



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

**April 13, 2020**

Please find the following addendum to the below mentioned Request for Qualifications (RFQ):

**Addendum No.:** 1

**RFQ #:** 20-01-4

**Project Name:** Engineering Consulting Services for St Tammany Regional Airport

**RFQ Due Date:** Thursday, April 16, 2020

### GENERAL INFORMATION:

---

The project list should include "Master Plan Update".

### QUESTIONS & ANSWERS:

---

Question 1. Section 1.5.N - Is the SF330 form required just for the prime consultant?

**Answer 1. Yes**

Question 2. Section 1.5.N - Do the sub consultants have to submit an SF 330 form in the proposal as well?

**Answer 2. No**

Question 3. Section 1.5.M - In regards to the Governor's Stay at Home Order, are copies of the proposal required? Will an electronic submittal (email) be allowed? If copies are required, how can they be submitted with the Parish's offices closed?

**Answer 3. As stated in the clarification that was sent out. Electronic submissions will be accepted via email to [purchasing@stpgov.org](mailto:purchasing@stpgov.org) as the STPG buildings are closed until April 30, 2020.**



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

Question 4. Section 1.5.L - With notaries unavailable due to the Stay at Home Order, is the Acknowledgement of Waiver required at this time? Can a Waiver that is not notarized be submitted in the proposal? Are sub consultants required to submit Acknowledgement of Waivers or is only the prime required?

Answer 4. Yes the waiver can be notarize at a later time please submit the signed waiver with your proposal

Question 5. Section 5.26 - Are insurance certificates required to be included in the submittal? Are insurance certificates from the sub consultants required to be included in the submittal?

Answer 5. No

Question 6. The RFQ requires submissions be placed on the SF-330 Form. Is the Parish expecting all contents listed under 1.5, letters C-L be within the SF-330 or addressed before the SF-330 in separate sections? If listed before, there will be redundancy in the SF-330.

Answer 6. We understand that there will be duplicated information throughout the RFQ. Please fill out each section as it states.

Question 7. The RFQ format requests similar information (i.e. related project information and resumes) throughout the standard St. Tammany Proposal Response Format in section 1.5 of the RFQ as in the SF330 required in section N of 1.5 Proposal Response Format. Is it the Parish's intent to have this information duplicated in the format and in the SF330 or could the prime consultant answer the items in 1.5 section C, D, H, I, J, and K in the SF330?

Answer 7. We understand that there will be duplicated information throughout the RFQ. Please fill out each section as it states.

<< End of Addendum # 1 >>



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

**April 15, 2020**

Please find the following addendum to the below mentioned Request for Qualifications (RFQ):

**Addendum No.:** 2

**RFQ #:** 20-01-4

**Project Name:** Engineering Consulting Services for St Tammany Regional Airport

**RFQ Due Date:** Tuesday, April 28, 2020

### **GENERAL INFORMATION:**

---

1. RFQ proposal due date has been pushed to Thursday, April 28, 2020. The last day for Addendum is Thursday, April 23, 2020. Time and location remain the same.
2. Section 2.1 – We are updating "Runway and Apron Extension" to "Runway and Taxiway Extension".
3. Section 5.21 - in the 3rd paragraph, we are omitting reference to price. The paragraph shall read: "Results of the evaluations will be provided by the Evaluation Committee to the Procurement Director. Written recommendation for award shall be made for the Respondent(s) whose proposal, conforming to the RFQ, will be the most advantageous to the Parish."

**<< End of Addendum # 2 >>**