

# **CITY OF NEW ORLEANS**



**REQUEST FOR QUALIFICATIONS**

**FOR**

**Stormwater Management Plan**

**RFQ NO. 4641**

**RELEASE DATE: 2/26/2026**

**SUBMISSION DEADLINE: 3/25/2026**

# KEY REMINDERS TO PROSPECTIVE RESPONDENTS

1. READ THE SOLICITATION IN ITS ENTIRETY.
2. CONTACT THE DESIGNATED PURCHASING OFFICIAL ONLY.
3. CHECK THE SUPPLIER PORTAL PERIODICALLY.
4. TAKE ADVANTAGE OF THE QUESTION AND ANSWER PERIOD.
5. PROVIDE COMPLETE ANSWERS AND DESCRIPTIONS.
6. REVIEW THE RFQ AND YOUR RESPONSE BEFORE SUBMITTING.
7. SUBMIT YOUR PROPOSAL ON TIME.

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## SECTION 1 – DEFINITIONS

“BRASS” means Budget, Requisition, and Accounting Services System.

“City” means the City of New Orleans.

“Close Event” means the date and time at which BRASS prohibits Respondents from submitting a response to the solicitation.

“DBE” means Disadvantage Business Enterprise.

“Event” means the solicitation (RFQ, RFP, ITB, ITQ) that the Bureau of Purchasing created to release it on the Supplier Portal of BRASS.

“OSD” means the City’s Office of Supplier Diversity.

“Open Event” means the date and time at which the Event is released to the public in the Supplier Portal of BRASS.

“Purchasing Conference Room” means the room adjacent to the Bureau of Purchasing located on the 4<sup>th</sup> floor of City Hall at 1300 Perdido Street, New Orleans, Louisiana 70112.

“Respondent”, “Respondents” or “a respondent” means a person or entity who responds to the RFQ.

“RFQ” means the present request for qualification.

“SBE” means Small Business

Enterprise as defined by the U.S. Small Business Administration.

“SLDBE” means State and Local Disadvantage Business Enterprise.

## SECTION 2 – OVERVIEW

### 2.1 Introduction

The Hazard Mitigation Office is responsible for developing and implementing the City of New Orleans Hazard Mitigation Plan (HMP). A key component of the hazard mitigation action plan is an ongoing program of flood risk assessment and risk reduction project development. The Hazard Mitigation Office works closely with the Office of Resilience and Sustainability (ORS) and Sewerage and Water Board of New Orleans to plan and implement flood risk reduction projects.

In support of the city’s continuing efforts to reduce flood risk, the Office of Resilience and Sustainability seeks to develop updates and improvements to the city’s existing comprehensive stormwater model, establish a technical basis and replicable process for neighborhood-level improvement and processes for ongoing model maintenance and version control.

### 2.2 Background

Urban flash flooding is the most frequent natural hazard that affects the City of New Orleans. The 2013 GNO Urban Water Plan and 2023 Urban Water Plan @10 update outlined a vision of “living with water”. This strategy reflects the need for improvements to the city’s drainage pumps and canals in combination with green stormwater retention features to relieve peak strain on the pump system. The city has gained considerable experience designing and implementing green stormwater infrastructure projects and continues to design new drainage improvement projects on an ongoing basis.

The city has developed a methodology for conducting neighborhood-scale drainage improvement studies using refinements to the comprehensive stormwater model maintained by SWBNO. The city seeks to

develop a unified approach to stormwater modeling that can assure version control, preservation of project-level model improvements in the citywide stormwater model, and standard practices.

The City of New Orleans seeks to develop a Stormwater Master Plan that will outline a second generation of resilient stormwater infrastructure projects that can be implemented in the near-to-midterm. The Plan will account for changes in population and demographics, revised building codes, the impacts of flood insurance reform, climate science and local weather monitoring systems, funding programs (i.e. BRIC, FMA), and changes in development (i.e. ongoing infrastructure work) to provide a current and comprehensive assessment of future flood risk and a strategy to reduce the future impacts of pluvial urban flooding.

The process of developing the Stormwater Master Plan will lay the groundwork for ongoing collaborative planning and continuous Hydrologic and Hydraulic (H+H) model improvements. The technical approach will build off ongoing work by the Water Institute of the Gulf and Sewerage and Water Board of New Orleans to build a nested version of the existing PCSWMM stormwater model, with increased model resolution and 2D construction in targeted areas. The Comprehensive Stormwater Model developed through this effort will equip the City with the technical tools needed to update the city's flood risk assessment, identify flood hazard areas, and design engineering solutions to reduce flood risk.

### **2.3 Purpose**

The City seeks proposals from qualified firms and/or individuals to develop a Stormwater Master Plan that will provide an updated assessment of current and future flood risk, provide a transparent structure for future planning and decision making, and identify a prioritized set of near-term projects that can be implemented to reduce flood risk. This planning effort will be managed by ORS. ORS will coordinate project activities, including managing procurement processes, professional services contracts, financial transactions, and grant reporting. ORS will work in close coordination with stakeholders responsible for planning and maintaining stormwater infrastructure, including but not limited to the Sewerage and Water Board. The City will engage a qualified consultant to provide professional engineering services. The engineering consultant will provide technical services in support of data collection and management, flood hazard assessment and modeling.

### **2.4 Statement of Needs**

You must refer to Attachment A.

### **2.5 Performance Evaluation**

The City will memorialize performance evaluation criteria in the executed contract.

## **SECTION 3 – DBE**

### **3.1 In General**

The requirements of the City's DBE Program apply to the RFQ.

See section of the RFQ on Attachments for more information and the applicable form(s).

### **3.2 DBE Goal**

A DBE contract goal of 35 percent has been established for this RFQ.

### **3.3 DBE Interest**

The Bureau of Purchasing and OSD seek to offer the opportunity to DBE and SLDBE, SBEs, and other certified minority, women, disabled veteran owned businesses to submit their interest in participating to the RFQ as a prospective subcontractor to a respondent or to jointly propose as a prospective partner with a respondent, or both.

DBE and other certified diversity entities must complete a questionnaire to express their interest. Follow the below link to submit your interest:

- <https://forms.office.com/Pages/ResponsePage.aspx?id=hfTLCLccAkqalQ3ZtFuf90s12RkxNB5KnaGW8hYN33NUQlo4WkhHWE5YQ1ICQjZHUUZBOEhMMzg1UC4u>

If a pre-submittal conference is scheduled, OSD will present the results of the questionnaire for the RFQ during the conference.

**IMPORTANT:** Submit your interest on or before the deadline identified under Section 4.1. Otherwise, OSD will not be able to present it during the pre-submittal conference.

The Bureau of Purchasing will post said results via an addendum to the RFQ following the said conference or, in the absence of a conference, several days after the deadline identified under Section 4.1.

### **3.4 DBE Opportunities**

The City expects Respondents to ensure that every effort is made to meet DBE utilization goals.

OSD offers the opportunity to Respondents to submit subcontracting opportunities on its DBE Opportunities Page. Said page can be found at:

- <https://www.nola.gov/economic-development/supplier-diversity/opportunities/>

### **3.5 Point of Contact**

You shall direct questions related to DBE compliance prior to the Submission Deadline to:

- By email: [Supplierdiversity@nola.gov](mailto:Supplierdiversity@nola.gov)
- In writing or in-person: Office of Supplier Diversity  
1340 Poydras Street, Suite 1800,  
New Orleans, LA 70112

## **SECTION 4 – ANTICIPATED TIMETABLE**

### **4.1 Dates**

Release/Open Event (Cone of Silence Begins)	2/26/2026
Deadline for DBE Interest	3/10/2026
Pre-Submittal Conference	3/11/2026- 1:00pm CST
Site Visit (if applicable)	NA
Deadline for Submitting Questions	3/16/2026 4:00pm CST
Submission Deadline/Close Event	3/25/2026 4:00pm CST
Evaluation by Selection Committee	On or about 4/15/2026
Notification	Within 1 to 2 business days from the date of the evaluation

### **4.2 Meetings**

The pre-submittal conference meeting and the selection committee meeting are public meetings. The Bureau of Purchasing encourages Respondents to attend said meetings.



The pre-submittal conference will be held via teleconference call. The Designated Purchasing Official will post the dial in information via the Event in BRASS under “Meetings.”

#### **4.3 City Calendar**

The Bureau of Purchasing posts the dates and times of the public meetings connected to the RFQ on the calendar of the City.

The Bureau of Purchasing encourages Respondents to subscribe to the calendar.

The City calendar can be found at:

- [Calendar - City of New Orleans \(nola.gov\)](http://nola.gov) .

#### **4.4 Selection Committee Meeting**

The Bureau of Purchasing makes every effort to maintain the above date of the selection committee meeting.

However, from time to time, the Bureau of Purchasing may need to reschedule the said meeting for reasons which include, but not limited to, request(s) from committee member(s) to have additional time for review, an unexpected calendar conflict of one or more committee member, an unforeseen emergency, etc.

#### **4.5 Questions**

You must submit substantive questions to the Designated Purchasing Official via the “Q & A Forum” in the Event no later than the deadline set forth in Section 4.1

The Bureau of Purchasing does not guarantee that your question(s) submitted via email to the Designated Purchasing Official will be answered.

The Designated Purchasing Official will issue a response to questions by written addendum to the RFQ.

Your question(s) submitted after the deadline may not be reviewed for inclusion in an addendum to the RFQ.

The Designated Purchasing Official will not respond to substantive questions submitted verbally either by telephone or in person or both outside of the scheduled meetings.

#### **4.6 Cone of Silence**

From the release of the RFQ until the award, there is a prohibition on communication by respondents (or anyone on their behalf) with the City’s staff, the mayor and staff, council members and staff, members of the selection committee members and elected officials.

The Bureau of Purchasing calls this prohibition the “Cone of Silence.”

This does not apply to oral communications at pre-submittal conferences, oral presentations before selection committees, contract negotiations, or communications in writing at any time with any city employee or elected official regarding matters not concerning this RFQ.

In those instances, in which a Prospective Respondent is also an incumbent contractor, the City's staff and the incumbent contractor may contact each other with respect to the existing contract only.

Under no circumstances may the City's staff and the incumbent contractor and/or its representative(s) discuss the RFQ.

**BREAKING THE CONE OF SILENCE, IF PROVEN, MAY RESULT IN A DISQUALIFICATION OF YOUR RESPONSE.**

## **SECTION 5 – RESPONSIVENESS AND SELECTION COMMITTEE**

### **5.1 Responsiveness**

Following the submission deadline, the Designated Purchasing Official will:

- Opens the timely submitted proposals, and then
- Reviews and determines if the respondent completed and submitted the required forms.

You are invited to read Section 8.7 for failure to comply with the deadline or the required documents.

If there are responsive respondents, the Designated Purchasing Official will provide a copy of the proposals to the selection committee.

### **5.2 Selection Committee – Composition**

The Chief Procurement Officer must establish selection committees with relevant subject-matter expertise in reviewing and evaluating responses to the RFQ.

As per the applicable executive order, the selection committee will consist of the following individuals:

- The Chief Administrative Officer, or designee,
- The Chief Financial Officer, or designee,
- The manager of the User Entity requesting the service, or designee,
- The employee who will manage and monitor the contract, and
- A professional from within local government who possesses expertise in the relevant field.

### **5.3 Selection Committee – Grading**

The members on the selection committee shall either complete the numerical grading or use the wholly qualitative evaluation criteria.

### **5.4 Selection Committee – Non-Voting Member**

The Selection Committee, through a majority vote, may add one non-voting member to the committee who has expertise in the relevant field.

## **SECTION 6 – EVALUATION**

### **6.1 In General**

The selection committee will evaluate responses based on the technical criteria established under this section.

You may receive the maximum points, a portion of this score, or no points at all, depending upon the merit of your response, as judged by the selection committee in accordance with the technical criteria.

During the review of any submission at any time (including in the event of a shortlist), the selection committee may:

- Conduct reference checks relevant to the solicitation to verify all information, and rely on or consider any relevant information from such cited references or from any other sources in the evaluation of the submissions,
- Seek clarification of a submission or additional information from any or all respondents and consider same in the evaluation of submissions,
- Waive any requests or requirements if such waiver is in the best interest of the City, and
- Request interviews/presentations with any, some or all respondents to clarify any questions or considerations based on the information included in submission.

## **6.2 Technical Criteria for the RFQ**

The Selection Committee will use the following criteria to evaluate the proposals submitted by Respondents:

### **1. Experience/Past Performance: 0 – 35 Points**

This factor considers the respondent's experience within the past five years. The execution of similar work as well as the quality of the work with consideration to timeliness and technical success should be noted. Provide lessons learned from similar projects that involved flood mitigation and community engagement. This factor also considers the education, experience, knowledge, and the necessary skills of the respondent's staff. Additional experience and past performance requirements:

- Hydraulic and Hydrodynamic modeling
- Design of both green and grey stormwater infrastructure
- Examples of previous projects developing SOPs and technical guidance related to stormwater modeling

### **2. Technical Approach: 0 – 25 Points**

This factor considers the proposal's responsiveness to the Needed Services and the merit of the respondent's approach to:

- Developing H+H models and conducting drainage studies
- Establishing recommendations for best practices in engineering studies
- Conducting stakeholder engagement as part of a drainage area study

### **3. Community Engagement Strategy: 0 – 20 Points**

Proposal demonstrates an equitable community engagement strategy as evidenced by staff expertise, client testimonials, prior project experience, or any combination of the above. Proposal includes specific innovative outreach activities or methods to engage stakeholders in the planning process. Proposal demonstrates examples of respondent's collaboration with neighborhood and non-profit organizations.

### **4. Operating Plan and Staffing: 0 – 10 Points**

This factor considers the quality and completeness of the respondent's plans for carrying out all phases of the contract work as it pertains to scheduling work assignments, allocating work resources, and providing the required Subject Matter Expertise at each phase of the project.

ETC....

**5 DBE**

**0 – 15 Points**

You will see below a table with additional information on this criterion.

POINTS	DESCRIPTION	POINT AWARD	AWARDING GUIDELINES
3pts may be awarded	<p><b>DBE Goal:</b> Proposal complies with contract DBE participation goal or will conduct good faith efforts to do so.</p>	<p>3pts    2pts   1pts   0pts</p>	<ul style="list-style-type: none"> <li>• Meets or exceeds the stated contract DBE goal or demonstrates why and how the respondent can only achieve a lower DBE goal</li> <li>• States they will meet a lower contract goal without demonstrating why or how.</li> <li>• No commitment - 0%, but demonstrates why &amp; how DBE participation is not achievable.</li> <li>• No commitment -0% without explanation.</li> </ul>
6pts may be awarded	<p><b>Quality of Proposal:</b> Proposal submitted a quality DBE Participation Plan that includes innovative strategies and approaches to achieve and maintain compliance over the contract term and that builds capacity in the DBE community.</p>	<p>+2pts          +1pts          +2pts</p>	<ul style="list-style-type: none"> <li>• Prime has identified scopes of work to be performed by DBE firm(s) to be used that represent a Commercially Useful Function.</li> <li>• Prime has clearly identified DBE firm(s) and their scopes of work.</li> <li>• The DBE has contributed directly to the Proposal (Resumes,</li> </ul>

		+1pts	<p>Experience Portfolio, etc.).</p> <ul style="list-style-type: none"> <li>• Prime has identified ways to support the DBE (e.g.: Mentor-protégé relationship, bonding, early payments, etc.).</li> </ul>
6pts is default award; points may be deducted	<p><b>Past Performance Issues:</b></p> <p>Includes firm's past performance on meeting DBE goals, technical assistance and supportive services designed to increase participation and build capacity in the DBE community.</p>	Up to 6 points may be deducted.	<p>Points shall be deducted for the following reasons:</p> <ul style="list-style-type: none"> <li>• Prime has a history of not meeting their committed DBE goal.</li> <li>• Prime has history of switching DBEs or reduces work committed to DBEs.</li> <li>• Prime is inconsistent with reporting requirements of the DBE policy.</li> <li>• Prime does not cooperate with OSD on-site monitoring.</li> <li>• Prime has history of not paying their DBE subs in a timely manner.</li> <li>• Prime has a history of insufficient GFEs.</li> </ul>

**SECTION 7 – NOTIFICATION AND CONTRACT**

**7.1 Notification**

Once the selection committee recommends a proposal, the Bureau of Purchasing notifies the selected firm by an intent to award letter. The unsuccessful firm(s) will be notified as well.

The Designated Purchasing Official will also award the Event in BRASS which only represents an administrative function.

The intent to award letter will contain the name and contact information of the representative of the department responsible for administering the future contract.

IMPORTANT: The intent to award letter is not a contract award notification. The contract award is subject to the successful satisfaction by the selected respondent of all additional requirements in the solicitation.

## **7.2 Composite Scoring Sheet**

In addition to the notification, the Designated Purchasing Official will post an electronic copy of the sheet on the website of the Bureau of Purchasing under “RFP/RFQ Composite Scoring Sheets.”

The Bureau of Purchasing keeps a sheet available for public view for 30 days from the date of the selection committee meeting.

You can find the composite scoring sheets on the following webpage:

- <https://nola.gov/view-rfp-rfq-composite-scoring-sheets/>

After 30 days, any interested party must submit a request for public records to the City’s Attorney Office to obtain a copy of the tabulation.

You can submit your request at <https://www.nola.gov/city-attorney/public-records-requests/> .

## **7.3 Negotiation and Execution of Contract**

After the issuance of the intent to award letter, the City may negotiate the final contract with the selected respondent.

Irrespective of the occurrence of contractual negotiations or not, the selected respondent must provide the representative of the department responsible for administering the future contract with required documentation (examples: tax clearance form, proof of signing authority, proof of good standing with the State of Louisiana, etc.).

The City Attorney’s Office is responsible for presenting the successful respondent with a proposed written contract to execute.

Once executed by the City, the department responsible for the administration of the contract can authorize the beginning of the services.

The City will publish a copy of the fully executed contract on the City’s Supplier Portal.

## **7.4 Contract Administration**

The executed contract with the selected firm identifies the department responsible for administering it.

Said department will be notably responsible for monitoring the performance of the contractor.

## **7.5 Contract Amendment and/or Time Extension**

### **7.5.1 DBE Compliance**

Prior to amending and/or extending the contract for time with the contracted firm, said firm must be compliant with its committed DBE plan.

Failure to comply can constitute cause for termination of the contract.

### **7.5.2 Performance Evaluation**

Prior to amending and/or extending the contract for time with the contracted firm, said firm must perform in accordance with the scope of work set forth in the contract.

Failure to comply can constitute cause for termination of the contract.

## **SECTION 8 – SUBMISSION**

### **8.1 In General**

You may respond to this RFQ:

- By responding to the Event in BRASS (preferred method).
- Or by submitting a physical copy to the Bureau of Purchasing in person or by courier.

#### **8.1.1 Submission In Person or by Courier**

If you choose to submit a physical copy of your response, your sealed envelope must:

- a. Be addressed to the Designated Purchasing Official (see Section 8.2 for the contact information)
- b. Be marked with “[name of respondent] – RFQ [number of present RFQ] – Technical Proposal”.
- c. Contain one printed signed hardcopy of the technical proposal.

#### **8.1.2 Submission In BRASS**

**This is the preferred method to submit your response.**

If you choose to submit your proposal in response to the Event via BRASS, you must submit in PDF format the following document:

- Technical Proposal
  - Entitle the PDF as follows: “[name of respondent] - RFQ [number of present RFQ] – Technical Proposal”, and

See Section 8.3 for their respective contents.

**NOTE:** If you encounter a problem submitting your response by in person, by courier or in the BRASS system, you must notify the Designated Purchasing Official immediately and coordinate with said official for an alternative method of submission (by email).

You must obtain written approval from the said official prior to submitting your response via an alternative method.

The City will not accept qualifications submitted by fax.

### **8.2 Designated Purchasing Official**

You must direct response, correspondence, and other communications regarding the RFQ to the following Designated Purchasing Official:

- Title (Mr., Mrs., Ms.), First and Last Name: Elgin Slack
- Email address: elgin.slack@nola.gov
- Office Telephone Number: 504-658-1567
- For in-person or mailing: Attn: Elgin Slack

City of New Orleans  
 Bureau of Purchasing  
 1300 Perdido Street, Suite 4W07,  
 New Orleans, Louisiana 70112.

### 8.3 Contents

The City requires that the submission be organized in the manner specified below to achieve a uniform review process and obtain the maximum degree of comparability.

The below table also serve the purpose of a checklist to ensure that you attach the necessary documents. You do not need to incorporate this checklist with your submission.

Tabs	Contents	Attach? Y or N
<b>TECHNICAL PROPOSAL</b>		
Cover Letter	Show the RFQ number and subject, the name of your firm, address, email address, telephone number(s), name of contact person and date.	
Table of Contents	Include a clear identification of the material by tab and by page number.	
Firm's Profile and Submittal Letter	Submittal Letter signed by and authorized agent of the respondent.  A proposal statement setting forth in detail how the proposal meets the proposal requirements and evaluation factors.  Organizational structure and locations of business with ownership interests.	
Experience/Past Performance	This factor considers the respondent's experience within the past five years. The execution of similar work as well as the quality of the work with consideration to timeliness and technical success should be noted. Provide lessons learned from similar projects that involved flood mitigation and community engagement. This factor also considers the education, experience, knowledge, and the necessary skills of the respondent's staff. Additional experience and past performance requirements: <ul style="list-style-type: none"> <li>• Hydraulic and Hydrodynamic modeling</li> <li>• Design of both green and grey stormwater infrastructure</li> </ul> Examples of previous projects developing SOPs and technical guidance related to stormwater modeling	
Technical Approach	This factor considers the proposal's responsiveness to the Needed Services and the merit of the respondent's approach to: <ul style="list-style-type: none"> <li>• Developing H+H models and conducting drainage studies</li> </ul>	

	<ul style="list-style-type: none"> <li>Establishing recommendations for best practices in engineering studies</li> <li>Conducting stakeholder engagement as part of a drainage area study</li> </ul>	
Community Engagement Strategy	Proposal demonstrates an equitable community engagement strategy as evidenced by staff expertise, client testimonials, prior project experience, or any combination of the above. Proposal includes specific innovative outreach activities or methods to engage stakeholders in the planning process. Proposal demonstrates examples of respondent's collaboration with neighborhood and non-profit organizations.	
Operating Plan and Staffing	This factor considers the quality and completeness of the respondent's plans for carrying out all phases of the contract work as it pertains to scheduling work assignments, allocating work resources, and providing the required Subject Matter Expertise at each phase of the project.	
DBE	Attach the applicable DBE form(s) provided under Attachment B to the RFQ.	
Responsibility	Attach your response to the questionnaire provided under Attachment D to the RFQ.	
References	Provide at least 2 entity references (preferably governmental entity) for which the firm has performed similar work of the same or similar magnitude to those requested in this solicitation, including the contact's name, entity, address, telephone number, e-mail address, and dollar amount and term of the contract.  At least 2 letters of reference from previous clients are also required.	
Insurance	Attach evidence of required insurance in the amounts indicated.  If available, a properly completed ACORD Form is preferable.	
Addenda	Include a statement on company letterhead that you reviewed the addenda (include number and date of the addendum) issued by the City for this RFQ.	
Exceptions	Include any/all exceptions taken to the content of solicitation itself or any contract or legal agreement(s) or document(s) related to the solicitation.	

	Any exceptions shall be reviewed by City for appropriateness and is only valid if accepted in writing by City.	
Litigation	Provide all judgments entered into against the respondent by any Federal, State, or Local Courts within the past 10 years; any criminal conviction ever issued against the respondent or its owners or principals, and all civil, criminal, and administrative proceedings pending against the Prospective Consultant at this time.	
Forms	Attach any other forms listed under Section 11.2.	

**8.4 Receipt**

**THE DESIGNATED PURCHASING OFFICIAL MUST RECEIVE YOUR RESPONSE BEFORE THE DEADLINE INDICATED UNDER SECTION 4.1.**

The City will NOT accept submissions received/delivered after the deadline.

The City will not credit delivery claims not clearly documented by original receipt.

**8.5 Time Stamp in Person, by Courier or BRASS**

If you intend to submit a response in BRASS, the time stamp of receipt is generated by BRASS.

Note that BRASS prohibits any submission on and after the date and time the RFQ closes.

If you intend to submit a physical response, the date and time of receipt by the Designated Purchasing Official constitutes the time stamp of receipt.

The date and time of the delivery claimed by the courier does NOT constitute proof of receipt without documented proof of delivery.

**IMPORTANT:**

- The Bureau of Purchasing encourages Respondents submitting a response via BRASS to submit the response 1 or 2 business days before the deadline set forth in the RFQ.
- The Bureau of Purchasing encourages Respondents submitting a physical copy via a courier to request proof of delivery from said courier.
- The Bureau of Purchasing encourages Respondents to confirm with the Designated Purchasing Official that the response was received timely. If there is a high volume of submissions, the confirmation may take 1 or 2 business days.

**8.6 Alternative Method of Submission**

An alternative method of submission can be approved by email to the Designated Purchasing Official.

If the Designated Purchasing Official approves an alternative method of submission, Respondent remains responsible for ensuring that the proposal is received prior to the submission deadline.

Note that the date and time the email is received by the Designated Purchasing Official constitutes the time stamp of receipt.

The date and time the email was sent by Respondent does NOT constitute a proof of receipt.

Failure to meet the submission deadline, irrespective of the mode of delivery, shall result in the rejection of the proposal.

### **8.7 Failing to Comply**

The Designated Purchasing Official will notify Respondent in writing that the proposal is non-responsive if:

- Respondent failed to submit it timely, or
- Respondent failed to complete and submit a form or document provided and required by the City.

The Designated Purchasing Official will not distribute a non-responsive proposal to the selection committee.

Respondent will have 2 business days from the date of notification by the Designated Purchasing Official to appeal the decision of non-responsiveness.

Non-responsive respondent must submit the appeal to the Chief Procurement Officer via email with the number of the RFQ and a detailed explanation.

The decision from the Chief Procurement Officer or designee will be final.

Failure to submit the appeal timely waives the right to obtain a decision from the Chief Procurement Officer or designee.

### **8.8 Disclaimer**

Respondents are hereby advised that due to the nature of the internet, the City cannot guarantee that access to BRASS will be uninterrupted or that emails or other electronic transmissions will be sent to you or received by us.

The City is not responsible for any delays caused by the internet or any other means of submission chosen by Respondent or both.

## **SECTION 9 – GENERAL INFORMATION**

### **9.1 Legal Authority**

City Charter Section 6-308(5)(b) and Executive Order LC 20-01 authorize the City to issue a request for proposals to interested and qualified firms.

### **9.2 Ownership**

Your response and/or documentation submitted therewith are city property for all purposes.

### **9.3 Effect**

The RFQ and any related discussions or evaluations by anyone create no rights or obligations whatsoever.

The City is not responsible for submissions and/or presentation costs.

The City may cancel or modify this solicitation at any time at will, with or without notice.

All proposals remain valid for 90 calendar days after the submission deadline.

Anything to the contrary notwithstanding, the contract executed by the City and a qualified firm, if any, is the exclusive statement of rights and obligations extending from the RFQ and the request for proposal connected with the contract.

#### **9.4 Addendum**

The Designated Purchasing Official posts addendum on the supplier portal of BRASS under the RFQ. A copy of the addendum is saved in the "Attachment" tab of the event for the RFQ.

Respondents shall not rely on any representation, statement, or explanation other than those made in this RFQ or in any addendums issued.

Where there appears to be a conflict between the RFQ and any addendum issued, the last addendum issued will prevail.

#### **9.5 Agree to Contract Terms and Conditions**

By responding to this RFQ, you agree to the City's required Contract Terms and Conditions set forth in this solicitation and therefore waives any future right to contest the required provisions.

#### **9.6 Protest**

The City's protest policy applies to this solicitation.

The policy is available at: <https://www.nola.gov/getattachment/Purchasing/Forms/No-130-Procurement-Protest-Policy.pdf/> .

#### **9.7 Debriefing**

Respondent who was not qualified can request a post-award debriefing.

The debriefing shall not include point-by-point comparisons of the debriefed respondent's submission with the awarded or selected respondent(s).

The unsuccessful respondent must submit a request in writing to the Designated Purchasing Official within 15 calendar days from the date of the notification issued by the Bureau of Purchasing.

The Bureau of Purchasing will ensure that the debriefing is conducted within a reasonable time.

#### **9.8 Code of Ethics**

The City adheres to the Louisiana Code of Governmental Ethics, contained in the Louisiana Revised Statutes Annotated, R.S. 42:1101, *et seq.*

By submitting a qualification submission, prospective respondents warrant that there is no "conflict of interest" related to this solicitation that would violate applicable Louisiana Law.

Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

#### **9.9 BRASS**

The City launched BRASS in July 2019. BRASS replaces the legacy databases and is used by all City departments.

BRASS enables suppliers to register and to maintain information about their organization for the purpose of doing business with the City and receive notifications of business opportunities.

Registration is free. The City invites prospective suppliers to learn more at <https://nola.gov/purchasing/brass/> .

#### **9.10 Direct Deposit Electronic Payment Program**

The City will require that the successful firm enrolls in its direct deposit electronic payment program.

Instead of receiving paper checks, payments will be made electronically via Automated Clearing House (“ACH”) and deposited directly into an account designated by the qualified respondent at its financial institution.

Enrolling in direct deposit payments supports the City’s ongoing efforts to become a more efficient and effective government, deliver enhanced services and timely payments, and provide for a sustainable environment.

ACH payment will apply to the invoice that you submit through the City’s Supplier Portal **AFTER** the Bureaus of Purchasing AND Treasury have completed the ACH activation. The activation process may take 4 to 10 calendar days.

#### **9.11 Waiver of Administrative Informalities**

The City shall reserve the right, at its sole discretion, to waive administrative informalities contained in any submission.

#### **9.12 Errors and Omissions in Submission**

The City reserves the right to seek clarification of any submission for the purpose of identifying and eliminating irregularities or informalities.

#### **9.13 Familiarity with Laws**

You shall familiarize yourself with and shall comply with all applicable Federal and State Laws, parish/municipal ordinances, resolutions, and the rules and regulations of all authorities having jurisdiction over the solicitation.

These laws and/or ordinance will be deemed to be included in the contract, the same as though herein written in full.

#### **9.14 Sample Agreement**

The City supplies a sample professional services agreement on the website of the Bureau of Purchasing at: <https://nola.gov/next/purchasing/topics/policies,-procedures,-forms-and-templates/> .

The selected respondent(s) shall be expected to execute a contract that is substantially the same as the sample agreement.

You shall not submit your own standard contract terms and conditions as a response to this RFQ.

#### **9.15 Federal Contract Provisions**

If the City uses or intends to use federal funds (for example: ARPA, FEMA, HUD, etc.) to pay for the services rendered by the selected respondent, you will be required to comply with the federal contract provisions attached to the RFQ and/or the signed contract.

### **9.16 Organizational Conflicts of Interest**

As per Section 9.8, the City is required to comply with all state and local laws that govern conflict of interest.

When a project is partly funded by grants administered by a Federal agency, the City must also comply with Federal procurement standards codified in 2 C.F.R. Part 200 (Uniform Rules) for that portion of the project utilizing Federal Funds.

2 C.F.R. § 200.318 requires the non-Federal entity (the City) to maintain written standards of conduct covering conflict of interest, including Organizational Conflict Of Interest (OCOI).

An OCOI means that because of other activities or relationships with other persons or entities, a person or entity:

1. Is unable or potentially unable to render impartial assistance or advice to the City;  
or
2. Is or might be otherwise impaired in its objectivity in performing the contract work;  
or
3. Has an unfair competitive advantage.

Disclosure, evaluation, neutralization, and management of these conflicts and of the appearance of conflicts, is in the interests of the public, the City, and the business community.

You are therefore encouraged to investigate and manage any potential OCOI well in advance of forming teams or considering participation with or as a prospective respondent on a solicitation.

For this RFQ, you are required to:

1. EITHER certify that you conducted an internal review prior to submitting a proposal and that you do not have any organizational conflict of interest (you must then complete and submit Attachment C-1);
2. OR disclose all relevant facts concerning any past, present, or currently planned interests, activities, or relationships which may present an organizational conflict of interest (you must then complete and submit Attachment C-2).

If you submit an Organizational Conflict of Interest Disclosure and Avoidance/Neutralization/Mitigation Plan (Attachment C-2), the Designated Purchasing Official will ask the sponsoring department to review and make a recommendation on whether the identified conflict precludes your proposal from being submitted to the selection committee.

The City reserves the right to require revisions to the avoidance/neutralization/mitigation plan that you submitted.

If the sponsoring department recommends disqualifying your proposal, the Designated Purchasing Official will notify you in writing that you are disqualified from further participation.

You will have 2 business days from the date of notification by the Designated Purchasing Official to appeal the decision of disqualification.

You must submit the appeal to the Chief Procurement Officer via email with the number of the RFQ and a detailed explanation.

The decision from the Chief Procurement Officer or designee will be final.

Failure to submit the appeal timely waives the right to obtain a decision from the Chief Procurement Officer or designee.

You shall also refer to Section 8.7 when a prospective respondent fails to comply with the requirements of this section.

### **9.17 Determination of Responsibility**

The City seeks to select a responsible respondent who:

- Has adequate financial resources for performance or can obtain such resources as required during performance.
- Has the necessary experience, organization, technical qualifications, skills, and facilities, or can obtain them.
- Can comply with the proposed or required time of delivery or performance schedule.
- Has a satisfactory record of integrity, judgment, and performance.
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

You must ensure that your proposal contains sufficient information for the City to make its determination by presenting acceptable evidence of the above to perform the contracted services.

### **9.18 Confidential Information, Trade Secrets, and Proprietary Information**

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the proposal. The financial proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) shall be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection.

You are reminded that while trade secrets and other proprietary information you submit in conjunction with this procurement may not be subject to public disclosure, you must claim such protections at the time of submission of your technical proposal. You should refer to the Louisiana Public Records Act for further clarification.

The City will not credit any blanket exemption claims lacking specific justification.

You shall clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as “confidential” to claim protection, if any, from disclosure.

You shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of the legend:

*“The data contained in pages \_\_\_\_\_ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Respondent as a result of or in connection with the submission of this proposal, the City of New Orleans shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the City of New Orleans’s right to use or disclose data obtained from any source, including the Respondent, without restrictions.”*

Further, to protect such data, each page containing such data shall be specifically identified and marked “CONFIDENTIAL”.

You must be prepared to defend the reasons why the material should be held confidential. By submitting a proposal with data, information, or material designated as containing trade secrets and/or privileged or confidential proprietary information, or otherwise designated as “confidential”, you agree to indemnify and defend (including attorney’s fees) the City and hold the City harmless against all actions or court proceedings that may ensue which seek to order the City to disclose the information.

The City reserves the right to make any proposal, including proprietary information contained therein, available to city personnel for the sole purpose of assisting the City in its evaluation of the proposal. The City shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

Additionally, any proposal that fails to follow this section and/or La. R.S. 44:3.2.(D)(1) shall have failed to properly assert the designation of trade secrets and/or privileged or confidential proprietary information and the information may be considered public records.

## **SECTION 10 – STATEMENT OF NO RESPONSE**

If you elected not to respond to the RFQ, the Bureau of Purchasing is interested in learning the reason(s) for non-response.

Your response to the below questionnaire will help the City understanding potential challenges and/or barriers with the RFQ.

- <https://forms.office.com/Pages/ResponsePage.aspx?id=hfTLCLccAkqalQ3ZtFuf90s12RkxNB5KnaGW8hYN33NUMjZBN05YS1U0UVY4N0tXOFdEMEVHQTFXNi4u>

## **SECTION 11 – ATTACHMENTS**

### **11.1. Document to Review**

- Attachment A – Statement of Needs and Price Proposal

### **11.2. Required to Submit with Proposal In Response to RFQ**

- Attachment B – DBE Compliance Form-3
- Attachment C – Conflict of Interest
  - C1 - Organizational Conflict of Interest Disclosure Certification

- C2 - Organizational Conflict of Interest Disclosure and Avoidance/Neutralization/Mitigation Plan
- Attachment D – Responsibility Questionnaire

**11.3. Contract Terms and Conditions and Insurance**

- Attachment E - Insurance Requirements
- Attachment F – City Contract Terms and Conditions

**11.4. Guidance For Respondents**

- Respondent's Checklist
- Sample C1 - Organizational Conflict of Interest Disclosure Certification

**[ATTACHMENTS A THRU F ON FOLLOWING PAGES]**

**SECTION 11.1.**

**THE FOLLOWING DOCUMENT IS FOR REVIEW  
ONLY**

**ATTACHMENT NO. A  
CITY OF NEW ORLEANS  
STATEMENT OF NEEDS AND PRICE PROPOSAL**

Professional Services

NSP325 – New Orleans Stormwater Master Plan

The city seeks proposals from qualified civil engineers with experience developing stormwater models, evaluating urban drainage systems, and designing both green and grey engineering solutions to reduce flood risk. This project will consist of two primary components: development of a Stormwater Management Strategic Plan and implementation of a neighborhood-scale flood risk assessment and mitigation study.

Part I shall include an evaluation of existing stormwater models to develop a unified approach for stormwater modeling within Orleans Parish. Consultant will inventory available datasets and catchment delineations and develop scopes of work (SOW) and cost estimates for future neighborhood-level stormwater modeling efforts. In addition, Consultant will develop a neighborhood drainage study prioritization list based on flood risk.

Part II: The second phase of this effort shall consist of a neighborhood-scale drainage study based on the prioritization list and unified approach developed in Part I to evaluate flood risks and provide project recommendations to reduce flood risk. This task should include collaboration and engagement with relevant stakeholders to ensure recommended projects align with community priorities.

Proposals shall demonstrate the qualifications of the Project Team performing comparable work and demonstrate the subject matter expertise required. Proposals should provide documentation demonstrating the project team's specialized expertise and experience with Hydraulic and Hydrologic modeling. Proposals shall include a detailed project schedule outlining a timeline of deliverables and tasks required to complete the scope of work.

**Part I – Data Collection and Model Inventory**

This task provides a technical framework for comprehensive stormwater management planning and builds local capacity to develop and maintain robust decision support tools.

- **Task 1 – Inventory of Available Data and Models**

The consultant will conduct a kick-off meeting with City staff and may conduct follow-up meetings as needed to collect information from prior H+H model studies of the city and stormwater system. Consultant will collect, compile, and evaluate existing data from City, SWBNO, and other sources. Consultant will summarize the compiled data and provide

recommendations for future database management. Consultant will review previous suitability indexes for project selection and provide an updated version. Consultant shall develop technical guidance and define standardized practices for future stormwater modeling efforts and procedures for model version control. Consultant should take note from the Louisiana Watershed Initiative to guide standardized modeling recommendations and develop a cohesive roadmap for the future of stormwater management projects across Orleans Parish. Consultant will host a H&H modeling workshop with local A/E firms. The City will coordinate with local firms, help advertise the workshop, and provide a venue for the workshop. The Consultant will develop a prioritization list of neighborhood drainage studies based off flood risk.

## **DELIVERABLES**

- Kickoff Meeting
- Consolidated Database
- DEM
- Data Gap Analysis Report
- SOP Manual for H&H drainage studies
- SOW and cost estimates for future neighborhood-level stormwater modeling efforts.
- Suitability Index for project selection
- H&H Modeling workshop
- Neighborhood drainage study prioritization list

## **Part II – Neighborhood Drainage Study**

This task will consist of an H&H drainage study for a neighborhood, which will be selected based on the prioritization list developed in Task 1. The methodology of the H&H study will follow the SOP manual developed in Task 1.

- **Task 1 - Data Collection and Analysis**

The consultant will collect and organize various data to be used in H+H modeling, feasibility analysis and design. Consultant will conduct a high-level review to understand model setup, calibration data sets, and identify potential gaps in data or model deficiencies. This includes the review of modeling studies or reports that may be available. The city will make available to the consultant existing information for the project area, including:

- Existing H+H Model(s)
- Existing studies and reports
- Existing Survey information
- Existing Design files (Final design or as-builts)
- GIS Data including surface and subsurface infrastructure

### **Task 1.1 – Data Gap analysis**

After the data has been collected, identify gaps in the available information and develop the required survey scope. The consultant will develop an inventory spreadsheet of data sources with a description and relevance to the study. Drawings, studies, and reports will be organized on a project SharePoint that will be made accessible to the City. GIS data will be organized in a geodatabase which will also be returned to the City for future use.

A Technical Memorandum (TM) is required to document the data gap analysis and outlines our understanding of the model setup. In the TM, consultant will identify any potential gaps or improvements in the model that are necessary to enhance its accuracy or efficiency. These findings will serve as the foundation for updates to the existing conditions model.

### **Task 1.2 – Infrastructure Survey**

Conduct topographic survey of major drainage structures and other surface features within the project area. This will include top of castings, invert elevations and drainage structure sizes and may include street surfaces, curb heights, etc. Develop a survey plan and conduct a field survey to identify the locations, inverts, and pipe sizes for major drainage structures, specifically pipes or culverts with a diameter of 36 inches or larger. City will provide existing SWBNO drainage maps for reference. Included in this task are field visits to the project area site by the project team.

### **TASK 1 DELIVERABLES**

- Technical Memorandum documenting existing model setup, identified gaps, and outlining a plan for model updates
- Technical Memorandum summarizing data received, data analysis, and gap identification. The inventory spreadsheet will be provided as an attachment to the TM.
- Data files in excel and format of drainage structure information obtained from existing survey data and field survey data noting x, y, z coordinates and descriptions.
- GIS files of pipes and culverts > 36”.
- GIS database of parameters affecting GSI suitability
- **Task 2 – H&H Modeling (Existing Conditions Model Updates, Calibration, and Production Runs)**

This task will include model simulations of the existing conditions and to-be-defined scenarios that include the proposed project(s). Consultant will develop rainfall hyetographs for the 1-, 10-, 25- and 100-year, 24-hour duration rainfall events using NOAA Atlas 14 rainfall totals with a National Resource Conservation Service (NRCS, formerly SCS) Type III rainfall distribution for water quantity evaluations.

### **Task 2.1– Model Calibration – Existing Conditions**

Existing PC SWMM model will be refined to add more resolution to the model and updated with recent survey data to properly evaluate neighborhood-sized green infrastructure and drainage improvements. Tasks will include:

- Update stage / storage curves based on new LiDAR.

- Process field survey data collected with subsequent updates to location, inverts, line sizes, and line types.
- Preliminary model runs, troubleshooting, optimizing run times.
- Develop sub-models as appropriate to better represent new information
- Boundary conditions for specified project area

### **Task 2.2 – Model simulations (1, 10, 25, 100 year)**

Production runs will be executed for the 1-, 10-, 25- and 100-year, 24-hour storms. The latest NOAA Atlas 14 precipitation depths will be used with an SCS Type III rainfall distribution. Consultant will provide flood inundation mapping detailing locations vulnerable to flooding. A technical memorandum will be required that includes flood summary tables, problem area list and map, flood profiles, and flood inundation maps. Consultant will also be required to develop flood profile (HGL) for the major drainage outlets (or otherwise determined) within the project boundary.

### **TASK 2 DELIVERABLES**

- Data files in excel and format of drainage structure information obtained from existing survey data and field survey data noting x, y, z coordinates and descriptions.
- GIS files of pipes and culverts
- GIS database of parameters affecting GSI suitability
- Existing Model Update Technical Memorandum
  - Document model setup, testing, and calibration
  - Flood inundation rasters and flood metrics in GIS format for all simulations
  - Identification of critical areas of flooding concern as determined by the surcharged/undersized drain lines and locations vulnerable to inundation
- Model simulations Technical Memorandum
  - Documentation of model setup, revisions from existing model, etc
  - Flood inundation rasters and flood metrics (flood summary tables) for all simulations
- PC-SWMM output files of all simulations and recommendations
  - Simulations of 1-, 10-, 25- and 100-year 24-hour storm events. The model shall be run iteratively to develop an appropriate design for mitigation of the 10-year 24-hour event.
  - Detailed modeling report indicating existing conditions, flood results of each simulation, surcharged/undersized drain lines and location vulnerable to inundations,
  - Inundation maps for all simulations
  - Recommendations of location and potential scope of work to mitigate flood impacts identified in simulations. Proposed improvements shall focus on potential volume of storage at a location as well as other

flood control measures. Non green infrastructure flood control/stormwater management proposed projects will be acceptable also.

- Provide estimated construction cost, project limits, and other scoping information needed for the project. Provide a priority list that provides best value and/or mitigates flooding the most
- Develop a preliminary Benefit Cost Analysis model for the project in FEMA's BCA Toolkit v.6.0 or the most current available.

- **Task 3 – Project Scoping and Conceptual Design**

The Consultant will define project alternatives with stakeholder input, consisting of combinations of GSI features and grey infrastructure improvements to reduce stormwater flooding. Project scoping and alternatives analysis will progress through five subtasks as follows:

### **Task 3.1 - Project Opportunity Database**

Develop database of project opportunities to include distributed GSI, conveyance improvements as guided by the H+H analysis in Task 2, and opportunities for regional projects that can be readily identified based on available space (large areas within the City ROW, medians, City parks, or other properties owned or controlled by the City). The alternative evaluations shall be based on the following factors:

- The feasibility of GSI applications will be based on factors such as road width, parking usage, presence of significant street trees, and others (up to 5 criteria). These criteria will be provided by the City prior to ranking. Prior to modeling, project concepts will be further developed to identify the parameters necessary for modeling (storage capacity /volume, ability to disconnect impervious areas, pipe sizes, infiltration capacity,

### **Task 3.2 - Project Scoping and Scoring**

Based on the results of the existing conditions modeling, this task involves conceptual development of a subset of the projects identified in Task 3.1

Results of this effort will be documented in project fact sheets with maps, description of the features, project metrics, and cost opinions.

For conveyance improvements or other specific infrastructure features (underground storage, pump station improvements), conceptual designs will define the type, size, and location of the feature, costs, and define other site-specific constraints that could affect project implementation (demolition, potential utility conflicts, and so forth). Proposed costs shall include construction, design/engineering, survey, geotechnical analysis

### **Task 3.3 - Modeling Alternatives**

The purpose of this task is to quantify the flood reduction benefits of a specific set of projects. The alternatives will include: 1) only GSI measures, 2) only gray infrastructure measures such as pipes and pump stations, and 3) a combination of GSI and gray infrastructure measures. These alternatives will be developed from the project opportunities identified in Task 3.3.

The alternatives will include 1) GSI measures only, 2) pipe and pump station infrastructure measures only, and 3) combination of GSI / gray infrastructure which will be developed from the project opportunities developed in Task 3.3. The following activities will be conducted as part of this task:

The following activities will be conducted as part of this task:

- Select projects from Project Opportunity Database and project scoping to build each alternative.
- Modify existing conditions model to include projects that make up the three alternatives.
- Test model and troubleshoot to optimize model run time efficiency and minimize errors.
- Refine projects included with the alternatives based on preliminary results focused on the flood reduction benefits for the 10-year storm.
- Run models for 1-, 10-, 25- and 100 -year storms for comparison to existing conditions.
- Post-process model results to produce inundation maps and flood metrics as previously described and make available for review. Identify key locations for comparison of improved results.
- Develop a preliminary Benefit Cost Analysis model for the project in FEMA's BCA Toolkit v.6.0 or the most current available.

### **Task 3.4 - Concept Design**

Provide 10% conceptual design for 5-10 highest-ranked projects resulting from community input and modeling results., which will include proposed scope of work and projected construction costs. GSI projects will be based on a defined set of metrics that will determine whether or not a given type (bioretention, bioswale, rain garden, infiltration trench) is feasible within a given block. Conceptual designs will be presented at a public meeting and reviewed by the city's Resilience Design Review Committee before beginning the detailed design process.

A draft conceptual design for each project feature will be developed. Project plan sets will include the following:

- Cover Sheet
- Project Layout Plan
- Plan and Profile Sheets (for conveyance elements)
- Site Layout Plans (for stormwater storage elements)
- Typical Cross Sections (for both roadway and site storage)

### **TASK 3 DELIVERABLES**

- Project Opportunity Database
  - Preliminary concept designs with costs, feasibility and other key metrics presented in fact sheet format.

- PCSWMM model setup and simulation results for simulation results for the 1-, 10-, 25- and 100 year storms.
- Post-processed model results (inundation rasters and flood metrics) in GIS format.
- Draft and final scoring of alternatives and projects within alternatives resulting in recommended list and prioritized projects in tabular and GIS format.
- Benefit Cost Analysis report, executable files, and supporting documentation.
- Draft Concept Design (10%) submittal digitally for City review.
- Final Concept Design (10%) submitted digitally and three (3) hard copies in 11" x 17" format.

- **Task 4 – Engineering and Design**

The consultant will draft a final project report compiling all documentation and deliverables from each task. The report shall include data and results from the preceding tasks, including data availability and needs, problem areas, flood evaluations and results, alternatives defined and evaluated, recommended management strategies, relative benefits, Opinion of Probable Construction Cost, recommended prioritization of solutions, and implementation requirements.

The report shall include at a minimum the following contents:

- Background and Purpose
- Data and Methodology
- Existing System Evaluation
- Alternatives Evaluation
- Project Scoping and Alternatives Evaluation
  - Development methods and results of the project opportunity database,
  - Results and discussion of scenario modeling
  - Project scoping methods and results
  - Alternatives modeling results and discussion.
  - Alternatives ranking and project prioritization results and discussion.
- Recommendations and Suggested Next Steps
  - Summary of recommended projects
  - Preliminary recommendations for phasing
  - Operation / maintenance considerations
- Appendices – digital appendices will not be included in the Draft submission. These appendices include:
  - Survey data
  - Existing Model Update TM

- Conceptual design Plans

### **Task 5 – Stakeholder Engagement**

The consultant shall design and implement a community engagement program for the selected H&H study area to ensure that residents, stakeholders, and neighborhood partners are informed about, and actively participate in, the development of the selected neighborhood study area. The engagement process must prioritize equity, transparency, and accountability, ensuring that community input shapes flood mitigation strategies and project recommendations.

The consultant will provide support for stakeholder engagement through the scoping and design phase. This support will include developing maps, graphics, and renderings of model results and proposed project features, in appropriate formats and as needed to support stakeholder engagement. The consultant will also be required to attend public meetings, present on project progress and results, and answer stakeholder questions. This task will be performed in collaboration with a community-based organization, who will provide resources and assistance to the consultant.

### **Task 5.1- Develop a Community Engagement Plan that outlines steps to engage community members**

- Provide information about flood risks, as well as recommendations and resources for stormwater management, green infrastructure and resilience. Increase community knowledge about stormwater management and green infrastructure and increase engagement in the planning process.
- Conduct a review of community engagement strategies that have demonstrated effectiveness.

### **Task 5.2- Community Workshops**

- Conduct at least 3 interactive community workshops and/or community design charrettes, including interviews, focus group sessions with at-risk individuals and public meetings with residents and delegate stakeholders.
- Develop maps, graphics and renderings of model results and proposed project features, in appropriate formats and as needed.

### **Task 5.3- Community Priorities Report**

- Synthesize input from all engagement activities into a **Community Priorities Report**.
- Report must include:
  - A prioritized list of hotspots most affected by flooding (as identified by residents).
  - A ranked list of preferred stormwater management solutions (green and grey).
  - Recommendations for ensuring equitable implementation and continued community involvement.

## **TASK 5 DELIVERABLES**

- Community Engagement Plan
- Meeting Participation and Presentation Materials that include:
  - Presentation decks, talking points, and meeting summaries for:
    - Kickoff public meeting
    - RDRC meetings at 30%, 60%, and 90% design milestones
  - Responses to stakeholder questions and documentation of feedback
  - Attendance logs and photo documentation
- Engagement Graphics and Visuals
- Community Priorities Report that includes:
  - Prioritized list of neighborhoods and flood-prone hotspots identified by residents
  - Rank list of preferred stormwater management solutions (green and grey)
  - Recommendations for equitable implementation and continued community participation
- **Task 6 – Project Management**

In this task, Consultant will work with the City to establish project goals and objectives for the H&H study, monitor progress, and coordinate the successful delivery of the work. This effort will take the form of a kickoff meeting, monthly progress meetings to provide updates and resolve any issues, and a project closeout and planning meeting for future phases.

As part of this task, the Consultant will also conduct project initiation and planning activities that are critical to the successful delivery of the project. These include establishing budgets, schedules, procuring subcontracts, and assigning resources, all to be documented in a brief project execution plan (PEP). This task includes establishing a SharePoint site for file storage, management, and collaboration with City. As required, Consultant will prepare and submit monthly invoices and monitoring reports. During project delivery, monthly meetings will be held between the City, Consultant' assigned project manager, and selected delivery leads to provide updates on project progress. Brief minutes will be prepared. Consultant has assumed an overall delivery schedule of one year from the date of Notice to Proceed (NTP).

### **Task 6.1 - Project Kickoff Meeting and Minutes**

- Conduct a kickoff meeting with all project partners to discuss the final scope of work, timeline, roles and responsibilities, meeting schedule, and immediate next steps.

### **Task 6.2 – Monthly Meetings / Project Status Reports**

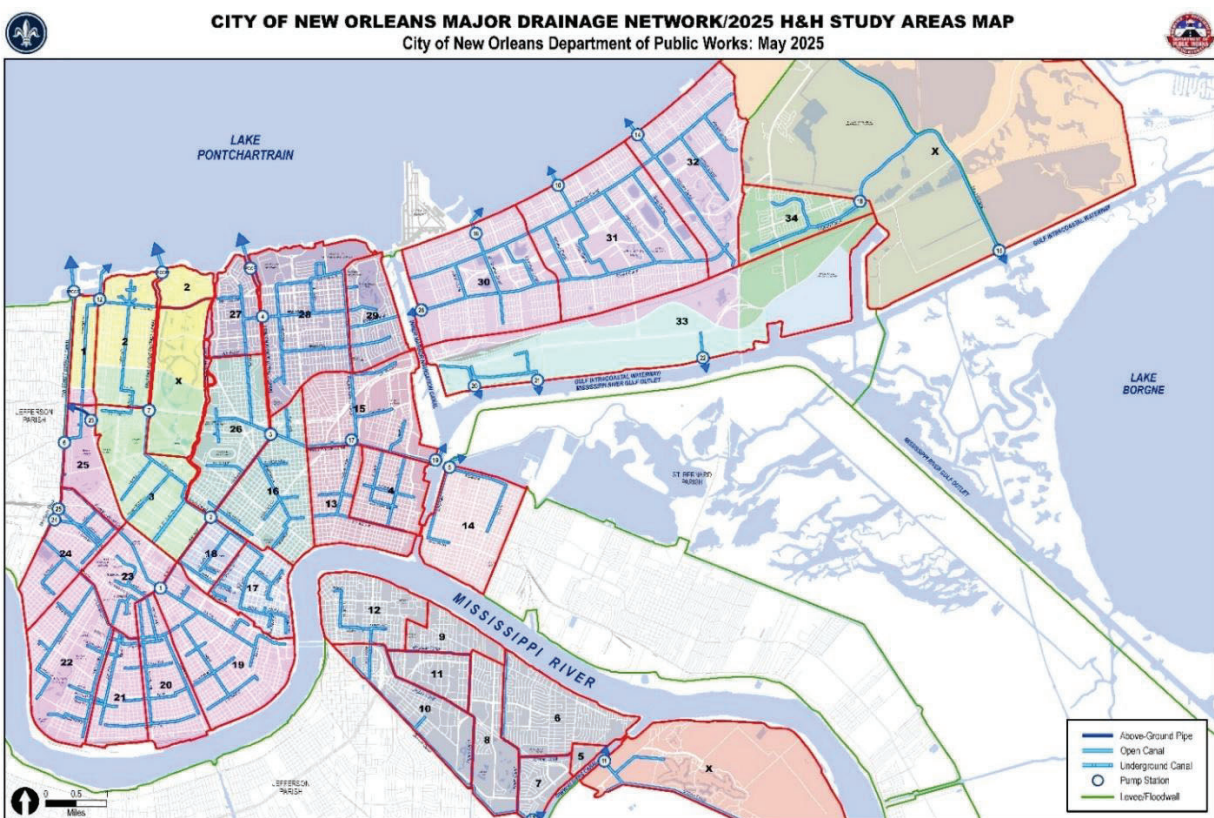
- Conduct regular project team conference calls and in-person meetings with the Stormwater & Green Infrastructure office to ensure constant communication on upcoming tasks to ensure the project remains on time and within budget

### **Task 6.3 – Monthly Invoicing and Progress Repors**

- Utilize City-provided Procore construction management software (www.procore.com) to submit, track, distribute and collaborate on project documentation and action items. Procore will be used to manage contracts, payment applications and change orders through the software.

### **TASK 6 DELIVERABLES**

- Kickoff Meeting and Minutes
- Project Execution Plan and schedule
- Monthly Progress Meetings
- Project Closeout and Implementation Planning Meeting
- Monthly Invoice and Progress Report



**[ATTACHMENTS B THRU F ON FOLLOWING PAGES]**

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## **SECTION 11.2.**

### **THE FOLLOWING DOCUMENTS MUST BE COMPLETED AND SUBMITTED WITH RESPONSE**

#### **INSTRUCTIONS:**

- Documents must be signed by an authorized representative of the entity or it will not be accepted.
- For Affidavits: the document must be notarized, or it will not be accepted.
- For Affidavits: Affiant **MUST** select when required or the affidavit will not be accepted.

*Instructions sheet may be omitted when submitting the affidavit.*

**ATTACHMENT B**  
**CITY OF NEW ORLEANS**  
**DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS**

**I - DBE PROGRAM COMPLIANCE**

The requirements of the City of New Orleans (“City”) Disadvantaged Business Enterprise (“DBE”) Program apply to this Agreement. It is the policy of the City to practice nondiscrimination based on social and economic disadvantage, race, color, gender, disability and national origin in the award and performance of contracts.

In consideration of this policy and pursuant to Division 2 of Article IV of Chapter 70 of the Code of the City, the City enacted the DBE Program for all City contracts.

Contractor agree to use its best efforts to fully and completely carry out the applicable requirements of the City’s DBE Program in the award and administration of this Agreement, including without limitation, all reporting requirements and established DBE participation percentage. The Contractor’s failure to carry out these requirements, as determined in good faith by the City’s Office of Supplier Diversity (“OSD”), shall be deemed a material breach of this Agreement. This material breach may result in the termination of this Agreement and/or the pursuit of any other remedies available to the City under any applicable law, ordinance, or rule, including, but not limited to those set forth in the City’s Policy Memorandum for the DBE Program

**II - DBE CONTRACT GOAL**

The requested DBE Contract Goal is listed in the contract section of the invitation to bid.

NOTE: All non-public works contracts have a default goal of 35% DBE participation.

Participation shall be counted toward meeting the contract goal based on the following:

1. Only business entities certified as SLDBE or LAUCP-DBE are counted toward the contract DBE participation goal.
2. The Bidder/Proposer may count only the total dollar value of the subcontract awarded to certified DBE subcontractor/supplier(s) toward the contract goal.
3. A Bidder/Proposer can count 100 % of the DBE’s participation provided that the DBE has committed to performing at least 51% of the work with its own forces.
4. Bidder/Proposer may count 100 % of DBE Manufacturer Supplier’s participation and 60 % of DBE Non-Manufacturer supplier’s participation toward its contract goal.
5. When the Bidder/Proposer is in a joint venture with one or more DBE business entities, the OSD, after reviewing the joint venture agreement, shall determine the percent of participation that will be counted toward the contract goal.

6. Bidder/Proposer may count toward its contract goal only those DBE subcontractors/suppliers performing a Commercially Useful Function.

“DBE Commercially Useful Function means” a discrete task or group of tasks, the responsibility for performance of which shall be discharged by the DBE firm by using its own forces or by actively supervising on-site the execution of the tasks by another entity for whose work the DBE firm is responsible. In determining whether a certified firm is performing a commercially useful function, factors including, but not limited to, the following shall be considered:

- a. Whether the business entity has the skill and expertise to perform the work for which it is being utilized and possesses all necessary licenses;
- b. Whether the firm is in the business of performing, managing, or supervising the work for which it has been certified and is being utilized;
- c. Whether the DBE subcontractor is performing a real and actual service that is a distinct and verifiable element of the work called for in a contract.
- d. Whether the DBE subcontractor performed at least thirty percent (30%) of the cost of the subcontract (including the cost of materials, equipment or supplies incident to the performance of the subcontract) with their own forces.

### **III - DBE DIRECTORY**

Contractors may only utilize certified SLDBE and/or Louisiana Unified Certification Program (LAUCP) DBE firms from the following lists to meet the City’s DBE Program goals.

- a. Contractors agree to utilize the City’s SLDBE directory of certified firms as a first source when searching for certified DBE business entities. The SLDBE directory includes entities certified through Sewerage and Water Board of New Orleans, New Orleans Aviation Board and Harrah’s New Orleans. The SLDBE directory is available at [www.nola.gov](http://www.nola.gov).
- b. The Louisiana Unified Certification Program (“LA UCP”) directory is available at [www.dotd.louisiana.gov](http://www.dotd.louisiana.gov).

Information on locating these directories may also be requested from the OSD at [supplierdiversity@nola.gov](mailto:supplierdiversity@nola.gov).

### **IV - GOOD FAITH EFFORT POLICY**

In accordance with Sec.70-461 of the City Code, the City shall reject any bid and shall not award, enter into or amend any contract that is not supported by documentation establishing that the Bidder/Proposer has met the applicable contract DBE participation Goal or made Good Faith Efforts to the applicable contract DBE participation goal.

Good Faith Efforts are steps taken to achieve a contract DBE participation goal or other requirements which, by their scope, intensity and usefulness demonstrate the

Bidder's or Proposer's responsiveness to fulfilling the City's DBE Program goals prior to the award of a contract, as well as the Contractor's responsibility to put forth measures to meet or exceed the contract DBE participation goal throughout the duration of the contract.

The OSD shall be responsible for determining whether a Bidder/Proposer has made their best efforts to achieve the DBE Program contracting objectives. In making this determination, the DBE Compliance Officer shall consider the following factors:

**A. SPECIFIC PORTIONS OF WORK IDENTIFIED FOR DBE SUBCONTRACTOR:**

- i. Bidder/Proposer listed all selected scopes or portions of work to be performed by DBEs in order to increase the likelihood of meeting the contract goal for the project
- ii. Bidder/Proposer listed the estimated value of each scope or portions of work identified.

**B. NOTIFYING CERTIFIED DBEs OF CONTRACTING OPPORTUNITIES:**

- i. Bidder/Proposer contacted the OSD to request submission of subcontracting opportunities on the DBE Opportunities page.
- ii. Bidder/Proposer included a copy of each announcement or notification.

**C. INITIAL SOLICITATION & FOLLOW-UP:**

- i. Bidder/Proposer listed all certified DBE firms that received written notification of work items to be subcontracted and documented the certified firm's response.
- ii. Bidder/Proposer included copies of the written notice(s) sent to certified firms.

**D. NEGOTIATE IN GOOD FAITH:**

- i. Bidder/Proposer provided an explanation for any rejected DBE bid or price quotation.
- ii. Bidder/Proposer included a copy of the written rejection notice including the reason for rejection to the rejected DBE firm.

If a Bidder/Proposer fails to submit documented Good Faith Efforts as outlined, the bid shall be considered non-responsive.

The OSD may take into account the performance of other Bidders/Proposers in meeting the contract DBE participation goal and may, if deemed advisable, request further information, explanation or justification from any Bidder/Proposer. For example, Bidder's past performance on similar contracts with similar scopes and/or a Proposer's prior history utilizing DBEs will also be taken in consideration when determining Good Faith Efforts.

Good Faith Efforts shall be monitored throughout the life of the contract and evaluated on a case-by-case basis in making a determination whether a Bidder or Proposer is in compliance with the Good Faith Effort policy.

To obtain a copy of the Good Faith Effort Policy contact OSD at [supplierdiversity@nola.gov](mailto:supplierdiversity@nola.gov).

## **V - REQUIRED DBE FORMS for RFPs/RFQs**

### **Request for Proposals (“RFP”) / Request for Qualifications (“RFQs”):**

To ensure the full participation of DBE’s in all phases of the City’s procurement activities, all Proposers at time of proposal submission shall complete and submit a DBE Participation Plan.

1. **DBE Participation Plan (Attachment “B”):** A completed DBE Participation Plan shall be considered a methodology on how the Proposer plans to meet the contract DBE participation goal if awarded the project.
  - a. If a DBE Participation Plan (Attachment “B”) is not submitted, it shall be determined that the Respondent was non-responsive to the DBE provisions and the proposal will not be evaluated by the selection committee.
2. Within ten (10) days of the City’s issuance of the Notice to Award letter, the selected Proposer shall complete and submit a DBE Compliance Form-1: This form is used to establish your DBE commitment on a City Bid, RFP or solicitation response. The selected Proposer shall provide a list of all proposed DBE subcontractor(s).
  - a. If the amount of DBE participation committed on DBE Compliance Form-1 is less than the Contract Goal, the selected Proposer shall complete DBE Compliance Form-2: This form is used to document Good Faith Efforts when the amount of DBE participation committed on DBE Compliance Form-1 is less than the contract DBE participation goal. The selected proposer shall provide all required supporting documentation of demonstrated Good Faith Efforts as specified on DBE Compliance Form-2.

The OSD shall review the contents of all required DBE Compliance Forms and may, if deemed advisable, request further information, explanation or justification from any Bidder/Respondent. Thereafter, the Contractor shall be bound by the established percentage, as approved by the OSD.

## **VI - CONTRACTOR COOPERATION**

The Contractor shall:

1. Designate an individual as the “DBE Liaison” who will monitor the Contractor’s DBE participation as well as document and maintain records of “Good Faith Efforts” with DBE subcontractors/suppliers (“DBE Entities”).
2. Execute written contracts with DBE Entities that meet the applicable DBE goals.
  - a. The Contractor shall provide the DBE Compliance Officer (“DBECO”) with copies of said contracts within thirty (30) days from the date the Agreement is fully executed between the City and the Contractor.
  - b. The Contractor shall agree to promptly pay subcontractors, including DBE Entities, in accordance with law.

3. Establish and maintain the following records for review upon request by the OSD:

- a. Copies of written contracts with DBE Entities and purchase orders;
- b. Documentation of payments and other transactions with DBE Entities;
- c. Appropriate explanations of any changes or replacements of DBE Entities, which may include a record of "Post-Award Good Faith Efforts" for each certified firm that the Contractor does not use in accordance with the approved DBE participation submission;
- d. Any other records required by the OSD.

The Contractor is required to maintain such records for three (3) years after completion or closeout of the Agreement. Such records are necessary to determine compliance with their DBE obligations.

4. Post monthly payments and submit regular reports to the DBECO as required via the online "Contract Compliance Monitoring System" or other means approved by the OSD.
  - a. The Contractor shall submit the initial report outlining DBE participation within thirty (30) days from the date of notice to proceed (or equivalent document) issued by the City to the Contractor. Thereafter, "DBE Utilization" reports shall be due on or before the fifteenth (15<sup>th</sup>) day of each month until all DBE subcontracting work is completed.
  - b. Reports are required even when no activity has occurred in a monthly period.
  - c. If the established percentage is not being met, the monthly report shall include a narrative description of the progress being made in DBE participation.
  - d. The Contractor may also be required to attach or upload copies of canceled checks or bank statements that identify payer, payee and amount of transfer to verify payment information as indicated on the form.
5. Conform to the established percentage as approved by the OSD.
  - a. The total dollar amount of the Agreement shall include approved change orders and amendments. For a requirements contract, the total dollar amount shall be based in actual quantities ordered.
  - b. No changes to the established percentage and DBE Entities submitted on DBE Compliance Form-1 shall be allowed without approval by the OSD.
  - c. The City will not adjust the contract for any increase in cost due to replacement of DBE Entities.

## **VII - POST-AWARD MODIFICATION**

The OSD may grant a post-award modification request if:

- a. for a reason beyond the Contractor's control, the Contractor is unable to use the certified DBE entity submitted on DBE Compliance Form-1 to perform the specified work. The Contractor must notify the OSD of the intent for removal and substitution of a certified DBE immediately upon determination of that the DBE submitted on Compliance Form -1 is unable to perform the specified work. In such case, the Contractor shall use and document "Good Faith Efforts" to find a similarly qualified and certified DBE entity to perform such specified work. The same criteria used for establishing "Good Faith Efforts" in maximizing the participation of DBE Entities prior to awarding the Agreement will also apply to the substitution of DBE subcontractors during the performance of the Agreement; or
- b. the Contractor reasonably believes that, due to a change of scope, execution of the work in accordance with the directions from the City is unlikely to meet the established percentage or terms. In such case, the Contractor shall use and document "Good Faith Efforts" to achieve a reasonable amount of DBE participation on the remaining work on the Agreement.

### **VIII - MONITORING DBE PARTICIPATION**

To ensure compliance with DBE requirements during the term of the Agreement, the DBECO will monitor the Contractor' use of DBE subcontractors/suppliers ("**DBE Entities**") through the following actions:

1. Job site visits;
2. Electronic payment tracking via the Contract Compliance Monitoring System or other means as approved by the OSD;
3. Routine audits of contract payments to all subcontractors;
4. Reviewing of records and reports; and/or
5. Interviews of selected personnel.

The DBECO may schedule inspections and on-site visits with or without prior notice to the Contractor or DBE Entities.

### **IX - FAILURE TO COMPLY**

If the DBECO determines in good faith that the Contractor failed to carry out the requirements of the DBE Program, such failure shall be deemed a material breach of this Agreement. This material breach may result in the termination of the Agreement and/or the pursuit of any other remedies available to the City under any applicable law, ordinance, or rule, including, but not limited to those set forth in the City's Policy Memorandum for the DBE Program.

**All DBE Compliance forms are maintained by the OSD and are subject to change.**

**Please contact the OSD at [supplierdiversity@nola.gov](mailto:supplierdiversity@nola.gov) to request a copy of all DBE referenced documents.**

## **DBE COMPLIANCE FORM-3**

**[ATTACHMENTS C THRU F ON FOLLOWING PAGES]**

**[The remainder of the page is intentionally left blank]**



OFFICE OF SUPPLIER DIVERSITY  
CITY OF NEW ORLEANS

Contract Compliance Form-1 | RESPONSIVENESS FORM

Contact Office of Supplier Diversity for questions on completing this form. Via email: [supplierdiversity@nola.gov](mailto:supplierdiversity@nola.gov)

Instructions: Prior to award of a City contract, please complete and submit Compliance Form-1. To ensure proper calculations, forms MUST be completed electronically. Forms can be submitted via the BRASS portal or in-person at the Bureau of Purchasing. *List all DBE and Non-DBE firms* that will be utilized, and list scopes of work/services or goods they will perform or provide. Please ensure that all authorized signatories of each DBE firm listed sign this form. If you have not attained the amount of DBE participation to meet the contract goal, you are required to complete and submit Compliance Form-2 along with all required supporting Good Faith Efforts (GFE) documentation. Please reference the GFE Policy for further guidance. The GFE Policy is available via [our website](http://ourwebsite) or by request at [supplierdiversity@nola.gov](mailto:supplierdiversity@nola.gov).

Solicitation #: \_\_\_\_\_ Project Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Bidder/Proposer: \_\_\_\_\_ has satisfied the requirements of the bid/proposal specifications for the above-referenced ITB/RFP/RFQ or solicitation by the City of New Orleans in the following manner:

*(Please check the appropriate space)*

- The bidder/proposer is committed to the contract goal of \_\_\_\_\_ % DBE utilization on this contract.
- The bidder/proposer is unable to meet the current DBE contract goal, however, is committed to a minimum of \_\_\_\_\_ % DBE utilization on this contract and will submit documentation demonstrating good faith efforts in addition to this form. *(Please complete and submit DBE Compliance Form-2 along with all required supporting documentation)*

Total Bid/Proposal Amount:	\$	100%
Total proposed DBE Amount:	\$	%

Bidder/Proposer's point-of-contact:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_



OFFICE OF SUPPLIER DIVERSITY  
CITY OF NEW ORLEANS

Contract Compliance Form-1 | RESPONSIVENESS FORM

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Solicitation #: \_\_\_\_\_ Bidder/Proposer: \_\_\_\_\_

Every DBE firm listed must be utilized on the project and must perform a Commercially Useful Function. To remove or replace a DBE firm you must request & submit a Modification Request (Form 4) and receive approval from the OSD prior to removal or replacement the DBE firm.

**DBE COMMITMENT TO CONTRACT GOAL: (Use additional pages if necessary)**

**Subcontractors/Subconsultants and Manufacturers**

Name of DBE Firm	Tier 1, 2, or 3 Subcontractor?	Certification (SLDBE or LAUCP)	Description/Scope	Scope of Work to be performed by the DBE (including cost and % of contract)	
				Cost	% of Contract
1.				\$ 0.00	%
				\$	%
				\$	%
			DBE TOTAL:	\$ 0.00	0 %
2.				\$	%
				\$	%
				\$	%
			DBE TOTAL:	\$ 0.00	0 %
3.				\$	%
				\$	%
				\$	%
			DBE TOTAL:	\$ 0.00	0 %
4.				\$	%
				\$	%
				\$	%
			DBE TOTAL:	\$ 0.00	0 %
<b>TOTALS:</b>				\$ 0.00	0 %

\*If you have more than four DBE firms, please fill out the 'Additional DBE Firms' table at the bottom of this document.



OFFICE OF SUPPLIER DIVERSITY  
CITY OF NEW ORLEANS

Contract Compliance Form-1 | RESPONSIVENESS FORM

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Solicitation #: \_\_\_\_\_ Bidder/Proposer: \_\_\_\_\_

**Suppliers** (For participation towards DBE Goal, count only 60% of total proposed Contract Value) \*Manually calculate and enter the contract amount and percentage for each

Name of DBE Firm	Certification (SLDBE or LAUCP)	Supplies to be provided by the DBE	100% of Value of Proposed Contract with DBE Supplier	60% Value of Proposed Contract with DBE Supplier	% of Total Contract
1.			\$	\$	%
2.			\$	\$	%
3.			\$	\$	%
4.			\$	\$	%
5.			\$	\$	%
<b>TOTAL</b>				\$ 0.00	0 %

**DBE AFFIRMATION: (Attach additional pages if necessary)**

The listed DBE firm(s) below affirm(s) that it will perform the Scope of Work for the estimated dollar value as stated in the DBE Commitment to Contract Goal section on page. The listed DBE firm(s) also acknowledge(s) that they have a current and active certification for the given scope of work. A lack of certification for the provided scope will result in no DBE credit for those services.

Name of DBE Firm	Name of DBE Firm's Authorized Representative	Signature of DBE Firm's Authorized Representative	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			

\*If you have more than seven DBE firms, please fill out the 'Additional DBE Firms' table at the bottom of this document.



OFFICE OF SUPPLIER DIVERSITY  
**CITY OF NEW ORLEANS**

Contract Compliance Form-1 | RESPONSIVENESS FORM

Contact Office of Supplier Diversity for questions on completing this form. Via email: [supplierdiversity@nola.gov](mailto:supplierdiversity@nola.gov)

RFP/RFO/Bid/Solicitation/Other #: \_\_\_\_\_ Bidder/Proposer: \_\_\_\_\_

**NON-DBE SUBCONTRACTORS AND SUPPLIERS: (Attach additional pages if necessary)**

Name of Firm	Phone	Scope of Work to be performed by the Subcontractor	Value of Proposed Contract	% of Total Contract
1.			\$	%
2.			\$	%
3.			\$	%
4.			\$	%
5.			\$	%
6.			\$	%
7.			\$	%
8.			\$	%
9.			\$	%
10.			\$	%
11.			\$	%
12.			\$	%
13.			\$	%
14.			\$	%
15.			\$	%

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. NON-COMPLIANCE AND FALSIFICATION OF INFORMATION IS SUBJECT TO REPERCUSSIONS AS STATED IN THE [EBO RULES AND REGULATION POLICY](#).

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_



OFFICE OF SUPPLIER DIVERSITY  
**CITY OF NEW ORLEANS**

Contract Compliance Form-1 | **RESPONSIVENESS FORM**

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**DBE AFFIRMATION: (Attach additional pages if necessary)**

The listed DBE firm(s) below affirm(s) that it will perform the Scope of Work for the estimated dollar value as stated in the DBE Commitment to Contract Goal section on page. The listed DBE firm(s) also acknowledge(s) that they have a current and active certification for the given scope of work. A lack of certification for the provided scope will result in no DBE credit for those services.

Name Of DBE Firm	Name Of DBE Firm's Authorized Representative	Signature Of DBE Firm's Authorized Representative	Date
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			



OFFICE OF SUPPLIER DIVERSITY  
**CITY OF NEW ORLEANS**

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Solicitation #: \_\_\_\_\_ Bidder/Proposer: \_\_\_\_\_

Every DBE firm listed must be utilized on the project and must perform a Commercially Useful Function. To remove or replace a DBE firm you must request & submit a Modification Request (Form 4) and receive approval from the OSD prior to removal or replacement the DBE firm.

**DBE COMMITMENT TO CONTRACT GOAL: (Attach additional pages if necessary)**

**Subcontractors/Subconsultants and Manufacturers**

Name of DBE Firm	Tier 1, 2, or 3 Subcontractor?	Certification (SLDBE or LAUCP)	Scope Of Work To Be Performed By the DBE (including cost and % of contract)		
			Description/Scope	Cost	% of Contract
5.			1.	\$	%
			2.	\$	%
			3.	\$	%
			<b>DBE TOTAL:</b>	\$ 0.00	0 %
6.			1.	\$	%
			2.	\$	%
			3.	\$	%
			<b>DBE TOTAL:</b>	\$ 0.00	0 %
7.			1.	\$	%
			2.	\$	%
			3.	\$	%
			<b>DBE TOTAL:</b>	\$ 0.00	0 %
8.			1.	\$	%
			2.	\$	%
			3.	\$	%
			<b>DBE TOTAL:</b>	\$ 0.00	0 %
			<b>OVERALL TOTAL (including first four firms):</b>	\$ 0.00	0 %



OFFICE OF SUPPLIER DIVERSITY  
**CITY OF NEW ORLEANS**  
 Contract Compliance Form-2 | DOCUMENTATION OF GOOD FAITH EFFORTS

Contact Office of Supplier Diversity for questions on completing this form. Via email: [supplierdiversity@nola.gov](mailto:supplierdiversity@nola.gov)

Prior to award of a city contract, Good Faith Efforts (GFE) are required to be made and demonstrated on all applicable City of New Orleans contracts. If you have not attained the amount of DBE participation to meet the contract goal you are required to complete and submit Compliance Form-2 along with all required supporting GFE documentation. Please reference the GFE Policy for further guidance. The GFE Policy is available via [www.nola.gov](http://www.nola.gov) or by request at [supplierdiversity@nola.gov](mailto:supplierdiversity@nola.gov). Forms MUST be completed electronically. This form can be submitted via the BRASS portal or in-person at the Bureau of Purchasing.

**BIDDERS: This completed form along with all required supporting documentation must be furnished to the Bureau of Purchasing by the two (2) apparent lowest bidders within three (3) days of the bid opening. Should the bidder fail to comply with this request, the bid shall be considered non-responsive. Failure to comply with this request includes not meeting the expectations listed in the GFE Policy.**

**RESPONDENTS: This completed form must be furnished to the Bureau of Purchasing within ten (10) days of the City's issuance of Intent to Award Letter.**

Bid/RFP/RFQ/ Solicitation/Other #: \_\_\_\_\_ Bid/Proposal Amount \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Project Description: \_\_\_\_\_

Name of Bidder/Respondent: \_\_\_\_\_ has satisfied the requirements of the bid/proposal specifications for the above referenced BID/RFP/RFQ or solicitation by the City of New Orleans in the following manner: *(Please check the appropriate space)*

- The Bidder/Respondent is unable to achieve any DBE Participation and has completed and submitted Compliance Form-2 along with all required supporting GFE documentation.
- The Bidder/Respondent is unable to meet the DBE contract goal, but is committed to a minimum of \_\_\_\_\_ % DBE utilization on this contract and has completed and submitted Compliance Form-2 along with all required supporting GFE documentation.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. NON-COMPLIANCE AND FALSIFICATION OF INFORMATION IS SUBJECT TO REPERCUSSIONS AS STATED IN THE [EBO RULES AND REGULATION POLICY](#).

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

**Instructions: Please complete sections A through D and include all specific supporting documentation as outlined below. All sections of this form must be completed or your response may be deemed non-responsive. If you feel that any section of this form is not applicable, then you must provide a written statement as to why section is not applicable in your response. Attach additional pages if necessary.**

- SPECIFIC PORTIONS OF WORK IDENTIFIED FOR DBE SUBCONTRACTING: Complete Section A.
- NOTIFICATION TO CERTIFIED DBEs OF CONTRACTING OPPORTUNITIES: Complete Section B. Please attach a copy of the announcement and written notices distributed to DBE(s). Example: journals & newspapers, email, mail correspondence, community outreach notices, etc.
- INITIAL SOLICITATION & FOLLOW-UP OF INITIAL SOLICITATION: Complete Section C & D. Bidders/Respondents may count only DBEs solicited from the State and Local Disadvantaged Business Enterprise (SLDBE) or Louisiana Unified Certification Program (LAUCP) directories located on the City's website.



OFFICE OF SUPPLIER DIVERSITY  
**CITY OF NEW ORLEANS**  
 Contract Compliance Form-2 | DOCUMENTATION OF GOOD FAITH EFFORTS

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 Via email: [supplierdiversity@nola.gov](mailto:supplierdiversity@nola.gov)

**A. SPECIFIC PORTIONS OF WORK IDENTIFIED FOR DBE SUBCONTRACTOR:** You must list all selected scopes or portions of work to be performed by DBE(s) in order to increase the likelihood of meeting the contract goal for this project and the estimated value of each scope or portions of work identified.

Scope or Portions of Work Identified for DBE Participation	Estimated Value	% of Contract
1.	\$	%
2.	\$ 0.00	%
3.	\$	%
4.	\$	%
5.	\$	%
6.	\$	%
7.	\$	%
8.	\$	%
9.	\$	%
10.	\$	%
11.	\$	%
12.	\$	%
<b>TOTAL</b>	\$ 0.00	%

\*Total value and % will equal New Utilization Amount

**B. NOTIFYING CERTIFIED DBES OF CONTRACTING OPPORTUNITIES:** Please complete all fields below, list all sources of advertisement and outreach to DBE subs.

I. Did you attend all pre-bid and/or outreach meetings scheduled by the City?

YES	NO	Date of Meeting
<input type="checkbox"/>	<input type="checkbox"/>	

II. Did you submit a subcontracting opportunity on the DBE Opportunities page?

YES	NO	Date of Submission
<input type="checkbox"/>	<input type="checkbox"/>	

III. Identify publications in which announcements or notifications were placed and published. Include a copy of each announcement or notification.

Source of Advertising/Outreach	What subcontracting areas of work were advertised?	Date of Ad	Due Date & Time for Sub Bids		OSD VERIFICATION
			Date	Time	
1.					
2.					
3.					
4.					



OFFICE OF SUPPLIER DIVERSITY  
**CITY OF NEW ORLEANS**

Contract Compliance Form-2 | **DOCUMENTATION OF GOOD FAITH EFFORTS**

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**C. INITIAL SOLICITATION & FOLLOW-UP:** You must complete all fields below, list all certified DBE firms that received telephone or e-mail notification of work items to be subcontracted. If no response was received to the initial solicitation, you must indicate when firms received subsequent telephone or email solicitations (list delivery date, or read receipt date, and DBE firm's response). You must include copies of the physical and/or electronic notice(s) sent to DBE firms. If a DBE firm is found to not be certified in the solicited scope of work, the respondent will not receive any points for listing that firm. **USE ADDITIONAL PAGES AS NEEDED**

DBE Firm & Contact	Phone	Scope of Work Solicited	Date of Notification	Result of Initial Communication	Date of Follow-up/ Method of Contact (Phone or Email)	Result of Follow-up Communication
Ex. ABC Company /Jane Smith	(504) 123-4567	Legal services	01/01/21	Will submit a quote	email	Quote received
1.						
2.						
3.						
4.						
5.						
6.						
7.						
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24.						
25.						



OFFICE OF SUPPLIER DIVERSITY  
**CITY OF NEW ORLEANS**  
 Contract Compliance Form-2 | **DOCUMENTATION OF GOOD FAITH EFFORTS**

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- D. NEGOTIATE IN GOOD FAITH:** You must provide an explanation for any rejected DBE bid or price quotation, unless another DBE is accepted for the same work.
- I.** Where price competitiveness is not the reason for rejection, complete all fields below and provide a copy of the written rejection notice including the reason for rejection to the rejected DBE firm. A meeting may be held with the rejected DBEs, if requested to discuss the rejection. You must attach a copy of the notice.

DBE Subcontractor	Scope	Date rejection notice sent	Reason	Meet with DBE Sub?		
				Yes	No	Not requested

- II.** Where price competitiveness is the reason for rejection, complete all fields below and attach copies of all DBE and non-DBE bid quotes.

Scope	DBE Subcontractor	Quote	Non-DBE Subcontractor	Quote	Price Variance (+/-)
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	



OFFICE OF SUPPLIER DIVERSITY  
**CITY OF NEW ORLEANS**  
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III. **NEGOTIATE IN GOOD FAITH:** You must provide a copy of all correspondence documenting negotiation efforts including copies of DBE and non-DBE quotes and copies of written rejection notices.

**OTHER:** Please provide narrative details of any other efforts your firm conducted to attain the DBE Goal. Attach identified pages as warranted.



OFFICE OF SUPPLIER DIVERSITY  
**CITY OF NEW ORLEANS**  
 Contract Compliance Form-3 | PARTICIPATION PLAN

Contact Office of Supplier Diversity for questions on completing this form. Via email: [supplierdiversity@nola.gov](mailto:supplierdiversity@nola.gov)

**RESPONDENTS:** *This completed form must be furnished to the Bureau of Purchasing with your proposal. You must complete every section of the form. If a section is not applicable to your proposal, you must explain why it is not applicable. You must submit your response on the Responsiveness Form 3. If you do not meet the set expectations listed, your proposal will be deemed non-responsible. You may use additional pages as warranted. To ensure proper calculations, forms MUST be completed electronically. Forms can be submitted via the BRASS Portal or in-person at the Bureau of Purchasing.*

RFP/RFQ/Solicitation #: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Description: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_

Please check the appropriate space:

The respondent is committed to the contract goal of \_\_\_\_\_ % DBE utilization. (If selected, you must complete and submit DBE Compliance Form 1 in order to be awarded a contract)

The respondent is unable to meet the DBE contract goal, but is committed to a minimum of \_\_\_\_\_ % DBE utilization and will submit documentation demonstrating good faith efforts. (If selected, you must complete and submit Compliance Form 1 and/or Compliance Form-2 along with all required supporting documentation in order to be awarded a contract)

**SECTION I - DBE COMMITMENT TO CONTRACT GOAL:** You must list all DBE firms that you have identified to participate on the contract. **PLEASE NOTE: Every DBE firm listed must be utilized on the project. To remove and/or replace a DBE firm you must submit a Modification Request (Form 4) and receive approval from the Office of Supplier Diversity to remove and/or replace the firm. The listed DBE firm(s) must have a current and active certification for the given scope of work. A lack of certification for the provided scope will result in no DBE credit for those services.**

\*If you have more than seven DBE firms, please fill out the 'Additional DBE Firms' table at the bottom of this document.

Name of DBE Firm	Phone	Certification (SLDBE or LAUCP)	Scope of Work		
			To Be Performed by the DBE (including cost and % of contract)	% of Contract	
			Description/Scope	Cost	% of Contract
1.			1.	\$	%
			2.	\$	%
			3.	\$	%
			<b>DBE TOTAL:</b>	\$ 0.00	%
			1.	\$	%
			2.	\$	%
			3.	\$	%
			<b>DBE TOTAL:</b>	\$ 0.00	%



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Name of DBE Firm	Phone	Certification (SLDBE or LAUCP)	Scope of Work		
			To Be Performed by the DBE (including cost and % of contract)	% of Contract	
			Description/Scope	Cost	% of Contract
3.			1.	\$	%
			2.	\$	%
			3.	\$	0.00 %
			<b>DBE TOTAL:</b>	\$ 0.00	
4.			1.	\$	%
			2.	\$	0.00 %
			3.	\$	%
			<b>DBE TOTAL:</b>	\$ 0.00	
5.			1.	\$	0 %
			2.	\$	%
			3.	\$	%
			<b>DBE TOTAL:</b>	\$ 0.00	
6.			1.	\$	0.00 %
			2.	\$	0.00 %
			3.	\$	%
			<b>DBE TOTAL:</b>	\$ 0.00	
7.			1.	\$	0.00 %
			2.	\$	%
			3.	\$	%
			<b>DBE TOTAL:</b>	\$ 0.00	
<b>OVERALL TOTAL:</b>				\$	0 %



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**SECTION II - DBE CONFIRMATION:** For the DBE firms listed above, please provide the name and signature of the firm's authorized representative. The listed DBE firm(s) also acknowledge(s) that they have a current and active certification for the given scope of work. A lack of certification for the provided scope will result in no DBE credit for those services.

Name of DBE Firm	Name of DBE Firm's Authorized Representative	Signature of DBE Firm's Authorized Representative	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**SECTION III - SPECIFIC PORTIONS OF WORK IDENTIFIED FOR DBE SUBCONTRACTOR:** You must list all selected scopes or portions of work that you identified to be performed by DBE(s) and the estimated percentage value of each scope of work identified in order to increase the likelihood of meeting the contraContractvalue goal for this project.

Scope or Portions of Work Identified For DBE Participation	Estimated % of Contract Value
1.	%
2.	%
3.	%
4.	%
5.	%
6.	%
7.	%
8.	%
9.	%
10.	%
<b>TOTAL</b>	<b>0 %</b>





OFFICE OF SUPPLIER DIVERSITY  
**CITY OF NEW ORLEANS**

Contract Compliance Form-3 | **ADDITIONAL DBE FIRMS**

Contact Office of Supplier Diversity for questions on completing this form.  
 Via email: [supplierdiversity@nola.gov](mailto:supplierdiversity@nola.gov)

Name of DBE Firm	Phone	Certification (SLDBE or LAUCP)	Scope of Work	
			To be performed by DBE (including cost and % of contract)	Description/Scope
			Cost	% of Contract
8.			1. \$	%
			2. \$ 0.00	%
			3. \$	%
			<b>DBE TOTAL:</b> \$	<b>0 %</b>
9.			1. \$	%
			2. \$	%
			3. \$	%
			<b>DBE TOTAL:</b> \$	<b>0.00 0 %</b>
10.			1. \$	%
			2. \$	%
			3. \$	%
			<b>DBE TOTAL:</b> \$	<b>0.00 0 %</b>
11.			1. \$	%
			2. \$	%
			3. \$	%
			<b>DBE TOTAL:</b> \$	<b>0.00 0 %</b>
12.			1. \$	0 %
			2. \$	0 %
			3. \$	%
			<b>DBE TOTAL:</b> \$	%
<b>OVERALL TOTAL (including first 7 firms):</b>			\$	%

# ATTACHMENT C CONFLICT OF INTEREST

## INSTRUCTIONS:

- You are required to submit **ONLY ONE FORM:** either C1 or C2 with your response.
- **DO NOT COMPLETE AND SUBMIT BOTH.**
- If you did not identify a conflict, you must complete and submit Attachment C1.
- If you identified a conflict, you must complete and submit Attachment C2.

*Instructions sheet may be omitted when submitting the affidavit*

**ATTACHMENT C1  
CITY OF NEW ORLEANS  
ORGANIZATIONAL CONFLICTS OF INTEREST CERTIFICATION**

STATE OF \_\_\_\_\_

COUNTY/PARISH OF \_\_\_\_\_

Before me, the undersigned authority, came and appeared (*first and last name*) \_\_\_\_\_  
\_\_\_\_\_, who, being first duly sworn, deposed, and said that:

1. He/She is the (*title*) \_\_\_\_\_ and  
authorized representative of (*name of respondent*) \_\_\_\_\_  
\_\_\_\_\_, hereafter called "Respondent."
2. The Respondent submits the attached proposal in response to City of New Orleans  
Solicitation No. \_\_\_\_\_.
3. The Respondent certifies that, prior to submitting the attached proposal, the Respondent  
conducted an internal review of its team, including the sub-contractor(s) listed in the  
proposal, for potential, real, or perceived Organizational Conflicts of Interest.
4. The Respondent further certifies that, to the best of its knowledge and belief except as  
otherwise disclosed, it does not have any organizational conflict of interest.

\_\_\_\_\_  
Respondent Representative Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Address

Sworn to and subscribed before me, \_\_\_\_\_, Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public (signature)

\_\_\_\_\_  
Notary Public Name

Notary ID#/Bar Roll#: \_\_\_\_\_

**[ATTACHMENTS C2 THRU F ON FOLLOWING PAGES]**

**ATTACHMENT C2  
CITY OF NEW ORLEANS  
ORGANIZATIONAL CONFLICTS OF INTEREST DISCLOSURE AND  
AVOIDANCE/NEUTRALIZATION/MITIGATION PLAN**

STATE OF \_\_\_\_\_

COUNTY/PARISH OF \_\_\_\_\_

Before me, the undersigned authority, came and appeared (first and last name) \_\_\_\_\_  
\_\_\_\_\_, who, being first duly sworn, deposed, and said that:

1. He/She is the (*title*) \_\_\_\_\_ and  
authorized representative of (*name of respondent*) \_\_\_\_\_  
\_\_\_\_\_, hereafter called "Respondent."

2. The Respondent submits the attached proposal in response to City of New Orleans  
Solicitation No. \_\_\_\_\_.

3. The Respondent hereby confirms the following organizational conflict of interest:

a. Description of the OCOI

i. Name of Person or Firm Conflicted: \_\_\_\_\_  
\_\_\_\_\_

ii. Past/Current/Future Project Name and Scope of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

iii. Description of the Conflict of Interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Avoidance/Neutralization/Mitigation Plan



**ATTACHMENT D  
CITY OF NEW ORLEANS  
RESPONSIBILITY QUESTIONNAIRE**

If you choose to circle "N/A", you must provide a written explanation on a separate document and submit it with this questionnaire in your response.

## ATTACHMENT D – CITY OF NEW ORLEANS RESPONSIBILITY QUESTIONNAIRE

No.	Questions	Circle Answer
1.	Is your firm in good standing with the Louisiana Secretary of State or other state of incorporation (if your firm is incorporated in another state) at the time of submission of your response?	YES    NO N/A
2.	Have you or your firm's incorporation been cancelled, revoked, suspended, forfeited by the state of incorporation in the last 5 years?	YES    NO N/A
3.	Do you or your firm owe tax to the City of New Orleans?	YES    NO N/A
4.	Do you or your firm have adequate staffing resources to perform the work described in this RFQ?	YES    NO N/A
5.	Do you or your firm possess adequate insurance for the work described in this RFQ?	YES    NO N/A
6.	Have you or your firm been denied insurance coverage in the last 5 years?	YES    NO N/A
7.	Have you or your firm been terminated for cause from a contract with a public agency in the last 5 years?	YES    NO N/A
8.	Have you or your firm been declared non-responsible to or prevented from bidding or performing work or subcontract in the last 5 years?	YES    NO N/A
9.	Have you or your firm been debarred or suspended by the Federal Government or the State of Louisiana or the state where your firm is incorporated?	YES    NO N/A
10.	Is there a proceeding pending relating to your firm's responsibility, debarment, suspension, or qualification to receive a public contract?	YES    NO N/A
11.	Did you or someone from your firm colluded, conspired, connived, or agreed, directly, or indirectly with any other respondent, firm or person to submit a collusive or sham bid in connection with this RFQ?	YES    NO N/A
12.	Do you or your firm comply with the City's hiring requirements contained in the city code?	YES    NO N/A

This questionnaire was completed by:

\_\_\_\_\_

First and Last Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**[ATTACHMENTS E THRU F ON FOLLOWING PAGES]**

**SECTION 11.3.**

**CONTRACT TERMS AND CONDITIONS AND  
INSURANCE**

# ATTACHMENT E CITY OF NEW ORLEANS INSURANCE REQUIREMENTS

## ARTICLE D - Minimum Insurance Requirements

Except as otherwise noted, for the duration of this Agreement or the performance of work required by this Agreement, the Contractor agrees to have and maintain the policies set forth in said Agreement. All policies, endorsements, certificates, and/or binders shall be subject to approval from the City of New Orleans as to form and content. These requirements are subject to amendment or waiver only if approved in writing by the City of New Orleans.

Evidence of coverage shall be provided prior to the start of any activities/work, in conjunction with the Contractor's scope of work under the Agreement. A lapse in any required insurance coverage during this Agreement shall be a breach of this Agreement.

### Insurance Requirements:

Workers' Compensation & Employers Liability Insurance in compliance with the Louisiana Workers' Compensation Act(s). Statutory and Employers Liability Insurance with limits of not less than \$1,000,000. All employers must provide this coverage or be registered as a "Self- Insured" entity with the State.

Commercial General Liability Insurance including contractual liability insurance, products and completed operations, personal & advertising injury, bodily injury, property damage, and any other type of liability for which this Agreement applies with limits of liability of not less than \$1,000,000 each occurrence / \$2,000,000 policy aggregate.

Business Automobile Insurance (where applicable) with a combined single limit of liability of not less than \$500,000 per accident for bodily injury and property damage. Insurance shall include all owned, non-owned and hired vehicles.

Professional Liability Insurance - As professional services are required under the contract, insurance is appropriate to the contractor's profession, with limits of liability of not less than \$2,000,000 per occurrence or claim / \$2,000,000 policy aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement.

Policy shall be kept in force and uninterrupted for a period of three (3) years beyond policy expiration. If coverage is discontinued for any reason during this three (3) year term, Contractor must procure and evidence full extended reporting period (ERP) coverage.

**Contractors shall be able to meet the above referenced specific policy limits of liability through a combination of primary and umbrella /excess coverage.**

**Important:** The obligations for the Contractor to procure and maintain insurance shall not be constructed to waive or restrict other obligations. It is understood that failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Contractor from any

claims, liability and/or losses incurred as a result of their activities/operations in conjunction with the Contractors obligations and/or Scope of Work.

Additional Insured Status: The Contractor and all Subcontractors (where applicable) will provide and maintain current Commercial General Liability Insurance naming the City of New Orleans, its departments, political subdivisions, officers, officials, employees, and volunteers are to be covered as Additional Insureds” with respect to liability arising out of the performance of this agreement.

Additional Insured coverage should be provided in the form of an endorsement to the Contractors/Subcontractors insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms (if later revisions are used).

Contractor shall require and verify that all Subcontractors maintain insurance and coverage limits meeting all the requirements stated herein or the Sub-contractor liability shall be covered by the Contractor. The Certificate of Insurance, as evidence of all required coverage, should name the City of New Orleans Risk Manager as Certificate Holder and be delivered via U.S. Mail to **(User Department Mailing Address)**.

The Additional Insured box shall be marked “Y” for Commercial General Liability coverage. The Subrogation Waiver Box must be marked “Y” for Workers Compensation/Employers Liability.

Primary Coverage: For any claims related to this agreement, the Contractors insurance coverage shall be primary insurance as respects the City, its departments, political subdivisions, officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributing to the Contractors’ coverage.

Claims Made Policies: If applicable, the retroactive date must be shown and must be before the date of the agreement or the beginning of work. If the coverage is canceled or non-renewed, and not replaced with another claims-made policy, Contractor must purchase “extended reporting” coverage for minimum of 3 years after the termination of this agreement.

Waiver of Subrogation: The Contractor and its insurers agree to waive any right of subrogation which any insurer may acquire against the City by virtue of the payment of any loss under insurance required by this agreement.

Notice of Cancellation: Each insurance policy required above shall not be canceled, expire, or altered except without prior notice to the City of no less than 30 days.

Acceptability of Insurers: Insurance is to be placed with insurers licensed and authorized to do business in the State of Louisiana with a current A.M. Best’s rating of no less than A: VII, unless otherwise acceptable to the City.

Notice: Upon request the Contractor will provide the City’s Risk Manager (at City of New Orleans Attn: Risk Manager, 1300 Perdido Street, Suite 9E06, New Orleans, LA 70112- Ref.: CEA) the following documents, within 10 calendar days:

Copies of all insurance policies, including all policies, forms, and endorsements:

Substitute insurance coverage acceptable to the City within 30 calendar days if any insurance company providing any insurance with respect to this Agreement is declared bankrupt, becomes insolvent, loses the right to do business in Louisiana, or ceases to meet the requirements of this Agreement.

Special Risks or Circumstances: The City of New Orleans shall reserve the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurance coverage, or other circumstances, **based on any change in the Scope of Work and/or Contractor obligations.**

**[ATTACHMENT F ON FOLLOWING PAGES AND END OF SOLICITATION]**

**[The remainder of the page is intentionally left blank]**

**ATTACHMENT F  
CITY OF NEW ORLEANS  
CITY CONTRACT TERMS AND CONDITIONS**

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- 46. **TERMS BINDING.**
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**1. ACKNOWLEDGMENT OF EXCLUSION OF WORKER'S COMPENSATION COVERAGE.**

The Contractor herein expressly agrees and acknowledges that it is an independent contractor as defined in R.S. 23:1021 (6) and as such, it is expressly agreed and understood between the parties hereto, in entering into this Contract, that the City shall not be liable to the Contractor for any benefits or coverage as provided by the Workmen's Compensation Law of the State of Louisiana, and further, under the provisions of R.S. 23:1034 anyone employed by the Contractor shall not be considered an employee of the City for the purpose of Worker's Compensation coverage.

**2. ACKNOWLEDGMENT OF EXCLUSION OF UNEMPLOYMENT COMPENSATION COVERAGE.**

The Contractor herein expressly declares and acknowledges that it is an independent contractor, and as such is being hired by the City under this Contract for hire as noted and defined in R.S. 23:1472 (E), and therefore, it is expressly declared and understood between the parties hereto, in entering into this Contract, or agreement for hire, and in connection with unemployment compensation only, that:

- a. The Contractor has been and will be free from any control or direction by the City over the performance of the services covered by this contract; and
- b. Services to be performed by the Contractor are outside the normal course and scope of the City's usual business; and

- c. The Contractor has been independently engaged in performing the services listed herein prior to the date of this Contract.

Consequently, neither the Contractor nor anyone employed by the Contractor shall be considered an employee of the City for the purpose of unemployment compensation coverage, the same being hereby expressly waived and excluded by the parties hereto.

**3. ASSIGNABILITY.**

The Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same without prior written consent of the City.

**4. AMENDMENT.**

The Contract shall not be modified except by written amendment executed by duly authorized representatives of the parties.

**5. AUDIT AND INSPECTION:**

- a. The Contractor will submit to any City audit, inspection, and review and, at the City's request, will make available all documents relating or pertaining to this Contract maintained by or under the control of the Contractor, its employees, agents, assigns, successors and subcontractors, during normal business hours at the Contractor's office or place of business in Louisiana. If no such location is available, the Contractor will make the documents available at a time and location that is convenient for the City.

- b. The Contractor will abide by all provisions of City Code § 2-1120, including but not limited to City Code § 2-1120(12), which requires the Contractor to provide the Office of Inspector General with documents and information as requested. Failure to comply with such requests shall constitute a material breach of the Contract. The Contractor agrees that it is subject to the jurisdiction of the Orleans Parish Civil District Court for purposes of challenging a subpoena.

**6. CHOICE OF LAWS.** This Contract shall be construed and enforced in accordance with the laws of the State of Louisiana, without regard to its conflict of laws provisions.

**7. COMPLIANCE WITH CITY'S HIRING REQUIREMENTS - BAN THE BOX.**

**A.** The Contractor agrees to adhere to the City's hiring requirements contained in City Code Sections 2-8(d) and 2-13(a)-(f). Prior to executing this Agreement, Contractor must provide a sworn statement attesting to its compliance with the City's hiring requirements or stating why deviation from the hiring requirements is necessary.

**B.** Failure to maintain compliance with the City's hiring requirements throughout the term of the Agreement, or to provide sufficient written reasons for deviation, is a material breach of this Agreement. Upon learning of any such breach, the City will provide the Contractor notice of noncompliance and allow Contractor thirty (30) days to come into compliance. If, after providing notice and thirty (30) days to cure, the Contractor remains noncompliant, the City may move to suspend payments to

Contractor, void the Agreement, or take any such legal action permitted by law or this Agreement.

**C.** This section will not apply to any agreements excluded from the City's hiring requirements by City Code Sections 2-8(d) or (g). Should a court of competent jurisdiction find any part of this section to be unenforceable, the section should be reformed, if possible, so that it is enforceable to the maximum extent permitted by law, or if reformation is not possible, the section should be fully severable and the remaining provisions of the Agreement will remain in full force and effect.

**D.** The Contractor will incorporate the terms and conditions of this Article into all subcontracts, by reference or otherwise, and will require all subcontractors to comply with those provisions.

**8. CONFLICT OF INTEREST.** In the interest of ensuring that efforts of the Contractor do not conflict with the interests of the City, and in recognition of the Contractor's responsibility to the City, the Contractor agrees to decline any offer of employment if its independent work on behalf of the City is likely to be adversely affected by the acceptance of such employment. The initial determination of such a possibility rests with the Contractor. It is incumbent upon the Contractor to notify the City and provide full disclosure of the possible effects of such employment on the Contractor's independent work in behalf of the City. Final decision on any disputed offers of other employment for the Contractor shall rest with the City.

**9. CONSTRUCTION OF AGREEMENT.** Neither party will be deemed to have drafted the Contract. The Contract has been reviewed by all parties and will be construed and interpreted according to the ordinary meaning of the words used so as to fairly

accomplish the purposes and intentions of all parties. No term of the Contract will be construed or resolved in favor of or against the City or the Contractor on the basis of which party drafted the uncertain or ambiguous language. The headings and captions of the Contract are provided for convenience only and are not intended to have effect in the construction or interpretation of the Contract. Where appropriate, the singular includes the plural, and neutral words and words of any gender include the neutral and other gender.

**10. CONVICTED FELON STATEMENT.**

The Contractor complies with City Code § 2-8(c) and no principal, member, or officer of the Contractor has, within the preceding five years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

**11. COST RECOVERY.**

In accordance with Section 2-8.1 of the Municipal Code entitled “Cost recovery in contracts, cooperative endeavor agreements, and grants,” to the maximum extent permitted by law, the Contractor shall reimburse the City or disgorge anything of value or economic benefit received from the City if the Contractor fails to meet its contractual obligations.

**12. DECLARED DISASTER.**

**A. Declaration.** During the declaration of an emergency by federal, state, and/or local government, the Contractor shall provide support to the City on an as-needed and task-order-driven basis. Because of the uncertainty of the scale and/or type of emergency, the services to be provided by the Contractor will vary and may need to be adjusted as needs are identified. The Contractor may be requested to provide

a range of services. Said services may need to be rendered on a continual basis (24 hours / 7 days per week) during the declaration of an emergency.

**B. Task Order. Notification and Personnel.**

Prior or during the declaration of an emergency, the City will notify the Contractor via task order if the City requires the Contractor’s support. Upon activation by task order, the Contractor will provide the City with contact information of personnel assigned to the task order; and coordinate with the City to identify any personnel available to meet the City’s needs.

**C. Purchase Order.**

Once services are identified, the City will issue a purchase order to the Contractor. The City will issue a subsequent purchase order in case of additional needs for services, or may issue a modified purchase order if changes are made to the initial purchase order.

**D.** The Contractor will ensure that the City is provided with timely and accurate reports and other documentation, as requested.

**13. DISADVANTAGED BUSINESS ENTERPRISE (“DBE”) PROGRAM.**

**A. In General.** The Contractor agrees to abide by the City Code sections 70-496, *et seq.*, to use its best efforts to carry out all applicable requirements of the City’s DBE Program for the administration of this Agreement, as set forth in the City Code and any applicable rules adopted thereunder. The City’s Office of Supplier Diversity (“OSD”) oversees the DBE Program and assigns a DBE Compliance Officer (“DBECO”) to ensure compliance.

**B. Monitoring.** To ensure compliance with DBE requirements during the term of this Agreement, the DBECO will monitor the Contractor’ use

of DBE subcontractors/suppliers (“**DBE Entities**”) through the following actions:

1. Job site visits;
2. Electronic payment tracking via the Contract Compliance Monitoring System or other means as approved by the OSD;
3. Routine audits of contract payments to all subcontractors;
4. Reviewing of records and reports; and/or
5. Interviews of selected personnel.

The DBECO may schedule inspections and on-site visits with or without prior notice to the Contractor or DBE Entities.

**C. Cooperation.** The Contractor shall:

1. Designate an individual as the “DBE Liaison” who will monitor the Contractor’s DBE participation as well as document and maintain records of “Good Faith Efforts” with DBE Entities.
2. Execute written contracts with DBE Entities that meet the applicable DBE goals.
  - a. The Contractor shall provide the DBECO with copies of said contracts within thirty (30) days from the date this Agreement is fully executed between the City and the Contractor.
  - b. The Contractor shall agree to promptly pay subcontractors, including DBE

Entities, in accordance with law.

3. Establish and maintain the following records for review upon request by the OSD:
  - a. Copies of written contracts with DBE Entities and purchase orders;
  - b. Documentation of payments and other transactions with DBE Entities;
  - c. Appropriate explanations of any changes or replacements of DBE Entities, which may include a record of “Post-Award Good Faith Efforts” for each certified firm that the Contractor does not use in accordance with the approved DBE participation submission;
  - d. Any other records required by the OSD.

The Contractor is required to maintain such records for three (3) years after completion or closeout of this Agreement. Such records are necessary to determine compliance with their DBE obligations.

4. Post monthly payments and submit regular reports to the DBECO as required via the online “Contract Compliance Monitoring System” or other means approved by the OSD.

- a. The Contractor shall submit the initial report outlining DBE participation within thirty (30) days from the date of notice to proceed (or equivalent document) issued by the City to the Contractor. Thereafter, "DBE Utilization" reports shall be due on or before the fifteenth (15<sup>th</sup>) day of each month until all DBE subcontracting work is completed.
- b. Reports are required even when no activity has occurred in a monthly period.
- c. If the established percentage is not being met, the monthly report shall include a narrative description of the progress being made in DBE participation.
- d. The Contractor may also be required to attach or upload copies of canceled checks or bank statements that identify payer, payee and amount of transfer to verify payment information as indicated on the form.

5. Conform to the established percentage as approved by the OSD.

- a. The total dollar amount of the Agreement shall include approved change orders and amendments. For a requirements contract, the total dollar amount shall be based in actual quantities ordered.
- b. No changes to the established percentage and DBE Entities submitted on DBE Compliance Form-1 shall be allowed without approval by the OSD.
- c. The City will not adjust the contract for any increase in cost due to replacement of DBE Entities.

**D. Post-Award Modification.**

The OSD may grant a post-award modification request if:

- a. for a reason beyond the Contractor's control, the Contractor is unable to use the certified DBE entity submitted on DBE Compliance Form-1 to perform the specified work. The Contractor must notify the OSD of the intent for removal and

substitution of a certified DBE immediately upon determination of that the DBE submitted on Compliance Form - 1 is unable to perform the specified work. In such case, the Contractor shall use and document "Good Faith Efforts" to find a similarly qualified and certified DBE entity to perform such specified work. The same criteria used for establishing "Good Faith Efforts" in maximizing the participation of DBE Entities prior to awarding the Agreement will also apply to the substitution of DBE subcontractors during the performance of the Agreement; or

- b. the Contractor reasonably believes that, due to a change of scope, execution of the work in accordance with the directions from the City is unlikely to meet the established percentage or terms. In such case, the Contractor shall use and document "Good Faith Efforts"

to achieve a reasonable amount of DBE participation on the remaining work on the Agreement.

**14. DURATION.** The services to be provided under the terms of this Contract shall begin upon execution of Contract and shall end no later than twelve (12) months after. It is understood and acknowledged by all signers to this Contract that work described under these terms is to be accomplished during the time period specified herein.

**15. EMPLOYEE VERIFICATION.** The Contractor swears that (i) it 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; (ii) it shall continue, during the term of this Agreement, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana; and (iii) it shall require all subcontractors to submit to the Contractor a sworn affidavit verifying compliance with items (i) and (ii) above. Any violation of the provisions of this paragraph may subject this Agreement to termination, and may further result in the Contractor being ineligible for any public contract for a period of three years from the date the violation is discovered. The Contractor further acknowledges and agrees that it shall be liable for any additional costs incurred by the City occasioned by the termination of this Agreement or the loss of any license or permit to do business in the State of Louisiana resulting from a violation of this provision. The Contractor will provide to the City a sworn affidavit attesting to the above provisions if requested by the City. The City may terminate this Agreement for cause if the Contractor fails to provide

such the requested affidavit or violates any provision of this paragraph.

**16. ENTIRE AGREEMENT.** This Agreement, including all incorporated documents, constitutes the final and complete agreement and understanding between the parties. All prior and contemporaneous agreements and understandings, whether oral or written, are superseded by this Agreement and are without effect to vary or alter any terms or conditions of this Agreement.

**17. FAMILIARITY WITH LAWS**

The Contractor shall be familiarized with and shall comply with all applicable Federal and State Laws, parish/municipal ordinances, resolutions, and the rules and regulations of all authorities having jurisdiction over the Agreement.

These laws and/or ordinance will be deemed to be included in the Agreement, the same as though herein written in full.

**18. NON-DISCRIMINATION**

**A. Equal Employment Opportunity.** In all hiring or employment made possible by, or resulting from this Agreement, the Contractor (1) will not be discriminate against any employee or applicant for employment because of race, sex, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, gender identity, creed, culture, or ancestry, and (2) where applicable, will take affirmative action to ensure that the Contractor's employees are treated during employment without regard to their race, sex, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, gender identity, creed, culture, or ancestry. This requirement shall apply to, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of

pay or other forms of compensation, and selection for training, including apprenticeship. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, sex, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, gender identity, creed, culture, or ancestry.

**B. Non-Discrimination.** In the performance of this Agreement, the Contractor will not discriminate on the basis, whether in fact or perception, of a person's race, color, creed, religion, national origin, ancestry, age, sex, gender, sexual orientation, gender identity, domestic partner status, marital status, physical or mental disability, or AIDS- or HIV-status against (1) any employee of the City working with the Contractor in any of Contractor's operations within Orleans Parish or (2) any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by the Contractor. The Contractor agrees to comply with and abide by all applicable federal, state and local laws relating to non-discrimination, including, without limitation, Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

**C.** The City may terminate this Agreement for cause if the Contractor fails to comply with any obligation in this Article, which failure is a material breach of this Agreement.

**19. EXCLUSIVE JURISDICTION AND VENUE.** For all claims arising out of or related to this Contract, the Contractor hereby consents and yields to the jurisdiction of the Civil District Court for the Parish of Orleans, and expressly

waives any (A) pleas of jurisdiction based upon Contractor's residence and (B) right of removal to federal court based upon diversity of citizenship.

**20. EXTENSION.** This Contract may be extended at the option of the City, provided that funds are allocated by the Council of the City and the extension of the Contract facilitates the continuity of services provided herein. This Contract may be extended by the City for four (4) additional one-year terms.

**21. FORCE MAJEURE.**

**A. Event.** An event of Force Majeure will include any event or occurrence not reasonably foreseeable by the City at the execution of this Agreement, which will include, but not be limited to, abnormally severe and unusual weather conditions or other acts of God (including tropical weather events, tornados, hurricanes, and flooding); declarations of emergency; shortages of labor or materials (not caused by City); riots; terrorism; acts of public enemy; war; sabotage; cyber-attacks, threats, or incidents; epidemics or pandemics; court or governmental order; or any other cause whatsoever beyond the reasonable control of the City, provided such event was not caused by the negligence or misconduct of the City, by the failure of the City to comply with applicable laws, or by the breach of this Agreement.

**B. Notice.** To seek the benefit of this Article, the City must provide notice in writing to the Contractor stating: (1) an event triggering this Article has occurred; (2) the anticipated effect of the Force Majeure event on performance; and (3) the expected duration of the delay, if the Agreement is being suspended.

**C. Effect.**

1. Upon the occurrence of a Force Majeure event, for which

the City has provided required notice, the City may, at its sole discretion:

- a. Suspend this Agreement for a duration to be set by the City, not to exceed 90 days. During such time of suspension, the Parties will not be liable or responsible for performance of their respective obligations under this Agreement, and there will be excluded from the computation of such period of time any delays directly due to the occurrence of the Force Majeure event. During any such period of suspension, the Contractor must take all commercially reasonable actions to mitigate against the effects of the Force Majeure event and to ensure the prompt resumption of performance when so instructed by the City; or
- b. Terminate this Agreement, either immediately or after one or more periods of suspension, effective on notice to the Contractor and without any further compensation due.

2. Notwithstanding Section C(1) above, the obligations relating to making payments when due (for services or materials already provided) and those obligations specified to survive in the Agreement will be unaffected by any suspension or termination.

**22. INCORPORATION INTO SUBCONTRACTS.** The Contractor will incorporate these Contract Terms and

Conditions into all subcontracts, by reference or otherwise, and will require all subcontractors to comply with these provisions.

**23. INDEMNIFICATION.**

**A.** To the fullest extent permitted by law, the Contractor will indemnify, defend, and hold harmless the City, its agents, employees, officials, insurers, self-insurance funds, and assigns (collectively, the "Indemnified Parties") from and against any and all claims, demands, suits, and judgments of sums of money accruing against the Indemnified Parties: for loss of life or injury or damage to persons or property arising from or relating to any act or omission or the operation of the Contractor, its agents or employees while engaged in or in connection with the discharge or performance of any services under this Contract; and for any and all claims and/or liens for labor, services, or materials furnished to the Contractor in connection with the performance of work under this Contract.

**B. Limitation.** The Contractor's indemnity does not extend to any loss arising from the gross negligence or willful misconduct of any of the Indemnified Parties, provided that neither the Contractor nor any of its agents or employees contributed to such gross negligence or willful misconduct.

**C. Independent Duty.** The Contractor has an immediate and independent obligation to, at the City's option: (a) defend the City from or (b) reimburse the City for its costs incurred in the defense of any claim that actually or potentially falls within this indemnity, even if: (1) the allegations are or may be groundless, false, or fraudulent; or (2) the Contractor is ultimately absolved from liability.

**D. Expenses.** Notwithstanding any provision to the contrary, the Contractor

shall bear the expenses including, but not limited to, the City's reasonable attorney fees and expenses, incurred by the City in enforcing this indemnity.

**24. INDEPENDENT CONTRACTOR STATUS.**

The Contractor is an independent contractor and shall not be deemed an employee, servant, agent, partner, or joint venture of the City and will not hold itself or any of its employees, subcontractors or agents to be an employee, partner, or agent of the City.

**25. INVOICING.** The Contractor must submit invoices monthly (unless agreed otherwise between the parties to this Agreement) to the City electronically, via its supplier portal, for goods or services provided under this Agreement no later than 10 calendar days following the end of the period covered by the invoice. Untimely invoices may result in delayed payment for which the City is not liable. At a minimum, each invoice must include the following information: invoice number, contract or purchase order number issued by the City, and the name of the city department to be invoiced. The City may require changes to the form or the content of the invoice. The City may also require additional supporting documentation to be submitted with invoices.

**26. LIMITATIONS OF THE CITY'S OBLIGATIONS.**

The City has no obligations not explicitly set forth in this Agreement or any incorporated documents or expressly imposed by law.

**27. LIVING WAGES.**

**A. Definitions.** Unless otherwise expressly provided in this Agreement, Capitalized terms used but not defined herein, shall have the definition attributed to them in Article VIII, Section 70-802 of the City Code.

**B. Compliance.** To the fullest extent permitted by law, the Contractor

agrees to abide by City Code Sections 70-801, *et seq.*, which requires, in pertinent part, the following:

1. Payment of an hourly wage to Covered Employees equal to the amounts defined in the City Code (“**Living Wage**”);
2. Receipt of at least seven (7) days per year of compensated leave for Covered Employees, as required by Section 70-807 of the City Code; and
3. Post notice in a prominent place regarding the applicability of the Living Wage Ordinance in every workplace in which Covered Employees are working that is within the Covered Employer's custody and control, as required by Section 70-810 of the City Code.

**C. Current Living Wage.** In accordance with the Living Wage Ordinance, the current Living Wage per the Consumer Price Index data is equal to \$11.19. The Contractor shall be responsible for confirming the Current Living Wage by visiting <https://www.nola.gov/economic-development/workforce-development/>.

**D. Adjusted Living Wage.** In accordance with Section 70-806(2) of the City Code, the Contractor acknowledges and agrees that the Living Wage may be increased during the term of the Agreement. Any City contract or City financial assistance agreement (a) extending from one calendar year into the next or (b) with a term of longer than one year, inclusive of any renewal terms or extensions, shall require the Covered Employer to pay the Covered Employee an Adjusted Living Wage, accounting for

the annual Consumer Price Index adjustment. The indexing adjustment shall occur each year on July 1<sup>st</sup> using the Consumer Price Index figures provided for the calendar year ended December 31<sup>st</sup> of the preceding year, and thereafter on an annual basis.

**E. Subcontract Requirements.**

As required by Section 70-804 of the City Code, the Contractor, beneficiary, or other Covered Employer, prior to entering into a subcontract, shall notify subcontractors in writing of the requirements and applicability of Article VIII – The Living Wage Ordinance (“**Article**”). City contractors and beneficiaries shall be deemed responsible for violations of this Article by their subcontractors.

**F. Reporting.**

On or before January 31<sup>st</sup> and upon request by the City, the Contractor shall identify (a) the hourly wage earned by the lowest paid Covered Employee and (b) the number of days of compensated leave received by Covered Employees earning less than 130% of the then-prevailing wage during the current term of the Agreement, and provide the identified information to the following:

Office of Workforce Development  
Living Wage - Compliance  
1340 Poydras Street – Suite 1800  
New Orleans, Louisiana 70112

**G. Compliance Monitoring.**

Covered Employers under this Agreement are subject to compliance monitoring and enforcement of the Living Wage requirements by the Office of Workforce Development (the “**OWD**”) and/or the Chief Administrative Office (“**CAO**”). Covered Employers will cooperate fully with the OWD and/or the CAO and other City employees and agents authorized to assist in the administration and enforcement of the

Living Wage requirements. Steps and actions include, but are not limited to, requirements that: (i) the Contractor will cooperate fully with the OWD and the CAO and other City employees and agents authorized to assist in the administration and enforcement of the Living Wage requirements; (ii) the Contractor agrees that the OWD and the CAO and their designees, in the performance of their duties, shall have the right to engage in random inspections of job sites and to have access to the employees of the Contractor, payroll records and employee paychecks; and (ii) that the City may audit such records of the Contractor as he or she reasonably deems necessary to determine compliance with the Living Wage standards.

**H. Remedies.** If the Contractor fails to comply with the Living Wage requirements during the term of the Agreement, said failure may result in termination of the Agreement or the pursuit of other remedies by the City, including, but not limited to, the penalties and enforcement mechanisms set forth in Section 70-811 of the City Code.

**28. NO THIRD PARTY BENEFICIARIES.** The Contract is entered into for the exclusive benefit of the City and the Contractor, and the City and the Contractor expressly disclaim any intent to benefit anyone not a party to this Contract.

**29. NON-EXCLUSIVITY.** This Contract is non-exclusive and the Contractor may provide services to other clients, subject to the City's approval of any potential conflicts with the performance of this Contract and the City may engage the services of others for the provision of some or all of the work to be performed under this Contract.

**30. NON-SOLICITATION.** The Contractor has not employed or retained

any company or person, other than a bona fide employee working solely for him, to solicit or secure the subject Contract. The Contractor has not paid or agreed to pay any person, other than a bona fide employee working for him, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the subject Contract.

**31. NON-WAIVER.** The failure of the City to insist upon strict compliance with any provision of the Contract, to enforce any right or to seek any remedy upon discovery of any default or breach of the Contractor at such time as the initial discovery of the existence of such noncompliance, right, default or breach shall not affect or constitute a waiver of the City's right to insist upon such compliance, exercise such right or seek such remedy with respect to that default or breach or any prior contemporaneous or subsequent default or breach.

**32. OWNERSHIP INTEREST DISCLOSURE.** The Contractor will provide a sworn affidavit listing all natural or artificial persons with an ownership interest in the Contractor and stating that no other person holds an ownership interest in the Contractor via a counter letter. For the purposes of this provision, an "ownership interest" shall not be deemed to include ownership of stock in a publicly traded corporation or ownership of an interest in a mutual fund or trust that holds an interest in a publicly traded corporation. If the Contractor fails to submit the required affidavits, the City may, after thirty (30) days' written notice to the Contractor, take such action as may be necessary to cause the suspension of any further payments until such the required affidavits are submitted.

**33. PAYMENT.** Unless otherwise agreed by the City, payment terms are NET 30 days upon providing that goods and/or services described under this

Agreement have been delivered, installed (if required), or rendered, and approved by the City after receipt by the City of properly submitted invoice via the City's supplier portal.

#### **34. PERFORMANCE MEASURES.**

**A. Factors.** The City will measure the performance of the Contractor according to the following non-exhaustive factors: work performed in compliance with the terms of the Agreement; staff availability; staff training; staff professionalism; staff experience; customer service; staff turnover; communication and accessibility; prompt and effective correction of situations and conditions; timeliness and completeness of submission of requested documentation (such as records, receipts, invoices, insurance certificates, and computer-generated reports).

**B. Failure to Perform.** If the Contractor fails to perform according to the Agreement, the City will notify the Contractor. If there is a continued lack of performance after notification, the City may declare the Contractor in default and may pursue any appropriate remedies available under the Agreement and/or any applicable law. In the event of a notification of default, the City will invoice the defaulting contractor for any increase in costs and other damages sustained by the City. Further, the City will seek full recovery from the defaulting contractor.

#### **35. PROHIBITION AGAINST FINANCIAL INTEREST IN AGREEMENT.**

No elected official or employee of the City shall have a financial interest, direct or indirect, in the Contract, including through any financial interest held by the spouse, child, or parent. Any willful violation of this provision, with the expressed or implied knowledge of the Contractor, will render this Contract voidable by the City and

shall entitle the City to recover, in addition to any other rights and remedies available to the City, all monies paid by the City to the Contractor pursuant to this Contract without regard to the Contractor's satisfactory performance.

#### **36. PROHIBITION ON POLITICAL ACTIVITY.**

None of the funds, materials, property, or services provided directly or indirectly under the terms of this Contract shall be used in the performance of this Contract for any partisan political activity, or to further the election or defeat of any candidate for public office.

#### **37. REMEDIES CUMULATIVE.**

No remedy set forth in the Contract or otherwise conferred upon or reserved to any party shall be considered exclusive of any other remedy available to a party. Rather, each remedy shall be deemed distinct, separate and cumulative and each may be exercised from time to time as often as the occasion may arise or as may be deemed expedient.

#### **38. SEVERABILITY.**

If a court of competent jurisdiction finds any provision of the Contract to be unenforceable as written, the unenforceable provision should be reformed, if possible, so that it is enforceable to the maximum extent permitted by law, or, if reformation is not possible, the unenforceable provision will be fully severable and the remaining provisions of the Contract will remain in full force and effect and will be construed and enforced as if the unenforceable provision was never a part the Contract.

#### **39. SUBCONTRACTOR REPORTING.**

The Contractor will provide a list of all natural or artificial persons who are retained by the Contractor at the time of the Contract's execution and who are expected to perform work as subcontractors in connection with the Contractor's work for the City. For any subcontractor proposed to be retained by the Contractor to

perform work on the Contract with the City, the Contractor must provide notice to the City within thirty (30) days of retaining that subcontractor. If the Contractor fails to submit the required lists and notices, the City may, after thirty (30) days' written notice to the Contractor, take any action it deems necessary, including, without limitation, causing the suspension of any payments, until the required lists and notices are submitted.

**40. SURVIVAL.** All representations and warranties and all obligations concerning record retention, inspections, audits, ownership, indemnification, payment, remedies, jurisdiction, venue, choice of law, and warranties shall survive the expiration, suspension, or termination of the Contract and continue in full force and effect.

**41. SUSPENSION.** The City may suspend this Contract at any time and for any reason by giving two (2) business day's written notice to the Contractor. The Contractor will resume work upon five (5) business day's written notice from the City.

**42. TAX CLEARANCE.** **(NEW PROVISION AS OF MARCH 2024)** On or about March 1st of each calendar year that the contract is effect, the Contractor must complete a tax clearance form with the information from the contractor, sign it, and submit it to the department, board, or commission that manages the contract (Department). "Please supply a copy of a valid City of New Orleans Occupational License if the vendor is domiciled within Orleans Parish or Registration Certificate if the vendor is located outside of Orleans Parish. To get a copy of your documents visit: (<https://salestax.nola.gov>) The Department will then use the tax clearance form to verify with the Departments of Revenue, Treasury, and Finance whether the Contractor is delinquent with city taxes or not. If found

delinquent, the Contractor must cure it, after being notified by the Department, or the contract could be terminated for cause.

**43. TERMINATION FOR CAUSE.** The City may terminate this Agreement immediately for cause by sending written notice to the Contractor. "Cause" includes without limitation any failure to perform any obligation or abide by any condition of this Agreement or the failure of any representation or warranty in this Agreement, including without limitation any failure to comply with the requirements of the City's Disadvantaged Business Enterprise program and any failure to comply with any provision of City Code § 2-1120 or requests of the Office of Inspector General. If a termination for cause is subsequently challenged in a court of law and the challenging party prevails, the termination will be deemed to be a termination for convenience effective thirty (30) days from the date of the original written notice of termination for cause was sent to the challenging party; no further notice will be required.

**44. TERMINATION FOR CONVENIENCE.** The City may terminate this Contract at any time during the term of the Contract by giving the Contractor written notice of the City's intention to terminate at least thirty (30) days before the date of termination.

**45. TERMINATION FOR NON-APPROPRIATION.** This Contract will terminate immediately in the event of non-appropriation of funds sufficient to maintain this Contract without the requirement of notice and the City will not be liable for any amounts beyond the funds appropriated and encumbered for this Contract.

**46. TERMS BINDING.** The terms and conditions of the Contract are binding on any heirs, successors, transferees, and assigns.

**47. WAIVER OF SICK AND ANNUAL LEAVE BENEFITS.** It is expressly agreed and understood between the parties entering into this Contract that the

Contractor, acting as an independent agent, shall not receive any sick and annual leave benefits from the City of New Orleans.

**[Additional federal contractual provisions on following pages]**

**EXHIBIT “B”**  
**SPECIAL COMPLIANCE CONDITIONS FOR FEMA – FUNDED CONTRACTS**

The Engineer is advised that this project is to be funded by FEMA. Notwithstanding any provision of the Agreement to the contrary, the following terms and conditions:

**A. TERMINATION FOR CAUSE:** The City and the Engineer shall each have the right to terminate this Agreement for cause, effective immediately upon the giving of written notice to the other party of its intent to terminate and the reasons therefore. If the termination for cause is subsequently challenged in a court of law and if the challenging party prevails, the termination for cause shall be deemed to be a termination for convenience and shall be effective thirty (30) days from the date that the original written notice of termination for cause was given to the challenging party and no further notice shall be required.

**B. TERMINATION FOR CONVENIENCE:** The City shall have the right to terminate this Agreement without cause by giving the Engineer written notice of its intent to terminate at least thirty (30) days prior to the date of termination. In the event that the City elects to terminate for convenience, the City shall be obligated to pay the Engineer only for those Services performed up to and through the date of termination.

**C. RECORDS RETENTION AND ACCESS:**

The Engineer shall grant the City, the State of Louisiana, the Federal Emergency Management Agency, the Comptroller General of the United States, or any of their duly authorized representatives, access to any books, documents, papers, and records of the Engineer which are pertinent to this Agreement for the purpose of making audit, examination, excerpts, and

The Engineer shall retain all required records for five (5) years or until such time as the

State of Louisiana or the City of New Orleans make final payments and all other pending matters related to the Agreement are closed.

**D. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS:** As applicable, the Engineer shall comply with each of the following, all of which are incorporated herein by reference.

- Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60);
- The Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3);
- Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR Part 5);
- Standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15);
- Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871)
- Unless duly suspended or revoked, the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5)
- Any and all applicable requirements as required by Federal Uniform Administrative Requirements (Appendix II to 2 CFR Part 200).

**E. DEBARMENT, SUSPENSION, AND INELIGIBILITY:** The Engineer represents and warrants that it and its sub-recipients are not debarred, suspended, or placed in ineligibility status under the provisions of 24 CFR 24 (government debarment and suspension regulations).

**F. REMEDIES AND SANCTIONS AGAINST ENGINEER’S DEFAULT:** The City retains all rights and recourse under Louisiana law to enforce this Agreement or recover damages in connection with any Engineer breach or violation hereof.

**[The remainder of the page is intentionally left blank]**

**SECTION 11.4.  
GUIDANCE FOR RESPONDENTS**

**THE FOLLOWING DOCUMENTS ARE SOLELY  
PROVIDED TO AID RESPONDENTS IN  
COMPILING THEIR RESPONSE**

**(The following documents do not need to be submitted with the proposal submission.)**

**REQUEST FOR QUALIFICATIONS  
CITY OF NEW ORLEANS**

**RESPONDENT’S CHECKLIST  
(Professional Services for  
\$15,000.01 or Greater)**

The Bureau of Purchasing developed the following checklists to aid prospective respondents in properly completing and submitting their proposals to a Request for Qualifications (RFQ).

**FOR SUBMISSION DEADLINE**

The respondents must include the forms/documents in the table below within their proposal to be responsive to the solicitation. Only responsive submissions will be considered for award.

- All the required forms within the checklist can be found within the solicitation itself, which can be located/accessed under the attachment’s tab/section, of the solicitation, on the BRASS Supplier Portal.
- Be sure to review the Request for Qualifications in its entirety, as well as any addendums that have been posted.
- All addendums must be acknowledged for the submission to be considered responsive to the solicitation. (**Note:** *Addendums may be posted up until the submission deadline.*)

Please use the checklist below to aid in verifying that all of the required forms/documents have been submitted.

Did you complete and submit the following forms/documents?

NUMBER	DESCRIPTION	CHECK
1	Technical Proposal – contents of proposal MUST be organized as specified in the RFQ solicitation	
2	Attachment “B” – DBE Compliance Form-3 (if applicable)	
3	Attachment C – Conflict of Interest C1 – Organizational Conflict of Interest Disclosure Certification C2 – Organizational Conflict of Interest Disclosure and Avoidance/Neutralization/Mitigation Plan <i>{only one (1) document is needed C1 or C2}</i>	
4	Attachment D – Responsibility Questionnaire	
5	Attachment E – Section 3 Plan (if applicable)	

If Submitting a Proposal Online:

- Respondents must be registered on the BRASS Supplier Portal to respond to an Event/Solicitation via the BRASS Supplier Portal.
- With regards to the Conflict of Interest – if using the sample form provided under Attachment C (C1 or C2), the form must be **NOTARIZED**. *Please be sure to sign and/or notarized all documents that require a signature and/or notary.*
- Section 3 Plan (if applicable) – this is for HUD funded projects only.
- All posted addendums must be acknowledged.

If Submitting a Paper Proposal via a Sealed Envelope or Submitting via Email:

- Be sure to notify the Designated Purchasing Official if you are having technical difficulties submitting a proposal online, to receive permission to use an alternative method of submission.
- Proposals MUST be submitted on or before the due date and time. *Proposals received after the deadline will not be accepted.*
- With regards to the Conflict of Interest – if using the sample form provided under Attachment C (C1 or C2), the form must be **NOTARIZED**. *Please be sure to sign and/or notarized all documents that require a signature and/or notary.*
- Section 3 Plan (if applicable) – this is for HUD funded projects only.
- All posted addendums must be acknowledged.

**[END OF RESPONDENT'S CHECKLIST]**

Fill out all lines as needed. See Example

**ATTACHMENT C1**  
**CITY OF NEW ORLEANS**  
**SAMPLE ORGANIZATIONAL CONFLICTS OF INTEREST**  
**CERTIFICATION**

STATE OF **Example: Louisiana**


COUNTY/PARISH OF **Example: Orleans**

Before me, the undersigned authority, came and appeared (*first and last name*)

**Example: Ray Johnson**, who, being first duly sworn, deposed, and said that:

1. He/She is the (*title*) **Example: President** and authorized representative of (*name of respondent*) **Example: XYZ, INC**, hereafter called "Respondent."
2. The Respondent submits the attached proposal in response to City of New Orleans Solicitation No. **1234**.
3. The Respondent certifies that, prior to submitting the attached proposal, the Respondent conducted an internal review of its team, including the sub-contractor(s) listed in the proposal, for potential, real, or perceived Organizational Conflicts of Interest.
4. The Respondent further certifies that, to the best of its knowledge and belief except as otherwise disclosed, it does not have any organizational conflict of interest.

Signed by the representative. Print name and add address.

  
 Respondent Representative Signature  
 \_\_\_\_\_  
 Print or Type Name  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_

Sworn to and subscribed before me, \_\_\_\_\_, Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public (signature)

\_\_\_\_\_  
Notary Public Name

\_\_\_\_\_  
Notary ID#/Bar Roll#:

Please get Notarized

**[END OF SOLICITATION]**

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