Addendum #1

Request for Proposals: Community Resilience Centers: Feasibility Study and Needs Analysis

Issued July 17, 2025

**Recording, AI transcript, and attendance log from July 8, 2025, Pre-Proposal meeting:**

[Recap: Community Resilience Centers Pre-Proposal Meeting Tuesday, July 8](https://teams.microsoft.com/l/meetingrecap?driveId=b%219Dz7BtflFkyAd6phzolRCI1BEjIydzFHvOQnWY9s2i1XcVcekfMcRYNm8PnXGH1r&driveItemId=01E3F2GWDN7ESMTHUXRVG2RFMMBH2TWC4Y&sitePath=https%3A%2F%2Fcsrsinc-my.sharepoint.com%2F%3Av%3A%2Fp%2Fsarah_olivier%2FEW35JMmel41NqJWMCfU7C5gBKwzw07dLKlLa6r4BOzFvpg&fileUrl=https%3A%2F%2Fcsrsinc-my.sharepoint.com%2F%3Av%3A%2Fp%2Fsarah_olivier%2FEW35JMmel41NqJWMCfU7C5gBKwzw07dLKlLa6r4BOzFvpg&iCalUid=040000008200E00074C5B7101A82E00800000000B4DF75AF7EE4DB01000000000000000010000000FD118261BDF5C6439ABCF34B2192FF25&threadId=19%3Ameeting_ODAwZmIwZDAtYzE4NC00YTI0LWFiODYtOTgyY2M0Yzc4YzM5%40thread.v2&organizerId=78401b24-9f6e-4530-a9c4-344aa05b1c4b&tenantId=3616ea78-f244-4960-830c-9af4dbf95152&callId=2f813fe9-00fc-40ca-9468-215c600c6a42&threadType=Meeting&meetingType=Scheduled&subType=RecapSharingLink_RecapChiclet)

**Question from Moffet Nichol**

1. *Can the Parish please confirm whether consultants and/or subconsultants who support the Phase I feasibility study will be eligible to pursue future construction or final design phases? Specifically, is there any restriction or conflict of interest that would prevent firms participating in Phase I from being considered for subsequent phases, either as a prime or a subconsultant?*

Terrebonne Parish Consolidated Government (TPCG) issued a Request for Qualifications (RFQ) for Architectural & Engineering Professional Services April 2, 2025, for the purposes of creating a pool of qualified firms to provide professional A/E services for TPCG’s Community Block Grant-Disaster Recovery (CDBG-DR) projects. The deadline for submission was May 2, 2025. TPCG Council passed Resolution 20-258 at the June 9, 2025, Council meeting with a list of the selected qualified architects and engineers. The list of qualified firms can be found in the minutes of the June 9, 2025, Council meeting.

[TPCG Council Minutes 6.9.2025](https://tpcg.org/files/council/council_minutes/6.11.25%20Regular%20Council%20Session%20-%20CORRECTED%20with%20INSERTS.pdf)

TPCG will select a consultant from the pre-qualified pool for the design phase of the Community Resilience Centers. This does not prevent the firm awarded the Community Resilience Centers: Feasibility Study and Needs Analysis from being a subcontractor to the consultant TPCG selects for the final design phase.

**Questions from Perez**

1. *Is the feasibility analysis intended to evaluate existing structures and/or properties, or is it limited to new development scenarios? If existing buildings are involved, can you please provide their locations, current conditions, or any available documentation?*

This is work that the consultant is being asked to perform under the Scope of Services Please refer to pages 6 and 7 for the description of the Scope of Services. There may be existing facilities owned by the parish that are suitable for rehabilitation and renovation into a Community Resource Center or new construction may be required. Here is a link to TPCG’s GIS map of Rec Centers and Assets:

[Rec Center and Assets Map](https://experience.arcgis.com/experience/1aa4110fcdc54dcfb1ac931112cba157)

1. *Are there any estimates or assumptions we should use regarding the number of sites, buildings, or facilities to be evaluated?*

The budget for Phase II, Design and Construction of the Community Resilience Centers is $4,500,000. The consultant will advise the parish on the number (depending on renovation or new construction) of Community Resilience Centers and the location.

1. *Beyond the feasibility report, are there any additional deliverables expected (e.g., conceptual drawings, environmental or infrastructure studies, cost estimates)?*

There are a number of deliverables that are detailed in the Scope of Services:

GIS Analysis – Inventory and Maps

Stakeholder Engagement Plan

Stakeholder Engagement Report

Needs Assessment

Feasibility Study

Investment Plan.

1. *The RFQ does not appear to include explicit instructions for proposal submission. Could you please confirm:*
   * *Whether a cost proposal is required at this stage*

Please refer to page 7, Investment Plan

* + *The proposal format or outline you’d prefer we follow*

Please refer to page 7, Section II: Submittal Format and Preparation Guidelines

* + *The evaluation criteria for selecting the consultant*

Please refer to page 11, Section II: Evaluation Criteria and Selection Process

* + *The method for submission — the RFP states 1 original and one electronic form.  Could you please confirm whether:*
    - *Electronic submissions will be accepted via email or upload, and if so, to which address or portal; or*
    - *Is TPCG requiring one hard copy and a digital version provided on a USB/jump drive?*

Please see page 7: Instructions to Professionals“Respondents must submit one (1) original complete submittal with signatures in blue ink, and one (1) electronic form such as a USB flash drive of the complete submittal package that can be reproduced.”

**Questions from Concordia:**

1. *Page 3, Pre-Submittal Meeting:**Will attendance list & minutes from the July 8th pre-submittal meeting be distributed via addendum?*

Yes, please see link at top of this document.

1. *Page 7, Submittal Format: We understand that the 30-page limit includes cover page, signature page, and proposal contents. Does it also include required attachments (appendix B-D)?*

Please see page 9:

“Each complete submittal will contain a maximum of thirty (30) pages, inclusive of a cover letter, the Submittal cover sheet, the relevant requested Submittal information, staff resumes, and the required signature page.” The 30-page limit DOES NOT include attachments, appendices B-D.

* 1. *Would TPCG consider increasing page limit by 5 pages in order to allow submitting firms to provide a more comprehensive response to the RFP?*

No, please limit the proposal to 30 pages, excluding attachments.

1. *Page 7, Submittal Format & Instructions: Will proposals be accepted digitally through Central Bidding or do originals need to be received physically, per Instructions to Professionals?*

Please see answer to Perez question #4, page 3 of this document.

1. *Pages 16-21 Appendices:**Do any of the attachments within Appendix A-D need to be notarized?*

No.

1. *Page 16-17, Appendix A Signature Page: Does the “authorized official” submitting the proposal need to be a principal/firm owner?*

Yes.

1. *Page 17, Appendix A Signature Page: Does the person who will be physically dropping off the proposal need to be the same person who is indicated in the proposal as the “authorized official”?*

No.

1. *Page 21, Phase II****:****Can a proposer submit a response to the future Phase II RFP if they are the selected consultant for Phase I? / Will the selected consultant for Phase I have the opportunity to continue to support the project(s) during Phase II?*

Please see answer to Moffet Nichol #1, Page 1.

1. *Page 21, Phase II:**What kind of project delivery will TPCG be seeking in Phase II Design & Construction/Renovation? Design-Bid-Build, Design-Build, Construction Manager-at-Risk? Will this be part of the recommendations TPCG will seek from the consultants in Phase I or will TPCG continue to work with their current grant manager to manage the project delivery?*

Design-Bid-Build. The current grant manager will ensure compliance with CDBG-DR throughout bid, construction, and project closeout.

1. *Page 16-17, Appendix A Signature Page: Please confirm of a signature is required on both the cover sheet (on the line labeled "By: \_\_\_") and the following signature page.*

Yes.

1. *Page 8, Submittal Content, 4b: Do the minimum 2 references that are required need to be reference letters or simply contact information for references who can speak to the highlighted topics?*

Contact information for references.

**Questions from Enterprise:**

* *Pg. 7-9 – Submittal Format and Preparation Guidelines: Can submissions be submitted electronically, instead of printed and mailed?*

Submissions cannot be submitted electronically. Please see answer to Perez question #4, page 3 of this document.

* *Pg. 8, Item 2 – Letter of Transmittal: Are there any specific requirements for what needs to be included in the Letter of Transmittal?*

No requirements.

* *Pg. 8, Item 3 – Executive Summary; Please confirm that the proposed cost should be included in the Executive Summary.*

The cost proposal can be included in the Executive Summary, but it needs to be a separate section as noted on page 8: Cost Estimate.

* *Pg. 9, Item 6 – Cost Estimate: Can you please confirm that the Cost Estimate should be included within the same document as the Technical Proposal, and should not be submitted under separate cover?*

Yes, the Cost Estimate should be included in the proposal as part of the 30 pages and not as a separate document.