



ADDENDUM NUMBER FIVE

April 17, 2019

RFP #19-912-07

PHASE I AND PHASE II CULTURAL RESOURCES SURVEYS AND ARCHAEOLOGICAL TESTING SERVICES AT IBERVILLE SCATTERED SITES

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED REQUEST FOR PROPOSALS.

ITEM #1 PROPOSAL SUBMISSION DATE AND TIME

DELETE: TUESDAY, APRIL 23, 2019 by 2:00 P.M. CST

INSERT: TUESDAY, APRIL 30, 2019 by 2:00 P.M. CST

ITEM #2 PART I – GENERAL BACKGROUND INFORMATION

INSERT: the following paragraph into to section 1.1, Introduction/Background Information:

It is HANO's intent to procure an archaeological firm to complete Phase I Cultural Resources Surveys and Archaeological Testing, and if necessary, to perform Phase II Cultural and Resources Surveys and Archaeological Testing upon receipt of Phase I testing results and approval from State Historic Preservation Office (SHPO).

Currently, there are unknown variables, which may negate the necessity to perform the work necessary to complete Phase II. Therefore, HANO is requesting a Fee Proposal Form, which shall include hourly rates to perform Phase I testing, and a separate Estimated Fee Proposal Form, which shall include hourly rates to complete the work for Phase II (if necessary).

The Contractor should assume that Phase II work shall be executed in accordance with industry and State of Louisiana Guidelines. (Refer to Item #3 - Revised Fee Proposal Form – Phase I, and Estimated Fee Proposal Form – Phase II)

ITEM #3 REVISED FEE PROPOSAL FORM – PHASE I, AND ESTIMATED FEE PROPOSAL FORM – PHASE II

DELETE: from "FEE PROPOSAL FORM" from the RFP in its entirety.

INSERT: "REVISED FEE PROPOSAL FORM – PHASE I" into the RFP, as attached.

INSERT: ESTIMATED FEE PROPOSAL FORM – PHASE II, into the RFP, as attached

ITEM #4 PART III - SUBMISSION REQUIREMENTS

DELETE: the following from the third bullet under section 3.2, Relevant and Past Performance:

"... (including the type of inspections performed and the total number of units inspected)."

DELETE: the following paragraph from section 3.2, Relevant and Past Performance:

"Provide a sample (brochure or PowerPoint Presentation) of a previous project that is most relevant to the requested services, and best represents the skills and experience necessary to perform the work."

ITEM #5 ADDENDUM NO. 3 REVISION – ITEM #1 WRITTEN QUESTIONS RECEIVED

DELETE: remove the following from Addendum No. 3, A1, in its entirety:

"Yes, the budget for a proposed Phase II should be included. The proposal should include all work with costs that is proposed to be completed at each address.

INSERT: the following in response to Addendum No. 3, Q1:

The costs to complete all known work, related to the addresses and outlined in the Scope of Services shall be included in the Revised Fee Proposal – Phase I.

ITEM #6 WRITTEN QUESTIONS RECEIVED:

Q1: Although the title of the RFP references both Phase I and Phase II levels of investigations, the Scope of Services (beginning on page 11) describes only the requirements for work on a Phase I investigation. Should the contractor prepare one bid for Phase I work, and a second bid for Phase II work? Or, should Phase I and Phase II work be combined together into a single bid?

A1: The contractor shall submit a fee proposal form to perform the work required for Phase I. A separate Estimated Fee Proposal Form shall be submitted to perform work required for Phase II, if necessary. Refer to Item #3 of this addendum.

Q2: Will the results of Phase II investigations be reported on in the same report as the Phase I investigations, or will two reports be produced- one report for the Phase I investigations, and a second for the Phase II investigations – with a period for agency review between?

A2: HANO has discussed with SHPO the possibility of combining Phase I and II, but at this time, please provide a separate report for each Phase for cost estimating purposes.



Q3: If one or more Phase II investigations are required, will the contractor develop the work plan for those efforts, or will HANO?

A3: The contractor will provide a work plan to be reviewed by HANO.

Q4: Should a work plan for Phase II investigations be included as part of the current proposal? If so, should it anticipate only one site will require Phase II investigations, or two sites, or all three sites?

A4: It is anticipated by HANO and SHPO that the National Register eligibility status is undetermined for the addresses and Phase II testing may not be necessary at all or any of the locations. A work plan should be included for the three (3) sites with the Estimated Fee Proposal Form – Phase II.

Q5: Can the bid be structured on a cost per Phase II basis (i.e. each Phase II investigation, if required, will cost \$xxx)?

A5: Refer to Item #3 of this addendum.

Q6: Will any investigations be required of the built resources (i.e. historic standing structures) in the immediate vicinity of the project parcels, or will the work require archaeological investigations only?

A6: This work only includes archaeological investigations only.

Proposals must be received by the Housing Authority of New Orleans (HANO) in the Department of Procurement and Contracts by 2:00 p.m., CST on Tuesday, April 30, 2019. All terms and conditions shall remain as stated in the original Request for Proposals. All addenda must be acknowledged.

END OF ADDENDUM NUMBER FIVE

**HOUSING AUTHORITY OF NEW ORLEANS
REQUEST FOR PROPOSALS
FOR
PHASE I AND PHASE II CULTURAL RESOURCES SURVEYS
AND ARCHAEOLOGICAL TESTING SERVICES AT IBERVILLE SCATTERED SITES
RFP #18-912-43**

FEE PROPOSAL FORM –PHASE I

Fees should include each cost element (labor, materials, equipment, travel, overhead, profit, administration fees, etc.) associated with the provision of all services requested. Also provide and attach to the completed Fee Proposal Form, a detailed cost breakdown and narrative explaining each cost element.

Contractor shall submit an estimated quantity and hourly rate for each of the following staff position:

STAFF POSITION	ESTIMATED QUANTITY	HOURLY RATE
Project Manager		\$ /HR
Historian		\$ /HR
Laboratory Supervisor		\$ /HR
Laboratory Technician		\$ /HR
Cartographic CAD Technician		\$ /HR
Field Archeologist		\$ /HR
_____(Other)		\$ /HR
TOTAL PROPOSAL FEE		\$

Contractor Company Name: _____

Authorized Signature: _____

Name/Title (Printed): _____

Date: _____

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ESTIMATED FEE PROPOSAL FORM - PHASE II

Fees should include each cost element (labor, materials, equipment, travel, overhead, profit, administration fees, etc.) associated with the provision of all services requested. Also provide and attach to the completed Estimated Fee Proposal Form, a detailed cost breakdown and narrative explaining each cost element.

Contractor shall submit an estimated quantity and hourly rate for each of the following staff position:

STAFF POSITION	ESTIMATED QUANTITY	HOURLY RATE
Project Manager		\$ /HR
Historian		\$ /HR
Laboratory Supervisor		\$ /HR
Laboratory Technician		\$ /HR
Cartographic CAD Technician		\$ /HR
Field Archeologist		\$ /HR
_____ (Other)		\$ /HR
TOTAL ESTIMATED FEE – PHASE II		\$

Contractor Company Name: _____

Authorized Signature: _____

Name/Title (Printed): _____

Date: _____