

CLAY MADDEN
MAYOR

City of Mandeville
"THE HEART OF THE OZONE BELT"



CITY COUNCIL

JASON ZUCKERMAN
COUNCIL CHAIRMAN

RICK S. DANIELSON
AT LARGE

REBECCA GOFORTH BUSH
DISTRICT I

DR. J. SKELLY KRELLER
DISTRICT II

JILL MCGUIRE
DISTRICT III

REQUEST FOR PROPOSALS

COMPREHENSIVE LAND USE REGULATION ORDINANCE REVISION

ADDENDUM NO. 3

ANSWERS TO WRITTEN INQUIRIES

1. *Please clarify that the only place you want cost is on the Attachment A Cost Proposal Form. And if so, what is your expectation for the hourly rates listed by task? If the proposal includes more than one individual and each has a different hourly rate, should the rate listed on the form be an average of those rates? Or should there be a separate form for each individual?*

Please do not include a separate form for each individual working on various tasks. Instead, the hourly rate should encompass the total amount to be billed to the City of Mandeville for each task per hour, whether it includes multiple individuals' rates or not.

2. *On the E-Verify Affidavit, it appears that there may be contradicting statements. In (1) through (3), it states that entity participates in E-Verify and that all employees are legal. The sentence below that states that the entity has no employees in Louisiana. Is it the intent that one of these would be deleted as applicable?*

The language on the E-Verify Affidavit is contradictory and therefore needs correction. Attached to this addendum is the corrected version of the affidavit. **PLEASE USE THE CORRECTED VERSION WITH YOUR SUBMISSION.**

3. *The insurances listed in Attachment H seem to be for a scope beyond that requested by this RFP. Is it acceptable to submit a current Certificate of Insurance, and if additional insurance is required, that would be part of contract negotiations if awarded?*

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The Insurance Requirements are intentionally all-encompassing, per the City Attorney. However, the note in the Insurance section states, "Insurance requirements only apply as they are relevant to the services being provided." This would mean that the only insurance required from the successful firm would be the relevant coverages for the purposes of this RFP. Submitting firms may include their general Certificate of Insurance in their response, with the understanding that additional proof of insurance may be required during the contract process.

4. *If the proposal is from a team with subconsultants, does each subconsultant need to complete the affidavits in Attachments B through G? And does each subconsultant need to provide a Certificate of Insurance?*

Each subconsultant would NOT need to provide a separate Certificate of Insurance. Regarding the other affidavits, if there's not one central applicant (or separate LLC) then each individual/subconsultant should submit their own affidavits (excluding the Certificate of Insurance.)

**END OF ADDENDUM 3
REVISED E-VERIFY AFFIDAVIT
FOLLOWS**

Issued 9/12/2022

ATTACHMENT E: E-VERIFY AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND APPEARED _____
_____, WHO AFTER BEING BY ME DULY SWORN, DEPOSED AND
SAID THAT HE/SHE IS THE FULLY AUTHORIZED _____ OF
_____(HEREIN AFTER REFERRED TO AS VENDOR) THE PARTY WHO
SUBMITTED A QUOTE/PROPOSAL/CONTRACT/BID/RFP/SOQ TITLED
_____ FOR CITY OF MANDEVILLE PROJECT:

Pursuant to LA.R.S. 38:2212.10C, a private employer shall not bid on or otherwise contract with a public Entity for the physical performance of services within the State of Louisiana unless the private employer verifies in a sworn affidavit that the private employer is registered with, participates in, and utilized the status verification system required by LA. R.S. 38:2212.10B(2), known as "E-Verify" program, in accordance with federal rules and regulations pertaining to E-Verify.

Affiant further said:

- (1) Entity is registered and participates in a status verification system to verify that all employees in the State of Louisiana are legal citizens of the United States or are legal aliens.
- (2) Entity shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana.
- (3) Entity shall require all subcontractors to submit to the Entity an affidavit verifying compliance with statements (1) and (2).

AUTHORIZED SIGNATURE

NOTARY PUBLIC

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20 ____
My commission expires _____