

**Addendum to  
REQUEST FOR QUALIFICATIONS**

Pre-Construction and Construction Management at Risk  
City of Youngsville, Louisiana  
Youngsville Municipal Complex Project

ISSUE DATE: November 6, 2020

ISSUED BY: City of Youngsville  
305 Iberia Street  
Youngsville, LA 70592

RFQ DUE DATE: November 23, 2020, 10:00 AM

**NOTICE TO PROPOSERS:**

This Addendum forms a part of the Contract and clarifies, corrects, or modifies the original Request for Qualification documents prepared by City of Youngsville.

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**ADDENDUM No. 1**

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The following items shall take precedence over referenced counterparts in the Request for Qualifications and any other documents in conflict herewith.

- Item No. 1 REFER to RFQ, Paragraph 2.1.1.2.2. Revised paragraph shall be read with the following additions and/or replacements in red:  
CMAR Contractor shall prepare and submit multiple detailed construction cost estimates (initially **at 30% completion, at 60% completion, and 90% completion**) in CSI format with quantity calculations, unit prices, and extensions wherever possible.
- Item No. 2 REFER to RFQ, Paragraph 1.3.2. Revised paragraph shall be read with the following deletion:  
Design Team. The design team lead by Entourage Design + Development (herein defined as “Architect”) has been selected as Design Professional for the Project, and they are currently completing the Project schematic design.  
~~Proposers are to have no communication with the Architect regarding this RFQ solicitation and selection process.~~
- Item No. 3 REFER to RFQ, Paragraph 3.3. Revised paragraph shall be read with the following replacements in red:  
Written questions must be by email and directed to the at the email address below.  
**Marc O. Berard Jr., Architect, Entourage Design and Development  
marc@entouragedesign.net  
and  
Sally M. Angers, Youngsville City Clerk, sallyangers@youngsvillela.gov**

Item No. 4 REFER to RFQ, Paragraph 3.1 Anticipated Schedule of Activities. Revised schedule shall be read with the following additional event in red:  
**Mandatory pre-submittal conference November 16, 2020 at 10am at Youngsville City Hall located at 305 Iberia Street, Youngsville, LA 70592.**

Item No. 5 REFER to RFQ, Paragraph 3.5 Addenda. Revised paragraph shall be read with the following addition in red:

The Owner may modify this RFQ prior to the date fixed for submission of SOQs, by issuance of addenda. Any supplemental instructions, answers to written questions, or interpretations of the meaning of the RFQ will, where appropriate, be made in the form of written addenda to the RFQ which, if issued, will be sent via e-mail and U.S. mail within a period of at least seventy-two (72) hours prior to the due date for submission of SOQs, excluding Saturdays, Sundays, and any other legal holidays, to all parties who are registered as Proposers. **Anyone wishing to submit a proposal needs to officially request the RFQ document from RFP Coordinator, Marc O. Berard Jr., Architect, Entourage Design and Development marc@entouragedesign.net so they can be officially added to the addenda list.** Failure to acknowledge receipt of addenda on the RFQ form would result in the proposal not being considered.

**The following questions were asked by proposers:**

**Question 1:** Do you guys have a rough timeline for what you are looking for schedule wise for getting this project under construction?

**Answer 1:** The City of Youngsville would like to start the project as soon as possible. A realistic timeline will be determined once the contractor is selected. As an estimate: design and preconstruction would happen late this year and early next year with construction commencing late spring or early summer.

**Question 2:** I did not see a pre-proposal meeting noted anywhere. Many times, these projects have mandatory pre-proposal meetings. I just wanted to check to see if you all were planning on having one as we did not want to miss it.

**Answer 2:** Recently, we have decided to host a mandatory pre-submittal meeting scheduled. We will post any future notifications on COY website.

**Question 3:** Do you know if I am on the list for notification if addendums come out?

**Answer 3:** Anyone wishing to submit a proposal needs to officially request the RFQ document from RFP Coordinator, Marc O. Berard Jr., Architect, Entourage Design and Development, marc@entouragedesign.net so they can be officially added to the addenda list. Also, the City of Youngsville will post notifications on COY website to publicly inform proposers of addenda.

**Question 4:** Who is the selected Architectural Firm with whom the successful contractor will work.

**Answer 4:** The Architect is listed in section 1.3.2 under 1.3 Project Delivery Team

**Question 5:** Do you have an anticipated makeup of the selection committee. (Lay people, individuals involved in construction related industry, Architects, Engineers?) Our presentation varies with makeup and knowledge of selection committee.

**Answer 5:** The selection review committee is listed under 5.4 The Selection Review Committee