



CITY OF LAKE CHARLES

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Department of Finance
Emily K. McDaniel, Director

Purchasing Division
Alecia Comeaux, Manager

COMPLETE THE RECEIPT ACKNOWLEDGEMENT FORM AND ATTACH SIGNED ORIGINAL TO THE RFP PACKAGE

ADDENDUM NO. 2

RFP #2023-01 – PROFESSIONAL SERVICES – PROGRAM MANAGER FOR CITY OF
LAKE CHARLES COMMUNITY DEVELOPMENT BLOCK GRANT
DISASTER RECOVERY (CDBG-DR) DIRECT ALLOCATION

DATE OF ADDENDUM: September 20, 2022

RFP OPENING DATE: October 4, 2022

TO: Prospective Proposers

Proposers on the above noted item are hereby notified that this Addendum shall be attached to and made part of the above named RFP documents dated August 26, 2022.

The following items are issued to add to, to modify, and clarify the RFP documents. The items shall have full force and effect as the RFP documents, and cost involved shall be included in the proposal prices. Proposals, to be submitted on the specified proposal date, shall conform to the additions and revisions listed herein.

Acknowledge receipt of the Addendum by signing the receipt acknowledgement form included at the end of Addendum No. 2 and include the original manually signed in ink with any proposal submitted to the City for the above noted item.

If you have any questions concerning this addendum, please contact me at (337) 491-1263.

Sincerely,

Alecia Comeaux
Purchasing Manager

United for Progress and Prosperity

ADDENDUM NO. 2

RFP #2023-01

**PROFESSIONAL SERVICES – PROGRAM MANAGER FOR CITY OF LAKE
CHARLES COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY
(CDBG-DR) DIRECT ALLOCATION**

The following requests for clarification and/or additional information were made by potential proposers.

1. The RFP does not state how many originals, copies, and/or USBs are required for submission. Can you please provide this information?
Proposer shall submit proposals via hard copy to contain one (1) original and seven (7) additional copies of proposal or via electronic submission at www.bidexpress.com by the date and time specified. Failure to submit the required number of hard copies may result in finding of non-conformance. Originals should be clearly marked. The City will not be responsible for submissions forwarded through the U.S. Postal Service or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location. Proposals submitted by facsimile (FAX) or e-mail will not be accepted. Any proposal received after 2:45 PM (CDT) on October 4, 2022 will be deemed unresponsive and will be returned to Proposer unopened.
2. Per Exhibit A “Pricing Schedule,” (Page 3 of RFP), the staff positions listed in the Staffing Plan are as follows: Project Manager, Program Director, Program Specialist, and Admin; however, on the same page where the positions and hourly rates need to be included, the positions are listed as follows: Project Manager, Project Director, Project Specialist, and Admin. Please clarify which positions are to be used for this RFP.
The positions to be used for this RFP are Program Manager, Project Director, Project Specialist and Admin.
3. If our firm includes additional staff positions, will this affect the scoring of our proposal?
Yes. Do not include additional staff positions in your proposal.
4. Per the Notice to Proposers listed on COLC's website: "All proposals must be submitted on PROPOSAL FORMS. Paper requests for proposals may be obtained in the Office of Central Purchasing." What does COLC mean by “Proposal Forms”? Where can these be obtained?
This refers to the invitation and package issued by the Purchasing Division. Pages 3 and 18 are forms that must be completed, in addition to the submission requirements outlined in the package.

5. Per COLC's website: "Bids may be submitted on paper using the designated bid forms or electronically through BidSync services as explained below."
- Does that apply to this proposal - can the proposal be submitted in its entirety electronically via BidSync. And if so, are paper copies not required?
The website also refers to BidExpress. This invitation is posted on BidExpress instead of BidSync.
 - We cannot find this submittal on BidSync. Has it been posted on that platform yet?
See above.
6. The deadline for the COLC's Public Action Plan and Implementation Plan to be submitted to HUD is November 28, 2022.
Per Addendum No. 1, the City of Lake Charles has requested an additional thirty (30) days to submit the Public Action Plan and Implementation Plan. The deadline is actually December 28, 2022.
7. How many copies of the submittal would the COLC like included?
Proposer shall submit proposals via hard copy to contain one (1) original and seven (7) additional copies of proposal or via electronic submission at www.bidexpress.com by the date and time specified.
8. Please confirm the successful bidder will have the opportunity to negotiate mutually agreeable contract terms upon selection for award.
Yes. The successful bidder will have the opportunity to negotiate mutually agreeable contract terms upon selection for award.
9. Can COLC confirm that the proposal is to include staffing and pricing to both develop the action plan and associated programs, as well as staffing and pricing to **implement** any programs as approved by HUD?
The COLC confirms the proposal is to include staffing and pricing to both develop the action plan and associated programs. However, additional staffing and pricing may be needed to implement any programs approved by HUD.
- Please note on page 1, Scope of Services under General Statement of the RFP, it states, ". . . The COLC does not have any projects currently planned for this award. It will seek the consultant's expertise with CDBG-DR program eligibility to determine which project(s) it will undertake". . . .*
- With this in mind, if additional staffing and pricing is needed, based on the type of programs to be undertaken, the COLC will negotiate with the consultant to add those staff positions.*
10. **General.** Would it be possible to provide unprotected copies of the RFP and Addenda so that bidders can export and save individual forms? Forms cannot be exported from the RFP document with current protections.
No, unprotected copies are not distributed.
11. **General.** Are electronic proposal submissions permitted, or does COLC prefer hard-copy submissions?
Either are acceptable. BidExpress must be used for electronic submission.

12. **General.** If hard-copy submissions are required, how many copies should bidders submit?
Proposer shall submit proposals via hard copy to contain one (1) original and seven (7) additional copies of proposal.
13. **Exhibit A, page 3.** In this section, the City of Lake Charles lays out its required staffing plan. However, one of the positions is listed as “Program Director” under Staffing Plan and also listed as “Project Director” in the section for providing hourly rates. Please clarify which is correct.
It is Project Director.
14. **Exhibit A, page 3.** Similarly, one of the required positions is listed as “Program Specialist” under Staffing Plan and is also listed as “Project Specialist” in the section for providing hourly rates. Please clarify which is correct.
It is Project Specialist.
15. **Exhibit A, page 3.** The RFP includes space for bidders to insert rates for staffing and a lump sum fee for Action Plan and Implementation Plan development. Should bidders complete and provide this page specifically in their proposals, or is it acceptable to simply present the requested information as part of their proposal?
Form must be completed and any additional information can be included as an attachment/appendix.
16. **Exhibit A, page 3.** The COLC’s initial staffing plan includes four positions. Are bidders permitted to propose additional positions and include hourly rates for those positions? Or must all persons working on the contract fit into one of the four designated positions?
Bidders are not permitted to propose additional positions and hourly rates.
17. Please confirm how many copies are required for the hard copy submittal?
Proposer shall submit proposals via hard copy to contain one (1) original and seven (7) additional copies of proposal.
18. In the “Notice to Proposers”, it states all proposals must be submitted on “PROPOSAL FORMS”. Please confirm the Proposal Forms required for the submittal: Exhibit A: Pricing Schedule and Required Signature Page for Proposals (pg. 18 of the RFP). Are there other forms required for the submittal?
This refers to the invitation and package issued by the Purchasing Division. Pages 3 and 18 are forms that must be completed, in addition to the submission requirements outlined in the package.
19. If a respondent would like to submit requested exceptions or additions to Exhibit C CDBG Terms and Conditions/Compliance Provisions for Professional Services Contract, should they be included in an appendix to the proposal response?
Yes.

ADDENDUM NO. 2 – RECEIPT ACKNOWLEDGEMENT FORM

RFP #2023-01

PROFESSIONAL SERVICES – PROGRAM MANAGER FOR CITY OF LAKE CHARLES COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY (CDBG-DR) DIRECT ALLOCATION

OPENING DATE: OCTOBER 4, 2022

I, Jack Hunt hereby affirm that I have received **Addendum No. 2** for the following: RFP #2023-01 for Program Manager for City of Lake Charles CDBG-DR Direct Allocation

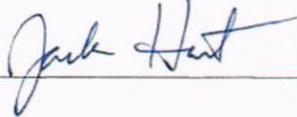
FIRM'S LEGAL NAME Hunt, Guillot and Associates, LLC (HGA)

ADDRESS 9357 Interline Ave.
Baton Rouge, LA 70809

TELEPHONE # (225) 927-6825

FAX # (225) 927-6850

EMAIL ADDRESS jhunt@hga-llc.com

SIGNATURE (manually signed in ink): 

DATE October 3, 2022

COMPLETE THE RECEIPT ACKNOWLEDGEMENT FORM

ATTACH ORIGINAL MANUALLY SIGNED IN INK

TO THE BID PACKAGE