ADDENDUM NUMBER 01
FirstLine Schools RFP for Environmental Services

Addendum Issue Date: December 19, 2012
Includes Revised RFP, Pre-Proposal Conference Sign In Sheet and Pre-Proposal Conference Agenda

Purpose: The purpose of this Addendum is to make changes, additions, deletions, revisions and clarifications to the ORIGINAL bidding documents posted on FLS's website presented on December 18, 2012 at the pre proposal conference for the project referenced above. Bidders shall review the Addendum work and requirements in detail and incorporate any effects the Addendum may have in their proposal price.

REQUEST FOR PROPOSAL (RFP)

for

Professional Environmental Consulting Services

Revised 12.18.12

FIRSTLINE SCHOOLS
EDUCATION FOR LIFE

4200 Canal Street Suite B
New Orleans Louisiana 70119

Prepared by:

Landmark CONSULTING
1340 Poydras Street Suite 2150
New Orleans Louisiana 70112

Summary of Important Dates

RFP Issue Date		December 10, 2012
Pre-Proposal Conference	9:30 AM	December 18, 2012
Deadline for Inquiries/Questions	1:00 PM	December 24, 2012
RFP Submittal Date:	2:00 PM	January 4, 2013

December 10, 2012

Table of Contents

SECTION 1 – INTRODUCTION.....3

SECTION 2 – SCOPE.....5

SCOPE OF SERVICES.....5
PROJECT SCOPE.....5

SECTION 3 – SUBMITTAL FORMAT AND ORGANIZATION.....5

COVER LETTER.....5
PROJECT TEAM AND STAFFING AND REFERENCES.....5
PROJECT SCHEDULE.....6
PROPOSED FEE AND EXPENSES.....6
INSURANCE REQUIREMENTS.....6
EXPERIENCE WITH DBE PARTICIPATION.....7
SUPPLEMENTAL INFORMATION.....7

SECTION 4 – PROPOSAL FORMAT, DELIVERY AND INQUIRIES.....7

SECTION 5 – NEGOTIATION PROCESS AND CONTRACT AWARD.....7

SECTION 6 – ADMINISTRATIVE AND LEGAL REQUIREMENTS.....9

GENERAL.....9
LOUISIANA EDUCATION CODE REQUIREMENTS.....10
INSURANCE REQUIREMENTS.....10

SECTION 7 – OWNER PROVIDED DOCUMENTS.....11

APPENDICES

A. SCOPE OF WORK

B. FEE TABULATION FORM

Request for Proposal (RFP)
Environmental Services for FirstLine Schools
PROJECT # 2012024.00

1. PROPOSALS - The Chief Operating Officer (COO) of FirstLine Schools (FLS) will receive proposals electronically for the above referenced project on **January 4, 2013** until 2:00 pm (CST). There will NOT be public opening of Proposals. Please email Proposal to the email provided in the RFP.

> **WORK DESCRIPTION** – Provide **Professional Environmental Services** in preparation for the demolition of the **Gymnasium, Classroom Building, and Administrative Building**. These services include but are not limited to surveying of hazardous materials and providing air monitoring as deemed necessary.

2. PROPOSAL DOCUMENTS - The RFP Documents are available to review online at http://www.firstlineschools.org/firstline-rfps.html. If requested, FirstLine Schools will provide or send by email, at no cost, this RFP.

3. DEADLINE FOR AWARD - FLS will act within Seven (7) days after the date of opening to award the Contract or reject all Proposals. Proposal shall not be subject to withdrawal except as provided in the Request for Proposal (RFP).

4. PRE-PROPOSAL CONFERENCE – A pre-proposal conference will be held at First Line School's Administration Conference Room on Tuesday, **December 18, 2012** at 9:30 CST. The address is 4200 Canal Street, New Orleans, Louisiana, 70119. All Consultants (authorized representatives) are encouraged to attend the pre-proposal conference and the tour of the project site(s). The **Project Manager, Landmark Consulting LLC** may issue Addenda, as FLS considers necessary in response to questions. Please submit all questions in WRITING via EMAIL to michaelb@landmarkconsultingllc.com.

5. CONTRACT/AWARD – One contract will be awarded to successful Consultant based upon proposal submitted being most favorable to FLS. FLS reserves the right to waive any non-conformances in any Proposals (unless any such waiver is barred by LSA - R.S. 38:2212), to reject any and all Proposals for just cause (LSA - R.S. 38:2214(B) and to re-advertise for new Proposals.

6. QUESTIONS- All questions concerning this RFP, Scope of Work and associated documents shall be submitted in writing via email to **Landmark Consulting, LLC attentions: Michael A. Babatunde. The email address is:** michaelb@landmarkconsultingllc.com. The last day for questions is December 24, 2012 at 1:00 pm CST.

By: _____ Published By: _____
Director of Operations Dates: (1) 12/10/12
(2) 12/17/12
(3) 12/24/12

_____ _____
Approved Project Manager Landmark Consulting
Chief Operating Officer FirstLine Schools

The FirstLine Schools (FLS) will be accepting proposals from qualified Consultants to provide Professional Environmental Consulting Services specifically for Hazardous Materials Abatement for demolition projects for sites located at **3801 Monroe Street, New Orleans Louisiana 70119.** The project will consist of the demolition of (1) Gymnasium, (2) Classroom Building and (3) Administrative Building.

The Request for Proposal (RFP) can be obtained at FirstLine Schools' website: http://www.firstlineschools.org/firstline-rfps.html

The Project team includes members of FirstLine Schools and Landmark Consulting.

The successful Consultant shall act on behalf of the owner and under the oversight of Landmark Consulting. Landmark Consulting is providing general oversight on behalf of the owner. The responsibilities of the Consultant will include, but not limited to, the technical services associated with hazardous material identification, design coordination, abatement contractor selection, and oversight of abatement activities, air quality monitoring and final clearance testing of areas of the project. A detailed **scope of work** is contained in **Attachment 'A' of this RFP.**

For the purpose of this RFP, the term "hazardous material" shall include any and all substances found on the project site where the handling or removal of the material requires specific training and/or certification by governing agencies. Typical hazardous materials include, but not limited to, asbestos, lead-based paint and any other hazardous metals.

The Consultant shall select and organize a team appropriate for the Scope of Work for the project. FLS will retain the right to reject any proposed team member. The Consultant is responsible for negotiating the required scope of services, fee and expenses with any sub-consultant to meet the needs of this project.

The Consultant and their team must clearly demonstrate their ability and expertise to provide the required professional services, staffing and resources to complete the project. Within the limits of the Scope of Work for this project, FLS is looking to the Consultant to propose ideas to improve the quality of overall process, collaborate with FLS staff, and all other project consultants.

The Consultant and their team must comply with FLS's approved Procurement Standards, applicable ordinances, local, state and federal codes, the Louisiana Education Code and the terms and conditions of the Owner-Consultant Agreement and General Conditions. The proposal should include all work, fees, expenses and other direct costs necessary to respond to the scope and complete the work to the highest level of professional standards.

FLS reserves the right to reject any or all proposals. This RFP and submitted proposals will be incorporated into the Owner/Consultant Agreement. The information contained in this RFP shall no way relieve the proposing Consultants/Organizations from complying with all applicable laws, codes, requirements or similar guidelines of any agency, whether local, state

or federal in nature. Should any information contained in this RFP conflict with such guidelines the more stringent shall apply.

Section 2 – Scope

Scope of Services
Provide a detailed description of the scope of services and all consulting disciplines for this project. The Consultant is responsible for all required services to include but not limited to meetings, project management, record correspondence, documentation and reports, files and archiving, team coordination reviews, third party coordination, plan checking, quality control reviews and presentations. Describe the deliverables for this phase of work. The Consultant is responsible for code review and compliance, preparing progress reports, project schedules with progress updates, coordinating work with City, and other public agencies and the coordination with the Project Manager and the owner.

The Consultant is expected to modify and or supplement work phases as required to meet the needs of the project. The project has a progressive schedule and is currently in the planning stage.

Project Scope
The Consultant is to provide Professional Environmental Services in preparation for the demolition of the **Gymnasium, Classroom Building, and Administrative Building**. These services include but are not limited to surveying of hazardous materials and air monitoring during and after the demolition is completed.

Section 3 – Submittal Format and Organization

Consultants must organize their submittals in the following manner:
Part 1 – Cover Letter
Part 2 – Project Team and Staffing and References
Part 3 – Project Schedule
Part 4 – Proposed Fee and Expenses
Part 5 – Certificate of Insurance
Part 6 - Experience with DBE Participation
Part 7 - Supplemental Information

Cover Letter
The cover letter should clearly indicate the name and type of business (for example, corporation, L.L.P., etc.) of the firm proposing. If a team or joint venture is proposed, the cover letter should clearly indicate all members of the team or joint venture, their roles and respective percent of participation. Consultants must acknowledge their awareness of all posted explanations/answers to questions and addenda for this RFP.

Project Team/Staffing and References
Background: Provide a general background of your organization, including a history of the company, length of time in business, and experience working with public agencies in particular

School Districts. Provide contact names and numbers of references familiar with the quality and reliability of your work.

Organization Chart/Staffing Plan: Provide a detailed organization chart indicating each firm's team members who will be assigned to each major task or responsibility area. Provide a staffing plan indicating the percent involvement each will have during each phase of work. Provide detailed resumes for each team member shown on the organization chart and others that will provide leadership or key participation on the project. The proposed team/staff assignments shall remain consistent throughout the project. If substitutions are proposed, they must be presented to FLS in writing for review and acceptance. Include a schedule of fees of the proposed team/staff at a minimum the Consultant must identify and provide resumes and schedule of fees for the followings (or like kind) key positions for each discipline:

- Principal-in-Charge
- Project Manager or On-site Manager
- Industrial Hygienists

Qualifications: Provide qualifications/resumes of the proposed team and/or individuals participating on the proposed team, as evaluated in terms of functional, technical, and economic features of services provided for other clients. Commit, in writing to provide the proposed team/staff to the project unless they are no longer employed by the organization or some other extraordinary event occurs that makes them unavailable to the project.

References: Provide a detailed statement of experience of three (3) separate environmental professional consulting projects, completed within the last five (5) years. FLS reserves the right to approve or disapprove of the proposed staff.

Project Schedule
Based on an estimated project time frame (21 days), present a comprehensive project schedule showing each phase of work and the sub-category activities. Indicate key milestones, to include but not limited to drawings or document review time, critical coordination milestones and any related school site, FLS, or third party activities. Within the requirements and parameters of the project, FLS encourages the Consultant to provide alternate methods for expediting work process.

Proposed Fee and Expenses:
Present a total Lump Sum Fee with a breakdown of fees and other direct costs for Each designated portion of the work. The "**PROPOSED FEE** and **TABULATION**" form shall be used to submit this information.

Certificate of Insurance Requirements:
The Consultant shall carry insurance with underwriters acceptable to FLS and with minimum limits of liability, as stated in Section 5 below. Provide proof of such insurance with the proposal submittal.

Experience with DBE Participation
Consultants should present a proposed draft plan that demonstrate and encourages DBE participation. Consultants shall propose DBE participation levels and submit a Methodology Plan for the solicitation

of DBE consultant. Consultant is to provide a list of no more than 3 projects completed within the last 5 years requiring DBE participation. Describe the DBE role and responsibilities.

Supplemental Information:
Consultants shall provide a statement of the financial stability and ability to fulfill the obligations of the contract(s) that may be awarded. **Provide a copy of the most recent (business year end) audited financial statement and bank officer contact.** Additionally, provide a description of all pending or settled litigation or arbitration instituted by or against the Consultant within the previous three (3) years, as well as a list from a recognized online database, such as Westlaw or Lexis, showing all litigation or arbitration instituted by or against Respondent with an explanation of the current status thereof. A summary or general statement will not meet the requirements of this paragraph. If the Consultant is a joint venture or a partnership, then the information must be provided for all members of the business relationship. Provide a notification of Criminal History of Consultant.

Section 4 – Proposal Format, Delivery and Inquiries

The proposal format shall follow the items in Section – 3 Submittal Format Requirements.

Deliver one (1) original electronic copy to the Chief Operation Officer. The email address is jneary@firstlineschools.org

FirstLine Schools
Attn: **Joseph Neary**
4200 Canal Street, Suite B
New Orleans Louisiana 70119
January 4, 2013 no later than 2:00 pm (CST)

All inquiries and questions must be made in writing and directed to Project Manager: **Michael Babatunde** of Landmark Consulting, LLC via email at michaelb@landmarkconsultingllc.com on December 24, 2012 later than 1:00 pm (CST).

Section 5 – Negotiation Process and Contract Award

Upon receipt of the Proposal, FLS and Landmark will review proposals and cost data. Each proposal will be reviewed for completeness, format requirements, verifiable references, and responsiveness to this RFP's requirements. Only those proposals that are properly completed, and meet the minimum format and content requirements will be considered in the final evaluation process. To be eligible for evaluation, proposer shall adhere to the format/criteria set forth in the RFP. Each of the required sections must be addressed and labeled. The review, negotiation and award process will be conducted based on the following steps and criteria:

1. Acceptance of a submittal implies no obligation on the part of FLS nor does the silence of FLS imply rejection of any submittal.
2. FLS reserves the right to reject submittal and to waive any and all formalities and conditions.

3. FLS may make any investigation it deems necessary to determine the ability of the Consultant to provide satisfactory performance in accordance with these instructions, terms and conditions. The Consultant shall furnish FLS with such information as required.
4. Per applicable law, FLS may award contracts for professional services on the following basis:

FirstLine Schools Contractor / Vendor Selection Criteria
For Evaluation of RFP and RFQ Applicant Proposals and Responses

Component	Scoring Scale	Evaluation Criteria
Proposal Quality	5 points	Award of a purchase order or contract is based on the best value to FLS: quality, availability, delivery, specifications, terms, conditions, and fitness for the particular purpose. When a solicitation requires an oral presentation, submission of test samples, or inspection of facilities, these factors are part of the component evaluation.
Price	1 - 3 points for each The highest score is 3 points; however, applicants failing to address a Component entirely will receive a score of zero.	Lowest bid(s) receive 3 points; Highest bid(s) receive 1 point; all other bids receive 2 points. The total cost may include unit price, delivery and installation, and maintenance and cost of operation as defined in the solicitation. If there is a discrepancy between a unit price and its extension, the unit price will prevail.
Executive Resumes		Relevant professional experience, but no expertise in project subject; between 5 and 10 years of specified expertise in project subject; more than 10 years of expertise in specific project subject.
Professional References		Consideration is also given to the applicants' potential ability to perform successfully under the terms and conditions and their past performance record.
Company Financials		Three years of most recent company financials are requested.
Headquartered in Orleans Parish	1 point for each Applicant can successfully demonstrate the Component as described by the Evaluation Criteria	Principal of Business and Registered Office in Orleans Parish as listed with the Louisiana Secretary of State.
State & Local Disadvantaged Business Enterprise		Listed in the SLDBE Directory on the City of New Orleans website.
Community Involvement		Demonstrated organizational commitment to programs or public service initiatives serving the youth of New Orleans

Component	Scoring Scale	Evaluation Criteria
Innovation		Demonstrated organizational commitment to business practices and methodologies that: 1. Promote continuous professional development and technical training of employees, 2. Promote the health, safety, and wellness of employees, or 3. Promote sustainable and responsible environmental and community relationships.

Louisiana Public Bid law

(a) A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:
    1. on the basis of demonstrated competence and qualifications to perform the services; and
    2. for a fair and reasonable price.

(b) The professional fees under the contract:
    1. must be consistent with and not higher than the recommended practices and fees published by the applicable professional associations; and
    2. may not exceed any maximum provided by law.

(c) In procuring professional services, a governmental entity shall:
    1. first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
    2. then attempt to negotiate with that provider a contract at a fair and reasonable price.

5. If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the entity shall:
    1. formally end negotiations with that provider;
    2. select the next most highly qualified provider; and
    3. attempt to negotiate a contract with that provider at a fair and reasonable price.
6. The entity shall continue the process described in Subsection (b) to select and negotiate with providers until a contract is entered into.

Section 6: Administrative and Legal Requirements

General

1. Consultant to this RFP shall be responsible for any and all expenses they incur in preparing their submittal.
2. It is possible that a Consultant may be awarded more than one project.
3. FLS will not be held responsible for any submittal that is not addressed properly, lost, or late unless it is determined that FLS is at fault.
4. A Consultant may withdraw a submittal any time prior to contract award.

Louisiana Education Code Requirements
The Louisiana Education Code requires that the following is included in all RFP documents. Each vendor must respond accordingly. Each corporation contracting with the District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Louisiana franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.

A person or business entity that enters into a contract with a District must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

This section does not apply to a publicly held corporation.

Insurance Requirements
Minimum Limits of Liability

Type of Insurance	**Limit**
General Liability	
General Aggregate	$500,000
Products-Comp / OP AGG	$500,000
Personal and ADV Injury	$500,000
Each Occurrence	$500,000
Fire Damage (any one fire)	$50,000
Medical Expenses (any one person)	$5,000
Automobile Liability	
Combined Single Limit	$500,000 or
Bodily Injury (Per Person)	$250,000
Bodily Injury (Per Accident)	$500,000
Property Damage	$100,000
Excess Liability	
Each Occurrence	$1,000,000
Aggregate	$1,000,000
Workers Compensation	
Each Accident	$100,000
Disease-Policy Limit	$500,000
Disease-Each Employee	$100,000

Professional Liability (Errors and omissions)	$1,000,000

Section 7 – Owner Provided Documents

As appropriate and available, FLS will provide the Consultant with the following documents:

- Plans and documents related to the facilities and site locations
- Environmental or Hazardous Materials Reports
- Tax Exempt Affidavit
- Site Plan for Projects associated with this RFP
- Contract Document for executing Environmental Services Contract

Attachment "A"
Scope of Work

1. ***Preconstruction Services***

The Consultant shall develop the following, subject to approval by the Owner:

A. A schedule to complete the hazardous material identification/sampling/documentation scope of work.

B. Review of all existing Owner documentation of existing hazardous material and conditions in its facilities.

C. A hazardous material identification/sampling plan that clearly delineates how the Consultant will conduct the necessary investigations.

2. ***Material Identification/Sampling/Documentation***

The Consultant will be responsible for providing the following services:

A. Review project scope of work for extents of hazardous materials based on design intent.

B. Create a testing & sampling protocol for any area of a project where prior reports do not exist.

C. Locate, sample and test all materials thought to contain possible hazardous materials throughout the project site which are not already detailed in previous reports.

D. Quantify all materials tested as positive for hazardous materials.

E. Create an estimated quantity of hazardous containing materials that must be abated in accordance with local, state and federal law.

F. Provide documentation identifying all hazardous materials, nature of the material, detailed location descriptions and quantities of material to be removed as a part of the abatement process.

G. Develop a cost and time sensitive hazardous material abatement plan and coordinate with contractor's construction phasing plan.

The scope of work identified in this section does not represent an all-inclusive list of required activities. The Consultant is required to provide any and all services required to adequately locate, identify, quantify and document any hazardous material located on the project site.

3. ***Design Phase Coordination***
The Consultant will provide the following services in support of the design phase of the project:

A. Attend design coordination meetings to assist in coordinating the project construction phasing with hazardous material abatement requirements.

B. Provide an estimate for the market value of the abatement work to be completed.

C. Coordinate and procure all necessary agency and jurisdictional permits required to complete the abatement process. All permits shall be procured in sufficient time to support the contractor's schedule and necessary abatement required to initiate each phase of construction.

4. ***Bidding and Abatement Contractor Selection***
The Consultant may be responsible for facilitating the abatement contractor selection process as follows:

A. Develop abatement specifications and documents detailing abatement procedures and requirements.

B. Develop and administer the abatement contractor selection process, including, but not limited to, bid specifications, proposal requirements, pre-proposal meetings and walks and addenda. The selection process and all related documents and procedures shall be approved by the Owner prior to issuance to the general public.

C. Conduct the abatement contractor evaluation process with Owner participation and provide a recommendation for a finalist.

D. Review draft Owner/Abatement contractor agreement language by Owner and provide comments for review by the Owner.

E. Review abatement contractor work plan and provide comments to Owner.

5. ***Abatement Oversight***
The Consultant will assist Owner in the administration of the abatement process, including completing the permitting and notification process associated with agencies having jurisdiction over this work, air quality monitoring and oversight of the abatement process.

The Consultant will be responsible to:

A. Provide oversight of abatement work performed at the site while abatement is occurring to ensure compliance with all guidelines and requirements.

B. Act as the liaison between the Owner and all governing agencies.

C. Provide comments on abatement contractor invoicing and change order requests and provide recommendations to the Owner.

D. Provide air quality monitoring during the abatement process including the establishment of baseline air quality levels prior to the start of the abatement process in any given area.

E. Provide clearance testing at the completion of construction in each area.

F. Act on behalf of the Owner to ensure the work is accomplished in a manner beneficial to the Owner.

G. Coordinate all abatement scheduling and agency notifications with contractor's schedule.

H. Attend general construction/coordination meetings to coordinate the abatement contractor with the general contractor's schedule.

I. Provide immediate sampling, testing and reporting of unknown materials that may contain hazardous materials encountered during construction/demolition.

J. Provide daily and/or weekly reports of abatement process and activities.

K. Provide written progress reports on a monthly basis detailing, at a minimum, abatement work completed during the previous month, planned abatement work for the upcoming month, potential challenges and risks and general status of the hazardous material removal process.

L. Ensure that all abatement efforts conducted in conjunction with this bond effort comply with all applicable Local, State and Federal laws and policies governing such operations.

6. ***Project Closeout***

At completion of each phase of project, the Consultant shall complete the following:

A. Provide a comprehensive hazardous material assessment of the project after completion of the construction/demolition process.

B. Provide all final documentation required by governing authorities.

C. Provide final report and letter specifying the hazardous material abatement process has been completed and is in accordance with all requirements and codes.

7. **Deliverables**

As a part of the scope of work for this project, the following is a list of deliverables with to be provided and **anticipated delivery dates**. **Please note that The Consultant shall be required to support the contractor's construction schedule. Exact dates will be better defined when the successful Consultant is awarded a contract.**

A. Not to exceed budgets and Scope of work – 21 (Twenty One) calendar days from notice to proceed (NTP).

B. Hazardous material identification/sampling/documentation schedule – 21 (Twenty One) calendar days from execution of contract or as otherwise approved by Owner in writing.

C. Hazardous material identification/sampling plan – 21 (Twenty one) calendar days from execution of contract or as otherwise approved by Owner in writing.

D. Hazardous material assessment report – 7 (Seven) calendar days from approval of identification/sampling plan or as otherwise approved by Owner in writing

E. Cost estimate of abatement work – 7 (Seven) calendar days from submission of assessment report.

F. Abatement specifications/scope of work/contractor selection process documents – 4 weeks prior to start of abatement contractor selection process.

G. Air sample/clearance testing reports – 7 calendar days from sampling date.

H. Final hazardous material assessment report – 14 (Fourteen) calendar days from substantial completion of work.

This list is not intended to represent all deliverables for this project. The Consultant shall be responsible for submitting all other documentation as required to support the contractor's construction schedule.

8. **Additional Services:** The Consultant will be responsible for the additional work that may be encountered. The Consultant will be responsible the overseeing the additional work in accordance with the guideline provided in this RFP.

Attachment "B"
Sample Fees Tabulation Form

Date:

Firm Name:

Address:

City: State: Zip Code:

Telephone:

Fax:

E-Mail:

Item no.	**Item Description**	**Proposed Fees**	**Associated Expense**	**Contingency**	**Total**
1					
2					
3					
4					
5					
6					
7					
8					

TOTAL LUMP SUM PRICE NOT TO EXCEED: $

(NUMERIC)

TOTAL LUMP SUM PRICE NOT TO EXCEED**: $**

(WRITTEN)

Signature of authorized representative: _____

Seal (if corporation**)**

FirstLine Schools

Environmental Professional Consulting Services
Pre-Proposal Conference Agenda

November 18, 2012 | 9:30 am
4200 Canal Street | New Orleans, Louisiana 70119

Chair

Latonia Batiste and Michael Babatunde **Landmark Consulting**

Agenda

A. INTRODUCTIONS

B. SIGN-IN SHEET

C. PROJECT DESCRIPTION & SCOPE OF WORK

D. WORK OR SERVICES BY OTHERS
Such as abatement and air monitoring, etc.

E. PROPOSAL ADDENDUM
Will be uploaded to FLS's website

F. PROPOSAL OPENING will be CLOSED TO THE PUBLIC
FLS will open and review only electronic proposals submitted no later than **JANUARY 4, 2013**. All hardcopies of **PROPOSALS** will be **REJECTED**. A selection will be made within 14 days.

G. PROJECT SCHEDULE
A typical project schedule was referenced in the RFP however; you are encouraged to provide your custom schedule.

H. OBTAINING RFP
The RFP has been uploaded to FLS's website.

I. REQUIRED BID SUBMITTALS

1. Cover Letter
2. Project Team, Staffing and References
3. Project Schedule
4. Proposed Fee and Expenses
5. Certificate of Insurance
6. Experiences with DBE Participation
7. Any required Supplemental Information

J. SAFETY and DRUG FREE ZONE

K. STAGING, ACCESS, PARKING, USE OF FACILITIES
To be determined and discussed after award of the project

L. CLEAN UP, PROTECTION OF THE PREMISES, & ENVIRONMENTAL CONSIDERATIONS

M. CERTIFICATIONS and INSURANCE
Provide all applicable certification requirements as well as all insurances as outlined in RFP

AA. QUESTIONS
NO QUESTIONS

BB. SITE TOUR