

ADDENDUM NO. 1
JULIA STREET CRUISE TERMINAL PROJECT
Phase 3-Interior Renovation and Related Work
BOARD OF COMMISSIONERS PORT OF NEW ORLEANS
For Proposals Due Noon, Monday, April 12, 2010
APRIL 7, 2010

Item 1. Change to the Scope of Services

The Scope of Services described in the RFP's Attachment "A" Scope of Services, as shown on page 2, is deleted and replaced with the following paragraph. No change is made to the project schedule.

"Phase 3 work under this contract consists of the professional architectural and engineering (civil, electrical, mechanical) design, surveying, construction material testing laboratory services, project management, and inspection of the interior renovation of the cruise terminal and a new the vertical circulation core building containing two escalators (one up/one down), two elevators, and emergency stairwells to connect the passenger lounge to the elevated passenger gangway being furnished and installed by others under separate contract to the Port of New Orleans. The vertical circulation core building design shall include the design of a pile-supported foundation for the new building.

The project contract documents for this Phase 3 work will require careful coordination, scheduling, and possibly phasing, which must be specifically planned by the Consultant and included in the construction contract documents prepared by the Consultant to ensure coordination with the construction of Phase 1 (procurement and installation of an elevated, articulated, enclosed passenger gangway to transport passengers between the new vertical circulation core building and the cruise ship), and construction of Phase 2 (any structural modification to the wharf substructure to accommodate the support structure of the new gangway). Phase 1 and 2 are designed by others and not included in this Consultant's scope of work, except to coordinate the design and construction of the Phase 3 work with Phase 1, and possibly Phase 2. Phase 3 work includes design of all fixed furnishings and the portable counters/workstations in the passenger lounge area. All other moveable furnishings and furniture will be the responsibility of the Port staff to procure, with suggestions from the Consultant for technical specifications.

Phase 1 has been bid and a contract is anticipated to be awarded by the Port in April. Port of New Orleans staff will determine if Phase 2 is necessary, or not."

Item 2. Change to Project Construction Cost

Wherever the RFQ, the RFP and its Attachments, especially Attachments "A" and "D", indicate the maximum construction cost for the improvements designed under this contract, change the construction budget from \$4 million to \$5 million so that the single construction bid package for this Phase 3 work consists of the renovation of the cruise terminal and a new vertical circulation core building, containing two escalators (one up/one down), two elevators, and emergency stairwells, that connects the new passenger lounge to the elevated passenger gangway being furnished and installed by others under separate contract to the Port of New Orleans. The passenger gangway procurement and installation, as well as the connection to the new vertical circulation core building, are included in a contract scheduled to be awarded by the Port in April

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Page 2 of 2
April 7, 2010
Addendum No. 1 (continued)

for approximately \$3 million. The total project construction cost for all phases is limited to \$9 million, with a State appropriation of 10 percent and not-to-exceed \$8.9 million. The Port of New Orleans is funding the consultant services provided under this professional services contract, as well as up to 10 percent of the construction cost for all phases.

3. Change in RFP Attachment “D” Design Criteria

On the first page following the cover sheet, change the 8th paragraph to read as follows:

“Interior and exterior directional signage that is incorporated into the overall design theme and effectively communicates to cruise passengers for their efficient movement during embarkation and disembarkation operations. Directional and informational signage that uses electronic messaging shall be designed and specified by the Consultant for the Port staff to include, at its option, in the contract bid documents (plans and specifications) if it will not cause the project to exceed the budget. Cable television service at strategic locations in the cruise terminal shall be designed and specified by the Consultant for the Port staff to include, at its option, in the contract bid documents (plans and specifications) if it will not cause the project to exceed the budget. “

4. Site Visit Minutes, Attendance Sheet, and Questions/Answers-Attached

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

**BOARD OF COMMISSIONERS PORT OF NEW ORLEANS
INFORMATION MEETING
PORT IMPROVEMENTS
JULIA STREET CRUISE TERMINAL
CRUISE TERMINAL BUILDING IMPROVEMENTS
SPN 578-36-0017 (323) WO 1-938
APRIL 6, 2010
10 A.M.**

MINUTES OF MEETING AND QUESTIONS/ANSWERS RECEIVED SUBSEQUENTLY

Consultants signed-in and were issued Port of New Orleans promotional literature and video about cruises in New Orleans.

Director of Port Development, Deborah Keller, welcomed the consultants and gave a briefing on the project's site visit. Port staff accompanied the tour, as well. Minutes will be posted to the project website www.portno.com/JuliaStCruiseTerminalImprovements.htm.

Port Project Engineer, Darren Austin, issued CDs to each of the five prime consultant representatives. The set of 2 CDs contained AUTOCAD drawing files indicating design and construction the Port to the Julia Street Terminals starting with the construction of the original cruise terminal space.

Ms. Keller explained that a separate contract for the Passenger Gangway that is schedule for award in April, did include an alternate bid item for a vertical circulation core to link the new passenger lounge to the new gangway. Due to budget constraints, the alternate will not be awarded, and the vertical circulation core will be provided in a new building. The scope of work for this project will be added in Addendum No. 1 and the project's construction budget under this consulting contract will increase from \$4 million to \$5 million (maximum). The addition of a building to house the escalators, elevators, and emergency stairwell (vertical circulation core building) will require civil engineering design of the vertical circulation core's foundation and structure.

She advised that the Port's conceptual floor plan for the renovated terminal which was created several years ago for the funding application and issued in the RFQ, is being slightly revised by Mr. Jumonville, Director of Cruise and Tourism for the Port. The revised floor plan will be provided to the successful consultant team.

Mr. Jumonville stated that the project schedule issued in the RFQ is based on beginning operations with cruise ships scheduled for 2011 and an earlier completion is desired. He advised that the with the exception of building a new vertical circulation core building on the riverside of the existing terminal, but landside of the wharf, the designers are limited to only the property the Port of New Orleans owns, the 80,000 square foot first floor, which is a linear space confined by the Mississippi River and the railroad. The second floor is owned by the City.

Mr. Jumonville informed the group that the first local cruise terminal was created in 1991 in this building (which was originally built for the 1984 World Expo as the International

Pavilion) because of an increase of cruises. The largest cruise ship that currently berths at the Port carries 3,400 passengers. The Julia St. Cruise Terminal typically will be used for four hours in the morning to disembark the returning passengers and crew, and for six hours in the afternoon to embark passengers and crew for the next sailing.

Ms. Keller advised the consultants to concentrate on energy efficiency, durability, and economy that still keep the project within budget and on schedule. She cautioned that there may be very little that can be done to the existing load-bearing walls and shear walls, or with penetrations coming into the terminal from the second floor. She urged the consultants to also focus their design approach from the perspective of a vacationing passenger. The terminal should meet the expectations that the cruise lines establish for their own ships and provide a comfortable, clean, efficient, and easily-maintained facility. Cruise passenger feedback to the cruise lines mainly reflects the passenger experience at the terminal. The design will need to overcome the lack of accessibility to the site since Port of New Orleans and Julia Street cannot be re-configured. The safe and efficient movement of passengers through the various areas (passenger lounge, baggage area, transportation area, etc.) will be accomplished both by the layout of the terminal and by directional signage.

Mr. Jumonville explained the intention of the Port is for cruise operations to not impact the contractors working on the project site during their construction contracts. While some ships may berth at the wharf, there would be no passengers entering the construction zone. Therefore, there is no need to plan renovation work around ship calls. The Port will provide Homeland Security regulations and oversight of the plans and technical specifications when the consultant begins preliminary design. He compared the federal security to that of airports regarding U.S. Customs, Border Security, and police operations on cruise days.

The contract documents issued for public bid, i.e. final plans and specifications, shall include the features and be of the material as per the Homeland Security guidelines that Mr. Jumonville negotiates as a project requirement necessary to obtain federal approval. The design team will be responsible for designing and specifying only **fixed** furniture and fixtures and the moveable work counters in the passenger lounge area. Suggestions for port staff to specify the procurement all other **movable** equipment and fixtures are welcome. Directional signage need only be in English, but appropriate graphic symbols are encouraged, as well. If within the project budget, directional signage may include electronic messaging as an effective means of communication with passengers.

Flooring in the baggage area should be similar to that of the Erato Street Cruise Terminal baggage area. Floor material in the new baggage area should be suitable for both the rubber-tire baggage handling equipment and the high-volume passenger foot traffic. Propane forklifts are not allowed anywhere inside the terminals.

Some areas of the existing terminals, such as outdated space built for the use of U. S. Customs and Border Protection, will require total demolition. Existing overhead and

other doors will remain, while other doors and walls may be removed to accommodate the new floor plan.

The passenger corridor separating disembarking passengers from secured areas may not need to be as wide as it is now, which may allow more space to activities in the secured areas. The height of the current wall separating the baggage area and the passenger corridor is at the appropriate height required by Homeland Security for segregating secured and non-secured areas. Replacement of some or all the overhead doors, which are currently not used and face Port of New Orleans Place, is necessary to facilitate ingress and egress from the Port of New Orleans Place passenger drop-off area, as well as provide additional light into the terminal.

Outside the terminal, Ms. Keller indicated that there is a project to be constructed in 2010 for replacing the existing staircase with a new staircase and concrete platform at the second level. This will connect the second floor balcony of Riverwalk to the existing platform that leads to the elevator and escalators to the Riverfront Streetcar stop below. This project will not impact the construction activities of the Julia Street Cruise Terminal Project. The existing vertical circulation core building will be used for handicap access from the Erato St. Wharf to the Riverwalk second floor balcony.

The meeting concluded at approximately 11:30 a.m., with the opportunity given to attendees to ask questions. No questions were asked at the time. Addendum No. 1 will be issued on Wednesday, April 7, 2010.

Questions Asked Via Email on April 7, 2010:

1. QUESTION: In Chapter 3 of the RFQ there is a total construction cost estimate of \$9 million. The passenger gangway is estimated at \$ 3 million. The original RFQ stated estimated construction value at \$4 million for the Phase 3 interior renovation work and related improvements, but without a vertical circulation core building. Please clarify the construction budget for Phase 3 now. **ANSWER: A revised budget is issued in the RFP, Addendum No. 1 and it is \$5 million maximum, including the vertical circulation core building and its equipment (escalators and elevators).**

2. QUESTION: In our RFQ we listed one person as Principal-in-Charge and another as Principal. We now prefer to change which person is Principa-in-Charge. Is this allowable? **ANSWER: As long as the key personnel listed in the Statements of Qualifications remain part of the team, the prime consultant may change their duties/titles in the final Proposal, however, their duties/titles in the final Proposal are expected to be the same when the contract is prepared for execution with the Port.**

3.QUESTION: If a sub-consultant is on more than one prime consultant's team, whose presentation do they attend? **ANSWER: Any sub-consultant that is a key component of the team should participate in the team's presentation and therefore should attend every prime consultant's presentation if that prime consultant requests their attendance in order to represent the key function that sub-consultant is providing. This is the choice of the prime consultant and the sub-consultants.**

4. QUESTION: How can we arrange to visit the Erato St. Cruise Terminal to observe the cruise operations inside? **ANSWER: Mr. Jumonville indicated that if he was able to take consultants into the Erato St. Cruise Terminal on cruise days this weekend, he would be limited to five at a time. In the interest of fairness, it is not feasible for him to do this five times, once for each prime consultant team. Observation of the disembarking may be done from the Riverwalk balcony about 9 a.m. on April 10th and 11th, and about 3 p.m. for embarking via the Julia St. entrance into the Riverwalk Food Court. The successful prime consultant will be able to visit the terminal with Mr. Jumonville at later dates.**

5. QUESTION: The Letter of Sub-consultants Intent Form (Form LSI) requires the estimated minimum value of the sub-consultant's services. Does this form belong in the proposal package binder or in the sealed Fee Proposal envelope? **ANSWER: Because one of the scoring criteria is the level of participation of DBE/MBE/WBE/SBE firms, only by indicating the percent of participation based on allocation of the fees can the criteria be applied fairly by the evaluation committee. Also, key sub-consultants that are well-qualified and therefore would generate higher scores, should have the evaluation committee taking into consideration the level of participation that sub-consultant is expected to have in the project. The purpose of the form is to indicate the least amount of fees a sub-consultant will be under contract for and an estimated participation percentage in the project based on the fee allocated to the sub-consultant for the purposes stated above. The official price proposal is the information in the sealed envelope. Form LSI is to be in the binder in the order listed and described in the RFP in SUBMITTAL REQUIREMENTS under paragraph 1, WRITTEN PROPOSALS. By providing this form there is an indication that both the prime consultant and the sub-consultant understand the level of participation of the sub-consultant.**

6. QUESTION: Is there a page limit to the Written Proposal or any proposal format requirements? **ANSWER: Read the Request for Proposal Package, in particular the section SUBMITTAL REQUIREMENTS TO RESPOND TO THIS RFP and especially paragraph 1, WRITTEN PROPOSALS. The number of pages is not limited, but the organization of the information should be as prescribed in the RFP to aid the evaluation committee in correlating the qualifications to the criteria.**

7. QUESTION: Regarding the Attachment "C" Part 2 Rate Schedule, do we list employee names in the blank spaces next to the job title or the all-inclusive maximum hourly rate that the Port will be charged for this category of employee? **ANSWER: The purpose is to provide a listing, not by employee name, but by the employee job title/position and indicate the maximum hourly rate intended to invoice the Port for that classification of employee. A firm may have several rates for individuals that are in the same classification, but the rate schedule provides the maximum the Port would be invoiced. Each invoice submitted will provide the name and timesheet of the individual and the classification of the employee into one of the provided positions. The Port's contract administrator will compare the invoice with the final negotiated rate schedule that becomes an Exhibit to the executed contract and pay no more than the hourly rate shown in the contract's Exhibit. Not all firms will use all the classifications shown, however the Port has standardized its rate schedule because without established position titles it is difficult to determine if rates are reasonable and customary. END**

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10 A.M.**

Attendance

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<u>Name</u>	<u>Firm Name</u>	<u>Prime Consultant Team</u>	<u>Phone #</u>	<u>E-mail</u>
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