

**CITY OF CENTRAL
RFQ&P FOR CITY SERVICES
INQUIRIES AND RESPONSES**

Note: See also, Inquiries related to Bids on www.centralgov.com.

INQUIRY RECEIVED	RESPONSE POSTED	INQUIRY	RESPONSE
03/07/2011	03/09/2011	<p>1. The Request for Proposals in Exhibit A, Page 1, Administrative Services requires that the Contractor obtain a license for the software listed. Does the City currently own the software, or will the Contractor need to purchase the software?</p>	<p>1. Section 1.0 on page 1 of the Request for Qualifications and Proposals for City Services entitled, "Introduction" provides, "[s]elected Contractor(s) will be responsible for providing all equipment, materials, office space and staffing for City Services." Contractor(s) must supply all equipment and materials including the specified software packages listed in Exhibit A. The City does not own software required to perform Scope of Services.</p>
03/11/2011	03/14/2011	<p>1. Under the general provisions of RFP the Contractor is expected to provide "office space and staffing for City Services."</p> <p>a) Are there any minimum requirements for the office space?</p>	<p>1.</p> <p>a) Exhibit A, Section 4.4, page 13 requires: 4.4 CONTRACTOR shall establish and staff a customer service office <u>within CITY limits in a location approved by the Mayor</u> for accepting applications and processing permits.</p>

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03/11/2011	03/14/2011	b) Section 3.1.4.4 requires a central records storage, 3.4.4 requires the establishment of a customer service office for permitting functions. Are there any minimum requirements for these facilities in terms of size and location and can they be in one building?	<p>b) There are no minimum requirements for these facilities in terms of size; however, Exhibit A, Section 1.4.1, page 2 requires CONTRACTOR to, “expand capacity of customer service center as necessary to handle increased volume.”</p> <p>The location of the customer services office must be approved by the Mayor.</p> <p>The Customer Service Office and central records storage can be in one building.</p>
03/11/2011	03/14/2011	c) Can the City let us know the current square footage of facilities being provided by the current contractor for these services?	c) The current Municipal Services Center occupying approximately 3,000 square feet is located at 22801 Greenwell Springs Road, Suites 2 & 3, Central. All records are currently stored at the Municipal Services Center.
03/11/2011	03/14/2011 Revised 04/12/2011	d) Are the current services being provided through these facilities adequate in size and location?	d) The current facilities are adequate in size and location; however, during the term of the contract it is expected that additional space will become necessary to handle increased volume.

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03/11/2011	03/14/2011 Revised 03/23/2011	2. Can we obtain an organizational chart of the current City services as they are being provided by the current contractor?	2. The current contractor employs individuals in the following positions who are dedicated to performing City Services on a full time basis: (1) Project Manager (1) Accountant (1) Assistant City Clerk (2) Building Officials (1) Administrative Assistant for Permit Office (1) Planner / Code Enforcement Officer (1) Planning and Zoning Director (2) Planning and Zoning staff members (1) Public Works Director (1) Public Works Field Services Supervisor (3) Public Works crew members (1) Executive/ Human Resources Assistant (1) GIS Analyst
03/11/2011	03/14/2011	3. Can we obtain a listing of the number and type of employees and a list of any sub contractors currently being utilized by the current service provider?	3. Current contractor employs various individuals and subcontractors in addition to the individuals who occupy the dedicated positions listed in response to inquiry number 2 above.
03/11/2011	03/14/2011	4. Can we obtain the pay structure of the current personnel providing the services to the City?	4. Contractors performing services to Central are not required to furnish the pay structure of the personnel employed by contractor.

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03/11/2011	03/14/2011	5. Can we obtain a copy of the City's current emergency preparedness plan?	5. Current Emergency Preparedness Plan is available at www.centralgov.com on Public Works page.
03/11/2011	03/14/2011	6. Can we obtain a copy of the most recent audit of the City?	6. Audit for 2009-2010 Fiscal Year is available at www.centralgov.com on City Documents page.
03/11/2011	03/14/2011	7. Can we obtain a copy of the Storm Water Pollution Prevention Plan? most recent version.	7. Current Storm Water Pollution Prevention Plan is available at www.centralgov.com on Public Works page.
03/24/2011	03/25/2011	1. Will the City receive questions at the pre-proposal meeting? If so, will the questions be answered at the meeting or in subsequent correspondence?	1. Representatives of the City will be available to answer questions at the pre-proposal meeting. Answers will be provided at the meeting regarding those matters which can be answered without additional research. For questions requiring research, the answer will be posted on the City's website at www.centralgov.com when available.
03/28/2011	03/31/2011	1. I need to know the number of users for IT and phone services. This includes the total number of users for City personnel [elected and non elected]. We need this information to determine the total number of licenses for software and number computers and phones.	1. There are currently five software and email account users who are City personnel [Mayor, Executive Assistant, Administrative Assistant, Finance Director and Police Chief]. All five Council members must be provided with email accounts. Additional users and email accounts may be required during Contract Term.

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03/28/2011	03/31/2011	2. Will the contractor be responsible for acquiring any phones or computers for City Hall? If so, how many?	2. Contractor is not responsible for acquiring phones or computers for City Hall.
03/28/2011	03/31/2011	3. How many locations will the contractor be responsible for providing services in addition to the permitting office?	3. Contractor is required to furnish at least one location for providing services.
03/28/2011	03/31/2011	4. Is the contractor responsible for maintaining the internal lighting and signage in individual subdivisions in the City?	4. Contractor is not responsible for maintaining lighting on public roadways. Section 3.7, Page 10 of 19, Exhibit A provides, "CONTRACTOR shall maintain all street and traffic control signs adjacent to CITY roadways or within CITY right-of-ways."
03/28/2011	03/31/2011	5. What is the current frequency of mowing? What is the seasonal mowing schedule?	5. Section 3.2, Page 9 of 19, Exhibit A sets forth grass cutting and weed control specifications.

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03/28/2011	03/31/2011	<p>6. Can you identify which subdivisions in the City have turned over for the maintenance of their roads and drainage facilities? Will the contractor be responsible for maintaining the roads and drainage facilities within the subdivisions.</p>	<p>6. Section 3.1, Page 9 of 19, Exhibit A sets forth drainage system maintenance specifications. Contractor will be responsible for maintenance of all existing City drainage facilities and any additional facilities acquired by City during Contract Term. Contractor is not responsible for maintenance of drainage facilities listed in “Ditch Maintenance Exclusions” at www.centralgov.com.</p> <p>Section 3.5, Page 10 of 19 provides, “CONTRACTOR shall maintain an estimated 275 miles of roadways within CITY.” The estimated 275 miles of roadways consists of existing City roadways; however, Contractor will be responsible for maintenance of any additional roadways acquired by City during Contract Term. Contractor is not responsible for maintenance of state or parish roadways within City limits. A list of excluded roadways is available at www.centralgov.com in Ditch Maintenance Exclusions.</p>

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03/28/2011	03/31/2011	<p>7. Is the contractor responsible for providing the materials for road maintenance or is it budgeted in the City’s budget? If provided by the contractor as part of the contractor are there any provisions for exceeding the quantities for required for road maintenance [i.e. reimbursement for additional materials used]?</p>	<p>7. RFQ&P, Page 1 of 7 provides, “Selected Contractor(s) will be responsible for providing all equipment, materials, office space and staffing for City Services.”</p> <p>Section 3.11, Page 11 of 19 provides for “Emergency Services” and Section 4.0 Exhibit B Page 23 of 42 provides procedures for reimbursement for additional services.</p> <p>Exhibit E, the Proposal Form, requires unit prices for excavation and clearing for off-road drainage maintenance of in excess of 20 acres in the event City Council provides funding for additional off-road drainage for emergency work performed outside of normal working hours and for services outside the scope of contract .</p>
03/29/2011	03/31/2011	<p>1. Section H. of the RFP refers to the contract and the fact that the contractor must be ready to execute a contract “substantially similar” to the draft provided in the RFP. Please define what “substantially similar” means. Will there be an opportunity to discuss the terms and conditions of the contract and make any modifications to the draft contract?</p>	<p>1. “Substantially similar” means that contractor’s name and price will be inserted into the final version of the contract. Revisions to correct any clerical, grammatical or technical errors will be made.</p> <p>If an Option 2 proposal is selected, revisions necessary to remove excluded services will be made.</p>

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04/04/2011	04/11/2011	<p>1. At the pre proposal meeting on April 1 the question was asked: "If the contractor was bidding on Option one (All Services in RFQ&P) would they be required to attend the Pre Proposal meeting for Option two items scheduled for April 14, 2011." There was some confusion on our part, please clarify if contractor bidding on Option One All Services needs to attend the Pre Proposal meeting on April 14th.</p>	<p>1. Contractors submitting proposals under Option 1, Option 2 or both Option 1 and Option 2 are welcome to attend the April 14, 2011 Pre-Bid Conference but are <u>not</u> required to attend. Only Contractors submitting bids for Litter Control, Grass Cutting and Weed Control; Roadway Maintenance; or Drainage Maintenance, are required to attend the Pre-Bid Conference.</p>

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04/04/2011	04/11/2011	<p>2. Section 9.0 of the RFP refers to the document as a Statement of Qualifications. Does the City want pricing information to be included in this document (in response to item G) or should pricing be provided in a separately sealed document?</p>	<p>2. Section 9.0, Paragraph G, Page 7 of 7 of RFQ&P provides, “Respondents submitting proposals for Option 1 shall submit prices for services other than Permit and Inspection Services on the Proposal form attached as Exhibit E.”</p> <p>Amendment No. 1, Addenda No. 2 (4/8/2011) provides, “Respondents shall submit proposals <u>Statements of Qualifications together with</u> on the Proposal Form attached as Exhibit E. Respondents may submit a proposal for Option 1, Option 2 or both. <u>Respondents submitting Proposals for both Option 1 and Option 2 must submit each proposal in a separate sealed container.</u> The services excluded in Option 2 will be bid by CITY for a three (3) <u>five (5)</u> year period. and will be bid by successful Respondent prior to the June 30, 2014 expiration of contracts. Respondents may bid on any or all of the services excluded in Option 2.”</p> <p>Amendment No. 3, Addenda No. 2 (4/8/2011) provides, “Respondents submitting proposals for Option 2 shall submit prices for services other than Permit and Inspection Services and the list of services excluded <u>on the Proposal Form attached as Exhibit E.</u>”</p>

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04/04/2011	04/11/2011 Revised 04/19/2011	1. Our firm currently carries a \$1.0M insurance policy for auto liability. In addition, we carry a \$5.0M umbrella policy. Can the umbrella policy be used to count toward the minimum requirements for the underlying policy? If so, can the umbrella be applied to the underlying policies for the other required insurance categories as well?	1. Please see Addendum No. 4 (04/19/2011) amending insurance requirements. Minimum requirement for Comprehensive Automobile and Vehicle Liability is at least \$2,000,000 per occurrence including all defense and indemnity obligations assumed by Contractor and at least \$5,000,000 umbrella coverage. An umbrella policy cannot be used to satisfy the minimum requirements in any other category of insurance.
04/04/2011	04/11/2011	1. How many financial forecasts and analyses, oral presentations, and preparing plans and procedures to ensure implementation of City Council policies and procedures?	1. Amendment Nos. 1 and 2, Addenda No. 3 (4/11/2011) provide, “CONTRACTOR shall assist CITY in the preparation of <u>annual</u> detailed financial forecasts and analyses, <u>including</u> research <u>of</u> current and likely future trends impacting CITY as identified and agreed upon by CITY, and <u>CONTRACTOR shall</u> assist CITY in coordinating with other public agencies to prepare the detailed financial forecasts and analyses.”

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04/04/2011	04/11/2011	2. How many annual contracts have to be developed and negotiated for CITY, and how many annual contracts have to be administered for CITY?	<p>2. The number of annual contracts to be developed and negotiated for City during the contract term will depend on the availability of funding from grants, appropriations by City Council for additional City Services and necessity to respond to emergencies.</p> <p>Approximately \$1,400,000 per year in franchise fees are currently dedicated as follows:</p> <ul style="list-style-type: none"> 30% to road repair; 35% to drainage; 10% to bridge repairs; and 25% to emergency response. <p>It is anticipated that dedicated franchise fees will be appropriated by the Council periodically as funding becomes sufficient to address repairs.</p> <p>Additionally, if an Option 2 Contractor is selected, City Services Contractor will be responsible for administration of contracts for: Litter Control, Grass Cutting and Weed Control; Roadway Maintenance; and Drainage Maintenance.</p>

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04/04/2011	04/11/2011	3. How many departments and what workload is required for providing administrative and clerical support for administrative hearings and Mayor's Court?	<p>3. Contractor is responsible for determining number of departments necessary to complete Scope of Work.</p> <p>Beginning in 2011, administrative hearings are expected to be scheduled at least quarterly. An Assistant City Clerk will be required to prepare the docket, issue subpoenas, attend and record administrative hearings, provide testimony necessary to authenticate City records, and send hearing notices to Chief of Police for service.</p> <p>Building Official, Planning and Zoning Director and others will be required to assist in investigation of alleged violations of building codes, zoning ordinances and other ordinances which can be administratively enforced. Individuals performing investigations must be available to present testimony at hearings.</p> <p>Mayor's Court is not expected to be convened during the 2011-2012 or 2012-2013 fiscal years since Mayor's Court may require additional legislative action.</p>

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04/04/2011	04/11/2011	4. How many files need to be maintained and how many copies are required annually?	<p>4. The number of GIS files requiring updating depends on the number of zoning changes approved and the number of subdivisions of property approved.</p> <p>Exhibit A, Section 1.7.3 requires updated GIS files to be provided to, “CITY, and CONTRACTOR’s employees, the City of Baton Rouge and Parish of East Baton Rouge, and the State Department of Revenue to assist CITY with obtaining local and shared revenues and other uses.”</p> <p>Current GIS database includes: Parcel Lot Data, Census Block Group Area, Census Tract Area, Flood Hazard Line, Flood Zone Area, Political Boundary Outline, Quad Index, Township and Range, Water Body Area, Address Points, Building Footprint, Churches, City Limit, Fire Stations, Subdivisions, Zip Codes, Zoning, Parks, Fire Districts, Police Stations, Schools, Streets, Highways, Storm Sewer Lines, Water Lines, Main Lines, and Water Structure Points. Parcel Lot Data, Address Points, Subdivisions and Streets require regular updates.</p>

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04/04/2011	04/11/2011	5. How many each year should be included in the estimate? How many commercial Plans for review, and how many annual number of inspections required?	5. Exhibit C shows historical data for residential permits for the calendar year 2010. Historical data for commercial plan review and inspections is available at www.centralgov.com on RFQ&P page.

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04/05/2011	04/12/2011	<p>1. Please provide a directory including names, titles and roles for all city employees and contractor staff currently providing services on behalf of the City.</p>	<p>1. City employees and officials and their titles are listed at www.centralgov.com under City Officials and staff.</p> <p>City Clerk and City Attorney are independent contractors. The following individuals employed by the current City Services Contractor are dedicated to performing City Services on a full time basis:</p> <p>Roy Hutchinson, Project Manager Ashley Porche, Accountant Mindy Callender, Assistant City Clerk Scott Price, Building Official Don Simmons, Building Official Betty Dupas, Administrative Assistant Permit Office David Cody, Public Works Director Kathi Cowen, Planning and Zoning Director Charles Becnel, Planning and Zoning Staff Matthew Zyjewski, Code Enforcement Officer Woodrow Muhammad, Planning and Zoning Staff Lisa Lee, Public Works Assistant Ellis Parish, Public Works Field Services Supervisor Randall Price, Public Works Crew Member Johnny Strain, Public Works Crew Member Robbie Bryant, Public Works Crew Member Stephanie Webster, Executive/HR Assistant Allen McDonald, GIS Analyst</p>

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04/05/2011	04/12/2011	<p>2. Can the City provide all current performance standards (Key Performance Measures) for the existing contract?</p> <p>What will the city define as "key services" that will be tracked in a KPI management system?</p>	<p>2. Current Key Performance Measures include weekly staff meetings to review and assign work, monitoring and reporting crew days for routine public works categories, monthly reporting of status of public work requests, annual financial audit by City's auditors and weekly staff meetings for assigning and monitoring of planning and zoning requests.</p> <p>Key services to be tracked and monitored will include but not be limited completion of routine public works, completion of public works orders, annual financial audit by City's auditors, timeliness of permitting and inspections and timeliness, completeness of review of planning and zoning requests and compliance with terms of contract.</p>

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04/05/2011	04/12/2011	<p>3. Please provide the City’s current Capital Investment Program. Does the City currently have any Capital Improvement Projects underway?</p> <p>If yes, what will the successful offeror’s responsibilities be regarding those projects?</p>	<p>3. All current Capital Improvement Projects will be completed before July 1, 2011.</p> <p>City currently receives about \$1,400,000 annually which are dedicated to capital improvements to roads, bridges and drainage. City does not anticipate contractor being responsible for any Capital Improvements Projects during the 2011-2012 fiscal year.</p> <p>City Services Contractor will be responsible for contract administration for Capital Improvement Projects and for conducting any required inspections.</p>
04/05/2011	04/12/2011	<p>4. Can the City provide a list of all current third party contracts, including scope, value, and performance periods that require the contractor’s continued administration?</p>	<p>4. There are no current third party contracts which will require the contractor’s continued administration.</p>
04/05/2011	04/12/2011	<p>5. Please provide a comprehensive list and details of the incumbent contractor’s subcontracts and consultants procured for services to the City for the period of performance.</p>	<p>5. Incumbent contractor is not required to furnish City with a comprehensive list or details of its subcontracts and consultants procured for services to the City.</p>

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04/05/2011	04/12/2011	6. Please provide the current fee structure for public records requests.	6. In accordance with the Louisiana Public Records Law, La. R.S. 44:1 <i>et seq.</i> , City does not charge for inspection of public records. City charges 25¢ per page for copies of public records.
04/05/2011	04/12/2011	7. Please provide the volume of existing City records that require storage by contractor.	7. Please see 03/14/2011 response to 03/11/2011 Inquiry No. 1(c).
04/05/2011	04/12/2011 Revised 04/26/2011	8. Which product suite of GBA Master Suites is currently being used by the City and how many licenses are currently being maintained by or for the City?	8. GBA Master Series 6.75 is currently being used by City Service Contractor. Current City Service Contractor is not required to furnish the number of licenses maintained.
04/05/2011	04/12/2011	9. How many licenses of Tyler Incode are currently being maintained by or for the City?	9. Current City Service Contractor is not required to furnish the number of licenses maintained.

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04/05/2011	04/12/2011 Revised 04/13/2011	<p>10. Have any of the City's ordinances been codified? If so, which ones and are there electronic copies available?</p> <p>Do the ordinances published on City's website include all the ordinances they have to date?</p> <p>If not, where are the remaining ordinances kept and in what form?</p>	<p>10. City's ordinances have not been codified. All ordinances have been scanned to PDF files and are available.</p> <p>The ordinances published on City's website under City Documents are not all City ordinances adopted to date. The current Ordinances Compilation on the City Documents page includes ordinances adopted prior to 05/11/2010.</p> <p>The original ordinances are maintained by the City Clerk and Assistant City Clerk in paper form. Additionally, all ordinances are scanned to PDF files for back-up.</p>
04/05/2011	04/12/2011	<p>11. Which product suite of Accela is currently being used by the City and how many licenses are being maintained by the City?</p>	<p>11. Accela Version 7.05, Service Pack 4 of Accela Classic is currently being used by City Service Contractor. Current City Service Contractor is not required to furnish the number of licenses maintained.</p>
04/05/2011	04/12/2011	<p>12. Which product suite of ESRI GIS is currently being used by the City and how many licenses are currently being maintained by or for the City?</p>	<p>12. ESRI Version 9.3, Service Pack 1 is currently being used by City Service Contractor. Current City Service Contractor is not required to furnish the number of licenses maintained.</p>

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04/05/2011	04/12/2011	<p>13. Please clarify whether City's current website domain (centralgov.com) is owned by the City or incumbent contractor?</p> <p>If owned by the incumbent contractor, will the city require transfer of ownership of the domain to the City or a different contractor as necessary?</p>	<p>13. City's current website domain (centralgov.com) is owned by incumbent contractor.</p> <p>City's website and domain will be transferred by incumbent City Service Contractor at end of current contract period (June 30, 2011) to succeeding City Service Contractor.</p>
04/05/2011	04/12/2011	<p>14. Please provide a list of all current grants being administered by the incumbent and all pending grant applications pending award.</p>	<p>14. Incumbent City Service Contractor is not required to administer grants. There are no grant applications pending award.</p>
04/05/2011	04/12/2011	<p>15. Please provide a list of all grants previously awarded and completed by the City.</p>	<p>15. Listings of grants awarded to the City are available at www.centralgov.com on the RFQ&P page.</p>
04/05/2011	04/12/2011	<p>16. Please provide the number of banners/decorations and the number of special events annually.</p>	<p>16. City displays twelve banners during Christmas Season. There are currently no annual special events requiring banners/decorations scheduled.</p>

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04/05/2011	04/12/2011	17. Please identify the number, duration, and scope of emergency and catastrophic services needs the City has responded to since its incorporation.	<p>17. Since incorporation the City has responded to:</p> <ul style="list-style-type: none"> • May 2008 Windstorm required debris removal and expedited permitting and inspection of repairs to property; • September 2008 Hurricanes Gustav and Rita required debris removal, road closures, sand bags for areas with flooding and expedited permitting and inspections of repairs to property; and • December 2008 Snowstorm required sanding of roads and bridges, road closures and debris removal. <p>Preparations for predicted rainstorms and ice are made approximately 3-4 times.</p>
04/05/2011	04/12/2011	18. The services identified in Exhibit A, paragraph 4.8 on page 14 of 19 appear to represent Public Works inspections rather than typical building inspections. Please clarify.	18. Contractor is responsible for inspections of all Public Works constructed by developers prior to City accepting the improvements for maintenance by City.

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04/05/2011	04/12/2011	19. What is the role of the Economic Development Consultant in general and in relation to the contractor?	19. Economic Development Consultant is responsible for implementing a plan for promoting developments which will provide needed services to residents and to increase property tax and sales and use tax which fund governmental services and the school system. Contractor will be required to provide Economic Development Consultant with information on an as needed basis.
04/05/2011	04/12/2011	20. Is it acceptable to provide access to all City records via electronic format or does the City require hardcopies as well?	20. City is required to maintain hard copies of permanent records. Additionally, City will be required to maintain other records in accordance with records retention policies to be submitted and approved by the Louisiana Secretary of State. City anticipates development of a records retention policy which will allow temporary records to be maintained in electronic format.
04/11/2011	04/13/2011	1. A question was asked at the pre-proposal meeting related to a preferred form for the required performance bond. Does the City have a preferred form for the bond?	1. A sample performance bond is available at www.centralgov.com under City Documents on the RFQ&P/Bids for City Services page.

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INQUIRY RECEIVED	RESPONSE POSTED	INQUIRY	RESPONSE
04/13/2011	04/13/2011	1. Does City have an outside accounting firm other than current City Services Contractor to perform accounting services?	<p>1. City's Finance Director is not an employee of current City Services Contractor. City's Finance Director oversees all financial services, establishes accounting procedures to be implemented by City Services Contractor and performs payroll functions for City's employees and elected officials.</p> <p>Additionally, City contracts with an accounting firm to perform a Comprehensive Annual Financial Report. Financial records are available at www.centralgov.com on City Documents page under Budget.</p>
04/13/2011	04/13/2011	2. Does City have an outside accounting firm to perform payroll functions for City Employees?	2. City's Finance Director performs payroll functions for city's employees and elected officials. Payroll for City's employees and elected officials is not included in Scope of Services in RFQ&P.

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04/13/2011	04/13/2011	3. Who is currently performing the function to issue and collect revenue for occupational licenses?	3. Current City Services Contractor administers collection of occupational licenses. RFQ&P, Exhibit A, Page 7 of 19, Paragraph 2.3 provides, "CONTRACTOR shall administer the existing processes for fees, charges, and miscellaneous revenues pertaining to franchise fees, private enterprises and individuals including but not limited to business licenses, alcoholic beverage licenses, franchises, and other taxes and fees lawfully enacted by CITY."
04/13/2011	04/13/2011	4. For the City Staff, does the City own computer equipment and software or is it supplied by the contractor in the RFP?	4. Please see 03/31/2011 response to 03/28/2011 inquiry number 2.
04/13/2011	04/13/2011	5. Can the City provide us with a summary of IT systems and a computer asset inventory list?	5. The following computer equipment is owned by City, located at City Hall and used by City's employees: 3 Dell Desktop Computers; 2 Hewlett Packard Laptop Computers; 1 Brother Laser Printer; 1 Dell Laser Printer; 1 Lexmark Inkjet Printer; 1 Hewlett Packard Printer; and 1 Hewlett Packard Scanner. All other IT systems and computer equipment is owned or leased by current City Services Contractor.

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04/13/2011	04/13/2011	6. Can we get an electronic copy of the most recent agenda package and a set of financials?	6. Agendas are available at www.centralgov.com on City Council page with links to ordinances and resolutions. Proposed minutes are also included in agenda package. Adopted minutes are available on Council page.

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04/13/2011	04/19/2011	<p>1. Will the City re-consider allowing a \$5,000,000 umbrella policy to augment a \$1,000,000 auto policy to meet the minimum requirements?</p>	<p>1. Please see Addendum No. 4 (04/19/2011) amending insurance requirements. The following insurance is required:</p> <p>Workers' Compensation Louisiana Statutory Requirement</p> <p>Employers Liability at least \$1,000,000</p> <p>Comprehensive Automobile and Vehicle Liability Insurance at least \$2,000,000 per occurrence covering claims for injuries to members of the public and/or damages to property of others arising from the use of owned, non-owned or leased motor vehicles, including onsite and offsite operations</p> <p>Commercial General Liability Insurance at least \$2,000,000 per occurrence covering claims for injuries to members of the public or damages to property of others arising out of any covered acts or omissions of CONTRACTOR or any of its employees, or subcontractors providing services for CITY</p> <p>Professional Liability Insurance at least \$5,000,000 per occurrence</p> <p>Umbrella Policy of at least \$5,000,000</p>

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04/20/2011	04/27/2011	<p>1. In response to a 3/11/11 inquiry about the RFQ&P, the positions listed in the Response to Question #2 posted on 3/14/11 does not include 1 position that is currently provided by the existing Contractor (Admin, Public Works).</p> <p>Will the City consider revising their response to include this position?</p>	<p>1. Response to the 3/11/11 Inquiry No. 2 was revised on 3/23/11 to add the position of Public Works Director. The response to the 4/5/11 Inquiry No. 1 posted on 4/12/11 listed names and titles of six employees of the Public Works Department including David Cody, Public Works Director, who is currently the Administrator for the Public Works Department.</p>

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04/20/2011	04/27/2011	<p>2. In Section 6.0 Procurement Process Objectives of RFQ&P, page 4 of 7, 6th bullet, it states that one of the City’s objectives for the contractor is to “Work in partnership with City’s elected and appointed officials to develop and implement City’s vision and objectives.”</p> <p>Will the City please list the City’s current vision and objectives?</p>	<p>2. Examples of objectives included in the City’s 2010-2011 budget and set forth in Council resolutions or ordinances include:</p> <ul style="list-style-type: none"> a. To deliver basic services as the City of Central grows through the use of available funding sources and without the necessity of levying property taxes. b. To maintain a budget surplus available for additional public works, capital improvement projects and expenditures associated with unanticipated emergencies. c. To secure available state or federal funding to provide additional services to the citizens of Central. d. To obtain grants to provide additional services to the citizens of Central. e. To obtain funding to design, acquire and/or construct an administrative building and City Hall. f. To promote economic and residential development within Central which will provide jobs for Central residents, amenities to Central residents and support governmental functions and the Central Community School System. g. To work in cooperation with the Louisiana Department of Transportation and City-Parish officials to improve safety on roadways. h. To improve drainage. i. To respond effectively to emergencies. j. To complete the City’s master plan and comprehensive zoning ordinance.

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04/20/2011	04/27/2011	<p>3. Section 9.0 of RFQ&P, page 6 of 7, third bullet, Format for Responses, Item B, Contractor’s Qualifications and Experience states: “Describe any other applicable experience including transition and startup activities for a government agency program.”</p> <p>Please clarify whether the intent of this question is for startup activities for an agency (such as another city), for a program such as a Community Development Block Grant Program (CDBG), or for either of both of these?</p>	<p>3. Any experience with transitioning services from governmental agency to Respondent or from a prior contractor to Respondent or experience with startup activities for any government agency program can be listed in the response.</p>

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04/20/2011	04/27/2011	<p>4. Section G. Proposals of RFQ&P, page 7 of 7, second and third bullets state:</p> <ul style="list-style-type: none"> • Respondents submitting proposals for Option 1 shall submit prices for services other than Permit and Inspection Services on the Proposal Form attached as Exhibit E. • Respondents submitting proposals for Option 2 shall submit prices for services other than Permit and Inspection Services and the list of services excluded. <p>Please clarify the intent of these statements?</p>	<p>4. Contractor will receive compensation for permits and inspections in the amount of the permit fees generated pursuant to City's ordinance setting Permit fees, Exhibit C of RFQ&P and revised ordinance passed on 3/8/11 posted on www.centralgov.com.</p> <p>Option 1 price should include Contractor's total fee for all services other than for Permits and Inspections.</p> <p>Option 2 price should include Contractor's total fee for all services other than for Permits and Inspections and other than for Litter Control, Grass Cutting and Weed Control, Drainage Maintenance and Roadway Maintenance which services will be provided by the low bidder(s).</p>

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04/20/2011	04/27/2011	<p>5. In section 1.8 Grant Assistance, Exhibit A of RFQ&P, would the City please specify the type of grants that the contractor may plan to assist with?</p> <p>Will the contractor's involvement in grant identification, writing and acquisition be limited to those items within the contract scope, or is assistance requested for external departments such as police and fire grants?</p>	<p>5. Grant identification, writing and acquisition is not limited to those items within the contract scope. A listing of grants previously awarded to the City is available at www.centralgov.com. City seeks to identify and apply for more grants to supplement revenue available to provide services and promote economic development.</p> <p>Assistance with grants for cooperative endeavors with other agencies may be requested. For example, the City received a grant for emergency services which enabled the City to acquire an emergency generator which is housed at the Central Fire Station which serves as the City's Emergency Operations Office.</p>

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INQUIRY RECEIVED	RESPONSE POSTED	INQUIRY	RESPONSE
04/20/2011	04/27/2011	<p>6. In Section 3. Public Works, item 3.1.2 Off-Road Drainage of Exhibit A of RFQ&P, page 9 of 19, the text specifies that 20 acres of right of ways and drainage servitudes are included. However, the type of maintenance is not specified.</p> <p>Please clarify the maintenance expected for these areas?</p> <p>Please clarify that the costs associated with mitigation and permitting fees/engineering for drainage maintenance should/should not be included in this submission?</p>	<p>6. Maintenance of off-road drainage right-of-ways and drainage servitudes is primarily ditch cutting, weedeating and removing small brush or debris from small ditches and servitudes varying in width from 5’ to 20’ located in the rear of private residential property. Most work does not require any type of engineering.</p>
04/20/2011	04/27/2011	<p>7. In Section 3. Public Works, item 3.4 Bridge Assessment and Minor Repairs of Exhibit A of RFQ&P, page 10 of 19, the text notes that the Contractor make minor repairs such as guard rails replacement or barriers.</p> <p>Please provide a dollar amount or quantity of guard rail to be included for this item?</p>	<p>7. Historical data shows that less than 25’ of guardrail has been replaced annually, mostly as a result of vehicular accidents. No dollar amount or quantity is included for maintenance.</p>

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04/20/2011	04/27/2011	<p>8. In Section 3. Public Works, 3.6 Roadway Striping of Exhibit A of RFQ&P, page 10 of 19, no information is provided regarding installing pavement markings for crosswalks, stop bars, arrows, and work markings. Additionally, no quantity is specified for the replacement of raised pavement markers.</p> <p>Will the City consider adding additional quantities and or information regarding these items?</p> <p>Is contractor responsible for replacement of all raised pavement markers (missing or damaged), whether painting that area or not?</p>	<p>8. Section 3.6 ROADWAY STRIPING provides:</p> <p>CONTRACTOR shall be responsible for roadway striping within CITY, maintaining existing pavement raised markers and pavement markings to appropriate standards, and stripe approximately 100,000 linear feet of roadway per year. All striping shall be 90 ml thermoplastic painting.</p> <p>The 100,000 linear feet per year will include all pavement markings for crosswalks, stop bars, arrows, work markings and corresponding reflectors for markings.</p> <p>Estimated quantities are available at www.centralgov.com on the City Documents page.</p> <p>Replacement of raised missing or damaged pavement markers will be included in the approximately 100,000 linear feet annual allocation.</p>

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04/20/2011	04/27/2011	<p>9. In Section 3. Public Works, item 3.11.1 of Emergency Services of Exhibit A of RFQ&P, page 11 of 19, the text notes that the Contractor shall provide for emergency and catastrophic response services including but not limited to repairing City assets and infrastructure, clearing roads, sanding streets and removing debris from City's roadways and drainage. This section has a place to provide an hourly cost for labor for these services, but there doesn't seem to be any information regarding reimbursement or pricing for repairing City assets and infrastructure or regarding reimbursement for equipment, materials, vehicles, debris disposal, etc.</p> <p>Does the City want to add additional information regarding these items?</p>	<p>9. No additional compensation will be paid for repairing City assets and infrastructure, equipment, materials, vehicles or debris removal or disposal for emergency services when a state of emergency is not declared by the Governor of Louisiana or Federal Government.</p>

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04/20/2011	04/27/2011	<p>10. Section 4. Permit and Inspection Services, item 4.4.2.3 of Exhibit A of RFQ&P, page 14 of 19, states: “Permits and plan review for all new commercial projects with a valuation over twenty million dollars (\$20,000,000) shall be completed within thirty (30) working days of receipt of plans.”</p> <p>Section 5. Planning and Zoning Services, Section 5.10.1 of Exhibit A of RFQ&P, last sentence, states: “Commercial permits over two million dollars (\$2,000,000) in valuation shall be issued within four (4) weeks of receipt of all required documentation.”</p> <p>Please clarify the intended time frame?</p>	<p>10. Sections 4.4.2.1 – 4.4.2.3 provides for review of development projects by Planning and Zoning staff. The plan review referred to is for compliance with applicable building codes. Since incorporation the only permit issued for a project with a valuation over twenty million dollars (\$20,000,000) was issued to the Central Community School System.</p> <p>Section 5.10.1 sets forth the deadlines for review of construction plans:</p> <p>CONTRACTOR shall Review construction plans submitted to ensure compliance with the Uniform Development Code and all local and state building codes. All <u>Residential</u> permits shall be issued within one (1) week of receipt of all required documentation. All commercial permits under two million dollars (\$2,000,000) in valuation shall be issued within one (1) week of receipt of all required documentation. Commercial permits over two million dollars (\$2,000,000) in valuation shall be issued within four (4) weeks of receipt of all required documentation.</p>

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04/20/2011	04/27/2011	<p>11. On Exhibit E, Proposal Form, Page 1 of 1, no rates are requested for equipment for Basic Labor for additional services per hour or for After-hour/Emergency Labor for additional services per hour.</p> <p>Does the City want to consider adding this to the Proposal Form?</p>	<p>11. No additional compensation will be paid for equipment for emergency services when a state of emergency is not declared by the Governor of Louisiana or Federal Government.</p> <p>No additional changes will be made to Proposal Form.</p>
4/21/2011	04/27/2011 Revised 04/27/2011 4:00 p.m.	<p>1. Will there be a public bid opening following submission of the bids next Friday?</p>	<p>1. The deadlines for submission of Qualifications and Proposals for City Services and Bids for Drainage Maintenance; Litter Control, Grass Cutting and Weed Control; and Roadway Maintenance to the City of Central <u>have been extended to Wednesday, May 4, 2011 at 2:00 p.m. CST.</u> Qualifications and Proposals and Bids will be opened at the City Services Selection Committee meeting on Wednesday, May 4, 2011 at 2:30 p.m. CST at the Central Fire Department, Station No. 31, 11646 Sullivan Road, Baton Rouge, Louisiana 70818.</p>

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4/22/2011	04/27/2011	<p>1. Due to the significant change in bonding requirements contained in Addendum 4 issued April 19th, 10 days prior to the bid date, will the city consider the following risk mitigation scenario? As the major portion of the scope identified in the RFP requires the successful bidder to provide administrative and IT services (professional services) as opposed to Maintenance Services (construction services), allow the bidder to provide a \$5M USD professional liability insurance policy to ensure compliant delivery of the professional services portion of the contract and a performance and labor and materials payment bond to cover the maintenance services required by the RFP?</p>	<p>1. The purpose of the performance bond is to ensure that the price quoted by the successful proposer is available to procure the services in the event the Contractor fails to perform the services.</p> <p>Professional Malpractice insurance is for defense of lawsuits and damages resulting from professional services delivered during the Contract period.</p> <p>Option 2 is available for proposers who do not wish to or have the capacity to perform or bond the majority of the labor and materials required to perform services.</p>
04/22/2011	04/27/2011	<p>2. Will the City waive the requirement for attendance at the mandatory pre-proposal meeting to allow firms in attendance to partner (as a subcontractor) with other firms that did not attend the pre-bid?</p>	<p>2. No waivers of the mandatory pre-proposal conference for the RFQ&P will be granted.</p>

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04/26/2011	04/29/2011	<p>1. Please confirm that the performance bond is for 5 years. This presents a problem for most sureties. I am attaching a bond form that we have used in the past that allows the surety to write bonds for a shorter period of a multiple year contract and if they decide not to provide a renewal/option bond it does not trigger a default under the contract nor the bond. The one year initial period could possibly go to three.</p> <p>Our account is qualified for this job but the bond requirement for any contractor makes it difficult to get an approval. I will look forward to hearing from you and thank you for your time and considerations.</p>	<p>1. Addendum No. 5 (04/29/2011), Amendment No. 1 changes the performance bond requirement to the following:</p> <p>Upon execution of Contract, Contractor shall furnish a performance bond issued by a commercial surety authorized to do business in Louisiana in the total amount of the annual compensation for services for Year 1, Year 2 and Year 3.</p> <p>On or before July 1, 2012, Contractor shall furnish a performance bond issued by a commercial surety authorized to do business in Louisiana in the amount of the annual compensation for services for Year 4.</p> <p>On or before July 1, 2013, Contractor shall furnish a performance bond issued by a commercial surety authorized to do business in Louisiana in the amount of the annual compensation for services for Year 5.</p>