

CITY OF SHREVEPORT-PURCHASING DIVISION

P.O. BOX 31109 SHREVEPORT, LOUISIANA 71130-1109 □ Suite 610, 505 TRAVIS SHREVEPORT, LA 71101-3042
Phone 318/673-5450 web site: www.shreveportla.gov Fax 318/673-5408

May 19, 2023

AMENDMENT #1

RFS 23-704

Architectural Services for Shreveport Police Headquarters Facility

Bidders on the Project are hereby notified that this Amendment shall be attached to and made part of the above-named solicitation documents dated May 3, 2023. The following items are issued to add to, to modify, and/or clarify the solicitation documents. These items shall have full force and effect as the solicitation documents. Proposals to be submitted on the specified bid date shall conform to the additions and revisions listed herein. Acknowledge receipt of all amendments received by inserting the total number received on signature page of the bid form. Failure to do so may subject the bid to being declared as non-responsive.

It shall be the Bidder's responsibility to make an inquiry as to any Amendments issued.

Question

- 1.0 Page 3, Item #6.0 Insurance Requirements: Do we need to provide copies of our insurance certificates in the bound copies of our submittal?
No, insurance certificates do not need to be included in the proposal.
- 2.0 Page 6, Item #7.3 Scope of Work: Will there be a parking structure as part of the new project? Or only surface parking?
This will be determined by the design team.
- 3.0 Page 6, Item #7.6.1 Scope of Work: As part of demolition of the existing facility will hazardous materials need to be removed/abated? Is the selected A/E team responsible for this scope of work? Or will the City handle this prior to building demolition?
City will handle prior to demolition.
- 4.0 Page 6, Item #11.2 Documentation of Responses: What do you mean by "...your sealed container"? Does this mean our bound submittal binder? Or do we need to put all (12) copies of our submittal into a sealed box or envelope?
All copies of your submittal should be placed in an opaque envelope, box or container.
- 5.0 Page 7, Item 13.1.2: This requests a description of the approach to the project. However, page 8, Item 14.1.8 also asks for a "Project Approach." Are these different? How? Or are they the same? If so, then where does it need to be included in the order of the submittal? And is this required to be on Form 330? Or is this supplemental to Form 330?

These are the same and should be six (6) pages maximum following the transmittal letter. You may also include it in Form 330 if you desire.

- 6.0 Page 7, Items 13.1.3.b: This asks for resumes but there is also a place on Form 330 for resumes. Do we provide resumes ONLY within Form 330? Or elsewhere as supplemental information in our submittal?

Resumes for key personnel shall be included with a maximum of two (2) pages along with the organizational chart. Relevant information for Form 330 should also be included.

- 7.0 Page 7, Items 13.1.4: This asks for “Related experience of firm ...” but there is also a place on Form 330 under Sections E & F for firm and project experience. Do we provide our firm and project experience ONLY within Form 330? Or elsewhere as supplemental information in our submittal?

Related experience of the firm may be included within Form 330.

- 8.0 Page 8, item #14: This refers to Standard Form 330: Is this the ONLY format in which we are required to provide all information listed from 13.0 through 14.1.8? Or are we allowed to include additional pages as supplemental information?

Additional information may be included but the additional information should be confined to the maximum page numbers for each section.

- 9.0 Page, Item #14.1.1 through Items #14.1.8: Are we to provide all of this information ONLY within Form 330? Or are we allowed to include additional pages as supplemental information.

Section H of Form 330 allows for additional information including additional sheets as needed.

- 10.0 Page 8, Item #16 Felony Conviction Affidavit: Does a signed copy of this form only need to be provided by the lead member of the A/E? Or every member of the A/E team?

The Felony Conviction Affidavit should be filled out by the architectural firm that is submitting the proposal.

- 11.0 Page 8, Item #17 Public Contract Affidavit: Does a signed copy of this form only need to be provided by the lead member of the A/E? Or every member of A/E team?

A copy of the Public Contract Affidavit should be provided by the architectural firm that is submitting the proposal.

- 12.0 Is there a page limit?

Yes. Submission Requirements on pages 7-8 indicates the number of pages per section.

- 13.0 Should the entire submittal be printed on 1-side only?

The submittal may be printed either 1 or 2-sided.

- 14.0 Will there be an in-person interview/presentation of the 3 or 5 highest ranking firms?

An in-person interview or presentation may or may not be requested by the A/E Selection Committee.

- 15.0 Who are the current members of the A/E Selection Committee?

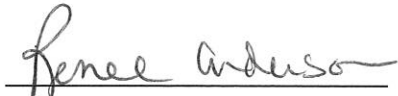
Tabatha Taylor, James Green, Patrick Furlong, William Daniel IV, Leon Wheeler, Russell Delancy, Gary Norman, Charles Henderson, and Clarence Babineaux.

16.0 Are we required to provide a separate Form 330 within our submittal for every firm that will be part of our A/E team?

According to the instructions on page 1 of Form 330 only Part II is to be prepared for each firm that will be part of the team.

Please contact responsible buyer, Angela McNicoll, at (318) 673-5454, if you have any questions regarding this matter.

CITY OF SHREVEPORT

A handwritten signature in cursive script that reads "Renee Anderson". The signature is written in black ink and is positioned above a horizontal line.

Renee Anderson, MBA, CPPB
Purchasing Agent