

## **ADDENDUM No. 03: December 4, 2024**

**Project:** Jefferson Parish Economic Development Commission (JEDCO)  
New Orleans Food & Beverage Incubator  
700 Churchill Parkway  
Avondale, LA 70094  
Churchill Parkway in Avondale, LA (26-A1-A)

**JEDCO RFQ #:** 24-1211

**From:** JEDCO  
700 Churchill Parkway  
Avondale, LA 70094

### **To all Firms/Individuals Responding:**

This Addendum forms a part of the RFQ Documents and modifies the original RFQ Documents dated 11/06/2024. Changes made by this Addendum take precedence of the original RFQ Documents of earlier date.

### **RESPONSES TO QUESTIONS:**

1. Please share any information on the proposed site's conditions and/or geotechnical report.  
See Addendum #2, site map and survey (26 A1-A) included. No geotechnical reports are available for this site.
  
2. Is Construction Management the same as Construction Contract Administration?  
Yes, construction contract administration involves managing and overseeing the construction process to ensure that the project is completed according to the contract documents, on time, and within budget. Key responsibilities include:
  - Facilitating Project Communication: Ensuring effective communication between the owner, architect, and contractor to avoid misunderstandings and delays.
  - Maintaining Project Records: Keeping detailed records of all project activities, decisions, and changes.
  - Reviewing and Certifying Payments: Reviewing and certifying the amounts due to contractors to ensure they are accurate and justified.
  - Processing Change Orders: Managing changes to the project scope, schedule, or cost through formal change orders.
  - Responding to RFIs: Providing timely responses to Requests for Information (RFIs) from contractors to clarify project requirements.
  - Issuing ASIs: Issuing Architect's Supplemental Instructions (ASIs) to provide additional information or minor changes without altering the contract sum or time.
  - Reviewing Submittals: Reviewing shop drawings, product data, and samples to ensure they conform to the contract documents.
  - Site Observation: Conducting site visits to observe the work and ensure it conforms to the design intent and contract documents.
  - Conflict Resolution: Addressing and resolving conflicts that arise during construction to keep the project on track.

- Project Closeout: Managing the project closeout process, including punch lists, final inspections, and issuing the Certificate of Substantial Completion.
  - Effective construction contract administration requires strong organizational skills, attention to detail, and the ability to communicate and collaborate with all project stakeholders.
3. If not (Question #2), what's are the roles and responsibilities of the Construction Manager?  
Same, see question #2
  4. By the responding firm providing Pre-construction and Construction Management Services, will this prohibit members of the team (like for example our General Contractor doing Pre-Constructions and CM Services for the project) from the ability to submit qualifications for the construction of the project?  
The firm awarded this RFQ, as well as any of its subcontractors, will not be allowed to submit a proposal for the construction of the project.
  5. Is there a limit to the number of additional section N pages that can be added?  
No limit to Section N pages.
  6. The TEC form included with attachment A shows 2 projects per page in Section L, can these pages be modified to show a full page for each project?  
No, the pages should remain unmodified.
  7. Does JEDCO's definition of Construction Management include Construction Administration as outlined in the AIA Contracts documents or will the Architect be required to include a construction management firm as part of the project team?  
See question #2 as above.
  8. Is Construction Management the same as Construction Contract Administration? If not, what's are the roles and responsibilities of the Construction Manager?  
See question #2 as above.
  9. Will the team member providing Pre-Constructions Services be prohibited from submitting qualifications for the construction of the project?  
The firm awarded this RFQ, as well as any of its subcontractors, will not be allowed to submit a proposal for the construction of the project.
  10. Does JEDCO consider pre-construction and construction management services to be the same as Construction Administration, with CA falling under the purview of architects?  
See question #2 as above.
  11. The addendums state that the project delivery method is neither Design-Build nor CMAR. Can JEDCO please confirm what delivery method is being used for this project?  
Design – Bid – Build (traditional project delivery), involves a design firm (this RFQ) and a general contractor (bid later) working directly for JEDCO under separate contracts. The design firm works with JEDCO to develop the contract documents: drawings, specifications, and other exhibits. Once the design is complete, the design firm (or its subs) will bid for a general contractor. Then, the design firm and JEDCO evaluate the proposals from the GCs and select the low qualifying bid.
  12. Construction Management is typically associated with CMAR delivery. If the project delivery method is not CMAR, is CM absolutely necessary? Please confirm and clarify.
    - a. Yes, JEDCO is seeking firm for all three services specified in the RFQ.

13. The responses around the Construction Management scope appear to be misaligned with our understanding of Construction Management (Construction management is the process of planning, budgeting, coordinating, and overseeing construction projects from start to finish. It involves managing all aspects of the construction process, including the schedule, cost, quality, function, and safety.) This role would typically be filled by a Contractor in a CMAR capacity, but it has been confirmed the project will not be CMAR but bid instead. Is the intention of Construction Management to provide Construction Administration and represent the Owner through the construction process as typically provided by an Architect or are there greater services as outlined above in the definition?  
See question #2 as above.
14. In Section 8 of the RFQ it states to provide a resume for each person likely to be assigned. For these resumes are we to use Section K of the TEC Form and duplicate the sheet as needed for all team members and/or include specific resume sheets?  
Yes, please use Section K and duplicate as needed.
15. Is a separate TEC form required from all subconsultants on the project to be included in the full submittal package?  
Yes, please include as all subcontractors will need to be approved.
16. Is the Affidavit required to be completed by subconsultants as well or only the Prime firm submitting?  
The firm awarded the contract as well as its subcontractor(s) will be required to complete the Affidavit.
17. Is the completed Affidavit required to be submitted with the RFQ package or once under contract if selected?  
The Affidavits will be required at the time of contract. Not required with RFQ submittal.
18. For the indemnification, can the first sentence be reworded to remove claims and suits?  
No, the indemnification as well as any other parts of the insurance must remain unchanged.
19. Can it be clarified that this indemnification is “to the extent caused by negligent services” and not under all circumstances?  
No, the indemnification as well as any other parts of the insurance must remain unchanged.
20. Can the last sentence be omitted from this indemnification?  
No, the indemnification as well as any other parts of the insurance must remain unchanged.
21. What is the project delivery method? Is it design-build or design-bid-build?  
Design - Bid – Build
22. In section 8.0 under Experience, the section called Education Experience requests a description of large and small projects, please define the criteria in determining if a project is considered large or small.  
The size of the project is subjective to each firm, please define in your proposal.