

**LIVINGSTON PARISH GOVERNMENT
DRAINAGE MASTER PLAN
NON-MANDATORY PRE-SUBMITTAL CONFERENCE
MEETING MINUTES**

The Livingston Parish Government held a non-mandatory pre-submittal conference regarding the Request for Qualifications (RFQ) for engineering and design services for the drainage master plan. The meeting was held at 2 p.m. Tuesday, April 23, 2024, at the Livingston Parish Council Chambers.

Parish President Randy Delatte gave the introduction followed by a brief synopsis of the RFQ by Grant Manager Heather Crain. The floor was then opened for questions and discussion by those in attendance. The questions, comments and discussion are as follows:

- Question: For Section 3 - Contents of Submittal, what is included or excluded in the 20 pages of content requirement?

Parish Response: The parish clarified that the front cover, cover letter, resumes, dividers, required forms, project sheets and financial statements are excluded from the 20-page limit.

- Question: If a prime contractor submits an RFQ can the same contractor also submit as a sub-contractor on another proposal?

Parish Response: Yes, the prime contractor can also submit as a sub-contractor on another proposal.

- Question: If submitting online via Central Auction House, is one copy permissible?
- Parish Response: If submitting via mail or hand-delivery, one (1) original clearly marked as such, seven (7) hard copies and one digital copy is

required as stated in the RFQ. If submitting via Central Auction House, one (1) scanned copy will suffice.

- Question: For Item L under the scope of services, what is the expectation of the parish regarding presentations and public involvement?

Parish Response: The parish explained that the scope of services is to assist the parish with messaging for future print and video information to the public.

- Question: What is the parish's timeline for selecting a consultant and completing the drainage master plan?

Parish Response: After the May 9, 2024, deadline, a selection committee will convene to grade the proposals. The parish said "the sooner the better" regarding creating the master drainage plan timeline.

- Question: Will there be involvement and coordination with the local municipalities?

Parish Response: Yes, there will be cooperation with the municipalities.

- Comments: The parish's intent for the master drainage plans shall include a parish wide manual accessible to the public that will seek to improve drainage and reduce flooding in Livingston Parish. The manual will be a deliverable required for the project. The plan should also help address parish development.

- Discussion: There was a discussion about cooperation and communication with the local Gravity Drainage Districts. Several of the districts are in various stages of developing their own drainage plans. The parish stated that there will be communication and coordination between the parish and the Gravity Drainage Districts.

- At the close of the meeting, Ms. Crain stated that the minutes from the non-mandatory pre-submittal meeting would be issued as an addendum and published on Central Auction House and the parish Web site. The deadline for questions would be the proposal deadline of Thursday, May 9, 2024, at 4 p.m.

For additional questions or concerns, please contact Ms. Crain at 225-686-4415 or send an email to hcrain@lpgov.com.