

December 03, 2025

NEW ORLEANS REGIONAL BUSINESS PARK | 13801 OLD GENTILLY ROAD | NEW ORLEANS, LOUISIANA 70129

RESPONSES TO QUESTIONS RECEIVED

Manager/Architect to Manage Capital Improvements Authorized by the New Orleans Regional Business Park

**RFP No. 2025-009-001
Issue Date: November 6, 2025**

Following are the responses to the questions received as of November 21, 2025, to the above referenced RFP.

QUESTIONS

1. Do you have existing roof assessments, reports, drawings, or moisture surveys that define current conditions?
 - a. Answer: **There is an existing roof assessment that will be provided to the selected consultant. Consultants should anticipate a full roof replacement.**
2. Has the roof scope been partially designed or does the Consultant need to develop the design criteria?
 - a. Answer: **The roof scope has not been designed.**
3. Are there hazardous materials concerns requiring lead/asbestos testing prior to work?
 - a. Answer: **The NORBP has not performed any testing for any hazardous materials.**
4. What additional ARPA-eligible capital items beyond the roof are under consideration?
 - a. Answer: **None at this time. Additional ARPA-eligible capital projects will only be considered upon completion of the roof replacement, if funding is not exhausted.**
5. Does NORBP have templates or standard forms for ARPA documentation, including reporting and reimbursement?
 - a. Answer: **The NORBP has some forms required for accounting purposes.**
6. Can anymore detail be provided on 2 CFR 200 procurement documentation?
 - a. Answer: **Consultant is required to have full knowledge of the ARPA Program relative to the scope of the project.**
7. Are there preferred contract delivery methods (DBB, CMAR, Design-Build) or is NORBP open to recommendations?
 - a. Answer: **The NORBP Board is open to recommendations.**
8. Confirm that the services are exempt from Louisiana Public Bid Law, but that construction must follow Public Bid Law-correct?
 - a. Answer: **The professional services requested under the referenced RFP are exempt from Louisiana Public Bid Law . All construction must comply with Louisiana Public Bid Law.**

9. Who is the primary owner-side decision-maker and delegation of authority structure?
 - a. Answer: **The Board of Commissioners of the New Orleans Regional Business Park.**
10. What is the expected frequency of site visits during construction? Weekly? Biweekly?
 - a. Answer: **To be determined after the Scope of Work is established and the construction duration confirmed. It is likely that weekly site visits would be required during construction.**
11. Is NORBP expecting a full-time CM presence or a part-time/on-call structure?
 - a. Answer: **Consultant will have the full responsibility of overseeing and managing the project.**
12. What portion of the \$1.5M ARPA allocation is already spent vs remaining for capital improvements?
 - a. Answer: **A de minimis amount of the ARPA allocation has been spent to date.**
13. Does NORBP have an established construction budget for the roof repair?
 - a. Answer: **No. That will be determined after the Consultant is selected.**
14. Does NORBP have a required completion date for roof repair and any other ARPA-funded improvements?
 - a. Answer: **The project must be completed no later than the second quarter of 2026.**
15. Are there business operations or tenants in the facility that create phasing constraints?
 - a. Answer: **Phasing will not be required.**
16. What format and frequency are expected for: • Monthly reports • ARPA reporting packages • Board of Commissioners updates
 - a. Answer: **To be determined after the Consultant is selected. Monthly reports to the Board of Commissioners and monthly ARPA reporting packages should be assumed.**
17. Can NORBP provide a draft Professional Services Agreement for review prior to proposal submission?
 - a. Answer: **Not at this time.**
18. Are there insurance or indemnity requirements beyond standard professional services?
 - a. Answer: **The indemnity and insurance requirements will be those standard in municipal contracts in the City of New Orleans.**
19. Has an architect of record been obtained for this scope of work?
 - a. Answer: **No. This RFP is open to Architects as well.**
20. Does NORBP anticipate a need for any specialty services (envelope, structural, commissioning, environmental)?
 - a. Answer: **Not at this time.**
21. The proposal identifies roof repair as the primary scope but also references “related capital improvements” and building-envelope expertise. Could you clarify whether these related improvements are limited to envelope components directly affected by the roof repairs, such as parapets and overrides?
 - a. Answer: **The primary objective of the RFP is the full replacement of the roof, including repairs to components of the roofing envelope. Any additional capital projects would be considered only after completion of the roof replacement, assuming funding is not exhausted.**

RESPONSES TO QUESTIONS RECEIVED

22. The RFP indicates that the \$1.5M allocation is intended to cover both improvement costs and operating expenses. Should we understand the \$1.5M as the total budget available specifically for the roof repairs, or will additional funding be provided from other sources? Since the same amount is referenced for operating expenses, could you clarify how the \$1.5M is expected to be apportioned between improvements and operations?
- a. Answer: **At this time \$1.5M is the total amount allocated to cover both project management and construction costs.**
23. The proposal states that the applicant must work closely with the engineering design teams; however, Section 2 also refers to the applicant providing professional engineering services, including the development of documents, design solutions, and system alternatives. Could you clarify whether the applicant will be expected to deliver design services beyond the typical scope of project management responsibilities?
- a. Answer: **The selected Consultant is expected to provide design services and construction administration.**

RESPONSES TO QUESTIONS RECEIVED