

**ADDENDUM NUMBER 2**  
**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**CDBG-DR**  
**RESILIENT COMMUNITIES INFRASTRUCTURE PROGRAM (RCIP)**  
**ARCHITECTURAL & ENGINEERING PROFESSIONAL SERVICES**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**DATE: April 15, 2025**



This Addendum is issued and shall become a part of the Request for Qualifications for Architectural & Engineering Professional Services for the Terrebonne Parish Consolidated Government CDBG-DR Resilient Communities Infrastructure Program.

## **GENERAL**

The full Request for Qualifications for Architectural and Engineering Professional Services package is located on the Central Auction House website at the following link below:

<https://www.centrauctionhouse.com/rfp78870672-request-for-qualifications-architectural-and-engineering-professional-services-for-tpcg-cdbg-dr-resilient-communities-infrastructure-program-rcip.html>

If a potential respondent does not have access (i.e. not an existing member) to the Central Auction House, a copy of the RFQ may be obtained by emailing Ms. Sharon Ellis, TPCG Purchasing-Warehouse Manager at [sellis@tpcg.org](mailto:sellis@tpcg.org).

## **NON-MANDATORY PRE-SUBMITTAL MEETING**

Held on April 9, 2025 1pm (Virtual option was provided)

Sign-in sheet and agenda are attached as a part of this addendum.

## **QUESTIONS**

1. Page 7, Submittal Format: *submittal will contain a maximum of 30 pages*: I noticed that resumes will not be counted toward the page limit, however, will Appendix A, Cover sheet, Appendix A Signature page, and Table of Contents and Tabs count towards the page limit?

Answer #1: No: Appendix A, Cover sheet, Appendix A Signature page, and Table of Contents and Tabs will not count towards the page limit.

2. Is Appendix C, and Appendix D required to be included in the proposal?

Answer #2: Yes: Appendix C and Appendix D are required to be included in the proposal & will not count towards the page limit.

3. Is there a recording available of the Non-Mandatory Pre-Submittal Meeting?

Answer #3: No.

4. Is it required to submit the full team of consultants as part of the RFQ response? Or is it acceptable to submit a response including one firm and if selected for the pool, the firm would present a project team based on the distinct project scope in the subsequent RFP that would result from a specific project?

Answer #4: It is recommended that the respondent submit the full team of consultants as part of their RFQ response.

5. Is there a maximum number of firms being selected?

Answer #5: No.

6. Are any projects part of Safe Harbors Study?

Answer #6: No.

**END OF ADDENDUM No. 2**

# Pre-Submittal Conference

April 9, 2025

Sign-In Sheet

Name	Organization	Email
Lindsey D. Smith (Site)	CSRS	Lindsey.smith@csrsinc.com
Chris Pulaski (Site)	TPCG	Cpulaski@tpcg.org
Sarah Olivier (Site)	CSRS	Sarah.olivier@csrsinc.com
Melynda Rodrigue (Site)	CSRS	Melynda.rodrigue@csrsinc.com
Paul Tortorici (Teams)	CSRS	Paul.tortorici@csrsinc.com
Clarissa Costa Lima (Teams)	Sizeler Thompson Brown	ccostalima@sizeler.com
Ben Chiasson (Teams)	DDG	bchiasson@ddgpc.com
Tracy Armitage (Teams)	Spackmon, Mossop, Michaels	tracey@smm.studio
Liz Feoli (Teams)	Nano Architecture + Interiors	
Tracie Ash (Teams)	Practis	connect@practis.design
Julie Baben (Teams)	Practis	connect@practis.design
Michael Nicoladis (Teams)	NY & Associates	mnicoladis@n-yassociates.com
Stacey Bonnafons (Teams)	CSRS	Stacy.bonnafons@csrsinc.com
Sharon Ellis (Teams)	TPCG	Sellis@tpcg.org
Jack Plaisance (Teams)	T. Baker Smith	information@tbsmith.com

## Agenda Items:

### Pre-Submittal Conference for Architectural/Engineering Request for Qualifications: Resilient Communities Infrastructure Program (RCIP)

#### 1. Resilient Communities Infrastructure Program (RCIP)

##### Overview

- a. Client: Terrebonne Parish Consolidated Government (TPCG)
- b. Program & Project Management: CSRS Disaster Recovery Management, LLC
- c. State & Federal Agencies: Louisiana Office of Community Development (OCD), U.S. Department of Housing & Urban Development (HUD)

#### 2. Resilient Communities Infrastructure Program (RCIP)

##### Elements

- a. **Funding: \$117 Million** (inclusive of AE, Construction, PM and GM)
  - i. Respondents will be required to follow the CDBG-DR Rider procurement requirements located within the RFQ package (Appendix H).
- b. **Project Types**
  - i. Pump Stations
  - ii. Wastewater / Stormwater Management Plan(s)
  - iii. Wastewater/Sewer Improvements
  - iv. Boat Launches / Fishing Piers
  - v. Water Quality and Flood Risk Reduction
  - vi. Street Improvements / Construction
  - vii. Building Improvements / Rehabilitations/New Construction

#### 3. RFQ Overview

- a. **RFQ Timeline**
  - i. RFQ Advertising begins: *April 2, 2025*
  - ii. Pre-Submittal Conference: *April 9, 2025*
  - iii. Deadline for Q & A: *April 21, 2025*
  - iv. Final date for Addenda: *April 25, 2025*
  - v. Submittal Deadline: *May 2, 2025*
  - vi. Selection recommendations: *TBD*
- b. **Scope of Services**
  - i. Architecture

##### Meeting Name:

Terrebonne Parish CDBG-  
DR RFQ Pre-Submittal  
Conference

##### Meeting Purpose:

Architectural/Engineering  
RFQ

##### Meeting Date:

4/9/2025

##### Meeting Time:

1:00 pm

##### Meeting Location:

TEAMS Meeting

##### Attendees:

TPCG: Sharon Ellis  
Kandace Mauldin  
Chris Pulaski  
David Rome

CSRS: Paul Tortorici  
Stacy Bonnaffons  
Sarah Olivier  
Melynda Rodrigue  
Lindsey Smith

- Study & Report Phase
- Preliminary/Schematic Design
- Design Development
- Bidding/Negotiation
- Construction
- Construction Close-out
- ii. Engineering
  - Study & Reporting\* (*This is the only scope required for Master Plans*)
  - Preliminary Design
  - Final Design
  - Bidding/Negotiation
  - Construction
  - Construction Close-out

#### 4. Submittal Format and Preparation Guidelines

##### a. Submission

- i. Terrebonne Parish Consolidated Government, Attention Sharon Ellis, Purchasing Manager  
301 Plant Road, Houma, LA
- ii. <https://www.centrauctionhouse.com/rfp78870672-request-for-qualifications-architectural-and-engineering-professional-services-for-tpcg-cdbg-dr-resilient-communities-infrastructure-program-rcip.html>

##### b. Submittal Content

- i. Cover Sheet
- ii. Company profile
- iii. Assigned Staff Members
- iv. Previous examples of previous work
- v. Three (3) professional references
- vi. Contact Person

##### c. Submittal Format

- i. 8 ½" x 11" binder
- ii. Table of Content
- iii. Maximum thirty (30) pages

#### 5. Evaluation Criteria and Selection Process

##### a. Evaluations will be by an advisory evaluation committee

##### b. Scoring Criteria

- i. Firm Qualifications and Staff Experience
- ii. Quality and successful completion of projects of similar scope, size and cost
- iii. Firm's ability and capacity to perform the work
- iv. Time schedule and timely delivery of scope
- v. Firm's ability to incorporate best building practices, resiliency measures and methods to mitigate further impacts on infrastructure and communities
- vi. Familiarity with Parish, local communities and recovery needs

#### 6. Questions

7. Any additional questions (post Pre-submittal meeting)
  - a. Must be submitted to Sharon Ellis at [sellis@tpcg.org](mailto:sellis@tpcg.org)