

**REQUEST FOR PROPOSALS
FOR
Master Design Services**

**FOR
University Lakes Project
Baton Rouge, La**

Issued By:

**University Lakes LLC, a single-member entity created and controlled by
LSU Real Estate and Facilities Foundation (“REFF”)**

A Supporting Organization of LSU Foundation
(A LOUISIANA NON-PROFIT CORPORATION)

October 16, 2020

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SECTION I
PROJECT DEFINITION

1. INVITATION

University Lakes LLC (UL), a special purpose entity created for the implementation of the University Lakes Project by LSU Real Estate and Facilities Foundation (REFF), a Louisiana nonprofit corporation supporting LSU and the LSU Foundation, is issuing this Request for Proposals (RFP) for qualified firms to provide Master Designer services to support the implementation of the Master Plan for the six lakes surrounding LSU’s campus. In February 2020, UL selected the joint venture of B&D/CSRS, LLC as Project Advisor. In its capacity as Project Advisor, B&D/CSRS, LLC will serve as the primary point of contact and administer this RFP on behalf of UL.

While a more detailed Scope of Work is provided below, the primary services sought by UL through this procurement generally include:

- Pre-Design Services;
- Design Management & Coordination;
- Design Development;
- Bidding & Contracting Support; and
- Construction Documentation.

The award of any contract(s) as a result of this procurement is contingent upon UL receiving adequate funding to implement the Scope of Services outlined in this RFP.

2. PROJECT SCOPE

General Background

The Project involves the implementation of the 2016 Master Plan for revitalization of the University Lakes System, which is comprised of six lakes (four owned by LSU and two owned by the City of Baton Rouge). The lakes are a vital part of the Baton Rouge and LSU communities, used by wildlife and people for multiple purposes. The lakes were created from swamp land donated to the city and to LSU almost 100 years ago. They are currently in poor and declining health. They need to be deepened and excavated, and new improvements need to be constructed in and adjacent to the lakes to promote better drainage and flood prevention, make them more desirable to migratory birds and other wildlife, to enhance the lakes as a source of health and recreational activities, and to enhance safety by improving vehicular and pedestrian pathways. The 2016 Master Plan for the lakes defines the overall project and is available at: <https://csrsinc.com/lakes/>.

The REFF has entered into a Memorandum of Understanding with several public and private entities which are expected to provide funding or other resources for the Project (the “Lakes MOU”). Each source of funding will be subject to different laws, rules, and other restrictions governing how and for what purposes those funds must be used. To facilitate the Project, REFF has created UL and a Project

Management Committee (“PMC” or “Committee”) composed of the entities expected to provide funding and other stakeholders.

In July 2020, the PMC authorized the procurement of contractors to provide due diligence and design for all six lakes. The following procurements will be contracted separately with UL and include:

- Geotechnical Data Collection and Sediment Sampling Services – RFP release date: October 16, 2020
- Bathymetric and Stump Identification Survey – RFP release date: October 16, 2020
- Flood Risk Reduction Design Services – RFP release date: December 2020
- Master Designer Services (this RFP) – RFP release date: October 16, 2020.

The firm or team selected to provide Master Design Services (hereafter referred to as “Master Designer” or “Contractor”) will be expected to work closely with the Project Advisor (B&D/CSRS) and other selected contractors. The geotechnical and sediment sampling analyses, as well as the bathymetric and stump identification surveys, will be provided to the Master Designer. The Flood Risk Reduction Designer will be a separate contractor, primarily focused on the design related to deepening and reshaping the six lakes in the University Lakes System, in order to improve water quality and reduce flood risk.

Time is of the essence with this project. Upon award, Project Advisor will meet with the selected Master Designer to discuss options to reduce the proposed timeline and produce a satisfactory design that incorporates stakeholder feedback as quickly as possible.

Scope of Services

Based on recommendations from the Master Plan, UL is seeking to improve water quality, reduce flood risk potential, increase natural habitat, and provide expanded and safer recreational opportunities. The purpose of this Request for Proposal (RFP) is to obtain proposals for landscape architectural and civil engineering pre-design and design services required to implement the design and construction phases of the Project. UL prefers that teams responding to this RFP be led by designers who have substantial experience working on high-profile projects that include designing recreational facilities, habitats, and quality of life improvements. The following scope outlines the Master Designer tasks needed for this Project:

Task 1: Pre-Design Services

a. Desktop Environmental Analysis

The Master Designer or Master Design team must include qualified individuals or subconsultants that have extensive knowledge of and experience with environmental analysis and Phase 1 ESA’s. This scope of the work will require the review of readily available historical records for the proposed limits of work as shown in Exhibit 1, including, but not limited to:

- Historical aerials, assessor records; online building records, historic topo maps and Sanborn Fire Insurance maps.

- A file search with state and local environmental oversight agencies, including SHPO and LA DEQ.
- Submittal of environmental questionnaire to stakeholders and LSU, City-Parish of East Baton Rouge, and LSU.
- Review of local groundwater conditions, uses, depth, and flow direction from available sources.
- A report with conclusions and recommendations. Depending upon the conclusions and recommendations, if any concerns or potential liabilities are identified, then the scope of work will be elevated to perform a Phase 1 ESA and/or a Phase 1 Cultural Resource Report in which case a proposal for the additional scope will be submitted to UL for review and if agreed upon, a contract amendment will be executed.

b. Habitat Inventory and Assessment

The Master Designer and/or team selected for this project will utilize the information included in the 2016 Baton Rouge Lakes Master Plan and have subject expertise to evaluate the potential for sensitive environmental features in the project limits, shown in Exhibit 1. Habitat survey methodology shall be a systematic foot survey providing 100% visual coverage of all vegetated portions of the site and document the presence and extent of vegetation and wildlife communities and the locations of significant natural communities at the site. The primary objectives of the habitat inventory and assessment is to:

- To describe the existing environmental setting including presence of invasive and native plant species, habitat types, and species present/potentially present at and within the immediate vicinity of the site;
- To develop a habitat map, showing different habitat types within project limits.
- Provide guidance to UL regarding a potential permitting strategy for present/potentially present species listed as Threatened or Endangered (T&E) and Species of Special Concern by the U.S. Fish and Wildlife Service.

c. Existing Infrastructure and Utilities Conditions and Topographic Site Survey

The Master Designer will provide a topographic survey as described below along with a detailed survey of all existing utilities including electrical infrastructure and capacity and a sanitary sewer flow analysis. A storm drainage, sewer pipe and manhole study shall be conducted for in-depth analysis. A topographic survey shall be conducted to determine the horizontal and vertical position of existing built and natural features with detailed ground topographic information for the project limits shown in Exhibit 1 to include the following:

- UL has hired a surveyor to provide property lines and easements, which should be incorporated by the Master Designer into the topographic survey.
- Spot elevations to one hundredth of a foot across the site, not including the lakes themselves, at an approximate 50-foot grid and at all grade breaks at site structures, pavement intersections, play equipment, and pavement.
- The Master Designer shall establish permanent benchmarks as required to perform appropriate construction layout in future phases of work. Benchmarks shall be identified in the survey with

horizontal and vertical coordinates/elevations. At a minimum, one benchmark every five acres shall be established.

- All above ground visible utility features, including valves, hydrants, overhead utility lines, pumps, manholes, transformers, utility poles, and guy wires
- Underground Utilities
 - a. Locations and sizes of on-site sanitary sewer and storm drainage lines including:
 - Rim and invert locations and elevations.
 - Invert, pipe material, and flow line data for existing storm and sanitary sewers including direction of lines.
 - Culvert sizes, materials, and inverts
 - Dam size, location, and spot grades
 - b. Locations, sizes, and materials of on-site water lines.
 - c. Locations of site electrical conduits.
 - d. Locations of on-site gas lines, if any.
 - e. Locations and sizes of adjacent main public utility service lines including water, sewer, gas, electrical, data and communications, and storm drains
 - f. Contours provided at 1-foot intervals
 - g. Existing structures including finished floor elevations
 - h. Existing fences, walls, light standards, and other permanent elements.
 - i. Trees over 6" in diameter, including spot elevations Size shall be coordinated with Tree Inventory scope above.
 - j. Data referenced in other portions of this RFP (wetland line, tree data, etc.)

Surveying work accomplished under this Scope of Work will be performed in accordance with the laws and rules of the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. A digital terrain model shall be included in the AutoCAD transmittal of the Topographic Site Survey.

Deliverables:

1. Desktop environmental analysis report with conclusions and recommendations in electronic PDF format
2. Habitat inventory and assessment report, including habitat map, in electronic PDF format
3. Habitat map in shapefile format
4. Two (2) paper copies of the Topographic Site Survey, signed by a licenses Professional Land Surveyor
5. Topographic Site Survey with digital terrain model in AutoCAD format

Task 2: Design Management & Coordination

Master Designer will be the lead designer for the Project. As such, Master Designer will collaborate on work prepared by other consultants, such as Project Advisor and Flood Risk Reduction Designer, that effect the aesthetic, environmental and recreational components of the Project.

Requirements:

1. Provide input into Flood Risk Reduction (FRR) Designer selection process and, potentially, the selection of other consultants.
2. Participate in bi-weekly progress meetings with Project Advisor and other consultants.
3. Provide formal review at 10% and 30% complete submittals by Flood Risk Reduction Designer.

4. Provide feedback on the Project's Outreach & Engagement Plan (OEP), which will be developed by the Project Advisor, and participate in and/or lead stakeholder engagement activities during the design phase.
5. Solicit input from LSU students, faculty and/or staff experts throughout the design process.

Deliverables:

1. Bi-weekly progress meetings via video conference
2. Formal review comments at 30%, 60%, 90% and 100% FFR Designer submittals
3. Comments to the Outreach & Engagement Plan
4. Materials for stakeholder engagement activities, as requested (assume four activities per year)

Task 3: Schematic Design

The purpose of this task is to develop design concepts for each of the following systems to be addressed on the site, and to document them in written and graphic form, up to five percent (5%) completion. The design of some systems will require coordination with the FRR Designer. Emphasis of the schematic design will be on the layout, character and performance criteria of each design systems. Systems to be addressed on the Project site include, but should not be limited to:

- Grading (outside the lake boundaries)
- Drainage
- Mobility (including roads, parking, trails, bridges, accessibility and blueway connections)
- Lighting
- Wayfinding, including directional signage
- Habitat features
- Wetland plantings
- Upland plantings (outside lake boundaries)
- Off-site Influences

Assumptions:

1. Hydraulic & Hydrologic Study to be provided by Project Advisor.
2. The design of boat launch, dock, parking area and pedestrian infrastructure impacted by excavation and fill activities are included.
3. Master Designer will work with the FRR Designer and consult on the placement of spoil derived from construction to deepen the lakes, including any re-shaping of one or more of the lakes, and the creation of habitat features.

Requirements:

1. Present the work to the Project Advisor for no more than two rounds of review and revisions at 50% complete and Project Advisor and Project Management Committee at 100% complete.
2. Attend and make presentations at public meetings, as requested.

Deliverables:

1. Schematic design drawings at scale

2. Schematic grading plan (outside lake boundaries), to be coordinated with FFR Designer
3. Schematic grading sections (outside lake boundaries), to be coordinate with FFR Designer
4. Schematic roadway alignments, if necessary
5. Schematic roadway and bridge sections, if necessary
6. Schematic trail alignments
7. Schematic trail sections
8. Schematic drainage plan, including stormwater outfalls
9. Schematic channel sections
10. Schematic slope stabilization plan
11. Schematic upland planting plan
12. Schematic wetland planting plan
13. Schematic lighting and electrical plans
14. Planting soils strategy
15. Draft plant list
16. Estimate of probable construction costs – ROM
17. Earthwork calculations, to be coordinated with FFR Designer
18. Character sketches and digital models to illustrate design intent

All of the above deliverables should be submitted in electronic PDF format.

Task 4: Design Development

Upon authorization from Project Advisor to commence design development, the Master Designer shall prepare design development drawings and details to fifteen percent (15%) completion based upon approved schematic design drawings. The design development plans should define the character and essentials of the project, including selection of materials.

Requirements:

1. Present the work to the Project Advisor for no more than two rounds of review and revisions at 50% and the Project Advisor and Project Management Committee at 100% complete.
2. File the appropriate plans and documents required to secure the necessary design approvals from various government agencies with jurisdiction over the project.
3. Attend and make presentations at public meetings, as requested.

Deliverables:

1. Design development drawings at scale
2. Design development grading plan (to lakes' edges)
3. Design development grading sections (to lakes' edges)
4. Design development water quality feature plan and details
5. Design development drainage plan and details
6. Design development slope stabilization plan and details
7. Design development wetland planting plan and details
8. Design development upland planting plan and details

9. Design development tree protection plan and details
10. Design development demolition plans
11. Design development roadway alignments, if necessary
12. Design development roadway and bridge sections, if necessary
13. Design development trail alignments
14. Design development trail sections
15. Design development drainage plan, including stormwater outfalls, drainage structure plans and landscape architectural details for green infrastructure features
16. Design development lighting and electrical plan
17. Earthwork calculations (outside of lake boundaries)
18. Draft specifications
19. Updated estimate of probable construction costs
20. Permit plans and related documents

All of the above deliverables should be submitted in electronic PDF format.

Task 5: Construction Documentation

Upon Project Advisor and PMC's approval of design development plans and construction budgets, Master Designer to develop working drawings and technical specifications to construct the work and prepare a final estimate of probable construction cost. Technical sections of specifications shall be prepared in Construction Specifications Institute (CSI) Master Format.

Requirements:

1. Present work to Project Advisor at 10% and 30% complete. UL reserves the right to employ various methods of project delivery, which may require production of up to 100% construction documents.
2. Develop construction plans, sections, details, material selections, and technical specifications for all systems indicated above.
3. Prepare working drawings and technical sections of specifications of specifications to reasonably conform to applicable codes and regulations of governmental bodies having jurisdiction over the work at the time of preparation.
4. In developing working drawings and technical sections of specifications, coordinate services among the entire Project consultant team and maintain a construction budget in accordance with preliminary design estimate of probable construction cost accept by the PMC.

Deliverables (minimum 30% complete):

1. Construction plan drawings at scale
2. Grading plan (to lakes' edges)
3. Grading sections (to lakes' edges)
4. Water quality feature plan and details
5. Drainage plan and details
6. Slope stabilization plan and details
7. Wetland planting plan and details

8. Upland planting plan and details
9. Tree protection plan and details
10. Demolition plans
11. Roadway alignments, if necessary
12. Roadway sections, if necessary
13. Trail alignments
14. Trail sections, including bridges and boardwalks (as necessary)
15. Drainage plan, including stormwater outfalls, drainage structure plans and landscape architectural details for green infrastructure features
16. Lighting and electrical plan
17. Earthwork calculations (outside of lake boundaries)
18. Specifications
19. Updated estimate of probable construction costs
20. Permit plans and related documents

All of the above deliverables should be submitted in two (2) 24 x 36-inch hard copy sets and electronic PDF format.

3. CONDITIONS

- A. UL is an Equal Opportunity Employer and is in full support of LSU's Diverse Supplier Initiative. Proposers are encouraged to utilize local small business participation to the extent possible through the pursuit of Certified Diverse Suppliers (Minority-Owned, Women-Owned, Veteran-Owned, Small, Emerging, or Disadvantaged Business) when selecting subcontractors, consultants, and other team members for the Project.
- B. All contracts involving UL and Proposer and/or third persons shall incorporate by reference and shall be in accordance with all Federal, State and Local laws, ordinances, rules, regulations and orders. Proposer shall be responsible for compliance with all Federal, State and Local laws, ordinances, rules, regulations and orders in the design and construction of the Project.
- C. Proposer shall maintain the following insurance, issued by a company or companies admitted doing business in the State of Louisiana, for the duration of this Agreement. Proposer shall provide UL with certificates of insurance evidencing compliance with this section, including evidence of renewal or replacement of insurance policies within 10 days after expiration or cancellation, and 30 days advance written notice of cancellation or reduction in limits of any policy of insurance required by this Agreement.
 - General Liability: \$1,000,000 per occurrence with a general aggregate limit of \$2,000,000, on an occurrence basis and umbrella or excess coverage totaling \$5,000,000 with Developer, UL, and the Board of Supervisors of LSU as additional named insureds
 - Automobile Liability: \$1,000,000 combined single limit, on an occurrence basis
 - Workers' Compensation and Employer's Liability: Workers' Compensation in amounts required by applicable law;
 - Employer's Liability of \$1,000,000 for Bodily Injury by Accident and \$1,000,000 for Bodily Injury by Disease, on an occurrence basis

- Professional Liability: \$1,000,000 per occurrence with a general aggregate limit of \$2,000,000, on a claim made basis.
- D. All professionals named in the Proposal must be licensed in accordance with Louisiana Law and shall personally carry out the job or directly supervise those who do. Any necessary substitution of professional personnel shall be one of equal or greater qualifications.
- E. To avoid any conflict of interest or the appearance of any conflict of interest in its connection with this RFP, Proposer must disclose any relationship that the Proposer, its parent or subsidiary, its current or former owners, officers, directors or employees or others affiliated with Proposer including anyone identified in the Proposal to perform any of the work or services, have or in the past have had, or are seeking, with: (1) current or former board members or employees, or their immediate family members, of any Party to the Lakes MOU; (2) any member of the Project Management Committee or their immediate family members; or (3) any other person who is or was significantly involved in the organization, preparation, or administration of this RFP or otherwise was in a position to significantly affect the RFP either through a decision-making capacity or through a review process.

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if the Proposer (including team members) is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

In addition to the Louisiana Ethics Code, Proposer and all subcontractors must additionally comply with Louisiana Revised Statute 42:1114.3, which prohibits participation (either directly or through a subcontractor relationship) in the contract by any statewide elected officials, legislators, the commissioner of administration, and the chief of staff or executive counsel to the governor, and any of their spouses, and any corporation, partnership, or other legal entity in which any such person owns at least five (5%). Compliance of a subcontractor will be determined based on the value of the prime contract between the State and the successful Proposer.

A proposer which either directly or through a team member is prohibited from contracting pursuant to R.S. 39:1603 may be disqualified.

A proposer and team members should not have a conflict of interest under 24 CFR 570.611. Similarly, a Proposer and team members should not have any conflicts of interest with respect to any litigation or administrative proceedings involving HUD, OCD or other CDBG grantees whether as a party, representative, or other capacity. The Proposer should identify for OCD any current or anticipated conflicts of the Proposer or its team member as of the date of the submission for a determination by OCD in its discretion whether the conflict presents a matter which can be avoided or mitigated or prevents the involved Proposer or team member from providing services.

- F. All or a portion of this project may be funded using CDBG funding. As such, contracts for services shall include all required CDBG contract clauses as provided by the Louisiana Office of Community Development, as well as comply with all applicable Louisiana and HUD CDBG procurement and contract requirements.

**SECTION II
RULES FOR PROCESS**

1. PROPOSER QUESTIONS/CONTACT FOR INFORMATION

Proposers' questions regarding this RFP shall be submitted by email. The deadline to submit questions is no later than the Proposer Questions Due Date shown in Schedule A. Questions shall be directed to:

Attention: UL Project Advisor
B&D/CSRS
Lakesinfo@csrsinc.com

Unless noted in this RFP, no communications during the proposal period by or with Project Advisor, LSU, UL, or any employee, board member, director, or other agent of either of them, other than by written addenda to the RFP, shall have any effect or be binding on UL.

Unless noted in this RFP, oral communications during the proposal period with Project Advisor, LSU, UL, any member of the Project Management Committee, or any employee, board member, director, or other agent of any of them regarding the Project are expressly prohibited and may be grounds for disqualification.

2. SCHEDULE FOR REQUEST FOR PROPOSALS

UL expects to adhere to the dates shown on Schedule A for undertaking the selection process. However, this timeline is subject to modification at the sole and absolute discretion of UL. This RFP and any changes will be posted at: <https://csrsinc.com/lakes/>. Prospective respondents may register on the website to receive notifications regarding the Project, including this RFP, via email.

3. ADDENDA

UL may modify the RFP, prior to the date fixed for submission of the proposals, by issuance of an addendum to all parties who have been invited to respond to the RFP or have otherwise formally expressed an interest in responding to this RFP. Any and all addenda issued relative to this RFP will also be posted at: <https://csrsinc.com/lakes/>.

Any supplemental instructions, answers to written questions, or interpretations of the meaning of the RFP will be made in the form of a written addendum to the RFP which, if issued, will be emailed to all prospective Proposers who have been invited to respond to the RFP or have otherwise formally expressed an interest in responding to this RFP within a reasonable period prior to the Response Due Date, excluding Saturdays, Sundays, and any other legal holidays. Any and all supplemental information issued relative to this RFP will also be posted at: <https://csrsinc.com/lakes/>.

4. DELIVERY OF PROPOSALS

Proposals shall be submitted solely in PDF format by e-mail with the subject line “University Lakes Master Design Services” no later than the Proposal Due Date shown in Schedule A:

Lakesinfo@csrsinc.com

Proposers shall submit their Technical Proposal and Cost Proposal as separate email attachments. Emailed proposal attachments should be limited in file size to ten (10) MB. The use of fileshare links is allowed to submit larger files; however, any links emailed to the above address should allow immediate access to the proposal documents and not require registration and/or the creation of a username and password.

The date fixed for submission of responses may be extended if, in the sole judgment of UL, it is in the best interests of UL and the Project.

Preparation of responses shall be at Proposer's expense. Proposals must be complete in all respects as required by the preceding and following sections. To assure consideration, all responses must include a cover sheet (see Figure 1 on following page) signed by an individual who is authorized to bind the Proposer contractually. The name and title of the individual signing the response shall be typed immediately below the signature. **An unsigned response will be rejected.** All exhibits to the response to the RFP must be signed and returned with the response.

**1. PROPOSER COVER SHEET
(INCLUDE AS PART OF RESPONSE UNDER TAB 1)**

Section A. Proposer Information

Legal Name:	
Main Administrative Address:	
City & State:	Zip Code:
Telephone Number:	Fax Number:
E-mail Address:	Web Site:
CEO/Executive Officer:	Office Phone Number:
Chief Financial Officer:	Office Phone Number:
Contact Person's Name:	Phone Number Including Area Code:
Mailing Address, City, State, Zip Code, Email:	
Type of Entity (check all that apply): <input type="checkbox"/> Private-for-Profit Entity <input type="checkbox"/> Nonprofit	

Section B. Certification of Accuracy and Compliance

I do hereby certify that all facts, figures, and representations made in the Proposal Response(s) are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations, and procedures for program compliance and fiscal control, including but not limited to, those contained in the Proposal Package will be implemented to ensure proper accountability of contracts. I have been duly authorized to act as the representative for this Proposal.

Print Authorized Official's Name

Authorized Official's Title

Authorized Official's Signature

Date

Figure 1

5. EVALUATION, PRESENTATIONS AND NEGOTIATIONS

Proposals shall be reviewed by a subcommittee consisting of one representative from UL and one representative from each governmental party to the Lakes MOU, which include: the State of Louisiana, the City of Baton Rouge and Parish of East Baton Rouge, the Recreation and Parks Commission for the Parish of East Baton Rouge (BREC), and LSU. The subcommittee will review the responses and propose an evaluation and scoring to the Project Management Committee (PMC) based on the criteria listed in Schedule A.

Based on the initial scoring, the subcommittee may either: (1) recommend a contract award based solely on the written responses, (2) request additional written information from one or more Proposers, or (3) request in-person presentations from an identified short-list of Proposers. In the case of (2) or (3), the subcommittee will base its final recommendation on the scoring of the entirety of the written responses including any supplemental responses requested and any in-person presentations conducted.

UL may conduct more detailed pricing negotiations with one or more selected Proposers, starting with the highest-scoring proposer.

6. NOTICE OF INTENT TO AWARD

The subcommittee team shall score the responsive proposals and make a recommendation to the PMC on the basis of the responsive and responsible Proposer(s) with the highest score(s).

UL reserves the right to make multiple awards and assign different portions of the scope of work to the Contractors through the terms of their contracts.

UL will notify the successful Proposer(s) and proceed to negotiate terms for final contract(s). Unsuccessful proposers will be notified in writing accordingly.

7. CONTRACTS

UL reserves the right to enter into a contract(s) based on the initial offers received without further discussion of the proposals submitted. UL reserves the right to contract for all or a partial list of services offered in the proposals.

The selected Proposer(s) may not be the exclusive provider of services made the subject of this RFP and has no right to any amount of work assignments. UL reserves the right to contract with one or more Proposers or other service providers for all or a partial list of services proposed in the Proposal whether as a result of this RFP or subsequent procurement. The number of Proposers selected will be determined solely by UL.

UL reserves the right to negotiate reduced payment terms with the awarded Proposer(s). The RFP, including any addenda added, and the selected proposal shall become part of the contract initiated by UL.

If the contract negotiation period exceeds fifteen (15) business days, or if the selected Proposer fails to sign the final contract within fifteen (15) business days of delivery, UL may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

8. PROPOSAL REJECTION

It is the policy of UL not to issue RFPs unless there is a bona fide intention to develop a shortlist of qualified firms. However, UL does reserve the right to waive informalities or reject all responses and/or cancel the RFP.

9. DISPOSITION OF RESPONSES

All materials submitted in response to this RFP: (1) will become the property of UL, (2) may, subsequent to the selection of a Proposer and the execution of a contract, be reviewed by any person, and (3) may be returned only at UL's option and at Proposer's expense. A copy of each response shall be retained for UL files.

10. CONFIDENTIAL INFORMATION, TRADE SECRETS, AND PROPRIETARY DATA

All financial, statistical, personal, technical and other data and information relating to the UL's operation which are designated confidential by UL and made available to the Contractor in order to carry out this contract, or which become available to the Contractor in carrying out this contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to UL. The identification of all such confidential data and information as well as UL's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by UL in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by UL to be adequate for the protection of UL's confidential information, such methods and procedures may be used, with the written consent of UL, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of UL.

Information contained within the response that has been designated by the Proposer as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the proposal. The cost proposal will not be considered confidential under any circumstance. Any offer copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 *et. seq.*) shall be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections shall be claimed by the Proposer at the time of

submission of their technical proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.

The Proposer shall clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as “confidential” in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of the legend:

“The data contained in pages _____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of its proposal, the State of Louisiana shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit UL’s right to use or disclose data obtained from any source, including the Proposer, without restrictions.”

Further, to protect such data, each page containing such data shall be specifically identified and marked “CONFIDENTIAL”.

Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing Proposer or other person seeks review or copies of another Proposer’s confidential data, UL will notify the owner of the asserted data of the request. If UL determines that the information is not confidential and the owner of the asserted data does not want the information disclosed, within two (2) business days of being notified of UL’s determination and intent to release the information, the Proposer must notify UL that it desires to seek protective relief to prevent the disclosure. Notice of the institution of legal action must be received by 5:00 pm, Louisiana central time the next business day thereafter. Neither UL nor the requesting party shall be liable for damages, attorneys’ fees or costs of the Proposer in seeking the protective order.

With respect to information which UL does agree is confidential, the Proposer must agree to indemnify UL and hold UL harmless against all actions or court proceedings that may ensue (including attorneys’ fees), which seek to order the State to disclose the information. If the owner of the asserted data refuses to indemnify and hold UL harmless, UL may disclose the information.

UL reserves the right to make any proposal, including proprietary information contained therein, available to members of the aforementioned subcommittee for the sole purpose of assisting UL in its evaluation of the proposal. UL shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations. The proposals, including proprietary information, are also subject to disclosure to and review by the respective federal agencies administering programs for which services are provided under any contract resulting from this RFP.

Additionally, any proposal that fails to follow this section and/or La. R.S. 44:3.2(D) (1) shall have failed to properly assert the designation of trade secrets and/or privileged or confidential proprietary information and the information may be considered public record.

If the proposal contains confidential information, the Proposer shall submit a redacted copy along with a non-redacted proposal. If Proposer does not submit the redacted copy, it will be assumed that any claim to keep information confidential is waived. When submitting the redacted copy, the Proposer should clearly mark the cover as such - "REDACTED COPY" - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed.

End of Request for Proposals

SCHEDULE A TO UL RFP for Master Design Services

1. RFP SCHEDULE

UL expects to adhere to the dates below for this procurement. However, this schedule is subject to modification at the sole and absolute discretion of UL.

RFP Issued:	October 16, 2020
Non-Mandatory Pre-Proposal Conference Call:	October 28, 2020 at 3:00 P.M. CT
Proposer Questions due:	October 30, 2020 by 5:00 P.M. CT
Answers Published:	November 6, 2020
Proposals Due:	November 20, 2020 by 12:00 P.M. CT
Proposer Interviews (if needed):	December 3, 2020
Contractor(s) Selected:	December 3, 2020
Notice to Proceed Issued to Contractor:	January 11, 2020

2. PROPOSAL CONTENT

Proposals for the requested services shall be evaluated for each criterion separately using the following format for each proposer. Proposal submissions must not exceed 30 pages, not including Proposed Fee and Other Required Documents specified below. For a proposal to be eligible, the format must be strictly adhered to:

1. Proposal Cover Sheet (see RFP Figure 1)
2. Letter of Transmittal
3. Table of Contents
4. Organizational Background and Overview – Describe the proposer’s organizational structure, composition and management structure, with an emphasis on its suitability to undertake the project.
5. Firm and Key Staff Experience – Include at least three similar projects the proposer has completed (projects should demonstrate experience with the tasks for which the respondent is proposing). Each project example should include one client reference with phone and email contact information. Also include resumes of key staff to be assigned to the project, showing relevant project experience. If subcontractors are being proposed for specific components of the Project, similar information should be provided for their firm experience/staff qualifications.
6. Project Understanding and Work Plan – Include a statement of proposer’s understanding of the project requirements (commensurate with the tasks for which they are responding) and a project work plan. The work plan shall include at a minimum the equipment to be used, methods to be employed to perform the work, and schedule. If the contractor would like to

propose an alternative to this plan to improve efficiencies based on their professional experience the contractor may include as a section in the work plan.

7. Current Backlog and Ability to Conform to Schedule – All tasks are required to be completed no more than eight (8) weeks after contractor(s) receive Notice to Proceed. As such, proposers should demonstrate that their current backlog will allow them to conform to the project schedule.
8. Proposed Fee - Complete Schedule B – Cost Proposal Form as directed.
9. The Contractor is encouraged to maximize use of Section 3 low- and very low-income residents and eligible businesses to the greatest extent feasible. As such, Proposers should explain their plans to use small and/or disadvantaged businesses, when possible.
 - a. See:
<https://portalapps.hud.gov/Sec3BusReg/BRegistry/SearchResults.action?metropolitanArea=METRO12940M12940> for a list of Section 3 businesses.
10. The Contractor is encouraged to take all necessary affirmative steps to assure that small and minority businesses women’s business enterprises, and labor surplus area firms, are used when possible.
11. Other Required Documents:
 - a. Certification Statement (Schedule C).
12. References – Provide name, title, organization, and telephone and email contact information for three references for comparable scopes of work. If the Proposer is a team of firms, at least two of the references must pertain to the prime contractor.

3. NON-MANDATORY PRE-PROPOSAL CONFERENCE CALL

The non-mandatory pre-proposal conference call will be held on October 28, 2020, at 3:00 P.M. CT. To join the call, prospective Proposers should send an email to the Project Advisor at Lakesinfo@csrsinc.com to request a Zoom link to join the conference call. Emails requesting the link that are received after 12:00 P.M. CT on October 28, 2020, may not receive a response in time for the call.

Prospective Proposers may participate in the conference call to obtain clarification of the requirements in this Request for Proposals and to receive answers to relevant questions. Although impromptu questions will be permitted, and spontaneous answers will be provided during the call, the official answer or position of UL will be stated in writing via addendum.

4. PROPOSAL EVALUATION AND SCORING

Proposals shall be reviewed by a subcommittee consisting of one representative from UL and one representative from each governmental party to the Lakes MOU. The subcommittee will review the

responses and propose an evaluation and scoring to the Project Management Committee (PMC) based on the following criteria.

Technical Proposal

Relevant Experience of Firm(s) – 30 points

Relevant Experience of Key Staff – 20 points

Proposed Project Work Plan – 20 points

Demonstrated Ability to Conform to a project schedule – 10 points

Cost Proposal

Proposed Cost – 20 points

Cost proposals for all Proposers will be evaluated and an absolute score calculated. Points will be assigned for cost using a calculation-based evaluation process based on the total costs from the pricing submitted by each Proposer on the Schedule B – Fee Proposal Form. See below for explanation.

Each component of the Cost Proposal (“cost component”, i.e. hourly rates) will be scored separately using the following methodology:

1. The Lowest cost Proposal will receive 100% of the available points for the cost component
2. Remaining Proposals will receive points based on application of the following formula:
 - Points per Component = (Cost of Lowest Cost Proposal for the cost component / Cost of Proposal Being Evaluated for the cost component) x points for that cost component

(A/B) * C = D where A is the lowest proposed cost element, B is the cost element being graded, C is the maximum cost points assigned to that cost element and D is the number of cost points awarded to that cost element.

Scores for the two (2) tasks will be added together to determine the total Cost Proposal Score.

The subcommittee shall utilize consensus scoring for the Technical Proposal based on the criteria listed in Schedule A. The rankings to be proposed to the PMC will be determined by adding the subcommittee’s consensus score for the Technical Proposal to the formula-based score for the Cost Proposal.

SCHEDULE B to UL RFP for Master Design Services – COST PROPOSAL TEMPLATE

Project Name: Master Design Services for University Lakes Project

Proposer shall fill out Schedule B – Fee Proposal Form in its entirety and shall include it in the cost proposal. All hourly rate blanks in Schedule B must be filled in and no changes shall be made to the job classification title listed. If any part of the Fee Proposal Form is:

- Left blank;
- A price of \$0 (zero) is proposed for any hourly rate or unit cost;
- Multiple prices are proposed for any hourly rate or unit cost; or
- Any changes are made to working in the Fee Proposal Form,

THE PROPOSAL WILL BE CONSIDERED NON-RESPONSIVE

Hourly Rate Labor Costs (20 points maximum)

The proposed hourly rate for each job classification title will be multiplied by the weighting factor to determine the weighted hourly rate for each job classification title. The weighted hourly rate identified for each job classification title will be added together to determine the total weighted hourly rate which will be used to determine the cost score for the proposal. Note that weighted hourly rates are used only for the purpose of grading the proposal. Actual hourly rates proposed in the table below, or lower negotiated rates, if applicable, will be paid under the resulting contract(s). The hourly rates proposed in response to this RFP shall be guaranteed for the term of the contract(s). UL requires the proposed or lower negotiated rates for the entire contract term and any option period.

JOB CLASSIFICATION TITLE*	WEIGHTING FACTOR¹ (F)	NO. OF EMPLOYEES AVAILABLE **	HOURLY RATE *** (RATE)	(F) x (RATE) ****
Principal	1.0		\$	\$
Project Manager	2.0		\$	\$
Senior Landscape Architect	2.0		\$	\$
Mid-Level Landscape Architect	1.5		\$	\$
Entry-Level Landscape Architect	1.5		\$	\$
Senior Planner	1.5		\$	\$
Associate Planner	1.0		\$	\$
Senior Architect	2.0		\$	\$
Mid-Level Architect	1.5		\$	\$
Entry-Level Architect	1.5		\$	\$
Senior Engineer	2.0		\$	\$
Mid-Level Engineer	1.5		\$	\$
Entry-Level Engineer	1.5		\$	\$
Surveyor, PLS	1.5		\$	\$
Survey Crew – 3 person	1.0		\$	\$
Survey Crew – 2 person	1.0		\$	\$
CAD Technician	1.0		\$	\$
GIS Technician	1.5		\$	\$
Environmental Scientist	1.5		\$	\$
Cost Estimator	1.5		\$	\$
Scheduler	1.0		\$	\$
Project Assistant	1.0		\$	\$
Administrative Assistant/Clerical	1.0		\$	\$
Total Weighted Hourly Rate				\$

*Job Classifications and minimum requirements are provided in Schedule C.

**Number of Available Employees – the number of employees in the Proposer’s firm/team qualified for the attached job classifications and available to work on this project within thirty (30) days of contract execution. Selected Proposer(s) shall be responsible for providing the actual number of personnel required to successfully meet the contract requirements subject to the approval of UL.

***Hourly Rates proposed by each Proposer for work time.

******TO BE FILLED IN BY UL** (UL will multiply the “factor” times the “hourly rate” and place the product in this column. UL will total these numbers at bottom of the column.)

¹Use of the weighting factors is for evaluation purposes only. Only the proposed hourly rate (or lower negotiated rate) will be paid to the Contractor(s).

The fees proposed in response to this RFP shall be guaranteed for the term of the Contract, which will be twelve (12) months with one six (6)-month option period. UL requires the proposed or lower negotiated rates for the entire Contract term and any option period.

SCHEDULE C to UL RFP for Master Design Services – JOB CLASSIFICATIONS (Minimum Requirements)

Project Name: Master Design Services for University Lakes Project

NOTE: For all job classifications, a Master’s Degree shall be equivalent to two (2) years of experience.

Principal:

Education:	Bachelor’s degree in architecture, landscape architecture, engineering, planning, business, or other related discipline
Experience:	Fifteen (15) years of experience leading major programs, projects, or business units
Responsibilities include:	Providing overall contractual administration and broad oversight and direction to Master Design contractor
Knowledge of and skills in:	Management and supervision, effective leadership, oral and written communication, design and construction, and management of multiple tasks
Examples of work:	Provides oversight of all project activities. Provides guidance and supervises Project Manager(s). Manages work performance to ensure that services are being provided efficiently and effectively and take corrective action as necessary. Approves hiring of staff and subcontractors. Communicates with subcontractors, UL, Project Advisor, and other interested parties regarding all aspects of program operations. Makes effective presentations as required.

Project Manager:

Education:	Bachelor’s degree in architecture, landscape architecture, engineering, planning, business, or other related discipline
Experience:	Five (5) years of experience leading major programs, projects, or business units
Responsibilities include:	Providing day-to-day direction, guidance, and decision-making operations involving Master Design services
Knowledge of and skills in:	Management and supervision, effective leadership, problem solving, oral and written communication, design and construction, and management of multiple tasks
Examples of work:	Plans, directs, and coordinates daily project activities to ensure project goals and objectives are accomplished. Establishes work plan and staffing for each component of project. Confers with project staff to outline the work plan to assign duties, responsibilities, and authorities. Prepares project reports for UL and Project Advisor. Plans, reviews, and evaluates work of subordinate staff and subcontractors. Provides explanations, clarifications, and other communications with UL, Project Advisor, and other interested parties regarding all aspects of program operations.

Senior Landscape Architect:

Education:	Master’s or Bachelor’s degree in landscape architecture
Experience:	Ten (10) years of experience in major project design, as well as management of design staff and technical resources. Requires licensure as a professional landscape architect.

Responsibilities include:	Working directly with clients and project managers in establishing design approaches, conceptual layouts, and detail design.
Knowledge of and skills in:	Managing the preparation of plans, construction drawings, and specifications, resolving technical issues and conflicts, providing review and quality assurance, and interpreting local codes and standards. Knowledge of and experience working on large-scale recreational and/or environmental projects is preferred.
Examples of work:	Provides design direction to staff and subcontractors. Supervises professional, technical, and support staff. Conducts reviews of plans, specifications, and cost estimates. Provides design and construction expertise to UL and Project Advisor.

Mid-Level Landscape Architect:

Education:	Master’s or Bachelor’s degree in landscape architecture
Experience:	Five (5) to ten (10) years of experience in major project design. Requires licensure as a professional landscape architect.
Responsibilities include:	Working directly with professional and technical staff and subcontractors to assist in the development of design solutions, as well as the production of plans, construction drawings and specifications.
Knowledge of and skills in:	Managing the preparation of plans, construction drawings, and specifications, resolving technical issues and conflicts, providing review and quality assurance, and interpreting local codes and standards.
Examples of work:	Executes design direction through the production of plans, renderings, construction drawings, and specifications. Supervises professional, technical, and support staff. Conducts reviews of plans, specifications, and cost estimates. Provides design and construction expertise to UL and Project Advisor.

Entry-Level Landscape Architect:

Education:	Master’s or Bachelor’s degree in landscape architecture
Experience:	Zero (0) to five (5) years of experience in assisting landscape architects in planning, designing, and preparing related working drawings and details.
Responsibilities include:	Under the supervision of a Senior Landscape Architect or Mid-Level Landscape Architect, assisting in the development of design solutions, preparing conceptual designs, design development drawings and construction documents.
Knowledge of and skills in:	Site analysis, construction drawings and specifications, and plant materials
Examples of work:	Production of conceptual design, design development, and construction drawings and specifications.

Senior Planner:

Education:	Master’s or Bachelor’s degree in urban and/or regional planning, landscape architecture, public administration, public policy or a related field.
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Experience:	Five (5) to ten (10) years of experience in professional planning. Requires American Institute of Certified Planners (AICP) certification.
Responsibilities include:	Develops conceptual plans. Conducts research and prepares reports on land use, physical, social, economic, and environmental issues. Develops recreational and/or mobility plans. May supervise others.
Knowledge of and skills in:	Well-developed knowledge of one or more planning disciplines, such as urban design, environment, mobility, economic development, or land use. Knowledge of principles, methodology, practices of research and data collection.
Examples of work:	Directs planning tasks. Prepares and presents planning reports and projects.

Associate Planner:

Education:	Bachelor's degree in urban and/or regional planning, landscape architecture, public administration, public policy or a related field.
Experience:	Zero (0) to five (5) years of professional planning experience.
Responsibilities include:	Supports the development of conceptual plans. Conducts research and prepares reports on land use, physical, social, economic, and environmental issues. Supports the development of recreational and/or mobility plans. Produces planning level graphics and renderings.
Knowledge of and skills in:	Knowledge of one or more planning disciplines, such as urban design, environment, mobility, economic development, or land use. Knowledge of principles, methodology, practices of research and data collection.
Examples of work:	Supports planning tasks.

Senior Architect:

Education:	Master's or Bachelor's degree in architecture
Experience:	Ten (10) years of experience in major project design, as well as management of design staff and technical resources. Requires licensure as a professional architect.
Responsibilities include:	Working directly with clients and project managers in establishing design approaches, conceptual layouts, and building systems.
Knowledge of and skills in:	Managing the preparation of plans, construction drawings, and specifications, resolving technical issues and conflicts, providing review and quality assurance, and interpreting local codes and standards. Knowledge of and experience working on large-scale public and/or recreational projects is preferred.
Examples of work:	Provides design direction to staff and subcontractors. Supervises professional, technical, and support staff. Conducts reviews of plans, specifications, and cost estimates. Provides design and construction expertise to UL and Project Advisor.

Mid-Level Architect:

Education:	Master's or Bachelor's degree in landscape architecture
Experience:	Five (5) to ten (10) years of experience in major project design. Requires licensure as a professional architect.

Responsibilities include:	Working directly with professional and technical staff and subcontractors to assist in the development of design solutions, as well as the production of plans, construction drawings and specifications.
Knowledge of and skills in:	Managing the preparation of plans, construction drawings, and specifications, resolving technical issues and conflicts, providing review and quality assurance, and interpreting local codes and standards.
Examples of work:	Executes design direction through the production of plans, renderings, construction drawings, and specifications. Supervises professional, technical, and support staff. Conducts reviews of plans, specifications, and cost estimates. Provides design and construction expertise to UL and Project Advisor.

Entry-Level Architect:

Education:	Master’s or Bachelor’s degree in landscape architecture
Experience:	Zero (0) to five (5) years of experience in assisting landscape architects in planning, designing, and preparing related working drawings and details.
Responsibilities include:	Under the supervision of a Senior Landscape Architect or Mid-Level Landscape Architect, assisting in the development of design solutions, preparing conceptual designs, design development drawings and construction documents.
Knowledge of and skills in:	Construction drawings and specifications of building systems.
Examples of work:	Production of conceptual design, design development, and construction drawings and specifications.

Senior Engineer:

Education:	Master’s or Bachelor’s degree in an engineering discipline
Experience:	Ten (10) years of experience in major project design, as well as management of design staff and technical resources. Requires licensure as a Professional Engineer (PE).
Responsibilities include:	Working directly with clients and project managers for scope definition, overseeing project(s) of major scope and complexity, and may supervise others.
Knowledge of and skills in:	Engineering design, construction practices, land surveying, project management, engineering review of plans and specifications, contract administration.
Examples of work:	Supervises professional, technical, and support staff. Conducts reviews of plans, specifications, and cost estimates. Provides engineering and construction expertise to team. Develops preliminary construction cost estimates.

Mid-Level Engineer:

Education:	Master’s or Bachelor’s degree in engineering discipline
Experience:	Five (5) to ten (10) years of experience in major project design. Requires licensure as a Professional Engineer (PE).
Responsibilities include:	Under the direction of a Senior Engineer, responsibilities include scope

	definition, overseeing a number of large projects or a project of substantial scope and complexity, and may supervise others.
Knowledge of and skills in:	Managing the preparation of plans, construction drawings, and specifications, resolving technical issues and conflicts, providing review and quality assurance, and interpreting local codes and standards.
Examples of work:	Executes design direction through the production of plans, construction drawings, and specifications. Supervises professional, technical, and support staff. Conducts reviews of plans, specifications, and cost estimates. Provides design and construction expertise to team.

Entry-Level Engineer:

Education:	Master's or Bachelor's degree in engineering discipline
Experience:	Zero (0) to five (5) years of experience in experience on assignments requiring limited knowledge of engineering principles and techniques. Position requires certification as an Engineer Intern (EI).
Responsibilities include:	Under the supervision of a Senior Engineer or Mid-Level Engineer, responsibilities include tasks involving conventional and straightforward engineering plans, investigations, surveys, structures, or equipment with relatively few complex features for which precedent exist.
Knowledge of and skills in:	Civil construction drawings and specifications.
Examples of work:	Engineering analysis and production of reports, construction drawings and specifications.

Surveyor, PLS:

Education:	Bachelor's degree in civil engineering or surveying or equivalent work related experience.
Experience:	Five (5) years of experience in surveying. Requires Professional Land Surveyor (PLS) registration.
Responsibilities include:	Scope definition, research, perform surveys, and may supervise others.
Knowledge of and skills in:	Mechanical drawing instruments or survey computer programs. Nomenclature and symbols of drafting. Surveying instruments and equipment and their use and care. Principles and practices of land surveying. State law regarding the establishments of plats, property lines, and survey monuments.
Examples of work:	Application of knowledge of land surveying to land surveying activities and techniques. Ability to make arithmetic computations accurately and record results legibly. Ability to do transit and level work, which may include application of total station instruments to survey projects. Ability to use surveying instruments. Ability to reduce and plot field notes to make computations required. Ability to make engineering sketches, maps and

	drawings. Ability to read and interpret engineering plans and specifications.
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Survey Crew – 3 Person

Crew:	One (1) Party Chief and Two (2) Technicians.
Education:	High school diploma or equivalent.
Experience:	Party Chief: Five (5) years of experience in surveying. Technicians: Entry Level Position.
Responsibilities include:	Perform surveys and field investigations at direction of engineer, architect, or surveyor, PLS.
Knowledge of and skills in:	Operating various surveying equipment, surveying standards and practices.
Examples of work:	Ability to do transit and level work, which may include application of total station instruments to survey projects. Ability to use surveying instruments. Ability to read and interpret engineering plans and specifications.
Equipment:	Fully equipped including vehicle, Robotic or GPS Instrument, Tripod, Prism Pole, Tape, etc.

Survey Crew – 2 Person:

Crew:	One (1) Party Chief and One (1) Technician.
Education:	High school diploma or equivalent.
Experience:	Party Chief: Five (5) years of experience in surveying. Technicians: Entry Level Position.
Responsibilities include:	Perform surveys and field investigations at direction of engineer, architect, or surveyor, PLS.
Knowledge of and skills in:	Operating various surveying equipment, surveying standards and practices.
Examples of work:	Ability to do transit and level work, which may include application of total station instruments to survey projects. Ability to use surveying instruments. Ability to read and interpret engineering plans and specifications.
Equipment:	Fully equipped including vehicle, Robotic or GPS Instrument, Tripod, Prism Pole, Tape, etc.

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CAD Technician:

Education:	Associate's degree in Computer Aided Drafting and Design, Applied Science or related field or equivalent work related experience.
Experience:	One (1) year of experience in providing extensive and complex CAD systems support to architects, landscape architects and engineers. Additional education may substitute for experience.
Responsibilities include:	Ensuring overall quality assurance as it relates to completing and adhering to CAD operations and standards, ensuring that CAD software and hardware is operational and efficient and overseeing all CAD needs on assigned projects.
Knowledge of and skills in:	AutoDesk Map and/or AutoCAD systems and applications design and operations, basic hardware and network structure and configuration methods, principles of civil/mechanical/electrical/architectural drafting, GIS concepts and processes, and GPS equipment and software.
Examples of work:	Generates maps, plats, site plans, etc. as required. Provides project status information to architects, engineers, and Project Managers. Reviews the accuracy and completeness of data capture work.

GIS Technician:

Education:	Bachelor's degree in geography, geology, engineering, planning, mathematics, government, computer science, or related field or equivalent work-related experience.
Experience:	Three (3) years progressive experience using GIS technology and/or information management technology in a geographic-based enterprise.
Responsibilities include:	Providing stable, reliable, and superior quality mapping and map-based reports and supporting GIS operations.
Knowledge of and skills in:	GIS mapping applications.
Examples of work:	Develops project maps showing existing conditions and proposed improvements. Develops target area maps for applications. Develops project location maps and other mapping products as necessary.

Environmental Scientist:

Education:	Bachelor's degree in science or equivalent work related experience.
Experience:	Five (5) years progressive experience in natural resources, environmental analysis, environmental planning, permitting or a related area.

Responsibilities include:	Serves as a technical, scientific advisor; Provides or coordinates assistance and technical oversight in the development, interpretation and implementation of environmental protection, environmental mitigation, and natural resource protection components of the project; Review and analysis for avoidance, minimization, and mitigation of environmental impacts; Collection and analysis of scientific data; Performance of environmental, natural resource, and other scientific duties as required.
Knowledge of and skills in:	Provides technical assistance. Evaluates permit, projects, authorizations, and certification applications to determine compliance with existing regulations, promote pollution prevention, remediation, reclamation, mitigation, and energy efficiency. Reviews plans and specifications for technical accuracy and compliance with federal and state laws and regulations. Develops environmental plans or projects for regulatory compliance. Conducts scientific studies, which may require environmental monitoring activities including collection, organization, evaluation, and interpretation of samples and data. Conducts remediation and reclamation investigations and reviews and monitors cleanup plans. Develops and writes new or revised program specific regulations, policies, and procedures.
Examples of work:	Determines compliance with reclamation, remediation, mitigation, and environmental control laws and regulations. Prepares permit applications, reports, work plans, and technical documents.

Cost Estimator:

Education:	Bachelor’s degree in a technical or business discipline or equivalent work related experience.
Experience:	Five (5) years of experience in developing cost estimates, cost alternatives, and cost comparisons for major projects.
Responsibilities include:	Compiling and analyzing data on all factors that can influence costs, such as materials, labor, location, duration of projects, and special equipment requirements.
Knowledge of and skills in:	Principles of construction cost estimating. Skilled in application of prevalent cost estimating software.
Examples of work:	Performs take-off estimates of material and labor from bid documents, obtains material pricing from vendors and other sources, attends scope development meetings, participates in the review of bid tabulation and analysis, and works with the project team to identify all components of the project as well as make adjustments and updates in total project cost at different intervals of the project.

Scheduler:

Education:	Bachelor's degree in a technical or business discipline or equivalent work-related experience.
Experience:	Three (3) years of experience in preparing and maintaining schedules for major projects.
Responsibilities include:	Coordinating and communicating with all team players to identify all milestones, details and project dependencies in creating a timeline management process from the start of the project to final closeout.
Knowledge of and skills in:	Scheduling programs such as Primavera or MS Project.
Examples of work:	Prepares manpower plans, project schedules, and forecasting reports. Sets up project metrics and systems to control the outcome of the project budget and schedules.

Project Assistant:

Education:	Bachelor's degree in planning, public administration, public policy, architecture, engineering, business, technical, or related area of study.
Experience:	Entry level position.
Responsibilities include:	Provides support to Master Design team. Assists staff in collecting and preparing data for various planning projects. Manages a full meeting calendar, creates and mails committee meeting packages. Conducts field work, collects parcel data and searches land records. Prepares maps and reports of limited or variable complexity. Produces sketches and renderings of limited or variable complexity.
Knowledge of and skills in:	Administrative programs such as Microsoft Word, Excel and PowerPoint.
Examples of work:	Conducts basic office functions as needed, such as data entry, file management, and customer service.

Administrative Assistant/Clerical:

Education:	High School diploma or its equivalent.
Experience:	One (1) year experience in performing routine office administration and secretarial services. Additional education may substitute for experience.
Responsibilities include:	Providing routine office functions and support services for management and staff.

Knowledge of and skills in:	Standard office procedures, basic computer operations, and office equipment operation.
Examples of work:	Prepares and processes various types of correspondence, forms, and reports. Makes copies of documents and organizes and files documents. Answers and forwards incoming calls. Handles all outgoing and incoming mail responsibilities. Compiles and maintains records of office activities. Tabulates and posts data in record books or computers. Operates office machines and computer terminal to input and retrieve data.

NOTE: All personnel and their associated job classifications must be approved by UL prior to billing. If, during the course of the contract, the Contractor adds personnel to the contract team, the Contractor will submit each individual's resume and proposed job classification to UL for prior review and approval. Once approved by UL, the individual will be added to the Contractor's roster. Personnel must be associated with one of the job classifications provided above and rate shall not exceed contract rate(s).

SCHEDULE D to UL RFP for Master Design Services – CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. UL requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the contact name and fill in the information below: (Print Clearly)

- Date _____ Official Contact Name: _____
- A. E-mail Address: _____
 - B. Facsimile Number with area code: () _____
 - C. US Mail Address: _____

Proposer certifies that the above information is true and grants permission to UL to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFP is accurate.
2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein.
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote is valid for at least *180 calendar* days from the date of the proposal submission deadline specified in the RFP.
5. Proposer understands that if selected as the successful Proposer, he/she will have *15 business days* from the date of delivery of final Contract in which to complete contract negotiations, if any, and execute the final contract document.
6. Proposer certifies, by signing and submitting a Proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in 2 CFR 200. (A list of parties who have been suspended or debarred can be viewed via the internet at www.sam.gov.)
7. There is no litigation or any suspension or debarment proceedings that could affect the services to be supplied in any contract resulting from this RFP, or a list of such litigation/ proceedings is attached to this Certification.
8. In the last ten (10) years, the Proposer has not filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, or if such proceedings exist, an explanation providing relevant details is attached.
9. There are no pending Securities Exchange Commission investigations involving the Proposer, or, if such are pending or in progress, an explanation providing relevant details and an attached opinion of counsel as to whether the pending investigation(s) will impair the Proposer's performance in a contract under this RFP is attached.
10. There is no open or pending litigation initiated by Proposer or where Proposer is a defendant in a customer matter, or if such proceedings exist, an explanation providing relevant details is attached.

