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- 1. In the REQUEST FOR TECHNICAL PROPOSALS, “SECTION VIII TECHNICAL PROPOSALS SUBMITTAL REQUIREMENTS,” subparagraph “Technical Proposal Submittal Requirements” on page 7 INSERT the following:**

**“ The purpose of the forms issued in Appendix E is to standardize and organize the information provided by the Design-Build Applicant Entities in a uniform manner so as to provide easy reference for the Technical Review Evaluation Committee in their scoring of each Technical Proposal using the criteria shown on the evaluation form and described in the Request for Technical Proposals (RFTP).**

#### **INDEX OF FORMS REQUIRED IN THE PROPOSAL**

##### ***BINDER FORMS***

***These forms do not indicate price nor contract time.***

***The following forms are to bound in the Technical Proposal binders:***

***The original of these forms are to be placed in the binder marked “original” with copies in the three remaining binders:***

##### **Form Name**

##### **Form Title**

Form 1	List of Key Firms
Organizational Chart	To be provided by the Design-Build Applicant Entity
Forms 2 thru 10	Only those firms added since the SOQ
NCA	Non-Collusion Affidavit
CAIR	Commitment to Assign Identified Resources to Project
CRCF	Certification Regarding Use of Contract Funds for Lobbying
DBEC	DBE/MBE/WBE/SBE Certification
KPI	Key Personnel Information
NS	Named Subcontractors

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***ENVELOPE FORMS***

*The following forms are to be sealed together in one envelope to be opened after all Technical Proposals are evaluated and scores are submitted to the committee chair:*

*ONLY one original of each of these forms is to be completed and signed where indicated. Place all of the following forms in one sealed envelope marked "Schedule and Price for the Riverfront Cold Storage Facility Project" with the name of the Design-Build Applicant Entity marked on the outside of the envelope.*

**Form Name**

**Form Title**

**FOP**

**Form of Proposal**

**PTP**

**Price and Time Proposal**

**PPS**

**Periodic Payment Schedule**

**LSI**

**Letter of Subcontract Intent**

**SPCP**

**Schedule of Progress Checkpoints**

**PB or Certified or Cashier's Check**

**Proposal Bond with Power of Attorney of Surety if used in lieu of a Certified or Cashier's Check as Proposal Security in the Amount of 5% of Total Project Proposed Lump Sum Contract Price**

**CR or other acceptable evidence**

**Corporate Resolution or other acceptable evidence of authority satisfactory to the Board of Commissioners Port of New Orleans to sign the proposal as applicable to the Design-Build Applicant Entity**

**EXPLANATION OF THE ABOVE REQUIRED FORMS  
TO BE PROVIDED IN BINDERS**

The following forms are required to be included in the Technical Proposal binders for use of the Technical Review Evaluation Committee in scoring without any knowledge of Contract Price and Contract Time.

**Form 1**-The purpose of this form is to list all key firms that the Design-Build Applicant Entity wants the Technical Review Evaluation Committee to consider when scoring the criteria. It is the choice of the Design-Build Applicant Entity to determine the number of firms and which firms it considers key to scoring the most points in the various criteria being evaluated by the committee. Form 1 requires that an overall organization chart indicate how these key firms are organized under the Design-Builder. Form 1 may expanded to more than one page. It is not necessary to list every firm that may participate in the project.

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**Forms 2 thru 10- The Design-Build Applicant Entities invited to submit a Technical Proposal were selected based on information previously provided in their Statements of Qualifications (SOQ). Although the firms initially named in the SOQ cannot be deleted from the Design-Build Applicant's Technical Proposal, the Design-Build Applicant may submit additional key firms (subcontractors and subconsultants) for consideration by the Technical Review Evaluation Committee in scoring the Technical Proposals.**

**Previously submitted SOQs for each Design-Build Applicant Entity will be provided to the Technical Review Evaluation Committee, along with the Technical Proposals, since these committee members are not the same individuals as the Qualifications Evaluation Committee.**

**The purpose of Forms 2 thru 10 is to provide information for any added firms listed in the Technical Proposal, but were not previously listed in the SOQ and therefore did not submit this information to evaluate their experience. Do not resubmit these forms if previously provided in the SOQ. Forms 2 thru 10 directly relate to scoring demonstrated experience criteria.**

**The following forms have a stated purpose. Some forms do not relate to scoring criteria, but are an important requirement of the Technical Proposal. These forms are to be submitted in the Technical Proposal binders, along with Form 1 and any added Forms 2 through 10.**

**Form NCA-Non Collusion Affidavit- The purpose of this form is for the Design-Build Applicant Entity to attest that specific activities have NOT taken place as indicated on the form.**

**Form CAIR-Commitment to Assign Identified Resources to Project- The purpose of this form is to assure a commitment as stated in the form.**

**Form CRCF-Certification Regarding Use of Contract Funds for Lobbying-This form is a requirement of the federal funding used in the project and is self-explanatory.**

**Form DBEC-DBE/MBE/WBE/SBE Certification-This form is to ensure that the Design-Build Applicant Entity is aware of the federal requirements and the Board of Commissioners Port of New Orleans' policy to use "best efforts" and indicates which forms are to be used to indicate information about any key firms on the team, as listed on Form 1, that have DBE/MBE/WBE/SBE documented certification.**

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**Form KPI-Key Personnel Information-This form is to be used as an easy reference for listing key personnel and summarizing their information. The Design-Build Applicant Entity may use add, delete, and edit the positions as it deems appropriate. This form is directly related to scoring demonstrated experience criteria. Additional sheets may be used. Key personnel should be associated with key firms listed on Form 1.**

**Form NS-Named Subcontractors-This form is to be used to indicate the *estimated* participation percentage based on total contract price **WITHOUT INDICATING ANY DOLLAR AMOUNTS**. This form is directly related to scoring demonstrated experience criteria since more consideration will be given to those key firms that are most heavily involved in the project. This form is also where any key firms listed on Form 1 that have DBE/MBE/WBE/SBE certifications are to be listed **ONLY IF DOCUMENTATION OF SUCH CERTIFICATION IS INCLUDED WITH THE Form NS**. The Design-Build Applicant Entity, by listing key firms and percentage of participation on Form NS, are expected to make a good faith effort to use the key firms and personnel listed since the evaluation scores are heavily based on the experience of these key firms and personnel.**

**EXPLANATION OF THE ABOVE REQUIRED  
FORMS TO BE PROVIDED TOGETHER IN ONE SEALED ENVELOPE  
AND  
OPENED ONLY AFTER SCORES ARE COMPLETED  
AND SUBMITTED TO THE COMMITTEE CHAIR**

**Form FOP-Form of Proposal-This form is self-explanatory and binds the Design-Build Applicant Entity to the Proposal and states terms and conditions. **ACKNOWLEDGEMENT OF ALL ADDENDA** must be filled-in as provided in space on Page 2 of 3. Page 3 of 3 is a signature page which must be notarized. This form notes that submittal of acceptable evidence of authorization of the representative of the Design-Build Applicant Entity who signs the FOP must be satisfactory to the Board of Commissioners Port of New Orleans and is a requirement.**

**Form PTP-Price and Time Proposal-This form is self-explanatory and provides a checklist of all documents that are required to be provided, as originals, together in one sealed envelope. Because the riverfront cold storage facility was previously designed at a different site, there is no expectation that a design development process is necessary. The Design-Build Applicant Entity is to provide the scope of work and services as stated in the Request for Technical Proposals and its Addenda, using the development concepts provided in the Governor Nicholls/Esplanade Avenue Contract Documents as a guide. For the purposes of evaluating and scoring the Design-Build Applicant's Technical Proposal the stated scope of work and services, including the technical**

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**requirements of Appendix F, is sufficient to for the Design-Build Applicant Entity to submit a Contract Price and Contract Time.**

**Form PPS-Periodic Payment Schedule-The purpose of this form is to indicate the anticipated cash flow required and correlation to the Contract Time proposed.**

**Form LSI-Letter of Subcontract Intent-The purpose of this form is for key firms listed on Form 1 to confirm that the type of work and estimated minimum value of its work, and thus its percentage of participation shown on Form NS by the Design-Build Applicant, correlate. The intention is that there is no misrepresentation of a key firm's magnitude of participation on Form NS and that the key firms are aware of the representation made by the Design-Build Applicant Entity on forms used by the Technical Evaluation Committee in scoring. There is an expectation that the minimum value correlates to the minimum participation percentage used on Form NS such that the Design-Build Applicant Entity does not overstate a key firm's experience for scoring purposes.**

**Form SPCP-Schedule of Progress Checkpoints-The purpose of this form is to indicate milestones on a timeline that the Design-Build Applicant Entity can relate to the payment schedule shown on Form PPS.**

**Form PB-Proposal Bond-The intent of this Proposal Bond is to provide an alternate means to provide a Proposal Security in lieu of a certified check or cashier's check. The Proposal Security requirement binds the successful Design-Build Applicant to an obligation to provide the required insurance certificates, Performance Bond and Payment Bond, and enter into a notarial contract as specified on Form PB. Failure to do so will result in forfeiture of the Proposal Security as liquidated damages. Form PB also states the requirements of the Performance Bond and Payment Bond.**

**Form CR-Corporate Resolution-The purpose of this form is to provide an example of the type of evidence of authority of the person(s) who has signed the Proposal to bind the legal entity submitting the Proposal. Submittal of acceptable evidence of authority satisfactory to the Board of Commissioners Port of New Orleans with the Proposal is a requirement."**

- 2. In the REQUEST FOR TECHNICAL PROPOSALS, "SECTION II BRIEF PROJECT DESCRIPTION," subparagraph "Site Conditions" as issued in Addendum No. 2, ADD the following sentence to the first paragraph: "Based upon the municipal water flow test posted on the project website, it is the recommendation of the Port of New Orleans Engineering Department that there is not sufficient water pressure to supply a firewater system for the building and the domestic water supply. Therefore, fire pump drawing water from the Mississippi River will be required to supply the fire system. This would be unmetered. In**

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**addition, domestic water will be via the New Orleans Sewerage and Water Board's (NOSWB) municipal water system and shall be metered as per the Port of New Orleans and NOSWB requirements for all potable water service at within the project site."**

- 3. In the REQUEST FOR TECHNICAL PROPOSALS, "SECTION II BRIEF PROJECT DESCRIPTION," subparagraph "Special Systems" ADD the following paragraphs:**

**"The terminal operator, New Orleans Cold Storage, has provided the document entitled 'Guidelines for Design, Construction and Installation' dated August 18, 2009 which it requires for work at its cold storage and refrigeration facilities. While not specific to the Riverfront Cold Storage Facility Project, and where it does not conflict with the Request for Technical Proposals, these guidelines shall be followed as applicable to this project.**

**Paving for Chassis Trailers:**

**Reinforced concrete landing pad or pads designed for highway truck loading with space to accommodate parking for ten wheeled refrigerated chassis trailers in the asphalt paved marshalling yard are required. Materials shall conform to the following Section or Subsections of the LDOTD "Red Book".**

<b>Portland Cement Concrete</b>	<b>901</b>
	<b>1005</b>
<b>Mesh Reinforcement</b>	<b>1009.01</b>
<b>Load Transmission Devices</b>	<b>1009.04</b>
<b>Curing Materials</b>	<b>1011.01</b>
<b>Geotextile Fabric</b>	<b>1019</b>

**The Design-Builder shall be permitted to furnish Type B, C, D or E concrete; however, the same type shall be used throughout the project, unless otherwise authorized by the Engineer in writing. The Design-Builder will also be permitted to furnish Class A concrete in lieu of the mixtures listed above. All concrete shall achieve a minimum flexural strength of 750 psi at 28 days age.**

**Electrical Stations for Refrigerated Chassis Trailers:**

**Reefer station service shall be rated at 480volts, 3 phase, 25 amps max per trailer with accommodation for ten reefer gang plugs each rated at 32 amps with integral molded case protection of 30 amps. Receptacle housing shall be type 316 stainless steel. Maximum reefer station load is 252 kVA at 300 amps to be provided by a 400 amp service. Enclosure shall be 14 GA. 304 stainless steel with all fasteners to be 300 series stainle ss steel. Hub material is to be**

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**aluminum. Complete assembly shall be UL listed at 22,000 RMS symmetrical amperes at 480VAC. After installation, all conduit openings must be completely sealed with expanding foam. Pipe bollards shall be installed sufficient to protect the electrical service enclosure. The reefer station shall be located in the area designated as truck marshalling in such a way as not to interfere with the traffic flow of incoming trucks or any tenant site activities. The reefer station also must not interfere with or block any rail indicated in the marshaling area and must maintain specified clearances of any rail within the vicinity.”**

**Issued in Addendum No. 5 is “Guidelines for Design, Construction and Installation” dated August 18, 2009, pages 1 through 9, which becomes part of the RFTP.**

- 4. In the REQUEST FOR TECHNICAL PROPOSALS, “SECTION V. DBE/MBE/WBE/SBE PARTICIPATION,” REPLACE THE FIRST FIVE PARAGRAPHS IN THEIR ENTIRETY AND SUBSTITUTE THE FOLLOWING PARAGRAPHS:**

**“As a condition of the Board’s funding sources for this project, the requirements stated in Appendix “D”-Community Development Block Grants Compliance Provisions in the Request for Technical Proposals are a requirement of the contractual obligations of the Design-Builder and the Board who are party to the contract awarded.**

**Full compliance with all guidelines and requirements for Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, 12 U.S.C. 1701u (section 3)-“Compliance in the Provision of Training, Employment and Business Opportunities” will be a Contract requirement.**

**All parties to the Design-Build contract must agree to comply with HUD’s regulations in 24 DFR, part 135, which implements Section 3, as evidenced by their execution of the Contract. Parties to this Contract must certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations. Specifically, refer to Paragraph 5, page 5 of the Community Development Block Grants Compliance Provisions for Professional Services Contracts and Paragraph 7, page 13 of the Community Development Block Grants Compliance Provisions for Construction Contracts contained in Appendix “D” of the Request for Technical Proposals. Such certification will be required of the Design-Builder after Award of the Contract.**

**Furthermore, it is the policy of the Board to practice nondiscrimination based on social and economic disadvantage, race, color, sex, gender, disability or national**

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**origin. The Board re-affirms its commitment to doing business with all segments of the business community and requires, to the extent possible, the inclusion of firms certified as disadvantaged, minority, women and small business in all of its professional services, construction and business transactions.**

**The Design-Build Applicant Entities will be expected to fully comply with the DBE/MBE/WBE/SBE participation policy of the Board as stated above, and implementation of the Design-Build Applicant Entity's plan as stated in its Technical Proposal. The following information is to be submitted to indicate the Design-Build Applicant Entity's intentions.**

- i. Forms KPI (Key Personnel Information) and NS (Named Subcontractors) are the forms in the Technical Proposal where DBE/MBE/WBE/SBE firms that are anticipated at the time of submitting the Proposal, to participate in the Design-Build contract as co/joint venture partners, subcontractors, suppliers, or vendors, etc. are to be listed and information provided. Form NS (Named Subcontractors) is where the participation (based on the percentage of total contract value without revealing the contract price contained in the sealed envelope) is to be shown for each of the DBE, MBE, WBE, SBE firms participating in the Design-Build contract. Do not list dollar values on these forms. Provide evidence of current DBE, MBE, WBE, SBE certification status issued by a certifying public entity or certifying trade association, such as the Louisiana Minority Supplier Development Council and the Women's Business Enterprise Council-South with Form NS (Named Subcontractors).**
  
- ii. Form LSI (Letter of Subcontract Intent) is the form in the Proposal's sealed envelope that is to be used to indicate the type of work and estimated dollar value for each firm listed in the Technical Proposal on Forms KPI (Key Personnel Information) and/or NS (Named Subcontractors). Form LSI must be signed by the subcontractor to be considered valid.**

**The successful Design-Builder, as part of its contract with the Board, will be required to agree to use its "best efforts" to achieve the policy of the Board and to comply with the Design-Build contract requirements for monthly monitoring and reporting of the actual participation of all DBE/MBE/WBE/SBE firms, as specified in the RFTP.**

**By signing the Proposal, the Design-Build Applicant Entity (Proposer) certifies that (1) the above CBDG requirements and Board policy will be met by obtaining commitments equal to or exceeding the CBDG requirements and that the Design-Build Applicant Entity (Proposer) will provide a good faith effort to substantiate**

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**the attempt to meet the CBDG requirements and Board policy; and (2) if awarded the Contract, the Design-Build Applicant Entity (Proposer) will comply with the requirements as stated above.”**

- 5. “ADD Appendix F-General Conditions of the Design-Build Contract.**

A handwritten signature in black ink, appearing to read "Deborah D. Keller". The signature is written in a cursive, flowing style.

Deborah D. Keller, P.E.  
Director of Port Development