

## Addendum 2

### St. John the Baptist Parish

**DATE:** August 13, 2019  
**ITEM:** RFQ – Lake Pontchartrain Shoreline Protection Project  
**RFQ DATE:** August 19, 2019 2:45 P.M. CDT

#### Question 1

Section III. Submittals

Please clarify the submittal requirements. We see that we must submit, “All qualification statements must be submitted on the **Standard Form SJB-1000 (Lake Pontchartrain Shoreline Protection Project)** in a sealed envelope. . .” but then we also see,

“All responses must include the following:

- “1. Identification of all team member firms and brief history of each firm comprising the team responding to the RFQ for prime and each subconsultant.
- “2. **Complete list of representative coastal engineering projects** which the respondent or team member has provided services, including the name and address of the owner, owner contact name, email address and telephone number, the type of project, and the total amount of funding (past 5 years).
- “3. A narrative to demonstrate capacity and methodology for timely completion of the project.
- “4. Submissions must address each criterion for evaluation in the order listed in Section III – Submittals.”

Some of these things are presented in the SF SJB-1000, but is it the intent that we should make up written sections to cover 1-3 above as well as the Evaluation Criteria Items (even though they are repetitive)?

1. Key personnel qualifications and experience.
2. Past Performance
3. Understanding of project/familiarity
4. Familiarity with regulatory framework
5. Capacity for timely completion of work

**Answer: Respondents are free to provide written narratives addressing the scoring criteria, in addition to the SJB-1000**

#### Question 2

Are we tied in any way to the order in which information must be submitted?

**Answer: No**

#### Question 3

Past Performance

Standard Form SJB-1000 has section 11. Work by firm which best illustrates project experience relevant to this project (List not more than 10 Projects)

RFQ Section III asks for: Complete list of representative coastal engineering projects which the respondent or team member has provided services, including the name and address of the owner, owner contact name, email address and telephone number, the type of project, and the total amount of funding (past 5 years).

Should we submit both in SF SJB-1000 and in proposal?

**Answer: Respondents may provide this information in both the SJB-1000 and written narrative.**

#### Question 4

We have attached a sample of our standard Corporate Resolution designating authority to sign. Is this acceptable to the Parish?

**Answer: Yes if all information is listed per SJB Corporate Resolution.**