Addendum #2

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

Issued July 18, 2025

**Questions from ONE Architecture and Urbanism:**

* *Are consultants for Phase I precluded from submitting proposals for Phase II?*

Please see answer to Moffet Nichol question #1 in Addendum #1, Page 1.

* *Will the Phase I consultant work with the Phase II consultant in any capacity? i.e. will there be a handoff or any overlap, or is the final report intended to serve as documentation for the handoff?*

There will be opportunity for the consultant of Phase I to provide a recap, handoff, and answer any questions before the consultant for Phase II begins.

* *Can TPCG confirm if the budget for Phase II is $4,500,000 (as indicated in Section I, Task 6, Investment Plan [p.7]) or $6,000,000 (as noted during the pre-bid call), and confirm that this would be the total budget for design and construction of one or more Community Resilience Centers?*

The final budget for Phase II of Community Resilience Centers has not been finalized and approved yet. That application with the final budget will be submitted to the Office of Community Development after the work of Phase I is completed. There is an approximate budget of $4,500,000-$5,000,000 allocated for the design and construction of the Community Resilience Centers.

* *Regarding Section I, Task 6, Investment Plan (p.7), the cost estimating scope may vary depending on the number of locations and whether the estimates are for acquisition and new construction or rehabilitation. Can TPCG indicate the expectations regarding a total number of locations to be considered and/or any further information on expected level of detail for cost estimates?*

TPCG will work with the consultant on this total. A rough estimate would be 1-3 depending on the results of the analysis.

* *Per Section II, Submittal Content, item 2 (p.8), can TPCG clarify if the “Letter of Transmittal” is intended to be a cover letter, separate from the Executive Summary?*

The Letter of Transmittal can be considered a cover letter.

* *Per Section II, Submittal Format, paragraph 3 (p.9), where should the Table of Contents go? Before the Submittal Cover Sheet & Signature Page (Submittal Content, item 1 [p.8])—i.e. as the first sheet of the proposal—or elsewhere?*

Before the Submittal Cover Sheet and Signature Page

* *Per Section II, Submittal Format, paragraph 3 (p.9), can TPCG clarify what, if any, “additional optional attachments” may be relevant, assuming they may be included as appendix(es) in addition to the 30-page maximum (cf. paragraph 5)?*

There are not any required additional attachments. Please disregard.

* *Per Section II, Submittal Format (p.9), will the Table of Contents (paragraph 3) and divider tabs (paragraph 4) count toward the 30-page maximum?*

No.

* *Can TPCG confirm that the resumes, attached as an appendix at the end of the proposal (cf. Section II, Submittal Content, item 4d [p.8]), will count toward the 30-page maximum?*

Yes, resumes will be included in the 30-page maximum.

* *Can TPCG confirm that the Cost Estimate (Section II, Submittal Content, item 6 [p.9]) is a proposed total fee—as opposed to the cost estimator scope as described in Section I: Scope of Services, paragraph 1 (p.5), and Tasks 5 & 6 (p.7) and that this content will count toward the 30-page maximum?*

The Cost Estimate should include a proposed total fee as well as the requested

list of hourly rates for the suggested positions. The Cost Estimate as described on page 9 will need to be included in the total 30 page maximum.

* *Can TPCG elaborate on “other” evaluation criteria (Section III, paragraph 2 [p.11]) beyond what is enumerated in the point-earned matrix?*

Some examples of “other” criteria TPCG might consider but is not limited to are innovation, creativity and firm reputation.

* *Is there a possibility of an interview, or will the selection be based solely on the proposal?*

TPCG is currently planning on making the selection based on the proposal.

* *Regarding Appendixes A–D (pp.16–20), can TPCG indicate if a completed and signed copy of Appendix A (pp.16–17) is the only Appendix required, as enumerated in Section II, Submittal Content, item 1, p.8? Assuming Appendix B (p.18) is precluded by the fact of a submitted proposal, please clarify if Appendixes C (p.19) & D (p.20) are required. If so, please clarify if completed/signed Appendixes C & D should be appended at the end of the Submittal Content (cf. Section II [pp.8–9]), after item 6, and/or before or after the appendix of resumes (cf. Section II, Submittal Content, item 4d [p.8]), and count toward the 30-page maximum?*

Appendix B can be disregarded if the firm is submitting a proposal. Please include Appendix A before the Letter of Submittal. Appendices C and D are required and can be included at the end of the proposal and will not be counted towards the 30 page maximum.

Additional question from Enterprise:

* *Page 12 - Section F: Where can the complete set of TPCG policies and procedures be found?*

TPCG will be updating its CDBG- DR Disaster Recovery Webpage in the course of its ongoing website revision. TPCG will be following all policies and procedures of the Louisiana Office of Community Development (OCD). Those can be found here:

[GDBG\_DR Program Manual](https://locddr.la.gov/grant-implementation-manual)