**ARCHITECTURE & ENGINEERING SERVICES**

**PRE-PROPOSAL CONFERENCE**

**Tuesday, March 20, 2018**

**Questions**

1. **Any Federal funding involved?**

NO FEDERAL FUNDS ARE INVOLVED.

1. **How are these projects funded?**

NO, FUNDS FOR PROJECTS WILL BE EXTRACTED FROM TAX MILLAGE GENERATED FUNDS.

**Statement: TOP 3 RANKED FIRMS WILL BE INVITED TO PHASE 2 DISCUSSIONS.**

1. **Will there be a solid list of projects then?**

Yes

1. **Are all projects architectural?**

No, some are civil, structural, or environmental.

1. **Will it help it have an engineer on your team?**

It will not help nor hurt your score.

1. **It the fee calculation form optional?**

Yes, there is no penalty for not submitting one

1. **The profile form mentions managerial capacity and financial liability. What are you looking for?**

Financial Liability should consists of a listing of past clients, with project sizes and scopes.

1. **The first year will have how many projects?**

There will be 4 – 5 public works projects.

1. **Can the locations be visited?**

Yes, site addresses will be forwarded via an addenda for firms to visit.

1. **Is there any rule that says only one proposal?**

No, as long as the license-holder submitting the initial proposal is not assigned to the firm that has submitted or will submit a secondary proposal, and as long as the firm complies with the Louisiana Public Bid Law.

1. **Can we get a copy of the sign-in sheet?**

Yes, I will make it available on the e-procurement site within 60 minutes.