ADDENDUM NO. 6
REQUEST FOR QUALIFICATIONS

PART A: PRE-CONSTRUCTION SERVICES and
PART B: CONSTRUCTION SERVICES  (Construction Manager at Risk)

Replacement of Flood-Damaged Facility
Louisiana Correctional Institute for Women (LCIW)
Department of Corrections
St. Gabriel, Louisiana
Project Number 01-107-05B-13, F.01003965

January 31, 2020

ITEM NO. 1: PRE-PROPOSAL CONFERENCE
The following is a summary of the minutes and agenda topics of the non-mandatory RFQ Pre-Proposal Conference held on Wednesday, January 29, 2020:

INTRODUCTIONS

- fp&c (Fred Dugas, RFQ Coordinator, Charles Funderburk, Project Manager)
- doc (Billy Breland, Facility Services)
- designer (Jerry Hebert, Jody Gascon / Grace Hebert Curtis Architects)

RFQ / CONTRACT PROVISIONS FOR CONSTRUCTION MANAGEMENT @ RISK SERVICES

- proposals (statements of qualifications) for Part A: Pre-Construction Services (design-assist) and Part B: Construction Services (Construction Management at Risk) are due 4:00 pm, Monday, February 10.
- FPC anticipates awarding Part A: Pre-Construction Services with an option to award Part B: Construction Services
award of Part B: Construction Services will be predicated on applicant’s performance during Part A: Pre-Construction Services and the Owner / Construction Manager agreeing on the terms included in the GMP Proposal.

the inability to negotiate / arrive at an agreed to GMP Proposal shall result in termination of the Part A: Pre-Construction Services contract, which at that time the project will be publicly advertised / bid

per revised statute 38:2225.2.4(6), should the project be publicly bid, the Construction Manager shall be prohibited from bidding (refer to RFQ, Section 1.1, page 4 and Addendum 3, EXHIBIT 8, page 12).

Part A and Part B contracts shall consist of the following: AIA A133-2009 – (Owner/Construction Manager Agreement as modified by owner - Addendum 3), AIA A201-2017 (General Conditions of the Contract as modified by owner - Addendum 4), all subsequent Addenda regarding this RFQ, Change Orders, Construction Change Directives, Supplemental Instructions, Drawings, Specifications (Project Manual), the Construction Manager’s Guaranteed Maximum Price (GMP) Proposal, the terms of the RFQ, and the Proposal of the selected applicant.

SCHEDULE OF ACTIVITIES – CM@R SELECTION PROCESS (page 14 of RFQ)

- RFQ formally advertised / posted to LaPAC    Thurs  Jan 9
- pre-proposal conference / tour of site      Wed  Jan 29
- closing date for receipt of questions       Mon  Feb 3
  o all questions responded to by addendum
- state’s response to questions               Thurs  Feb 6
  o addendum no. 5 issued / posted to LaPAC
- proposals (statement of qualifications) due 4:00 pm  Mon  Feb 10
  o Facility Planning & Control
  o physical address : Claiborne Bldg, 1201 Third St, Suite 7-160 Baton Rouge LA 70802
  o mailing : P O Box 94095, Baton Rouge LA 70804-9095
- Phase A short-list announced                 Mon  Feb 17
- Phase B public opening of cost proposals 2:00 pm Thurs  Feb 20
- DOA approval of contract award               Fri  Feb 21
- cm@risk contract award announcement         Fri  Feb 21
- pre-construction kick-off meeting           Thurs  Feb 27
- contract execution no later than            Fri  Feb 28
PROJECT OVERVIEW / PRELIMINARY BUDGET  (page 38 of RFQ)

- **AFC** (available funds for construction) = $85,000,000
- Construction deadline : 730 calendar days
- **CM@R SCOPE – SITEWORK PACKAGE**
  - site clearing and associated demolition
  - earthwork and storm drainage
  - utilities infrastructure
  - fencing, surveillance, security
- **CM@R SCOPE – BUILDING PACKAGE**
  - architectural
  - structural
  - hvac
  - plumbing
  - fire suppression
  - electrical
- **CM@RISK -COORDINATION ITEMS**
  - artwork provided under separate contract if applicable whether integrated into the bldg and/or sitework construction, attached to the bldg, or set within the bldg or site
  - independent testing lab services provided by owner under separate contract
  - movable furniture, finishes, and equipment provided under separate contract
  - information technology (IT)
  - surveys (geotechnical / topographic)

CM@R SELECTION PROCESS  (Section 5 pages 27-30 of RFQ)

- **PHASE A – PRELIMINARY SCREENING / QUALIFYING OF APPLICANTS**
  - selection review committee evaluation / scoring of statements of qualifications and the short-listing of proposers for advancement to Phase B. refer to Section 4 response instructions (pages 17 -27 of RFQ) for submission requirements
  - firm history, organization and financial condition
  - firm qualifications and staffing plan
  - firm’s approach and methodology
  - firm’s past performance on similar projects
• PHASE B – PUBLIC OPENING OF COST PROPOSALS
  o public opening of Cost Proposals (sealed envelope) delivered prior to the public opening
deadline from those Proposers who meet or exceed the minimum score necessary to
advance to Phase B of the selection process will be held at 2:00 pm on Thurs, February 20
  o a Part A : Pre-Construction Services contract may be awarded to the qualified applicant
submitting the lowest cost proposal for Part B: Construction Services-Construction
Management at Risk (Cost Proposal Form w/ Exhibit 12 - construction fee worksheet and
Exhibit 13 - staffing / site office costs worksheet attachments)

RFQ PACKET / CONTRACT KEY ELEMENTS
• EXHIBIT 3 - PART A : PRE-CONSTRUCTION SERVICES (design assist)
  o refer to RFQ (pages 34-35) & Addendum No. 3 (AIA A133-2009, Article 2, 2.1-2.2 pages
6-12 and 2.4-2.5 page 14)
• EXHIBIT 4 -PART B : CONSTRUCTION SERVICES (construction w/ gmp) services
  o refer to RFQ, page 36 & Addendum No. 3 (AIA A133-2009, Article 2, 2.3-2.5 pages 12-
14)
• EXHIBIT 5 – PRELIMINARY PROJECT SCHEDULE (page 37 of RFQ and Addendum No. 1)
  o construction schedule 730 calendar days based in part on accelerated startup as generally
referenced in Section 1.3 of RFQ (pages 5-6)
• EXHIBIT 6 – PRELIMINARY PROJECT BUDGET (pages 38 of RFQ)
  o $85,000,000 based on preliminary program
• EXHIBIT 7 – PRELIMINARY PROGRAM (page 39 of RFQ and Addendum No. 2)
  o replacement of flood-damaged facility - lciw
• EXHIBIT 8 – draft AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER –
  AIA A133-2009 (Addendum No. 3)
• EXHIBIT 9 – GENERAL CONDITIONS of the CONTRACT for CONSTRUCTION – AIA A201-
  2017 (Addendum No. 4)
• EXHIBIT 10 – COST PROPOSAL FORM (page 43 of RFQ)
  o Delivered prior to deadline of Phase B public opening of Cost Proposals from those
applicants who meet or exceed the minimum score to qualify to advance to Phase B
  o Cost Proposal Form shall be filled in with Exhibit 12 and 13 fixed price totals as well as a
total overall fixed price amount for Part B: Construction Services without altering the form.
• EXHIBIT 11 – PRE-CONSTRUCTION FEE WORKSHEET (page 44 of RFQ)
  o Submitted following execution of Part A: Pre-Construction Services contract by successful
Proposer. This is a post-selection activity and not part of the CM@R selection process.
• EXHIBIT 12 – CONSTRUCTION FEE WORKSHEET (page 45 of RFQ)
  o Submitted with / attached to Cost Proposal Form by those applicants who meet or exceed the minimum score to qualify to advance to Phase B of the selection process.
• EXHIBIT 13 - CM@R STAFFING & SITE OFFICE COSTS WORKSHEET (page 46-47 of RFQ)
  o Submitted with / attached to Cost Proposal Form by those applicants who meet or exceed the minimum score to qualify to advance to Phase B of the selection process.
• EXHIBIT 14 – BIM PROTOCOL
  o refer to RFQ (pages 48-55) – CM shall employ BIM modeling beginning with the Design Development phase of design and continuing thru construction and project closeout
• EXHIBIT 17 – CRITICAL PATH METHOD (CPM) SCHEDULE REQUIREMENTS
  o refer to RFQ (pages 67-80) – CM shall employ CPM Scheduling beginning with the Design Development phase of design and continuing thru construction and project closeout
• construction manager is prohibited from self-performance (refer to RFQ - EXHIBIT 4, page 36 and Addendum No. 3, AIA A133-2009, Article 2, 2.3.2, page 12)
• construction manager insurance (refer to Addendum No. 4 - Exhibit 9 - AIA A201-2017, Article 11, pages 47-54)
  o traditional insurance based on current FPC requirements and limits
  o requirements for professional liability insurance (Pre-Construction Services - design assist)
• time and liquidated damages (refer to Addendum No. 4 - Exhibit 9 - AIA A201-2017, Article 8, 8.2.2, page 34)
• questions regarding the RFQ and/or related Exhibits shall be submitted via email only to RFQ Coordinator, Fred Dugas @ fred.dugas@la.gov by close of business Monday, February 3

OVERVIEW OF PRELIMINARY PROGRAM / PROJECT SCOPE  (Jerry Hebert)

SIGN-IN SHEET (attached)

ITEM NO. 2: RFQ QUESTIONS and RESPONSES
Responses to questions fielded during the Pre-Proposal Conference or received via email prior to the issuance of this addendum are as follows:

QUESTION 1: On the schedule of events (RFQ paragraph 2.9, page 13), we noticed there is no scheduled interview. Please confirm that there will be no interview in this selection process.
RESPONSE 1: Interviews are not part of this RFQ or CM@R selection process.

QUESTION 2: We want to confirm that all contents of Tab 12 is not to be included in the proposal due Feb 10, it is only required if shortlisted.
RESPONSE 2: Tab 12 does not include any specific requirements (Cost Proposal and/or Exhibits) that need to be addressed / included within the Proposal (Statement of Qualifications) due on Feb 10.
QUESTION 3: Under Tab 7 Financial Condition and Insurance Requirements – are you looking for a surety letter as evidence or a Bid Bond?
RESPONSE 3: A Bid Bond is not required. Per Tab 7 the Proposal (Statement of Qualifications) shall include evidence of Proposer’s ability to provide a Performance and Payment Bond equal to the funds budgeted for construction (AFC) and insurance coverages as stipulated in the related Exhibits. A letter from a Surety regarding the P&P Bond and a copy of a Certificate of Insurance will satisfy these requirements.

QUESTION 4: The RFQ asks for electronic copies on a CD. Can a USB drive suffice instead?
RESPONSE 4: Yes, in addition to one manually signed original and two hardbound copies, the electronic files of the RFQ Proposal (Statement of Qualifications) can be delivered on a USB drive.

QUESTION 5: Under Tab 6 Safety – what years do we need to provide the safety record stats for (man hours worked, EMR rate, OSHA rate, etc.)?
RESPONSE 5: Safety records for the last five (5) years will suffice.

QUESTION 6: Under Tab 6 Safety – subsection 6.1 and subsection 6.3 seem to ask for the same information. Can you please specify the difference between these two subsections?
RESPONSE 6: Subsection 6.1 should address site / project specific protocols, 6.2 the actual safety record of the firm, and 6.3 the overall corporate policies, protocols, and procedures globally. The protocols associated with subsections 6.1 and 6.3 could very well be common to both. A response to subsections 6.1 and 6.3 are required.

QUESTION 7: Reference RFQ paragraph 3.1.1 that states, “…similar means of construction and/or renovation of commercial construction project of over Thirty Thousand (30,000) gsf.” 30,000 gsf is approximately 1/10 the estimated size of the Replacement LCIW. Please confirm this is the appropriate minimum size requirement for similar work experience.
RESPONSE 7: The minimum size requirement for similar work experience is 30,000 gsf.

QUESTION 8: Reference RFQ paragraph 8.1.4. Is proposer required to submit Exhibit 11? If so, what is its purpose, and is it to be submitted with the Statement of Qualifications due on February 10 or with the submission of Exhibits 12 and 13?
RESPONSE 8: As described in Tab 12 of RFQ, subsection 12.2.2, page 26, Exhibit 11 shall be completed by the successful Proposer following the award of the Part A: Pre-Construction Services contract. The purpose of Exhibit 11 is to establish anticipated manhours for the delivery of these services and the tracking / invoicing of Part A: Pre-Construction Services.

QUESTION 9: Reference RFQ paragraphs 12.1, 12.2.2, 12.3.1, and 12.3.2 that state, “Note that Cost Proposals and Exhibits 12 and 13 fee worksheets are not to be included within the ‘Proposal (Statement of Qualifications)’ due on February 10, 2020.” The RFQ does not state when these exhibits are to be submitted, only when they are to be opened—February 20, 2020 according to paragraph 2.9. Please confirm the date Exhibits 12 and 13 are to be submitted.
RESPONSE 9: As described in Article 5 of RFQ, subsection 5.4.2, pages 28 and 29, Proposers shortlisted and invited to participate in Phase B: Public Opening of Cost Proposal shall complete and deliver the Cost Proposal Form and Exhibits 12 and 13 by attachment in a sealed envelope prior to the time stipulated for the public opening of Cost Proposals.
QUESTION 10: Will the proposer be responsible for any remediation and/or abatement of hazardous materials such as mold or asbestos prior to or during demolition of existing buildings?
RESPONSE 10: Environmental remediation is not anticipated but would be part of the Construction Management contract if required, either during Part A: Pre-Construction services as Advance Construction Start activities or during Part B: Construction Services.

QUESTION 11: Does the State expect this project to include requirements for LEED Certification?
RESPONSE 11: LEED certification is not a goal or requirement of this project.

QUESTION 12: The RFQ includes several references to “Office of Juvenile Justice and/or New Swanson Center for Youth” which appear to be a carryover from another RFQ.
RESPONSE 12: Correct. These references should be specific to this RFQ and Department of Corrections and Replacement of Flood-Damaged Facility, LCIW.

QUESTION 13: RFQ Section 1.4, Statement of Needs, states that Construction Manager “shall have key full-time representatives domiciled in close proximity to … the (project site);” please elaborate on this requirement.
RESPONSE 13: It is a requirement of both the Part A: Pre-Construction Services and the Part B: Construction Services contracts that the Construction Manager respond timely and be available on relatively short notice. Within the context of this requirement, close proximity means that the Construction Manager shall have key personnel available within a maximum of a two-hour driving time to the site.

QUESTION 14: Exhibit 6 lists the new buildings – last on the list is Chapel – this is not shown on the Site Plan. Postpartum Building is included in the documents and shown on the site plan, not listed in Exhibit 6.
RESPONSE 14: Exhibit 6 includes preliminary program elements. The Chapel is being included in the site plan and will be shown in the further development of the design as a future building or possibly included in the pricing as an alternate. The Postpartum Suite has been added to and is part of the user agency requested program requirements.

QUESTION 15: Drawing E-A101a – Floor Plan Sector A of the Votech Building – is not included in the drawings section of Addendum 2.
RESPONSE 15: The drawing sheet referenced is being included herein by attachment.

QUESTION 16: The Architectural narrative for the Administration Building states that there will be a community room and two family rooms for contact visitation, another area for non-contact visitation, and another area for video visitation. Drawing A-A101 shows the community room, four family rooms, a hearing room, and two attorney visitation rooms. The non-contact and video visitation rooms are not apparent. Can this be clarified?
RESPONSE 16: The drawing sheets include the latest program revisions as the project is currently defined and is subject to further user agency comment and refinement. For the purpose of this RFQ selection process, the drawing content is more current and in some instances the accompanying narrative may include some inconsistent information due to the most recent drawing updates.

QUESTION 17: The RFQ section 2.2 references a construction duration of 400 calendar day duration but Section 1.2 lists a duration of 730 days. We assume 730 days is the correct duration. Please confirm.
RESPONSE 17: The construction duration for Part B: Construction Services shall be 730 calendar days. This is consistent with Addendum No. 1, Exhibit 5 (Preliminary Project Schedule).
QUESTION 18: Addendum No. 4, Section 11.3.1.4 references an AFC (Construction Cost) of $16,792,753. This conflicts with the RFQ and we assume this is just a typo. Please confirm the value the professional liability insurance should be based on as well as the minimum limit of liability.

RESPONSE 18: Professional Liability Insurance shall be based on an AFC (Construction Cost) of $85,000,000 and a minimum Limit of Liability of $2,000,000.

QUESTION 19: RFQ Exhibit 11 Division of Cost Elements III – Facilities, Equipment & Services lists “Site Office Utilities” but does not indicate where these costs should be carried. Please confirm.

RESPONSE 19: The Cost Element category of “Site Office Utilities” is part of the Cost of the Work.

QUESTION 20: Please confirm if we are to submit Exhibit 11: Pre-Construction Fee Worksheet with the RFQ response? There is some discrepancy in the request. RFQ Section 8.1.4 states the proposer should submit Exhibit 11 in Tab 8 of the Statement of Qualifications but RFQ Section 12.2.2 states that it should not be included with the Statement of Qualifications. We assume the Pre-Construction staffing plan is not required and should be removed from the RFQ since the Pre-Construction Fees are fixed at $125,000 per Article 4 in the provided AIA A133 (Addendum No. 3, Exhibit 8, AIA A133-2009. Please confirm if the Exhibit 11 should be included with any submission.

RESPONSE 20: RFQ Section 8.1.4 actually states that “Proposer should present a proposed monthly man-hour staffing plan consistent with Exhibit 5…..and Exhibit 11 for the duration of the Part A: Pre-Construction Services contract. Additionally, RFQ 8.2.3 references the same requirement for Part B: Construction Services. Staffing plans for both Pre-Construction and Construction Services should be included within Tab 8 of the Proposal (Statement of Qualifications) due on February 10, 2020.

QUESTION 21: Is the demolition of the existing LCIW facility included in the project?

RESPONSE 21: No. The demolition of the existing facility is outside the scope of these Construction Management services and the replacement facility project.

QUESTION 22: RFQ Section 1.3 (pages 5 and 6) references work to support an accelerated start. Is this work to be part of the Part A: Pre-Construction Services contract and fee?

RESPONSE 22: To clarify, Advance Construction Start construction activities may be amended into the Part A: Pre-Construction Services contract accompanied by a mutually agreed to increase / adjustment in the contract time and dollar value.

QUESTION 23: RFQ Exhibit 14 includes the Building Information Modeling (BIM) requirements. I assume these services are limited to the Part A: Pre-Construction Services. Please clarify.

RESPONSE 23: To clarify, BIM services are relevant to both the Part A: Pre-Construction Services contract in the development of a three dimensional construction model and the associated model coordination with the design team during the various phases of design beginning at the Design Development phase and the Part B: Construction Services in the refinement of the construction model to respond to project specific conditions. BIM services extend to the closeout of Part B: Construction Services and the delivery of the As-Built BIM Model.

QUESTION 24: Addendum No. 3, Exhibit 8, Section 11.7 references key personnel and full-time staffing requirements. Please confirm that the personnel categories listed are a minimum in order to meet the intent of the RFQ and contract requirements.

RESPONSE 24: It is a requirement of both the Part A: Pre-Construction Services and the Part B: Construction Services contracts. These personnel categories should be included in the staffing plans referenced in Tab 8 of the RFQ.
ITEM NO. 3: SIGNATURE AUTHORITY
The signature authority page (page 2 of the RFQ) shall be filled out and included somewhere within the body of the Proposal (Statement of Qualifications). It is preferred that this signature authority page appear at the beginning of the Proposal.

ITEM NO. 4: BOARD RESOLUTION GRANTING SIGNATURE AUTHORITY
A certified copy of a board resolution granting signature authority shall be included somewhere within the body of the Proposal. It is preferred that this board resolution follow the signature authority page within the Proposal.

ITEM NO. 5: COST PROPOSAL
As generally described in the RFQ, those Proposers who advance to Phase B of the selection process shall be invited to participate in the public opening of Cost Proposals. Cost Proposals consisting of the Cost Proposal Form, Exhibit 12 (Construction Fee Worksheet) and Exhibit 13 (Staffing and Site Office Costs Worksheet) referenced in RFQ Section 4, Tab 12 shall be delivered in a sealed envelope prior to the public opening scheduled for 2:00 pm local time, Thursday, February 20, 2020. The Proposer submitting the lowest Cost Proposal will be awarded the Part A: Pre-Construction Services (design assist) contract with the Owner retaining the right to award Part B: Construction Services based on the Proposer’s Cost Proposal. Note that Exhibits 11 and 12 follow the same basic format since each is intended to forecast the total man-hours and resulting fee to deliver either Part A: Pre-Construction Services (Exhibit 11) or Part B: Construction Services (Exhibit 12). Since the Pre-Construction Fee for Part A: Pre-Construction Services has already been pre-determined, Exhibit 11 (Pre-Construction Fee Worksheet) will only apply to the successful proposer awarded the Part A contract and submitted by the successful proposer only after having been awarded the Part A contract. Exhibit 12 should forecast the total man-hours and resulting fixed fee to deliver Part B: Construction Services. The Construction Fee total will be converted to a fee % should there be a mutually agreed to adjustment (increase or decrease) in the cost of the work/construction budget. The Exhibit 12 (Construction Fee Worksheet) and Exhibit 13 (Staffing and Site Office Costs Worksheet) totals should equal the total proposed cost for the Proposer to deliver the project.

ITEM NO. 6: BID BOND
A Bid Bond is not required for the submittal of the Proposal (Statement of Qualifications) or the Cost Proposal (Construction Fee with Staffing and Site Office Costs).

ITEM NO. 7: CLAIMS FOR CONSEQUENTIAL DAMAGES
Addendum No. 4 (AIA A201-2017), Section 15.1.6, (page 65) Claims for Consequential Damages shall be revised as follows:

The Owner and Construction Manager waive Claims against each other for consequential damages arising out of or related to this Contract. This mutual waiver includes:

1. damages incurred by the Owner for rental expenses…………..etc. (remainder of language remains unchanged)

2. damages incurred by the Construction Manager for jobsite office expenses…………..etc. (remainder of language remains unchanged)

This mutual waiver is applicable, without limitations, to all consequential damages due to either party’s termination in accordance with Article 14…………etc. (remainder of language remains unchanged)
ITEM NO. 8: ACKNOWLEDGMENT of RFQ ADDENDA
The Acknowledgment of RFQ Addenda form is included herein for use in submitting the Proposal (Statement of Qualifications). This form should be filled out and included within the bound Proposal which is due by no later than 4:00 pm local time, Thursday, February 10, 2020.

END OF ADDENDUM
ACKNOWLEDGMENT of RFQ ADDENDA

This form should be filled out, signed / dated, and included within the Proposal (Statement of Qualifications). The Proposer’s Authorized Representative shall initial the blanks provided as acknowledgement of receipt of Addenda.

Addendum No. 1
Addendum No. 2
Addendum No. 3
Addendum No. 4
Addendum No. 5
Addendum No. 6
Addendum No. 7

By: ___________________________
    Authorized Representative Signature

Name ___________________________
    Print or Type

Representing _______________________
    Print or Type

Date ________________