractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 USC 1857 c-8) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 USC 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- C. A stipulation that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized, or to be utilized for the contract, is under consideration to be listed on the EPA List of Violating Facilities.

- D. Agreement by the Contractor that he will include, or cause to be included, the criteria and requirements in paragraph (1) through (4) of this section in every nonexempt subcontract and requiring that the Contractor will take such action as the government may direct as a means of enforcing such provisions.

**10. FLOOD DISASTER PROTECTION**

This contract is subject to the requirements of the Flood Disaster Protection Act of 1973 (P.L. 93-234). Nothing included as a part of this contract is approved for acquisition or construction purposes as defined under Section 3(a) of said Act, for use in an area identified by the Secretary of HUD as having special flood hazards which is located in a community not then in compliance with the requirements for participation in the National Flood Insurance Program pursuant to Section 201(d) of said Act; and the use of any assistance provided under this contract for such acquisition for construction in such identified areas in communities then participating in the National Flood Insurance Program shall be subject to the mandatory purchase of flood insurance requirements or Section 102(a) of said Act.

Any contract or agreement for the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this Contract shall contain, if such land is located in an area identified by the Secretary as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968, as amended, 42 U.S.C. 4001 et seq., provisions obligating the transferee and its successors or assigns to obtain and maintain, during the ownership of such land, such flood insurance as required with respect to financial assistance for acquisition or construction purposes under Section 102(a) of Flood Disaster Protection Act of 1973.

**11. ACCESS TO RECORDS - MAINTENANCE OF RECORDS**

The State of Louisiana, the Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Contractor which are directly pertinent to this specific contract, for the purpose of audits, examinations, and making excerpts and transcriptions. All records connected with this contract will be maintained in a central location by the unit of local government and will be maintained for a period of five (5) years from the official date of the State's final closeout of the grant.

**12. INSPECTION**

The authorized representative and agents of the State of Louisiana and the Department of Housing and Urban Development shall be permitted to inspect all work, materials, payrolls, records of personnel, invoices of materials, and other relevant data and records.

**13. REPORTING REQUIREMENTS**

The Contractor shall complete and submit all reports, in such form and according to such schedule, as may be required by the Owner.

**14. CONFLICT OF INTEREST**

- A. No officer or employee of the local jurisdiction or its designees or agents, no member of the governing body, and no other public official of the locality who his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed. Further, the Contractor shall cause to be incorporated in all subcontracts the language set forth in this paragraph prohibiting conflict of interest.
- B. No member of or delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

**15. ACTIVITIES AND CONTRACTS NOT SUBJECT TO EXECUTIVE ORDER 11246, AS AMENDED**

(applicable to contracts and subcontracts of \$10,000 and under)

During the performance of this contract, the Contractor agrees as follows:

- A. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment

advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

- B. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by Contracting Officer setting forth the provisions of this non-discrimination clause. The Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- C. Contractors shall incorporate foregoing requirements in all subcontracts.

## 16. PATENTS

- A. The Contractor shall hold and save the Owner and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract including its use by the Owner, unless otherwise specifically stipulated in the Contract Document.
- B. License or Royalty Fees: License and/or Royalty Fees for the use of a process which is authorized by the Owner of the project must be reasonable, and paid to the holder of the patent, or his authorized license, direct by the Owner and not by or through the Contractor.
- C. If the Contractor uses any design device or materials covered by letters, patent or copyright, he shall provide for such use by suitable agreement with the owner of such patented or copy-righted design device or material. It is mutually agreed and understood, that without exception the contract prices shall include all royalties or costs arising from the use of such design, device or materials, in any way involved in the work. The Contractor and/or his Sureties shall indemnify and save harmless the Owner of the project from any and all claims for infringement by reason of the use of such patented or copy-righted design, device or materials or any trademark or copy-right in connection with work agreed to be performed under this contract, and shall indemnify the Owner for any cost, expense, or damage which it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after completion of the work.

## 17. COPYRIGHT

No materials, to include but not limited to reports, maps, or documents produced as a result of this contract, in whole or in part, shall be available to the Contractor for copyright purposes. Any such materials produced as a result of this contract

that might be subject to copyright shall be the property of the Owner and all such rights shall belong to the Owner.

**18. TERMINATION FOR CAUSE**

If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the Owner shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this contract shall, at the option of the Owner, become the Owner's property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the Contractor shall not be relieved of liability to the Owner for damages sustained by the Owner by virtue of any breach of the contract by the Contractor, and the Owner may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Owner from the Contractor is determined.

**19. TERMINATION FOR CONVENIENCE**

The Owner may terminate this contract at any time by giving at least ten (10) days notice in writing to the Contractor. If the contract is terminated by the Owner as provided herein, the Contractor will be paid for the time provided and expenses incurred up to the termination date.

**20. ENERGY EFFICIENCY**

The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

**21. SUBCONTRACTS**

A. The Contractor shall not enter into any subcontract with any subcontractor who has been debarred, suspended, declared ineligible, or voluntarily

excluded from participating in contacting programs by any agency of the United States Government or the State of Louisiana.

- B. The Contractor shall be as fully responsible to the Owner for the acts and omissions of the Contractor's subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by the Contractor.
- C. The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractor to the Contractor by the terms of the contract documents insofar as applicable to the work of subcontractors and to give the Contractor the same power as regards terminating any subcontract that the Owner may exercise over the Contractor under any provision of the contract documents.
- D. Nothing contained in this contract shall create any contractual relation between any subcontractor and the Owner.

**22. DEBARMENT, SUSPENSION, AND INELIGIBILITY**

The Contractor represents and warrants that it and its subcontractors are not debarred, suspended, or placed in ineligibility status under the provisions of 24 CFR 24 (government debarment and suspension regulations).

**23. BREACH OF CONTRACT TERMS**

Any violation or breach of terms of this contract on the part of the Contractor or the Contractor's subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this contract. The duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

**24. PROVISIONS REQUIRED BY LAW DEEMED INSERTED**

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

**25. CHANGES**

The Owner may, from time to time, request changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between the Owner and the Contractor, shall be incorporated in written and executed amendments to this Contract.

**26. PERSONNEL**

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the Owner.

All the services required hereunder will be performed by the Contractor or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services.

No person who is serving sentence in a penal or correctional institution shall be employed on work under this Contract.

**27. ANTI-KICKBACK RULES**

Salaries of personnel performing work under this Contract shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; Title 18 U.S.C. 874; and Title 40 U.S.C. 276c). The Contractor shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this contract to insure compliance by the subcontractors with such regulations, and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

**28. ASSIGNABILITY**

The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of the Owner provided that claims for money due or to



become due the Contractor from the Owner under this Contract may be assigned to a bank, trust company, or other financial institution, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Owner.

**29. INTEREST OF CONTRACTOR**

The Contractor covenants that he presently has no interest and shall not acquire any interest direct or indirect in the above described project or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed.

**30. POLITICAL ACTIVITY**

The Contractor will comply with the provisions of the Hatch Act (5 U.S.C. 1501 et seq.), which limits the political activity of employees.

**31. COMPLIANCE WITH THE OFFICE OF MANAGEMENT AND BUDGET**

The parties agree to comply with the regulations, policies, guidelines, and requirements of the Office of Management and Budget, Circulars A-95, A-102, A-133, and A-54, as they relate to the use of Federal funds under this contract.

**32. DISCRIMINATION DUE TO BELIEFS**

No person with responsibilities in operation of the project to which this grant relates will discriminate with respect to any program participant or any applicant for participation in such program because of political affiliation or beliefs.

**33. CONFIDENTIAL FINDINGS**

All of the reports, information, data, etc., prepared or assembled by the Contractor under this Contract are confidential, and the Contractor agrees that they shall not be made available to any individual or organization without prior written approval of the Owner.

**34. LOBBYING**

The Contractor certifies, to the best of his or her knowledge and belief that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

**Amendment to Agreement between State of Louisiana**  
Coastal Protection and Restoration Authority  
AND  
Arcadis  
10352 Plaza Americana Drive  
Baton Rouge, LA 70816  
Tel. No. 225-292-1004  
Vendor # 57-0373224

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**AMENDMENT PROVISIONS**

**CHANGE FROM:**

**TERM OF CONTRACT**

This Contract shall begin on May 01, 2016 and shall terminate on April 30, 2017.

**DISCRIMINATION CLAUSE**

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

**CHANGE TO:**

**TERM OF CONTRACT**

This Contract shall begin on May 01, 2016 and shall terminate on April 30, 2019.

**DISCRIMINATION CLAUSE**

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

**THE FOLLOWING LANGUAGE WILL BE ADDED TO THE PAYMENT TERMS CLAUSE:**

**PAYMENT TERMS**

A Subcontractor Report, Appendix F, should be submitted by the Contractor with each invoice for payment, to be used for informational purposes only by CPRA.

**Amendment becomes effective:** December 19, 2016

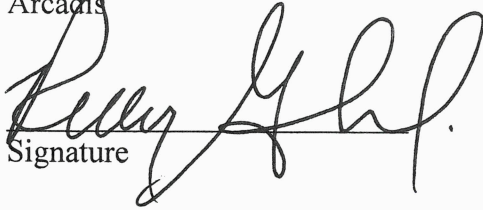
**Justification:**

Arcadis will provide ongoing environmental services for a total of 3 years to supplement CPRA staff's capabilities.

No amendment shall be valid until it has been executed by all parties and approved by the Director of the Office of State Procurement, Division of Administration.

This amendment contains or has attached hereto all revised terms and conditions agreed upon by contracting parties. IN WITNESS THEREOF, this amendment is signed and entered into on the date indicated below:

Arcadis




Signature

RUDY GUICHARD  
Print Name

SR VP  
Title

1/13/17  
Date

STATE AGENCY SIGNATURE

  
Michael Ellis  
Executive Director, CPRA

1/6/17  
Date

1st AMENDMENT TO:

PO# 2000334484  
OCR # N/A  
CFMS # N/A  
AMENDMENT # 1  
DUNS# 114376135

**INTERAGENCY AGREEMENT**

BY AND BETWEEN  
STATE OF LOUISIANA, DIVISION OF ADMINISTRATION  
OFFICE OF COMMUNITY DEVELOPMENT,  
DISASTER RECOVERY UNIT

AND

STATE OF LOUISIANA  
COASTAL PROTECTION AND RESTORATION AUTHORITY

EFFECTIVE APRIL 1, 2018

RECEIVED  
OFFICE OF  
COMMUNITY DEVELOPMENT  
2019 MAR 15 AM 3:26  
DISASTER RECOVERY UNIT

AMENDMENT PROVISIONS:

CHANGE AGREEMENT FROM:

Page 1:

**I. SCOPE OF SERVICES**

**1.1 CONCISE DESCRIPTION OF SERVICES**

As Phase I of the implementation of a watershed-based floodplain management program for the State of Louisiana, CPRA will conduct a comprehensive watershed-based floodplain program study.

**1.2 STATEMENT OF WORK**

Further details of the Statement of Work are contained in Attachment I, Statement of Work, attached hereto and made a part hereof.

**1.2.1. INTRODUCTION**

This Statement of Work defines the tasks to be performed, the required deliverables, the completion criteria, estimated completion dates, and establishes the responsibilities for accomplishing these tasks.

### 1.2.2. GOALS AND OBJECTIVES

The goal of this Contract is to improve floodplain management across the State.

The objective is to accomplish Phase I of the comprehensive watershed-based floodplain program by developing a plan to implement a state-wide watershed-based floodplain management program.

### 1.2.3. PERFORMANCE MEASURES

#### MONITORING PLAN

The OCD/DRU shall appoint a *State Program Manager* (SPM) for this Contract who will provide oversight of the activities conducted hereunder. Notwithstanding any responsibility of CPRA for management during the performance of this Contract, the assigned SPM shall be the principal point of contact on behalf of the OCD/DRU and will be the principal point of contact for CPRA concerning CPRA's performance.

The SPM will monitor the services provided by the CPRA and expenditure of funds under the contract. The SPM will also be primarily responsible for the day-to-day monitoring of the CPRA's performance. CPRA agrees to submit to the OCD/DRU, on a schedule and dates to be agreed upon by the CPRA and OCD, but not less than every six months, a report of project progress in a format to be provided by the OCD/DRU.

2) The SPM will approve all deliverables prior to payments being made in accordance with Attachment II, Payment Schedule.

#### DELIVERABLES

The Contract will be considered complete when CPRA has delivered and OCD/DRU has accepted all deliverables specified in Attachment II, Payment Schedule.

#### CHANGE AGREEMENT TO:

Page 1:

### I. SCOPE OF SERVICES

#### 1.1 CONCISE DESCRIPTION OF SERVICES

As Phase I and Phase II of the implementation of a watershed-based floodplain management program for the State of Louisiana, CPRA will work with OCD and other state agencies to conduct a comprehensive watershed-based floodplain program study.

## **1.2 STATEMENT OF WORK**

Further details of the Statement of Work are contained in Attachments I and IA, Statement of Work, attached hereto and made a part hereof.

### **1.2.1. INTRODUCTION**

This Statement of Work defines the tasks to be performed, the required deliverables, the completion criteria, estimated completion dates, and establishes the responsibilities for accomplishing these tasks.

### **1.2.2. GOALS AND OBJECTIVES**

The goal of this Contract is to improve floodplain management across the State.

The objective is to accomplish Phase I and Phase II of the comprehensive watershed-based floodplain program by developing a plan to implement a state-wide watershed-based floodplain management program.

### **1.2.3. PERFORMANCE MEASURES**

#### **MONITORING PLAN**

The OCD/DRU shall appoint a *State* Program Manager (SPM) for this Contract who will provide oversight of the activities conducted hereunder. Notwithstanding any responsibility of CPRA for management during the performance of this Contract, the assigned SPM shall be the principal point of contact on behalf of the OCD/DRU and will be the principal point of contact for CPRA concerning CPRA's performance.

The SPM will monitor the services provided by the CPRA and expenditure of funds under the contract. The SPM will also be primarily responsible for the day-to-day monitoring of the CPRA's performance. CPRA agrees to submit to the OCD/DRU, on a schedule and dates to be agreed upon by the CPRA and OCD, but not less than every six months, a report of project progress in a format to be provided by the OCD/DRU.

The SPM will approve all deliverables prior to payments being made in accordance with Attachments II and IIA, Payment Schedule.

#### **DELIVERABLES**

The Contract will be considered complete when CPRA has delivered and OCD/DRU has accepted all deliverables specified in Attachment II, Payment Schedule and Attachment IIA, Phase II Payment Schedule.



CHANGE AGREEMENT FROM:

Page 6:

**3 COMPENSATION AND MAXIMUM AMOUNT OF CONTRACT**

In consideration of the services required by this contract, OCD/DRU hereby agrees to pay to CPRA a maximum amount of \$260,633.75.

Payments may be requested by the CPRA upon final approval of the Contract by the Office of State Procurement and in accordance with Attachment II, Payment and Delivery Schedule. The Parties may agree, in writing, to a revision of the deliverables and per-deliverable costs in Attachment II; provided however, that in no case shall any such revisions exceed the total amount under the Contract.

No compensation or payment of any nature will be made in advance of services actually performed and/or supplies furnished.

Payments are predicated upon successful completion efforts and written approval by OCD/DRU of the described tasks and deliverables as provided in the contract. Payments will be made to the CPRA after written acceptance by OCD/DRU. Invoices shall be submitted to Office of Community Development, Disaster Recovery Unit, P.O. Box 94095, Baton Rouge, LA 70804-9095, attention Candace Watkins. OCD/DRU will make every reasonable effort to make payments within 30 work days of the receipt of the invoice.

CHANGE AGREEMENT TO:

Page 6:

**3 COMPENSATION AND MAXIMUM AMOUNT OF CONTRACT**

In consideration of the services required by this contract, OCD/DRU hereby agrees to pay to CPRA a maximum amount of \$1,310,573.75.

Payments may be requested by the CPRA upon final approval of the Contract by the Office of State Procurement and in accordance with Attachments II and IIA, Payment Schedule. The Parties may agree, in writing, to a revision of the deliverables and per-deliverable costs in Attachments II and IIA; provided however, that in no case shall any such revisions exceed the total amount under the Contract.

No compensation or payment of any nature will be made in advance of services actually

performed and/or supplies furnished.

Payments are predicated upon successful completion efforts and written approval by OCD/DRU of the described tasks and deliverables as provided in the contract. Payments will be made to the CPRACPRA after written acceptance by OCD/DRU. Invoices shall be submitted to Office of Community Development, Disaster Recovery Unit, P.O. Box 94095, Baton Rouge, LA 70804-9095, attention Candace Watkins. OCD/DRU will make every reasonable effort to make payments within 30 work days of the receipt of the invoice.

ADD:

Attachment IA, Phase II Statement of Work, attached hereto and made a part hereof.

ADD:

Attachment IIA, Phase II Payment Schedule, attached hereto and made a part hereof.

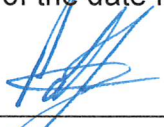
REASON FOR CHANGE:

To expand the contract from Phase I to Phase II floodplain planning services.

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ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

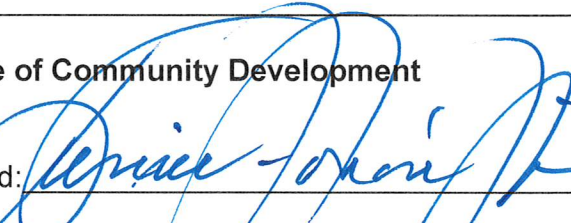
The Parties have executed on the date set forth next to their respective signatures below, but effective as of the date first above written.

Signed:  3.18.19

Name: Patrick W. Forbes Date  
Executive Director

Title: \_\_\_\_\_

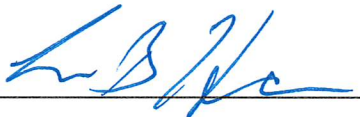
**Office of Community Development**

Signed:  3/21/2019

Name: Desiree Honoré Thomas Date

Title: Assistant Commissioner, DOA

**Division of Administration**

Signed:  3/8/19

Name: Lawrence B. Haase, Executive Director

Title: \_\_\_\_\_  
**Coastal Protection and Restoration Authority**

## **Attachment IA**

### **Phase II Statement of Work**

CPRA will provide interim program integration support for the Statewide Watershed-based Floodplain Management Program. These Program activities will be implemented by CPRA through the procurement of an appropriate firm. At a summary level, these tasks include:

#### **Task 1.0 Program Management and Integration Support**

Provide support for the development and refinement of Program planning documentation

Conduct weekly progress meetings with state staff to review progress and recommend future Program activities. This shall include the preparation of all materials, agendas, meeting minutes, and the tracking of follow up items through completion of the Program Framework and Implementation Plan

#### **Task 2.0 Support and Facilitate Watershed Council Meetings**

The Watershed Council (created by Executive Order JBE 18-16) meets approximately once every five weeks. The following will be provided:

Facilitate Watershed Council meetings to discuss and make coordinated decisions related to Program implementation

Prepare all presentations, materials, and meeting summaries for Watershed Council meetings as well as document all Watershed Council decisions

Present updates on Program progress and the Program Framework and implementation Plan

#### **Task 3.0 Support and Facilitate Working Group Meetings**

The Working Group is composed of staff from each of the five state agencies in the Watershed Council. The Working Group meets every other week.

Support the administration of the Working Group for ten (10) meetings and develop a working group plan

#### **Task 4.0 Support Technical Advisory Groups (TAGs)**

The TAGs to be supported are: Outreach, Data/Modeling, Policy, Projects and Planning.

Provide administrative support and technical advice to five Program Technical Advisory Groups

Document all TAG decisions, recommendations, action items, interviews, and coordination outcomes

#### **Task 5.0 Senate Resolution (SR) 172 Response**

Development and provision of reports and presentations addressing Program progress and accomplishments and reporting to the Louisiana Legislature, including the Waterways Restoration and Management Study and the Watershed Based Floodplain Management Plans

The funding under this Agreement is limited to payment or reimbursement of eligible expenses incurred by CPRA through the contract with its contracted firm. CPRA be responsible for proper procurement of, contracting with and management of its contractor in the delivery of the scope of work under the laws and regulations governing the use of CDBG-DR funds, subject to the monitoring of OCD which has primary responsibility for the administration of the CDBG-DR funds.

**Attachment IIA  
Phase II  
Payment Schedule**

<b><u>TASK NAME</u></b>	<b><u>AMOUNT</u></b>
Task 1.0 Program Management and Integration support	\$ 200,516.00
Task 2.0 Support and Facilitate Watershed Council Meetings	\$ 45,951.50
Task 3.0 Support and Facilitate Working Group Meetings	\$ 45,523.00
523sk 4.0 Support Technical Advisory Groups	\$643,775.50
Task 5.0 SR 172 Response	\$ 114,174.00
<b><u>TOTAL</u></b>	<b><u>\$ 1,049,940.00</u></b>

After approval by OCD/DRU of the deliverable, payment will be made in accordance with the invoice received and the payment schedule given above.

The Parties may agree, in writing, to a revision of the deliverables and per-deliverable costs in Attachment IIA; provided however, that in no case shall any such revisions exceed the total amount under the Contract.

\*Based on the following hourly rates but limited to the stated task amount:

- \$285/hour Principal
- \$225/hour Senior Project Manager
- \$215/hour Project Manager
- \$205/hour Senior Specialist
- \$160/hour Project Scientist
- \$140/hour Science Outreach Communicator
- \$125/hour Scientific & Technical Writer
- \$120/hour Staff Scientist
- \$80/hour Clerical /financial