



CITY OF NEW ORLEANS

**Department of Public Works**

**Recovery Roads Program Industry Day**

**Oct. 25, 2012**

# Agenda

<b>9 a.m. to 10 a.m.</b>	Continental breakfast/Networking
<b>10 to 10:10 a.m.</b>	Introductions/agenda
<b>10:10 to 10:35 a.m.</b>	Recovery Roads Program Overview
<b>10:35 to 10:50 a.m.</b>	Sewerage and Water Board Coordination
<b>10:50 to 11:00 a.m.</b>	Design overview/FEMA eligibility
<b>11:00 to 11:10 a.m.</b>	Procurement
<b>11: 10 to 11:20 a.m.</b>	Invoicing Process
<b>11:20 to 11:30 a.m.</b>	Disadvantaged Business Enterprise Requirements
<b>11:30 to 11:40 a.m.</b>	JOB1
<b>11:40 a.m. to 1 p.m.</b>	Light lunch/Networking
<b>1:00 to 1:20 p.m.</b>	Recovery Roads Program
<b>1:20 to 1:35 p.m.</b>	Sewerage and Water Board Coordination
<b>1:35 to 1:45 p.m.</b>	Design overview/FEMA eligibility
<b>1:45 to 2:05 p.m.</b>	Procurement
<b>2:05 to 2:15 p.m.</b>	Invoicing Process
<b>2:15 to 2:25 p.m.</b>	Disadvantaged Business Enterprise Requirements
<b>2:00 to 2:10 p.m.</b>	JOB1
<b>2:10 to 2:20 p.m.</b>	Break
<b>2:20 to 3:30 p.m.</b>	Panel Discussion/Question & Answers



# Ground Rules

- Please sign in, sign in sheets will be posted on [recoveryroads.nola.gov](http://recoveryroads.nola.gov) to facilitate networking
- Silence mobile phones
- Please hold questions until the break or panel discussion
- Please visit [recoveryroads.nola.gov](http://recoveryroads.nola.gov)





CITY OF NEW ORLEANS

**James Kapesis**  
**Asst FEMA Program Manager**  
**Department of Public Works**

# Recovery Roads Program Overview

- This is part of a larger City-wide, multi-year infrastructure repair/recovery effort funded by FEMA.
- The intent of the Recovery Roads Program is to restore the roads and sidewalks in the City to their pre-Katrina condition.
- Only damage directly attributed to Hurricane Katrina as determined by FEMA on minor (non-federal) streets is eligible for repair under this program.
- This program will be managed on a neighborhood-by-neighborhood basis.



# Typical Neighborhood Project Development & Funding Obligation Process

- This is a collaborative and iterative process involving the City, State, and FEMA.
- Individual neighborhoods were assessed for damages.
- FEMA drafts a Project Worksheet which includes the scope of the Recovery Road work.
- The approved Project Worksheet outlines the eligible damages to be repaired and includes funding.
- FEMA will have embedded staff in the field to authorize additional work, if needed.

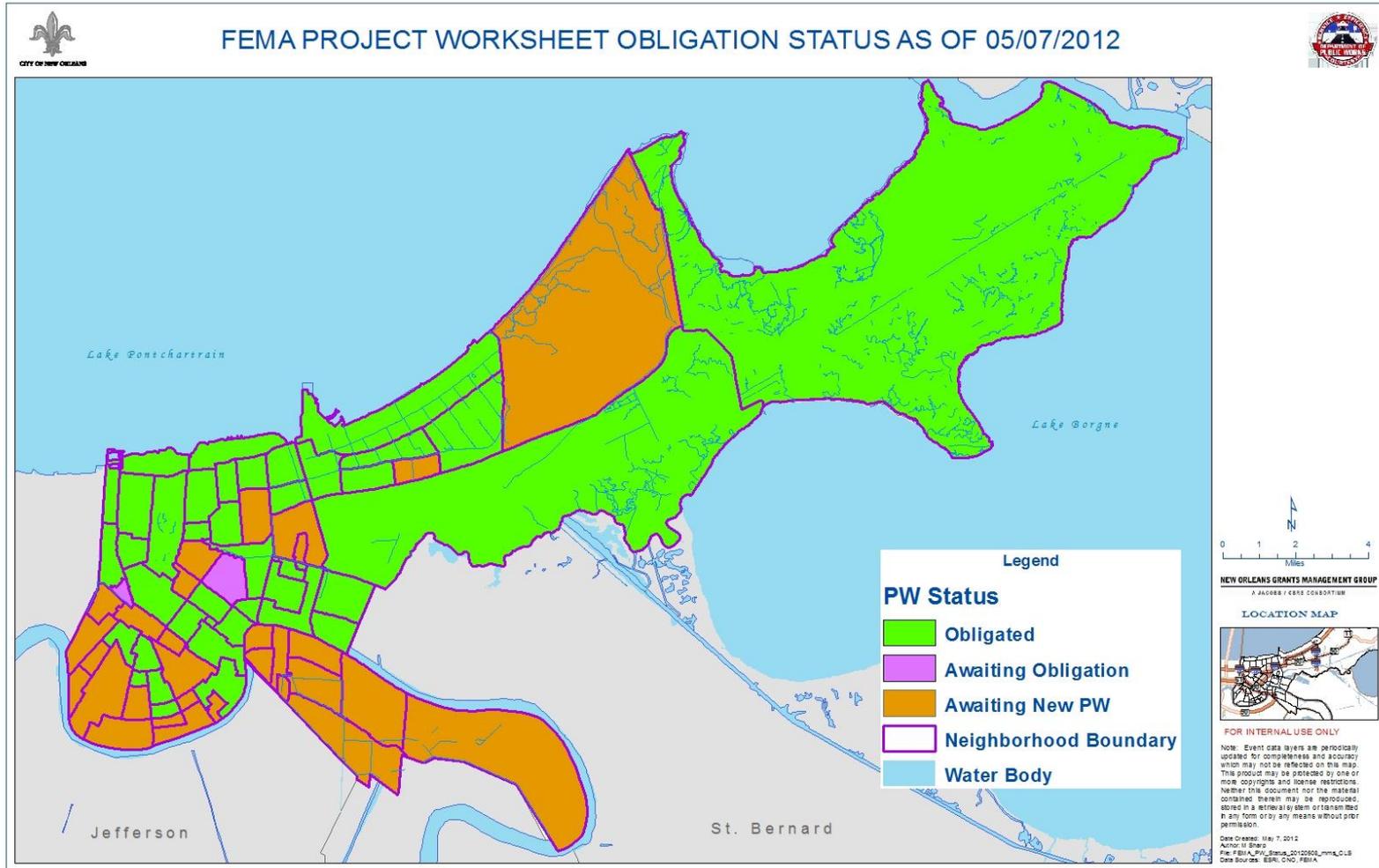


# Recovery Roads Program Phase II

- Additional damages were identified by the Department of Public Works and through citizen input.
- Joint FEMA/City teams initiated city-wide road storm damage assessments in Fall 2010.
- All 72 neighborhood assessments have been completed as of Spring 2012.
- Approximately 35,000 additional sites have been identified for repair to date.
- As of May 2012, 35 Project Worksheets have been approved and \$178M has been obligated.
- Phase II construction began in the summer of 2012 and is scheduled to continue through the end of 2016.



# Recovery Roads Program Phase II (cont.)



# Obligated Neighborhoods

Project ID	Neighborhood	Anticipated Construction Bid Release	Current Budget
PWF080	Lower Ninth Ward Phase II (Deslonde and Flood)	Q4 2012	\$4,500,000
PWF082	St. Claude Phase II Group 1	Q4 2012	\$4,300,000
PWF096A	Lower Ninth Ward (Full Neighborhood-Paving Only) Group 1	Q1 2103	\$9,000,000
PWF099	St. Claude (Paving Only)	Q1 2103	\$7,909,513
PWF096B	Lower Ninth Ward (Full Neighborhood-Paving Only) Group 2	Q1 2103	\$6,055,001
PWF127	Freret	Q2 2013	\$367,055
PWF103B	Lakeview Quadrant 1	Q2 2013	\$5,220,000
PWF150	Treme - Lafitte	Q2 2013	\$4,696,548
PWF115	Little Woods	Q2 2013	\$489,970
PWF131	Iberville/ Tulane Gravier	Q2 2013	\$338,701



# Obligated Neighborhoods

Project ID	Neighborhood	Anticipated Construction Bid Release	Current Budget
PWF097	St. Claude Quadrant 1	Q2 2013	\$2,400,000
PWF094	Lower Ninth Ward Quadrant 2	Q2 2013	\$10,064,937
PWF095	Lower Ninth Ward Quadrant 3	Q2 2013	\$6,723,294
PWF129	Holy Cross	Q2 2013	\$505,122
PWF118	Milan/Touro	Q2 2013	\$2,495,023
PWF124	St. Bernard	Q2 2013	\$420,805
PWF126	City Park	Q2 2013	\$274,691
PWF133	Gentilly Woods	Q3 2013	\$1,684,165
PWF093	Lower Ninth Ward Quadrant 1	Q3 2013	\$7,837,825
PWF110	Plum Orchard	Q3 2013	\$3,877,483
PWF111	St. Roch	Q3 2013	\$3,620,802



# Obligated Neighborhoods

Project ID	Neighborhood	Anticipated Construction Bid Release	Current Budget
PWF109	Pontchartrain Park	Q3 2013	\$7,304,068
PWF107	Lakeshore /Lake Vista	Q3 2013	\$7,660,177
PWF123	Dillard	Q3 2013	\$1,267,674
PWF135	Pines Village	Q3 2013	\$2,593,644
PWF098	St. Claude Quadrant 2	Q3 2013	\$5,607,950
PWF104	Lakeview Quadrant 2	Q3 2013	\$9,771,400
PWF106	Lower Garden District/CDB	Q3 2013	\$244,701
PWF125	Lake Terrace & Oaks	Q3 2013	\$952,077
PWF108	Lakewood	Q3 2013	\$269,353
PWF121	St. Anthony Quadrant 1	Q3 2013	\$7,196,034
PWF122	St. Anthony Quadrant 2	Q3 2013	\$5,344,391



# Obligated Neighborhoods

Project ID	Neighborhood	Anticipated Construction Bid Release	Current Budget
PWF112	Filmore Quadrant 1	Q3 2013	\$6,926,210
PWF113	Filmore Quadrant 2	Q3 2013	\$4,945,716
PWF117	Mid City	Q3 2013	\$5,160,327
PWF119	Florida Area/Florida Development	Q3 2013	\$2,502,547
PWF148	Marlyville-Fountainbleau	Q3 2013	\$7,249,077
PWF100B	Broadmoor	Q3 2013	\$4,910,596
PWF120	Bywater/Marigny	Q3 2013	\$408,793
PWF116	West End	Q3 2013	\$8,580,605
PWF114	Navarre	Q4 2013	\$604,283
PWF105B	Read Blvd East	Q4 2013	\$14,335,643
PWF101B	Milneburg	Q4 2013	\$1,353,017
PWF149	West Lake Forest	Q4 2013	\$211,856



# Neighborhoods Awaiting Obligations

Project ID	Neighborhood	Anticipated Bid Release	Current Budget
PWF128	Audubon	Q3 2014	TBD
PWF130	Seventh Ward	Q3 2014	TBD
PWF142	B.W. Cooper	Q3 2014	TBD
PWF151	Gert Town	Q3 2014	TBD
PWF134	Read Blvd West	Q4 2014	TBD
PWF136	Desire Area Development	Q4 2014	TBD
PWF137	Gentilly Terrace	Q4 2014	TBD
PWF138	Dixon	Q4 2014	TBD
PWF139	Central City	Q1 2015	TBD
PWF140	Bayou St. John/Fairgrounds	Q2 2015	TBD
PWF143	Hollygrove	Q2 2015	TBD



# Neighborhoods Awaiting Obligations

Project ID	Neighborhood	Anticipated Bid Release	Current Budget
PWF145	Old Aurora	Q2 2015	TBD
PWF146	Fisher Development	Q2 2015	TBD
PWF147	New Aurora/English Turn	Q2 2015	TBD
PWF153	Tall Timbers-Brechtel	Q2 2015	TBD
PWF154	U.S. Naval Base	Q2 2015	TBD
PWF144	Uptown	Q3 2015	TBD
PWF152	West Riverside	Q3 2015	TBD
PWF141	Village De L'Est, Et. al.	Q4 2015	TBD



# Schedule

- Kick-off meetings have been held with the many AE firms assigned to Obligated Neighborhoods
- Current schedules require aggressive design completion
- Design work will dictate project schedules
- Estimated release of construction bids:

<b>Obligated</b>		
Number of Contracts	Quarter	Year
2	Q4	2012
3	Q1	2013
12	Q2	2013
23	Q3	2013
4	Q4	2013

<b>Awaiting Obligation</b>		
Number of Contracts	Quarter	Year
4	Q3	2014
4	Q4	2014
1	Q1	2015
7	Q2	2015
2	Q3	2015
1	Q4	2015





**Joe Becker, P.E.**  
**General Superintendent,**  
**Sewerage and Water Board of New Orleans**



# Coordination

## Department of Public Works



## Sewerage and Water Board of New Orleans



- Emergency Sewer System Assessment (ESSA)
- Waterline Replacement
- System Evaluation and Rehabilitation Program (SSERP)





CITY OF NEW ORLEANS

**James Kapesis**  
**Asst FEMA Program Manager**  
**Department of Public Works**

# Design Pool

- A Request for Qualifications for engineering firms was issued in Summer 2011
- There are 42 AE firms currently in the pool
- Design firms are assigned as funds are obligated
- Assignments are based on firm capabilities



# Design Kick Off

## Scope of Services

- Phase I(a). Surveying
  - Subcontractor to A/E
  - Geotechnical (by others)
  
- Phase I(b). Scoping
  - Baseline Survey
  - Project Scope Report
  - Topographic and Right-of-way Survey
  - FEMA Liaison / scoping deliverables (plans, roll exhibit, report)
  
- Phase II. Prel. Design
  - Provide Preliminary Design Report & Prel. Plans – Plan-in-hand (PHI)
  
- Phase III. Final Design
  - Provide Final Design Report & Final Plans – Advance Check plans
  
- Phase IV. Construction Administration

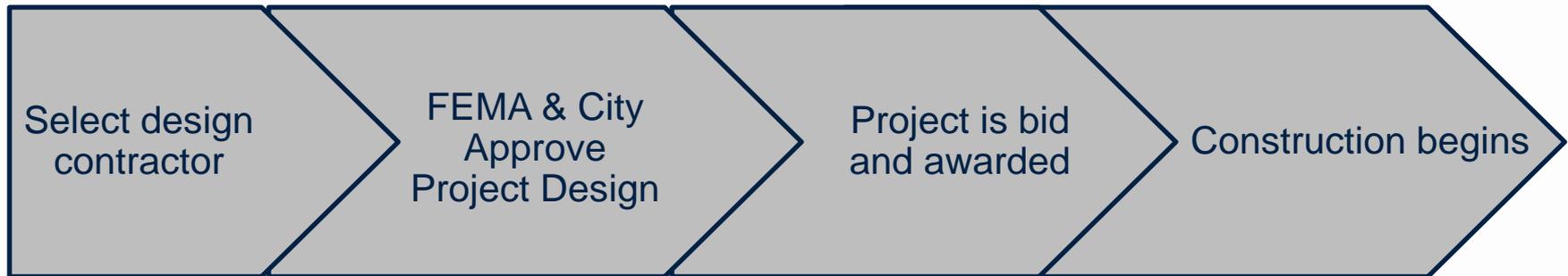


# Design Kick Off cont

- Copy of Contract
- FACT Sheets showing general project overview
- GIS Data in an in ESRI ArcGIS shape file format.
- Invoice Template & invoice submittal checklist
- Project Worksheets (PW) Gap analysis for FEMA eligible
- Milestone Schedule Template
- Waterline Eligibility Information (if available)
- Contact Directory Template
- Survey scope and basis of fee
- NOLA DWP Type B Handicap Ramp Explanation



# Project Design & Construction Process (Phase II)



- Water line designs will be performed by the SWB design pool.
- Content will be combined with DPW pavement design as one bid package.
- Phase II work is coordinated with City, SWB and FEMA.



# Types of Construction (Phase II)

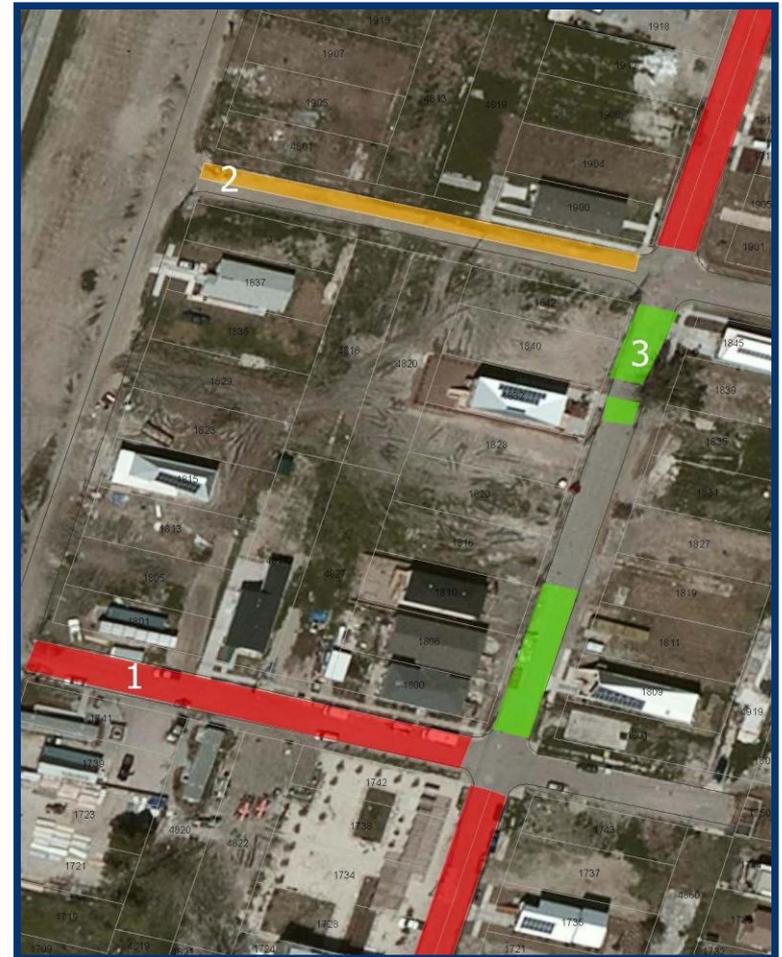
1. Full Reconstruction
2. Resurfacing
3. Point Repairs
4. Sidewalks



# Typical Neighborhood Construction Project Work (Phase II)

## 1. Full Reconstruction (red)

- **Eligible Scope:** Full replacement of pavement for the entire length and width of block.
- **End Result:** A new street (either asphalt or concrete) is constructed, to include pavement and base.



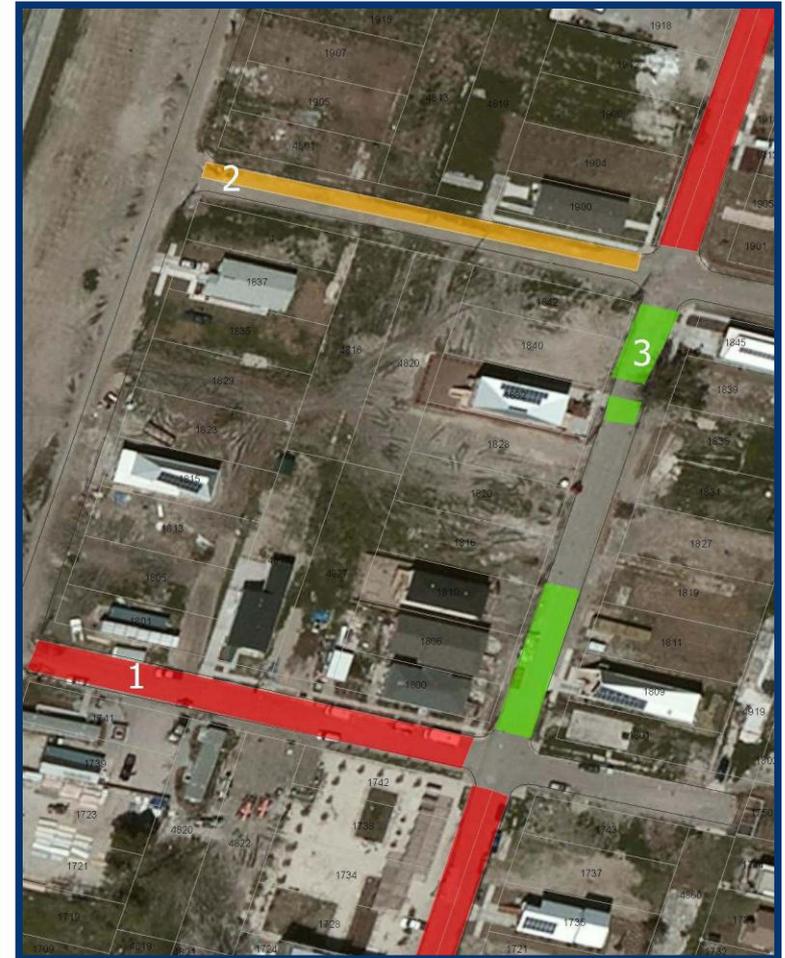
\* GIS visual example from Lower Ninth Ward neighborhood displays all (3) types of paving work in the range of a single block.



# Typical Neighborhood Construction Project Work (Phase II)(cont)

## 2. Resurfacing (amber)

- **Eligible Scope:** The uppermost layer of street pavement (asphalt or concrete) is determined as eligible for repair. Size of the repair area varies. Eligibility maybe as a result of eligible sub-surface SWB utility repairs.
- **End Result:** A new top layer of pavement (either asphalt or concrete) is placed on only specific areas of the street.



\* GIS visual example from Lower Ninth Ward neighborhood displays all (3) types of paving work in the range of a single block.

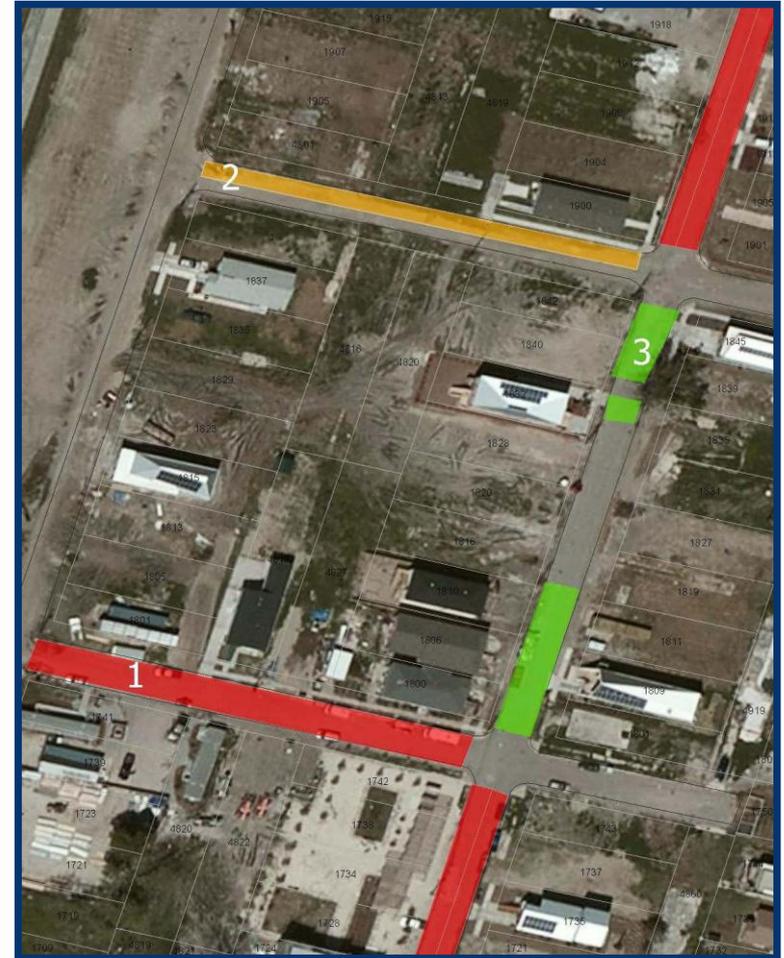


# Typical Neighborhood Construction Project Work (Phase II) (cont)

## 3. Point Repairs (green)

**Eligible Scope:** Only small areas on each block determined by FEMA as eligible for repair. Size of determined repair areas varies.

• **End Result:** Damaged pavement (either asphalt or concrete) on only specific areas of the street is replaced with new pavement.



\* GIS visual example from Lower Ninth Ward neighborhood displays all (3) types of paving work in the range of a single block.



# FEMA Coordination

- DPW and FEMA will review designs
- Project scope has been identified by FEMA
- Scope is described in Project Worksheets
- AE are responsible for justifying additional repairs
- Additional repairs may include damaged pavement, constructability issues and ADA ramps



# Justification of Additional Repairs

## Field reviews will:

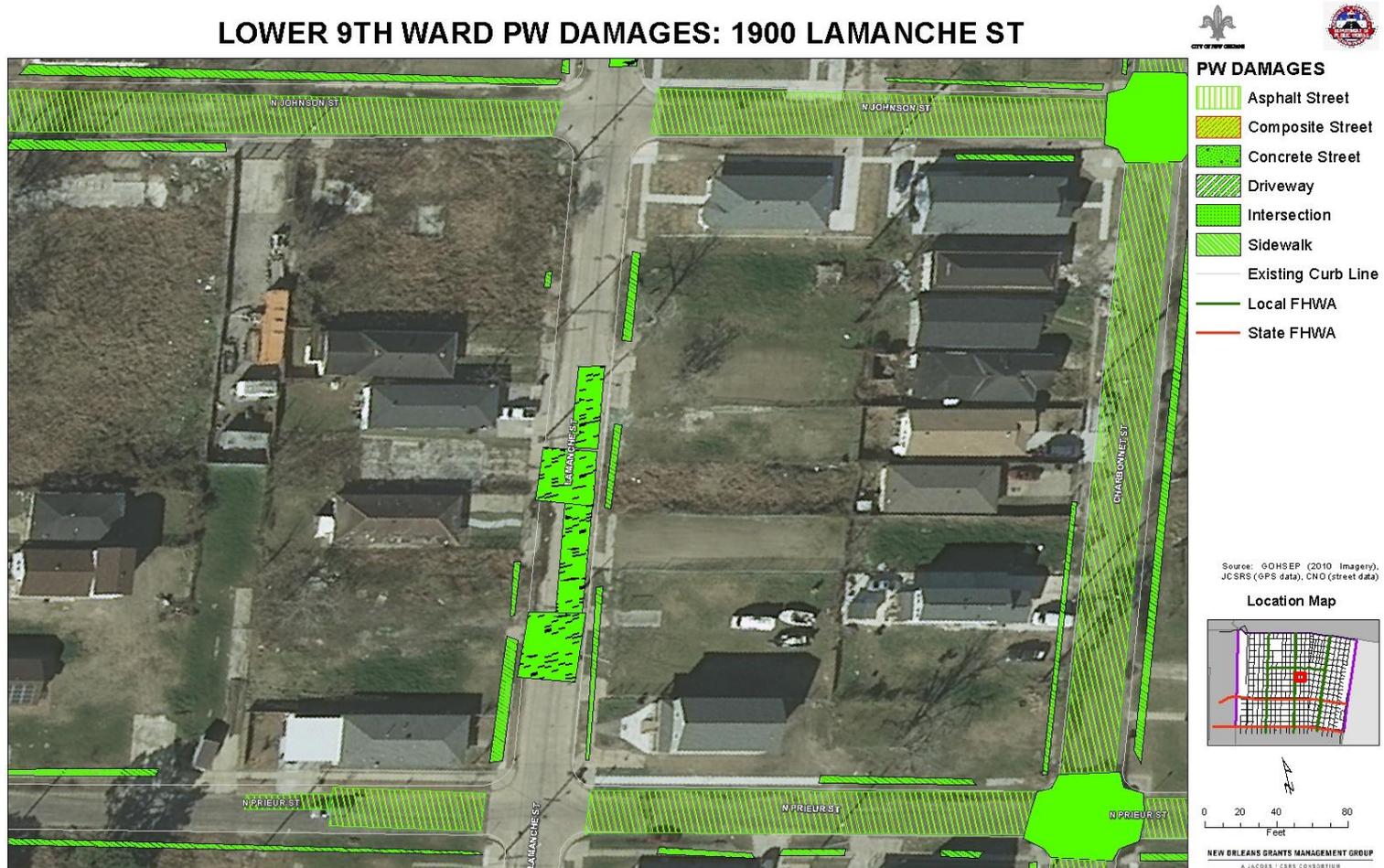
- Verify Project Worksheet quantities from FEMA
- Identify additional damage locations
- Determine possible constructability issues

**Design fee is determined by the final bid price**



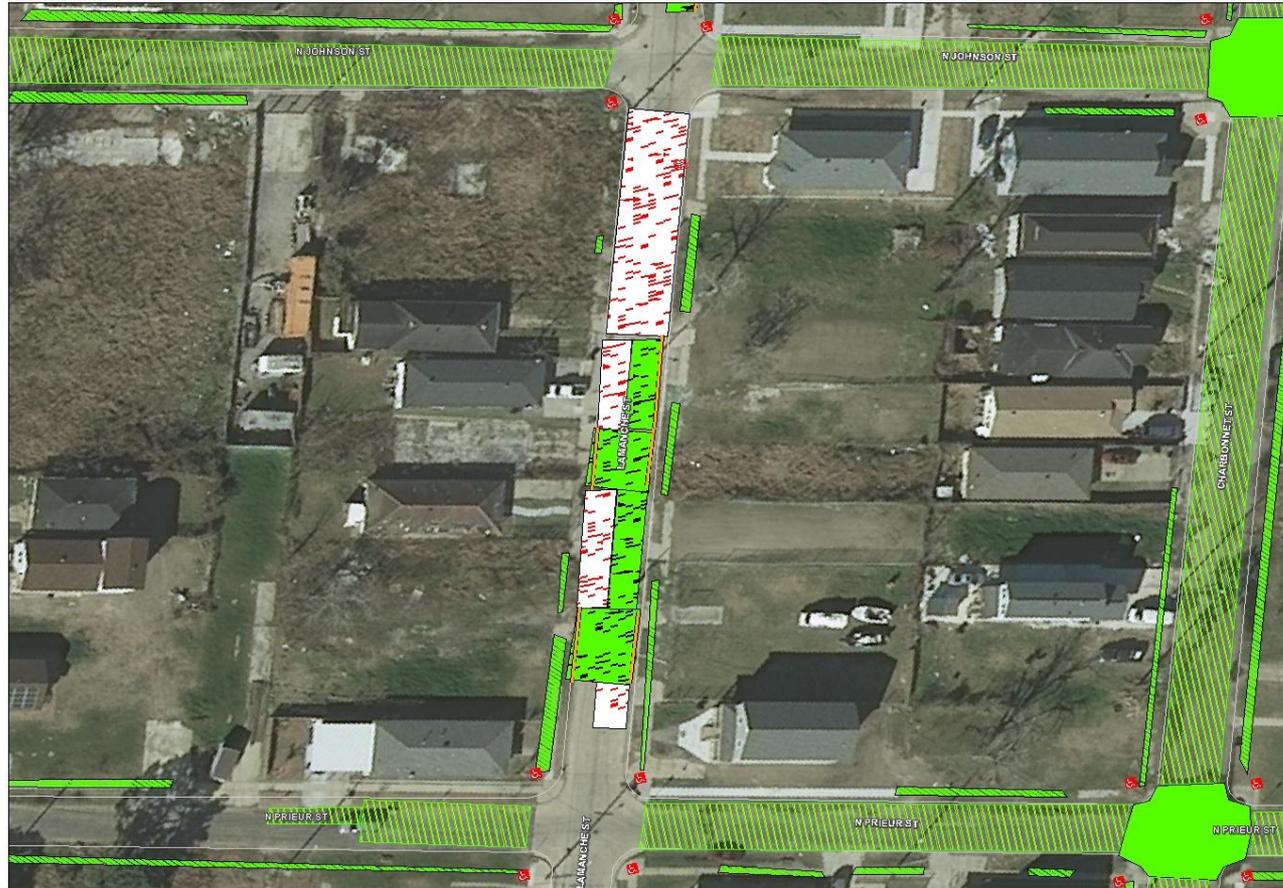
# Eligible Repair Sites

## LOWER 9TH WARD PW DAMAGES: 1900 LAMANCHE ST



# Possible Additional Damage Repairs

## LOWER 9TH WARD DAMAGES: 1900 LAMANCHE ST



### ADDITIONAL DAMAGES

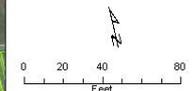
- Handicap Ramp Request
- Adjust CB/DI/MH Request
- Curb Request
- Asphalt Street
- Composite Street
- Concrete Street
- Driveway
- Intersection
- Sidewalk

### PW DAMAGES

- PW Adjust CB/DI/MH
- PW Damaged Ramp
- PW Other Damaged
- PW Curb Damages
- Asphalt Street
- Composite Street
- Concrete Street
- Driveway
- Intersection
- Sidewalk
- Existing Curb Line
- State FHWA
- Local FHWA

Source: GOHSEP (2010 Imagery),  
JC SRS (GPS data), CNO (street data)

### Location Map



NEW ORLEANS GRANTS MANAGEMENT GROUP  
A JACOBS / CB&S CONSORTIUM



# Completed Work

## Demonstration Section (Lower Ninth Ward):



On June 18, prior to construction, the asphalt on N. Miro St. was uneven and the sidewalks absent.



A safety barrier prevents local traffic from using freshly-paved N. Miro St.

### Lessons learned:

- Minimal damages to sub-surface utilities
- Additional FEMA-eligible repairs identified during construction
- Completed repairs on-schedule and on-budget
- Design should correspond to existing site conditions





# Expectations

- **Ongoing and timely coordination between DPW and SWB**
- **Maximize opportunities to accelerate design while meeting design criteria**



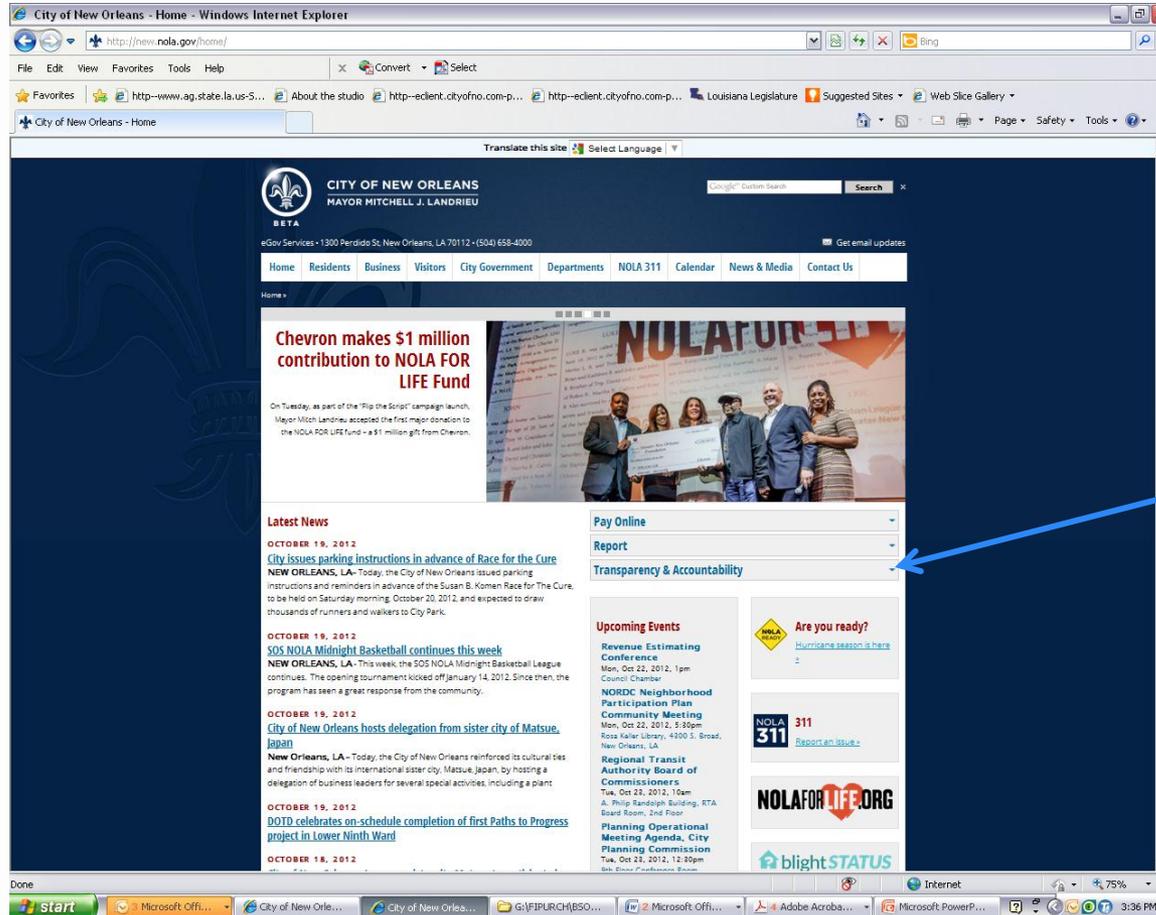


CITY OF NEW ORLEANS

**Andree Cohen**  
**Purchasing Administrator**

# City Online Purchasing System Access

City Website: <http://new.nola.gov/home/>



Click the Arrow:  
Transparency &  
Accountability



# City Purchasing Site

<http://new.nola.gov/home/>

The screenshot shows the City of New Orleans website in a Windows Internet Explorer browser. The page features a dark blue header with the city logo and navigation menu. A large banner for 'Come in WE'RE OPEN' is visible. The 'Pay Online' section is expanded, and a blue arrow points to the 'Bids, Contracts & Proposals' link. Other sections include 'Latest News', 'Upcoming Events', and 'Performance'.

Select :  
Bids, Contracts &  
Proposals



# City Online Purchasing System Access

<http://www.purchasing.cityofno.com/bsol/login.jsp>

The screenshot shows the City of New Orleans purchasing system login page. The page features a header with the City of New Orleans logo and the text "Welcome To City of New Orleans". Below the header, there are five main sections, each with a link and a brief description:

- Register**: Register here to begin using City of New Orleans. Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**: Complete registration here to begin using City of New Orleans. Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**: Browse open bid opportunities.
- Active Contracts**: Browse active Contracts/Blankets.
- Contract & Bid Search**: Search for Bids and active Contracts/Blankets.

At the bottom of the page, there is a login form with fields for "Login ID:" and "Password:", and a "Login" button. Below the login form is a link for "Forgot your password?".

The page footer contains the text "© 2012 Periscope Holdings, Inc. All Rights Reserved".

Annotations on the left side of the page point to specific sections:

- "Register As Vendor" points to the "Register" link.
- "View Open Bids/RFP/RFQ" points to the "Open Bids" link.
- "Login" points to the login form.

Annotations on the right side of the page point to specific sections:

- "Complete Registration" points to the "Complete Registration" link.
- "View Active Contracts" points to the "Active Contracts" link.
- "Contract & Bid Search" points to the "Contract & Bid Search" link.



# Contract Forms – Not Including DBE

CITY OF NEW ORLEANS  
Bidder Attestation  
For Public Works Solicitations  
Pursuant To Louisiana Revised Statute 38:2227

City solicitation no. \_\_\_\_\_ for \_\_\_\_\_

The bidding entity, \_\_\_\_\_, attests that no individual partner, incorporator, director, manager, officer, organizer, or member, who has a minimum of a ten percent ownership in the bidding entity, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following crimes or the equivalent federal crimes after July 2, 2010.

R.S. 38:2227. B.(1)

- a. Public bribery (R.S. 14:118)
- b. Corrupt influencing (R.S. 14:120)
- c. Extortion (R.S. 14:66)
- d. Money laundering (R.S. 14:230)

R.S. 38:2227. B.(2)

- e. Theft (R.S. 14:67)
- f. Identity Theft (R.S. 14:67.16)
- g. Theft of a business record (R.S. 14:67.20)
- h. False accounting (R.S. 14:70)
- i. Issuing worthless checks (R.S. 14:71)
- j. Bank fraud (R.S. 14:71.1)
- k. Forgery (R.S. 14:72)
- l. Contractors; misapplication of payments (R.S. 14:202)
- m. Malfeasance in office (R.S. 14:134).

Attest (signature): \_\_\_\_\_  
(date)

Name and title (print): \_\_\_\_\_

Authorized Representative for Bidding Entity (print): \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

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

\_\_\_\_\_, being first duly sworn, deposes and says that:

- (1) He is (Owner) (Partner) (Office) (Representative) or (Agent), of: \_\_\_\_\_  
the Bidder that has submitted the attached Bid.
- (2) Such Bid is genuine and is not a collusive or sham Bid.
- (3) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly, or indirectly with any other Bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other bidder, or to secure through any advantage against the City of New Orleans of any person interested in the proposed contract; and
- (4) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature of \_\_\_\_\_ (Owner) (Partner) (Office) (Representative) or (Agent)

Subscribed and sworn to, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_



# Contract Forms – Not Including DBE

## CITY OF NEW ORLEANS TAX CLEARANCE AUTHORIZATION

### INSTRUCTIONS

- To complete this form, provide all of the information requested. Failure to fill in ALL information requested will delay processing. If the form is not signed and dated, the form will not be processed.
- Complete, sign and date the authorization form and submit to the Department with whom you are contracting.
- This form authorizes the City of New Orleans to inspect and/or receive your confidential tax information.
- This Tax Clearance Authorization will not be honored for any purpose other than contracting with the City of New Orleans.
- The following requirements must be met in order for a Tax Clearance Authorization form to be approved by the City of New Orleans. It is recommended that all outstanding tax and business registration be completed prior to processing the form to expedite contract execution.

#### Real Estate/Personal Property Tax

- Businesses are required to be current in payment of all Real Estate Tax and Personal Property Tax.
- A business can visit the City of New Orleans' website, [www.nola.gov](http://www.nola.gov) at the Bureau of Treasury webpage to pay outstanding Real Estate and Personal Property taxes due.
- A business can mail outstanding tax payments to City of New Orleans, Bureau of the Treasury 1300 Perdido St., Room 1W38, New Orleans, La. 70112.

#### Sales Tax/Occupational License

- All businesses are required to have a City of New Orleans Sales Tax number.
- If the business is located within Orleans Parish, an Occupational License is also required. If the business is domiciled outside of Orleans Parish, a registration is required to be completed to obtain a Revenue account number.
- If a business is not registered, a New Business Application must be completed. The application can be found on the City of New Orleans' website, [www.nola.gov](http://www.nola.gov), at the Bureau of Revenue webpage. Under Online Revenue Documents, an application can be downloaded and returned to the City of New Orleans, Bureau of Revenue, 1300 Perdido St., Room 1W15, New Orleans, LA 70112. Any questions may be forwarded to Revenue Administration, 658-1695 or 658-1666.
- Non-profit organizations must comply with the Occupational License requirements by completing a New Business Application. The application can be found on the City of New Orleans' website, [www.nola.gov](http://www.nola.gov), at the Bureau of Revenue webpage. Under Online Revenue Documents, an application can be downloaded and returned to the City of New Orleans, Bureau of Revenue, 1300 Perdido St., Room 1W15, New Orleans, LA 70112. Any questions may be forwarded to Revenue Administration, 658-1695 or 658-1666.
- Once exempt status is confirmed for the non-profit organization, the organization is exempt from Occupational License fees.

Revised Tax Clearance Authorization, April 20, 2012

## CITY OF NEW ORLEANS TAX CLEARANCE AUTHORIZATION

According to Section 2-8 of the Code of the City of New Orleans, Louisiana 1995, the City may not enter into or make payments under a contract, grant or cooperative endeavor agreement with any person, corporation, or entity delinquent in City taxes. This form supplies the needed tax clearance. This clearance is issued without prejudice to any tax liabilities discovered by audit.

Please refer to the instructions on the back of this form

BUSINESS NAME:

OWNER'S NAME:

TYPE OF BUSINESS:

BUSINESS ADDRESS:

MAILING ADDRESS:

CONTACT TELEPHONE:

FAX NUMBER:

E-MAIL ADDRESS:

REAL ESTATE TAX NUMBER:

PERSONAL PROPERTY TAX NUMBER:

SALES TAX/OCCUPATIONAL LICENSE NUMBER:

PRINT NAME:

TITLE:

AUTHORIZED SIGNATURE:

DATE SIGNED:

I certify that I have the authority to execute this form with respect to the tax matters covered and that the above is true and correct. The City of New Orleans is authorized to inspect and/or receive confidential tax information.

#### BUREAU OF REVENUE (Room 1W15)

This clearance covers Occupational License and Sales/Use taxes.

#### BUREAU OF TREASURY (Room 1W37)

This clearance covers Ad Valorem taxes for Real Estate and Business Property taxes.

I hereby assert that after review of the taxpayer's records of this date that the taxpayer **IS NOT** delinquent in any taxes owed to the city. This clearance covers the period today through March 1, 20\_\_\_\_. The above clearance may be revoked for failure to pay sales tax.

I hereby assert that after review of the taxpayer's records of this date that the taxpayer **IS NOT** delinquent in any taxes owed to the city. This clearance covers the period today through March 1, 20\_\_\_\_.

COLLECTOR OF REVENUE

DATE

TREASURY CHIEF

DATE

I attest that the taxpayer named above is **not** delinquent in any taxes owed to the city.

DIRECTOR OF FINANCE

DATE



# 122 R Checklist

CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE

**POLICY MEMORANDUM NO. 122 (R)**

TO: All Offices, Departments, and Boards Subject to the City's Purchasing, Contracting and Procurement System

FROM: Andrew D. Kopplin, First Deputy Mayor and Chief Administrative Officer

DATE: July 29, 2011 (Effective Date August 8, 2011)

SUBJECT: CEA, Contract, and Grant Routing Policy

**I. PURPOSE**

In an effort to further promote transparency and continue to provide effective and efficient administrative guidance, this policy memorandum is created for the purposes of streamlining the city's contract routing process and for the implementation of a protocol for the approval of executive branch contracts.

**II. GOVERNING AUTHORITY**

Chapter 3 Section 4-302(5) of the City Charter authorizes the Chief Administrative Officer (CAO) to "prescribe accepted standards of administrative practice to be followed by all offices, departments, and boards."

**III. REQUIRED STEPS OF THE CONTRACT ROUTING PROCESS**

Effective August 8, 2011, use of the Electronic Contract Management System (ECMS) is required for approvals of all CEAs, contracts, and grants. Contracts not submitted through ECMS will be rejected without exception. The manual routing system for approvals shall only be used if the electronic system is not in operation.

The office, department, or board, hereafter referred to as "user entity", is responsible for obtaining all information necessary for the Law Department to prepare a contract including all required documentation for the creation of the Electronic Contract

**Exhibit 1A : Contract Request Checklist**

Professional Services					
Line No.	Required Documents for E Contract Package	Electronic	Hard Copy	Check	
1	Microsoft Word Document of the proposed contract or the following content - Brief description of needed services - Detail proposed fee schedule and billing rates - Any special provisions including requirements of the funding source, or contract management tool to be included in the contract	Y			
2	Advertised RFP Solicitation (Over \$15,000)		Y		
3	Approved Tax Clearance Form	Issued less than 30 Days before Received by Law	Y		
4	Intent to Award Letter from Purchasing (Over \$15,000)		Y		
5	CPO Signed Approval Form		Y		
6	Corporate Resolution		Y		
7	DBE Validation (Over \$15,000)		(if not waived)		
8	DBE Waiver Signed by the CAO (Over \$15,000)		(if applicable)		
9	Signed Selection Committee's Tabulation Form and Recommendation (Over 15,000)		Y		
10	Good Standing Certificate from Secretary of State with Vendor Name Correct or Authority to do Business In Louisiana		Y		
11	Proof of Insurance		Y		
12	Vendor's RFP Proposal (Over \$15,000)		Y		
13	Recommendation Memo (Internal) (Over 15,000)		Y		
14	Convicted Felon Status Affidavit	Issued less than 30 Days before Received by Law	Y		
15	Conflict of Interest Disclosure Affidavit		Y		
16	Non-Solicitation Affidavit		Y		
17	Identification of Subcontractors Affidavit		Y		

**Note:** This form should only be used as guidance regarding the type of requirements needed to process a contract request. Some contracts may require additional forms not included herein.





CITY OF NEW ORLEANS

**Kim Delarge, Jr.**  
**Capital Budget Director**

# Invoicing Process

Vendor Sends Invoice

Fiscal  
Receives

Admin support  
timestamps invoice  
and logs info into  
Master Quickbase

Delivers  
to PMs  
within  
day

Project Manager (PM)  
verifies charges and if  
approved, signs and  
dates invoice

Deliver to  
R&I Team  
within a  
day

Requisition and  
Invoice team  
processes invoices

**Goals:**

City Invoices	30 days
Revolver Invoices	45 days
FEMA Invoices	45 days
CDBG Invoices	60 days
State Invoices	60 days



# Finance Responsibilities

- Double check the accuracy of invoices
- Process invoices timely, efficiently and correctly
- Effectively communicate with vendors and project managers
- Monitor financial position and identify necessary changes
- Track the progress of processing invoices to identify issues and ensure successful payment



# Vendor Role

- Confirm there is a valid, executed contract and purchase order before proceeding with goods/services
- Deliver goods/services in a timely, efficient manner pursuant to contractual agreement
- Effectively communicate with project managers and fiscal team





CITY OF NEW ORLEANS

**Arkebia Matthews**

**Interim Director, Office of Supplier Diversity**

# Overview

- Office of Supplier Diversity Team (OSD)
  - Who we are and our Roles
- City's DBE Goal
- Responsibilities
  - ✓ Prime
  - ✓ DBE
  - ✓ OSD
- Processes for ensuring DBE compliance on City of New Orleans contracts



# City of New Orleans DBE Goal

# 35%

- "The City of New Orleans establishes an overall goal of 35 percent for utilization of socially and economically disadvantaged businesses for all public spending or private projects that utilize public funding and/or incentives.  
-Excerpt: Sec. 70.432.1 of the City Charter



# About Office of Supplier Diversity

- The OSD staff is charged with monitoring and reporting DBE participation on City contracts to ensure DBE firms get their share of procurement opportunities.

DO	DO NOT
Promotes strategies that foster an environment where prime contractors and DBE firms can form relationships to bid and perform successfully on contracts	Advocate set-asides for DBEs
Support effective DBE plans	Advocate hiring of DBE firms that do not perform a commercially useful function



# Primes

## Responsibilities and Opportunities

- ✓ Attend Pre-Bid Meetings
- ✓ Utilize the SLDBE List(s) to identify firms-LA-UCP Reciprocity
- ✓ Advertise Bid Opportunities
- ✓ Small Contracts(s)
- ✓ Follow up & Negotiate with interested DBE's
- ✓ Community Resources
- ✓ Keep Records
- ✓ Report allegations of wrongdoing or program abuse
- ✓ Comply with the CNO DBE program requirements

Represents an opportunity to invest in and help local DBE firms grow and develop the ability to compete for opportunities in other areas.



# DBEs

## Responsibilities and Opportunities

- ✓ Attend Pre-Bid Meetings
- ✓ Be Proactive
- ✓ Be Responsive
- ✓ Be Timely
- ✓ Get and maintain DBE certification
- ✓ Monitor opportunities and attend all pre-bid conferences
- ✓ Network with prime contractors and other DBEs
- ✓ Ensure licenses, bonding, insurance and general business requirements are up to date and in order
- ✓ Report allegations of wrongdoing or program abuse



# OSD

## Responsibilities and Opportunities

- ✓ Review DBE participation plans submitted by Primes
- ✓ Verify that the proposed DBE firms perform a commercially useful function;
- ✓ Verify and validate DBE participation;
- ✓ If goal is not met Evaluating Good Faith Efforts
- ✓ Monitoring DBE contract Compliance
- ✓ Conduct site visits
- ✓ Build sustainable locally owned DBE firms



# The Office of Supplier Diversity

- The Office of Supplier Diversity oversees certification, outreach, training and capacity building for the City of New Orleans' local, small and disadvantaged businesses ('DBEs').



# Outreach & Programs

- **Contractors College-** Construction Business Management Training Program
- **Certification Seminar**
- **Certified “Now What” (Capacity Building Seminar)**
- **OSD Monthly Newsletter**
- **Financing Assistance Program**

- **October 1, 2012**

**Deadline October 31, 2012 (Round 1)**



# CONTACT US

**Arkebia S. Matthews, Interim Director/Compliance Officer**  
**Brittany Major, Policy & Programs Officer**  
**Thomas 'James' Nash, Compliance Officer**  
**Don Lawhorn, Construction Programs Manager**

**[www.NOLA.GOV/Businesses/Office-of-Supplier-Diversity](http://www.NOLA.GOV/Businesses/Office-of-Supplier-Diversity)**

**504.658.4200**

**supplierdiversity@nola.gov**





CITY OF NEW ORLEANS

**Rachelle Defillo**  
**Workforce Development**

# JOB1 Business Solutions

in partnership with the City of New Orleans & Louisiana Workforce Commission

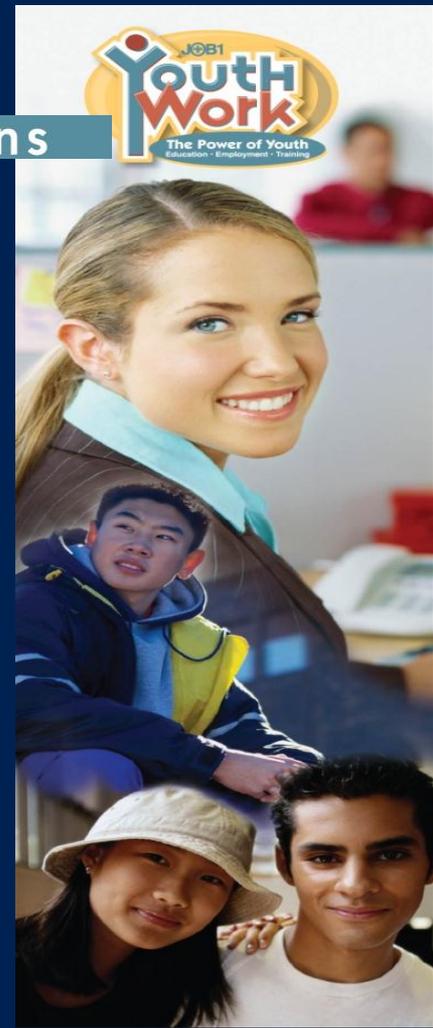


## JOB1

## JOB1



### Business and Career Solutions



MID-CITY  
3400 Tulane Avenue | New Orleans, LA 70119  
Phone: 504.658.4500 | Fax: 504.658.4502

ALGIERS  
3520 General DeGaulle Drive, Suite 1030 | New Orleans, LA 70114  
Phone: 504.658.4580 | Fax: 504.658.4598

[www.laworks.net](http://www.laworks.net)



# What is JOB1?

- The answer to your human resources needs
- JOB1 is a Part of the Mayor's Office of Workforce Development
- We develop strong partnership with business to make work ready workforce
- We make each Employer's Business More Successful by Providing Services & Programs to Help Recruit, Train & Retain the Best Employees



## JOB1 Business Services

- Recruitment & Placement Services
- Business Outreach
- Website – Online Resources & Services
- Asset Protection
- Training Programs



# Recruitment & Placement

Find Qualified Job Seekers

- Create & Post Job Vacancies Any Time
  - Thousands of visitors each day
  - Target job seekers with specific qualifications
- Manage Your Job Postings Instantly
- Receive Automatic Notification of Candidate Matches
- Review Submitted Resumes & Applications
- Recruit Qualified Job Candidates



# Business Outreach

A Source for Marketing & Outreach of Your Business

- Job Fairs
- Business Networking & Educational Events
- Business Advisory Councils – Employer Forums
- Collaboration & Partnerships with Regional, State & Local Business & Economic Development Organizations



# Professional Available Employees

Industry	Employees
Human Resource Managers	21
Human Resource Specialists	12
Human Resource Assistants	29
Accountants	47
Administrative Assistants	200
Civil Engineers	9
Project Managers	52
Data Administration	10
Data Entry	47

Industry	Employees
Construction & Building Inspectors	16
Construction Carpenters	67
Construction Laborers	248
Construction Managers	34
Construction & Related Workers	56



# Asset Protection

- OSHA Consultation
  - Work site safety and review available to businesses to ensure they meet federal guidelines
- Work Opportunity Tax Credit
  - Tax credit offered to businesses that hire from targeted populations
- Rapid Response
  - Provides transitional assistance to businesses and workers targeted for significant lay offs
- Trade Adjustment Assistance
  - provides assistance to workers who have lost their jobs to foreign competition



# Training Your Employees

- **Employer-Based Training**
  - On the Job Training provides wage reimbursement to businesses to offset the cost of training employees who lack specific job skills.





# How Can I Become a Business Partner?

- Contact a Business Services Associate for:
  - Assistance with recruiting
  - More information on training resources

Set up Appointment

Mid-City: 504.658.4500

Algiers: 504.658.4580

# Break



# Agenda

- 1:00 to 1:20 p.m.** Recovery Roads Program
- 1:20 to 1:35 p.m.** Sewerage and Water Board Coordination
- 1:35 to 1:45 p.m.** Design overview/FEMA eligibility
- 1:45 to 2:05 p.m.** Procurement
- 2:05 to 2:15 p.m.** Invoicing Process
- 2:15 to 2:25 p.m.** Disadvantaged Business Enterprise Requirements
- 2:00 to 2:10 p.m.** JOB1
- 2:10 to 2:20 p.m.** Break
- 2:20 to 3:30 p.m.** Panel Discussion/Question & Answers



# Ground Rules

- Please sign in, sign in sheets will be posted on [recoveryroads.nola.gov](http://recoveryroads.nola.gov) to facilitate networking
- Silence mobile phones
- Please fill out a question card
- Questions will be addressed during the panel discussion
- Please visit [recoveryroads.nola.gov](http://recoveryroads.nola.gov)





CITY OF NEW ORLEANS

**Mark Jernigan, P.E., PMP, LTC (Ret)**  
**Director, Department of Public Works**

# Recovery Roads Program Overview

- This is part of a larger City-wide, multi-year infrastructure repair/recovery effort funded by FEMA.
- The intent of the Recovery Roads Program is to restore the roads and sidewalks in the City to their pre-Katrina condition.
- Only damage directly attributed to Hurricane Katrina as determined by FEMA on minor (non-federal) streets is eligible for repair under this program.
- This program will be managed on a neighborhood-by-neighborhood basis.



# Typical Neighborhood Project Development & Funding Obligation Process

- This is a collaborative and iterative process involving the City, State, and FEMA.
- Individual neighborhoods were assessed for damages.
- FEMA drafts a Project Worksheet which includes the scope of the Recovery Road work.
- The approved Project Worksheet outlines the eligible damages to be repaired and includes funding.
- FEMA will have embedded staff in the field to authorize additional work, if needed.



# Recovery Roads Program Phase II

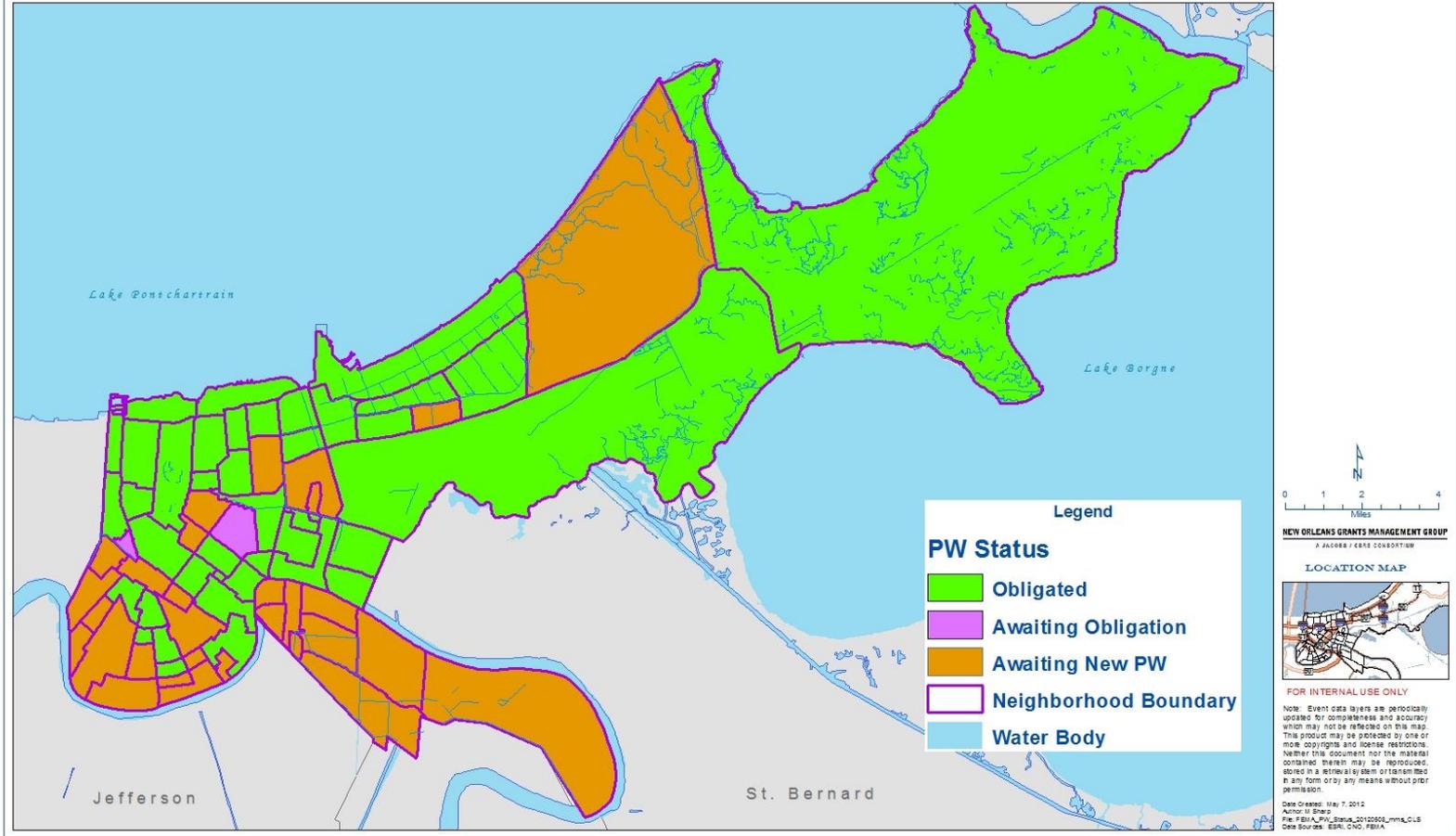
- Additional damages were identified by the Department of Public Works and through citizen input.
- Joint FEMA/City teams initiated city-wide road storm damage assessments in Fall 2010.
- All 72 neighborhood assessments have been completed as of Spring 2012.
- Approximately 35,000 additional sites have been identified for repair to date.
- As of May 2012, 35 Project Worksheets have been approved and \$178M has been obligated.
- Phase II construction began in the summer of 2012 and is scheduled to continue through the end of 2016.



# Recovery Roads Program



FEMA PROJECT WORKSHEET OBLIGATION STATUS AS OF 05/07/2012



# Obligated Neighborhoods

Project ID	Neighborhood	Anticipated Construction Bid Release	Current Budget
PWF080	Lower Ninth Ward Phase II (Deslonde and Flood)	Q4 2012	\$4,500,000
PWF082	St. Claude Phase II Group 1	Q4 2012	\$4,300,000
PWF096A	Lower Ninth Ward (Full Neighborhood-Paving Only) Group 1	Q1 2103	\$9,000,000
PWF099	St. Claude (Paving Only)	Q1 2103	\$7,909,513
PWF096B	Lower Ninth Ward (Full Neighborhood-Paving Only) Group 2	Q1 2103	\$6,055,001
PWF127	Freret	Q2 2013	\$367,055
PWF103B	Lakeview Quadrant 1	Q2 2013	\$5,220,000
PWF150	Treme - Lafitte	Q2 2013	\$4,696,548
PWF115	Little Woods	Q2 2013	\$489,970
PWF131	Iberville/ Tulane Gravier	Q2 2013	\$338,701



# Obligated Neighborhoods

Project ID	Neighborhood	Anticipated Construction Bid Release	Current Budget
PWF097	St. Claude Quadrant 1	Q2 2013	\$2,400,000
PWF094	Lower Ninth Ward Quadrant 2	Q2 2013	\$10,064,937
PWF095	Lower Ninth Ward Quadrant 3	Q2 2013	\$6,723,294
PWF129	Holy Cross	Q2 2013	\$505,122
PWF118	Milan/Touro	Q2 2013	\$2,495,023
PWF124	St. Bernard	Q2 2013	\$420,805
PWF126	City Park	Q2 2013	\$274,691
PWF133	Gentilly Woods	Q3 2013	\$1,684,165
PWF093	Lower Ninth Ward Quadrant 1	Q3 2013	\$7,837,825
PWF110	Plum Orchard	Q3 2013	\$3,877,483
PWF111	St. Roch	Q3 2013	\$3,620,802



# Obligated Neighborhoods

Project ID	Neighborhood	Anticipated Construction Bid Release	Current Budget
PWF109	Pontchartrain Park	Q3 2013	\$7,304,068
PWF107	Lakeshore /Lake Vista	Q3 2013	\$7,660,177
PWF123	Dillard	Q3 2013	\$1,267,674
PWF135	Pines Village	Q3 2013	\$2,593,644
PWF098	St. Claude Quadrant 2	Q3 2013	\$5,607,950
PWF104	Lakeview Quadrant 2	Q3 2013	\$9,771,400
PWF106	Lower Garden District/CDB	Q3 2013	\$244,701
PWF125	Lake Terrace & Oaks	Q3 2013	\$952,077
PWF108	Lakewood	Q3 2013	\$269,353
PWF121	St. Anthony Quadrant 1	Q3 2013	\$7,196,034
PWF122	St. Anthony Quadrant 2	Q3 2013	\$5,344,391



# Obligated Neighborhoods

Project ID	Neighborhood	Anticipated Construction Bid Release	Current Budget
PWF112	Filmore Quadrant 1	Q3 2013	\$6,926,210
PWF113	Filmore Quadrant 2	Q3 2013	\$4,945,716
PWF117	Mid City	Q3 2013	\$5,160,327
PWF119	Florida Area/Florida Development	Q3 2013	\$2,502,547
PWF148	Marlyville-Fountainbleau	Q3 2013	\$7,249,077
PWF100B	Broadmoor	Q3 2013	\$4,910,596
PWF120	Bywater/Marigny	Q3 2013	\$408,793
PWF116	West End	Q3 2013	\$8,580,605
PWF114	Navarre	Q4 2013	\$604,283
PWF105B	Read Blvd East	Q4 2013	\$14,335,643
PWF101B	Milneburg	Q4 2013	\$1,353,017
PWF149	West Lake Forest	Q4 2013	\$211,856



# Neighborhoods Awaiting Obligations

Project ID	Neighborhood	Anticipated Bid Release	Current Budget
PWF128	Audubon	Q3 2014	TBD
PWF130	Seventh Ward	Q3 2014	TBD
PWF142	B.W. Cooper	Q3 2014	TBD
PWF151	Gert Town	Q3 2014	TBD
PWF134	Read Blvd West	Q4 2014	TBD
PWF136	Desire Area Development	Q4 2014	TBD
PWF137	Gentilly Terrace	Q4 2014	TBD
PWF138	Dixon	Q4 2014	TBD
PWF139	Central City	Q1 2015	TBD
PWF140	Bayou St. John/Fairgrounds	Q2 2015	TBD
PWF143	Hollygrove	Q2 2015	TBD



# Neighborhoods Awaiting Obligations

Project ID	Neighborhood	Anticipated Bid Release	Current Budget
PWF145	Old Aurora	Q2 2015	TBD
PWF146	Fisher Development	Q2 2015	TBD
PWF147	New Aurora/English Turn	Q2 2015	TBD
PWF153	Tall Timbers-Brechtel	Q2 2015	TBD
PWF154	U.S. Naval Base	Q2 2015	TBD
PWF144	Uptown	Q3 2015	TBD
PWF152	West Riverside	Q3 2015	TBD
PWF141	Village De L'Est, Et. al.	Q4 2015	TBD



# Schedule

- Kick-off meetings have been held with the many AE firms assigned to Obligated Neighborhoods
- Current schedules require aggressive design completion
- Design work will dictate project schedules
- Estimated release of construction bids:

<b>Obligated</b>		
Number of Contracts	Quarter	Year
2	Q4	2012
3	Q1	2013
12	Q2	2013
23	Q3	2013
4	Q4	2013

<b>Awaiting Obligation</b>		
Number of Contracts	Quarter	Year
4	Q3	2014
4	Q4	2014
1	Q1	2015
7	Q2	2015
2	Q3	2015
1	Q4	2015





**Joe Becker, P.E.**  
**General Superintendent,**  
**Sewerage and Water Board of New Orleans**



# Coordination

## Department of Public Works



## Sewerage and Water Board of New Orleans



- Emergency Sewer System Assessment (ESSA)
- Waterline Replacement
- System Evaluation and Rehabilitation Program (SSERP)

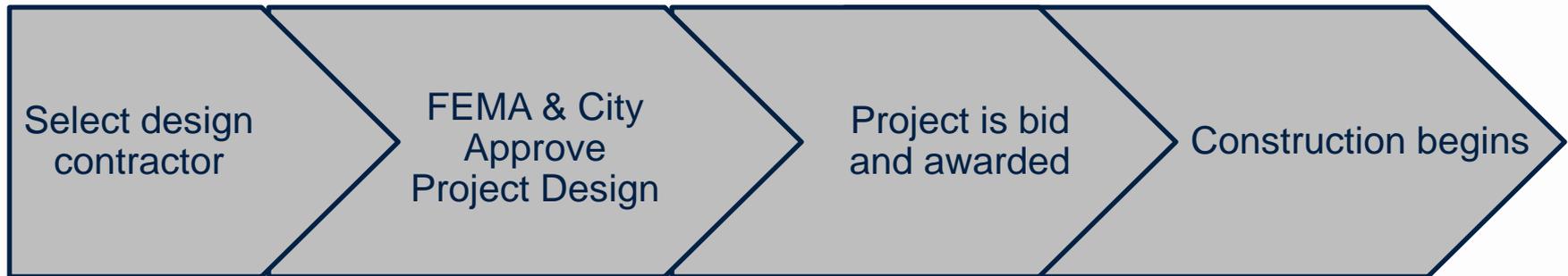




CITY OF NEW ORLEANS

**James Kapesis**  
**Asst FEMA Program Manager**  
**Department of Public Works**

# Project Design & Construction Process (Phase II)



- Water line designs will be performed by the SWB design pool.
- Content will be combined with DPW pavement design as one bid package.
- Phase II work is coordinated with City, SWB and FEMA.



# Types of Construction (Phase II)

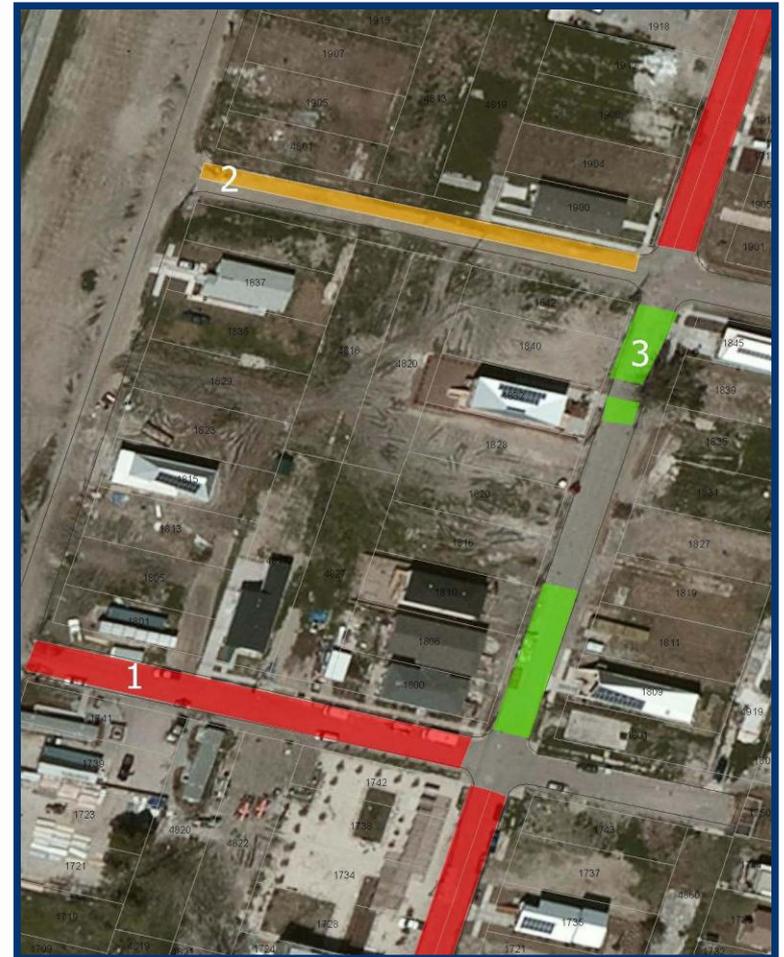
1. Full Reconstruction
2. Resurfacing
3. Point Repairs
4. Sidewalks



# Typical Neighborhood Construction Project Work (Phase II)

## 1. Full Reconstruction (red)

- **Eligible Scope:** Full replacement of pavement for the entire length and width of block.
- **End Result:** A new street (either asphalt or concrete) is constructed, to include pavement and base.



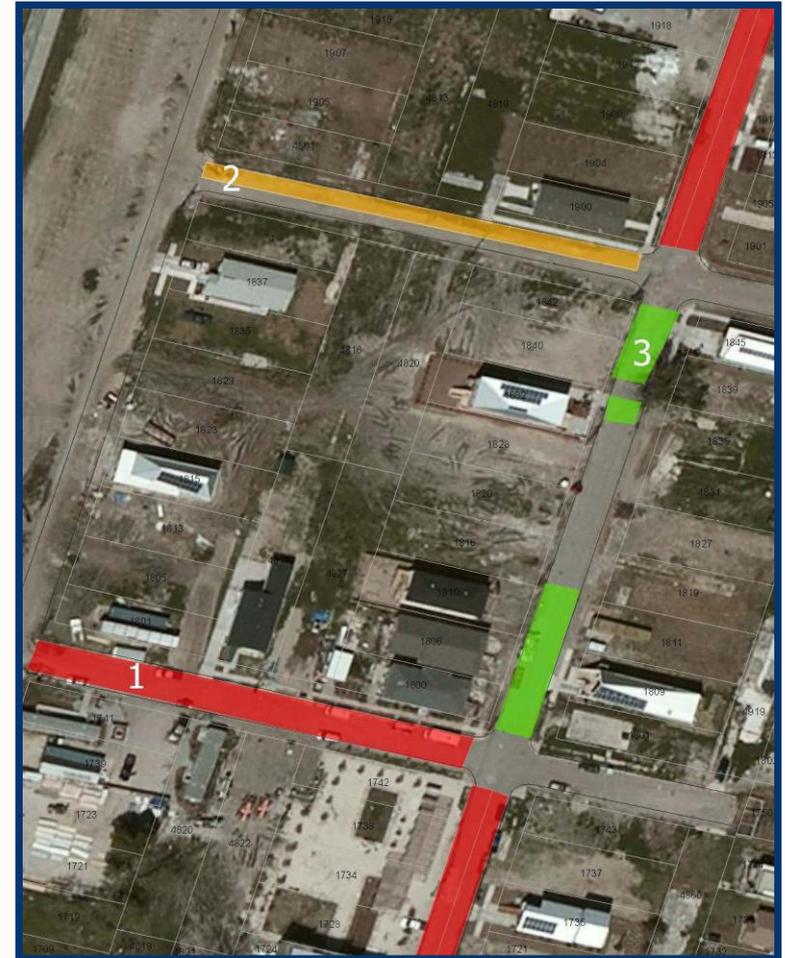
\* GIS visual example from Lower Ninth Ward neighborhood displays all (3) types of paving work in the range of a single block.



# Typical Neighborhood Construction Project Work (Phase II)(cont)

## 2. Resurfacing (amber)

- **Eligible Scope:** The uppermost layer of street pavement (asphalt or concrete) is determined as eligible for repair. Size of the repair area varies. Eligibility maybe as a result of eligible sub-surface SWB utility repairs.
- **End Result:** A new top layer of pavement (either asphalt or concrete) is placed on only specific areas of the street.



\* GIS visual example from Lower Ninth Ward neighborhood displays all (3) types of paving work in the range of a single block.

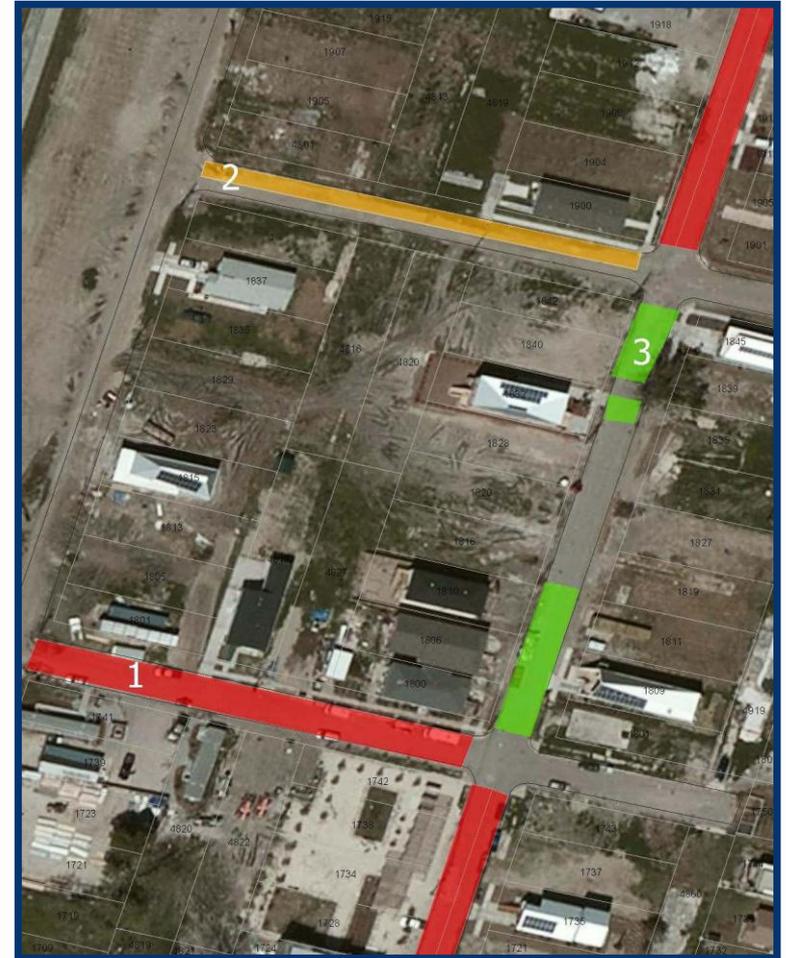


# Typical Neighborhood Construction Project Work (Phase II) (cont)

## 3. Point Repairs (green)

**Eligible Scope:** Only small areas on each block determined by FEMA as eligible for repair. Size of determined repair areas varies.

• **End Result:** Damaged pavement (either asphalt or concrete) on only specific areas of the street is replaced with new pavement.



\* GIS visual example from Lower Ninth Ward neighborhood displays all (3) types of paving work in the range of a single block.



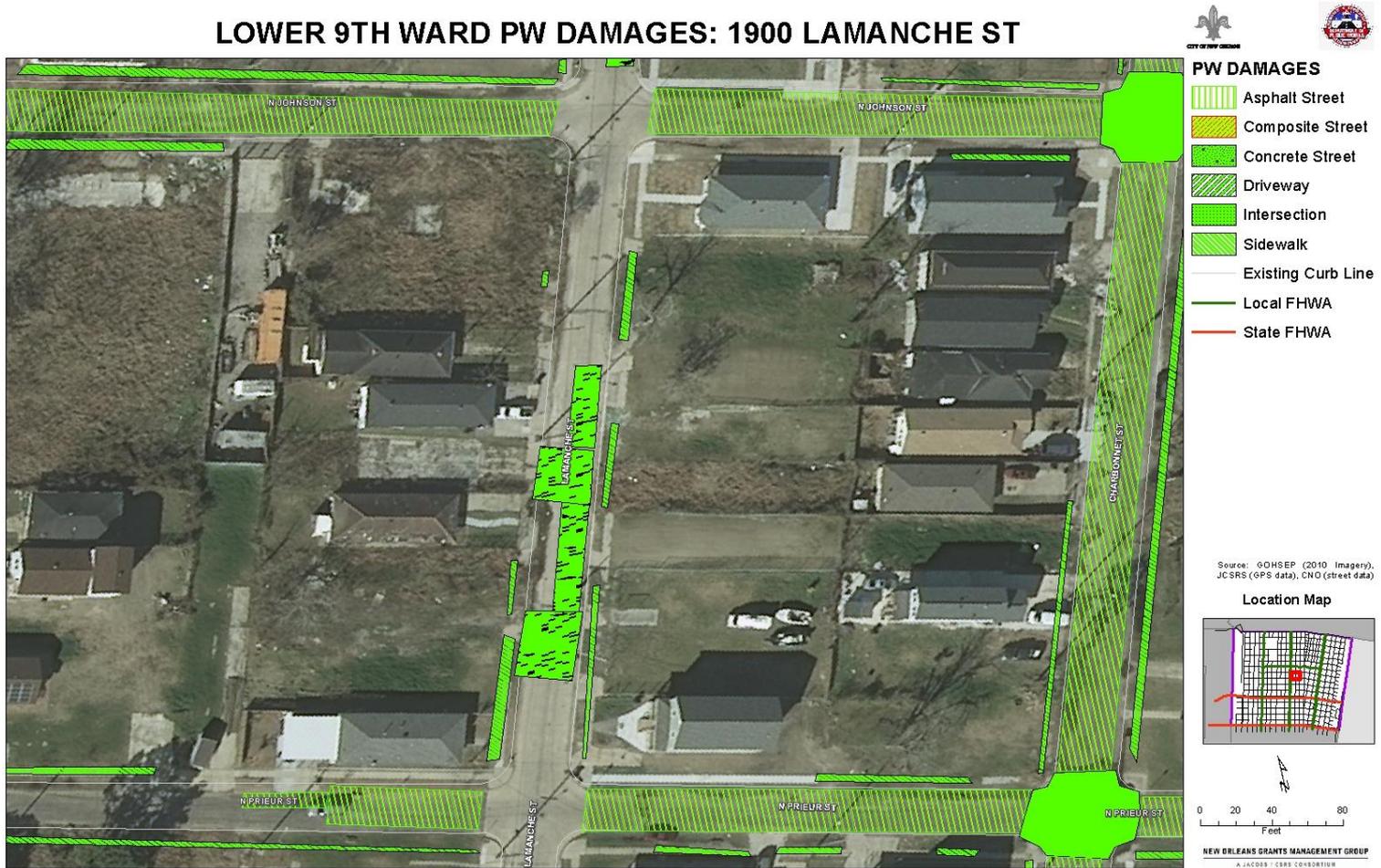
# FEMA Coordination

- Damages discovered during construction may be eligible for FEMA funding
- Field determinations will be done by a coordinated team including DPW, SWBNO and FEMA



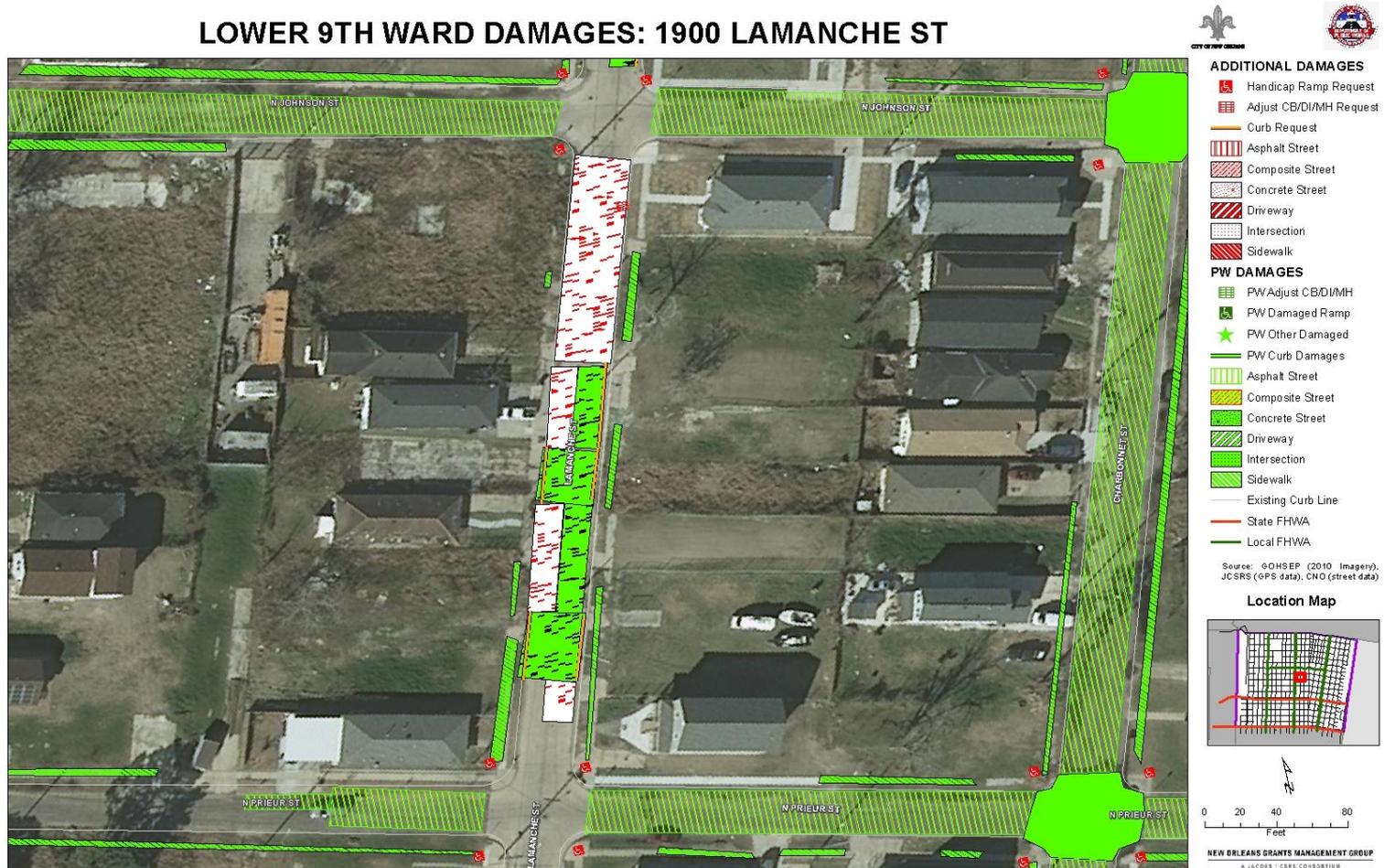
# Eligible Repair Sites

## LOWER 9TH WARD PW DAMAGES: 1900 LAMANCHE ST



# Possible Additional Damage Repairs

## LOWER 9TH WARD DAMAGES: 1900 LAMANCHE ST



# Completed Work

## Demonstration Section (Lower Ninth Ward):



On June 18, prior to construction, the asphalt on N. Miro St. was uneven and the sidewalks absent.



A safety barrier prevents local traffic from using freshly-paved N. Miro St.

### Lessons learned:

- Minimal damages to sub-surface utilities
- Additional FEMA-eligible repairs identified during construction
- Completed repairs on-schedule and on-budget
- Design should correspond to existing site conditions





# Ongoing Construction

6700 block of Vicksburg St., Lakeview

Construction duration Oct 8. - Dec. 2012

Scope of work includes;

- removal of the existing asphalt roadway
- grading/leveling of the road
- catch basin adjustments
- new curbs
- installation of new ADA compliant ramps



Pre-construction



Construction



# Expectations

## From DPW

- Completed Topographic Survey and Geotechnical Testing Results
- Well defined scope of work and design plans
- Ongoing and timely coordination between DPW and SWB

## From Construction Contractors

- Quality work completed on schedule and budget





CITY OF NEW ORLEANS

**Andree Cohen**  
**Purchasing Administrator**

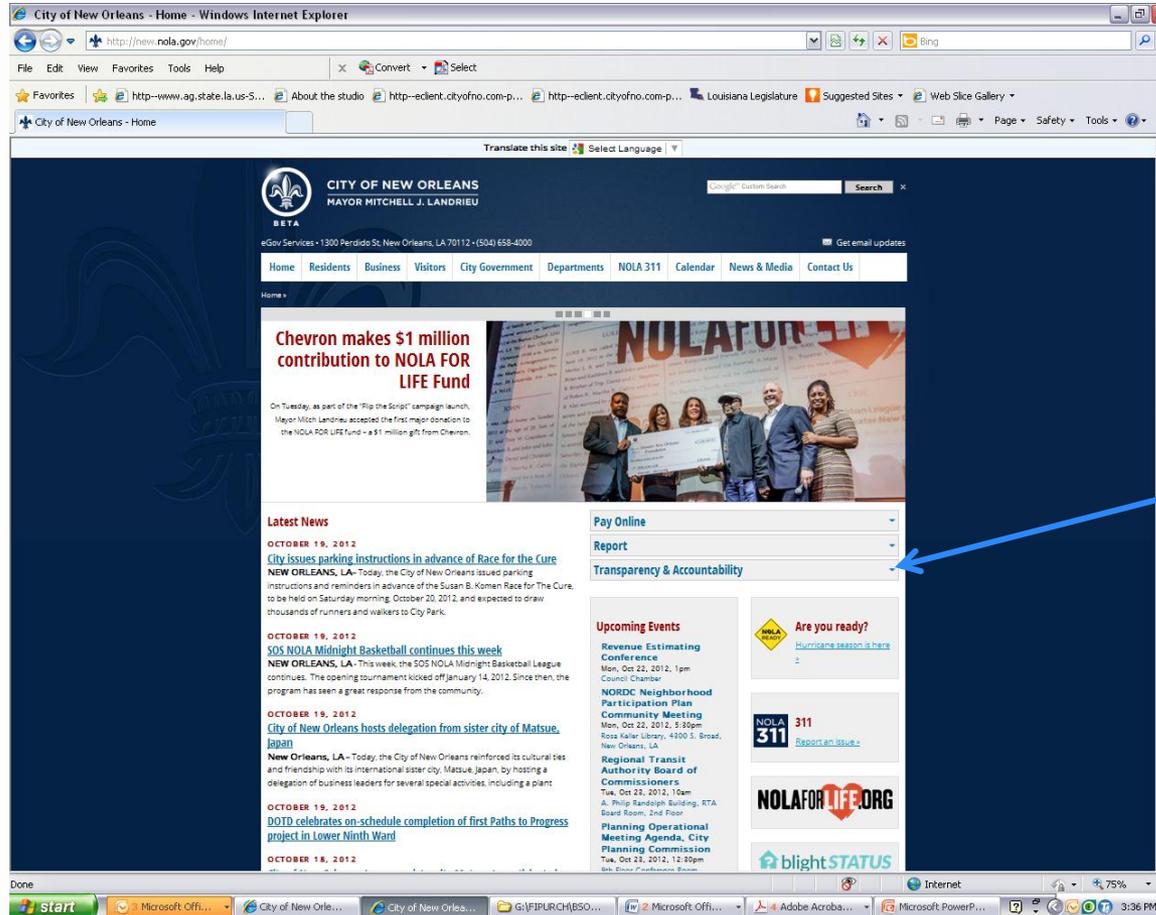
# Maximize Your Opportunities

1. ONLINE – CITY WEBSITE: <http://new.nola.gov/home/>
  - Click the Arrow: Transparency & Accountability
  - Select : Bids, Contracts & Proposal
2. ONLINE – DIRECT ACCESS: <http://www.purchasing.cityofno.com/bsollogin.jsp>
  - The City’s Purchasing System Called BuySpeed
  - View Current Solicitations and City Contracts
  - Receive Email Notification of
    - Upcoming Bids and Proposals
    - Purchase Orders
    - Change Orders
    - Current Status of Documents
3. NEWSPAPER LEGAL ADS – Times Picayune
4. TRADE MAGAZINES
5. ATTENDING PRE-BID MEETINGS – Announced Online
  - Meet Other Contractors
6. PARTNERING
7. DISADVANTAGED BUSINESS ENTERPRISE PROSPECT
8. CONTACTING THE PURCHASING BUREAU – (504) 658-1550



# City Online Purchasing System Access

City Website: <http://new.nola.gov/home/>

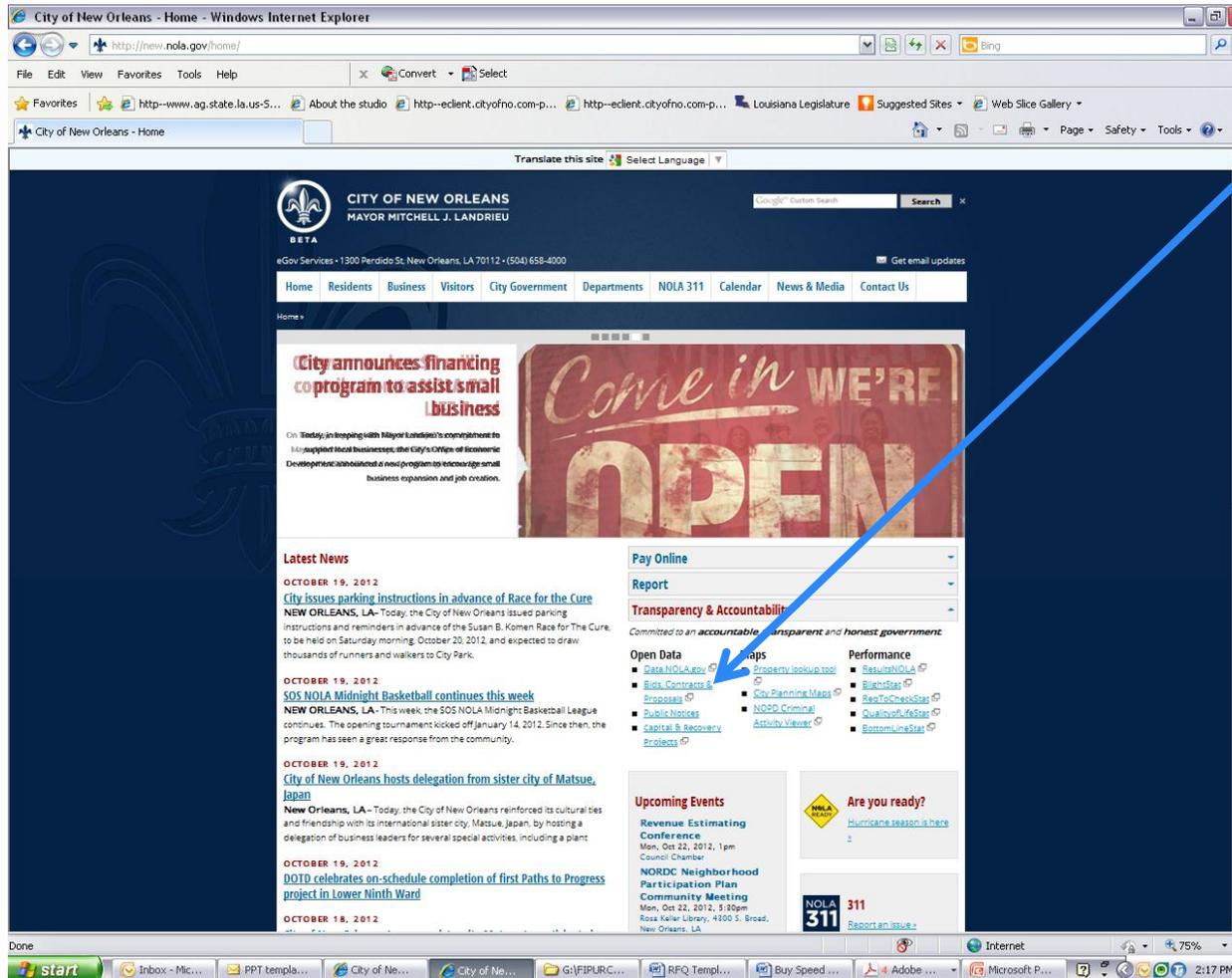


Click the Arrow:  
Transparency &  
Accountability



# City Purchasing Site

<http://new.nola.gov/home/>



Select :  
Bids, Contracts &  
Proposals



# City Online Purchasing System Access

<http://www.purchasing.cityofno.com/bsol/login.jsp>

City of New Orleans - Windows Internet Explorer

http://www.purchasing.cityofno.com/bsol/login.jsp

Welcome To **City of New Orleans**

  
CITY OF NEW ORLEANS  
Mitchell J. Landrieu, Mayor

- [Register](#)  
Register here to begin using City of New Orleans.  
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#) ← **Complete Registration**  
Complete registration here to begin using City of New Orleans.  
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)  
Browse open bid opportunities.
- [Active Contracts](#) ← **View Active Contracts**  
Browse active Contracts/Blankets.
- [Contract & Bid Search](#) ← **Contract & Bid Search**  
Search for Bids and active Contracts/Blankets.

Login ID:  
 Password:

[Forgot your password?](#)

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Register As Vendor →

View Open Bids/RFP/RFQ →

Login →



# Invitations to Bid (ITB) Request for Proposals (RFP) Request for Qualifications (RFQ)

- ITB, RFP and RFQ are all Referred to as "Bids" in the Purchasing System
- Select a bid # to view and submit a bid
- Select the Bid Holders List to see all of the contractors contacted and an opportunity to contact a contractor in order to partner for DBE participation

The screenshot shows the 'Open Bids' section of the City of New Orleans purchasing system. It features a search bar with 'All' selected and a 'Go' button. Below the search bar is a table with 15 bid listings. Each row includes a bid number, alternate ID, buyer name, description, purchase method, bid opening date, and a link to the bid holders list. The table is titled 'Bid(15)'.

Bid #	Alternate Id	Buyer	Description	Purchase Method	Bid Opening Date	Bid Holder List
<a href="#">2176-01372</a>		Nat Celestine	RFP for Neighborhood Capacity Building Supporting Neighborhood Engagement	Open Market	11/07/2012 04:00:00 PM	<a href="#">List</a>
<a href="#">8810-01371</a>		Nat Celestine	RFQ: Airport On-Call Legal Services	Open Market	11/06/2012 04:00:00 PM	<a href="#">List</a>
<a href="#">2285-01370</a>		Bernice Ealy	Stallings St. Claude Community Center and Pool	Open Market	11/19/2012 02:00:00 PM	
<a href="#">8910-01369</a>		Nat Celestine	RFQ: Airfield Electrical Engineering Consulting Services	Open Market	11/02/2012 04:00:00 PM	
<a href="#">8910-01368</a>		Nat Celestine	RFQ: Disadvantaged Business Enterprise (DBE) Consulting Services	Open Market	10/30/2012 04:00:00 PM	<a href="#">List</a>
<a href="#">8910-01364</a>		Nat Celestine	RFQ: AIRPORT STATE & LOCAL REPRESENTATION SERVICES	Open Market	10/30/2012 04:00:00 PM	<a href="#">List</a>
<a href="#">8910-01363</a>		Burma Jackson	ITB: AIRPORT AUTOMATIC & OVERHEAD DOOR ANNUAL MAINTENANCE	Open Market	11/15/2012 11:00:00 AM	
<a href="#">8910-01362</a>		Burma Jackson	ITB: AIRPORT AIRCRAFT LOADING BRIDGE & BAGGAGE CONVEYOR SYSTEM MAINTENANCE	Open Market	11/15/2012 11:30:00 AM	<a href="#">List</a>
<a href="#">4511-01360</a>		Stephanie Warren	OFFICE OF MOTOR VEHICLE LEASE (DMV)	Open Market	11/07/2012 11:00:00 AM	
<a href="#">2740-01358</a>		Stephanie Warren	NEW ORLEANS POLICE DEPARTMENT UNIFORMS	Open Market	11/08/2012 11:00:00 AM	
<a href="#">2231-01357</a>		Nat Celestine	RFP for CRM Professional Services	Open Market	10/31/2012 03:00:00 PM	<a href="#">List</a>
<a href="#">2285-01354</a>		Bernice Ealy	MTA East Admin Bldg Repairs	Open Market	10/23/2012 02:00:00 PM	<a href="#">List</a>
<a href="#">2298-01340</a>		Stephanie Warren	AUTOMATED FUEL DISPENSING AND RECORD KEEPING SYSTEM	Open Market	10/30/2012 11:00:00 AM	

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# View and Submit Bids



**CITY OF NEW ORLEANS**  
Mickell J. LaRochelle, Mayor

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**Bid Solicitation: 2285-01202**

**Header Information**

<b>Bid Number:</b> 2285-01202	<b>Description:</b> NOPD 5th District	<b>Bid Opening Date:</b> 11/2/2011 10:00:00 AM
<b>Purchaser:</b> Bemise Ealy	<b>Organization:</b> City of New Orleans	
<b>Department:</b> 2285 - CAO CAPITAL PROJECTS	<b>Location:</b> CAOCP - CAPITAL PROJECTS	
<b>Fiscal Year:</b> 11	<b>Type Code:</b>	<b>Allow Electronic Quote:</b> Yes
<b>Alternate Id:</b>	<b>Required Date:</b>	<b>Available Date :</b> 10/20/2011 05:00:00 PM
<b>Info Contact:</b> Contact Jim Lynch at (504) 658-8608	<b>Bid Type:</b> OPEN	<b>Informal Bid Flag:</b> No

**Purchase Method:** Open Market

**Pre Bid Conference:** A non-mandatory pre-bid conference will be held on 11/07/11 at 11:00 A.M., City Hall, Purchasing 4th FL. Conference Rm. 4W07, 1300 Perdido St., New Orleans, LA 70112.

**Bulletin Desc:** Bidding document may be obtained from Imre Hegedus & Associated Architects, 701 Loyola Ave. Ste. 811, New Orleans, LA 70113, (504) 522-8525.

<b>Ship-to Address:</b>	David Beanel Capital Projects City of New Orleans 1300 Perdido Street Room 6 E15 New Orleans, LA 70112 US Email: dbbeanel@cityofno.com Phone: (504)658-8663	<b>Bill-to Address:</b>	City Of New Orleans Accounts Payable 1300 Perdido Street Suite 3W03 New Orleans, LA 70112 US Email: jmallen@cityofno.com Phone: (504)658-1527	<b>Print Format:</b>	Default Print Format
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**Attachments:** [2009 TAX CLEARANCE FORM v3.doc](#), [Invitation to Bid Fifth District Police Station.pdf](#), [Addendum No. 1 Fifth District Police Station.pdf](#), [Addendum No. 2 Fifth District Police Station.pdf](#)

**Questions:**

Question #	Print Sequence	Required	Question	Response
1	1.0	Yes	EVIDENCE OF AGENCY, CORPORATE, OR PARTNERSHIP AUTHORITY SHALL BE REQUIRED FOR SUBMISSION OF A BID	
2	2.0	Yes	MUST ACKNOWLEDGE ALL ADDENDA/AMENDMENTS IS SUE.	
3	3.0	Yes	MUST ACCEPT ALL TERMS AND CONDITION WITHOT	

			EXCEPTION OR BID MAY BE REJECTED AS NON-RESPONSIVE
4	4.0	Yes	ONLINE BIDDER'S MUST PROVIDE LOUISIANA LICENSE NUMBER.
5	5.0	Yes	A BID BOND OF FIVE PERCENT (5%) OF BID AMOUNT IS REQUIRED. ELECTRONIC BID BOND SUBMISSION IS ENABLED THROUGH INSURE VISION TECHNOLOGIES AND SURETY Y2000 SURETY AGENCIES. THE CITY REQUIRES A BID BOND VALIDATION NUMBER ENTERED ONLINE.
6	6.0	Yes	Online Bidder's must attach a copy of the signed La. Public Bid Form, Unit Price form and Corporate Resolution
7	7.0	Yes	The Post Bid Submittals are required by the 2 lowest bidders within 3 days of bid opening or bid may be deemed non-responsible and rejected.

**Amendments:**

Amendment #	Amendment Date	Amendment Note
1	10/24/2011 11:07:51 AM	Addendum No. 1 is posted to bid. Header 1. Bid Opening Date changed from "11/29/2011 10:00:00 AM" to "10/21/2011 10:00:00 AM". 2. Pre-Bid Conference changed from "A non-mandatory pre-bid conference will be held on 11/07/11 at 11:00 A.M., City Hall, Purchasing 4th FL. Conference Rm. 4W07, 1300 Perdido St., New Orleans, LA 70112" to "A non-mandatory pre-bid conference will be held on 11/07/11 at 11:00 A.M., City Hall, Purchasing 4th FL. Conference Rm. 4W07, 1300 Perdido St., New Orleans, LA 70112". Attachment Changes: Header 1. File "Addendum No. 1 Fifth District Police Station.pdf". File "Addendum No. 1 Fifth District Police Station.pdf" added.
2	10/27/2011 10:44:04 AM	Addendum No. 2 is posted to bid. Header 1. Bid Opening Date changed from "10/21/2011 10:00:00 AM" to "11/2/2011 10:00:00 AM". Attachment Changes: Header 1. File "Addendum No. 2 Fifth District Police Station.pdf". File "Addendum No. 2 Fifth District Police Station.pdf" added.

**Item Information**

**Item # 1: ( 909 - 22 )** NOPD Fifth District: AFIN RX 270 1443-32M

NIGP Code: 909-22  
Building Construction, Non-Residential (Office Bldg., etc.)

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				
Manufacturer:			Brand:	Model:		
Make:			Packaging:			

**Item # 2: ( 909 - 22 )** Alternate No. 1

NIGP Code: 909-22  
Building Construction, Non-Residential (Office Bldg., etc.)

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				
Manufacturer:			Brand:	Model:		
Make:			Packaging:			

**Item # 3: ( 909 - 22 )** Alternate No. 2

NIGP Code: 909-22  
Building Construction, Non-Residential (Office Bldg., etc.)

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				
Manufacturer:			Brand:	Model:		
Make:			Packaging:			

Print Page    Bid Date    Bid Time    Bid

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Mitchell J. Landriau, Mayor

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**Andree Cohen**

Home - Welcome Back Andree Cohen

[News\(2\)](#) | [Bids\(441\)](#) | [PO\(2\)](#) | [Quotes\(0\)](#)

News ID	Effective Date	Category	Title
<a href="#">21</a>	11/02/2010	Notices	ORDERS AND PURCHASES LACKING OFFICIAL PURCHASE ORDERS FROM THE PURCHASING BUREAU CANNOT BE ACCEPTED OR EXECUTED BY VENDORS AS THIS IS A DIRECT VIOLATION OF LAW
<a href="#">18</a>	11/11/2009	Procedures	Attention Firefox users

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# Understand the Purchasing Process

## Submit All Documentation Requested



*COMPETITION*



*COMPLETION*



*GOALS*



*RESPONSIVE & RESPONSIBLE*





CITY OF NEW ORLEANS

**Kim Delarge, Jr.**  
**Capital Budget Director**

# Invoicing Process

Vendor Sends Invoice

Fiscal  
Receives

Admin support  
timestamps invoice  
and logs info into  
Master Quickbase

Delivers  
to PMs  
within  
day

Project Manager (PM)  
verifies charges and if  
approved, signs and  
dates invoice

Deliver to  
R&I Team  
within a  
day

Requisition and  
Invoice team  
processes invoices

**Goals:**

City Invoices	30 days
Revolver Invoices	45 days
FEMA Invoices	45 days
CDBG Invoices	60 days
State Invoices	60 days



# Finance Responsibilities

- Double check the accuracy of invoices
- Process invoices timely, efficiently and correctly
- Effectively communicate with vendors and project managers
- Monitor financial position and identify necessary changes
- Track the progress of processing invoices to identify issues and ensure successful payment



# Vendor Role

- Confirm there is a valid, executed contract and purchase order before proceeding with goods/services
- Deliver goods/services in a timely, efficient manner pursuant to contractual agreement
- Effectively communicate with project managers and fiscal team





CITY OF NEW ORLEANS

**Arkebia Matthews**

**Interim Director, Office of Supplier Diversity**

# Overview

- Office of Supplier Diversity Team (OSD)
  - Who we are and our Roles
- City's DBE Goal
- Responsibilities
  - ✓ Prime
  - ✓ DBE
  - ✓ OSD
- Processes for ensuring DBE compliance on City of New Orleans contracts



# City of New Orleans DBE Goal

# 35%

- "The City of New Orleans establishes an overall goal of 35 percent for utilization of socially and economically disadvantaged businesses for all public spending or private projects that utilize public funding and/or incentives.  
-Excerpt: Sec. 70.432.1 of the City Charter



# About Office of Supplier Diversity

- The OSD staff is charged with monitoring and reporting DBE participation on City contracts to ensure DBE firms get their share of procurement opportunities.

DO	DO NOT
Promotes strategies that foster an environment where prime contractors and DBE firms can form relationships to bid and perform successfully on contracts	Advocate set-asides for DBEs
Support effective DBE plans	Advocate hiring of DBE firms that do not perform a commercially useful function



# Primes

## Responsibilities and Opportunities

- ✓ Attend Pre-Bid Meetings
- ✓ Utilize the SLDBE List(s) to identify firms-LA-UCP Reciprocity
- ✓ Advertise Bid Opportunities
- ✓ Small Contracts(s)
- ✓ Follow up & Negotiate with interested DBE's
- ✓ Community Resources
- ✓ Keep Records
- ✓ Report allegations of wrongdoing or program abuse
- ✓ Comply with the CNO DBE program requirements

Represents an opportunity to invest in and help local DBE firms grow and develop the ability to compete for opportunities in other areas.



# DBEs

## Responsibilities and Opportunities

- ✓ Attend Pre-Bid Meetings
- ✓ Be Proactive
- ✓ Be Responsive
- ✓ Be Timely
- ✓ Get and maintain DBE certification
- ✓ Monitor opportunities and attend all pre-bid conferences
- ✓ Network with prime contractors and other DBEs
- ✓ Ensure licenses, bonding, insurance and general business requirements are up to date and in order
- ✓ Report allegations of wrongdoing or program abuse



# OSD

## Responsibilities and Opportunities

- ✓ Review DBE participation plans submitted by Primes
- ✓ Verify that the proposed DBE firms perform a commercially useful function;
- ✓ Verify and validate DBE participation;
- ✓ If goal is not met Evaluating Good Faith Efforts
- ✓ Monitoring DBE contract Compliance
- ✓ Conduct site visits
- ✓ Build sustainable locally owned DBE firms



# The Office of Supplier Diversity

- The Office of Supplier Diversity oversees certification, outreach, training and capacity building for the City of New Orleans' local, small and disadvantaged businesses ('DBEs').



# Outreach & Programs

- **Contractors College-** Construction Business Management Training Program
- **Certification Seminar**
- **Certified “Now What” (Capacity Building Seminar)**
- **OSD Monthly Newsletter**
- **Financing Assistance Program**

- **October 1, 2012**

**Deadline October 31, 2012 (Round 1)**



# CONTACT US

**Arkebia S. Matthews, Interim Director/Compliance Officer**  
**Brittany Major, Policy & Programs Officer**  
**Thomas 'James' Nash, Compliance Officer**  
**Don Lawhorn, Construction Programs Manager**

**[www.NOLA.GOV/Businesses/Office-of-Supplier-Diversity](http://www.NOLA.GOV/Businesses/Office-of-Supplier-Diversity)**

**504.658.4200**

**supplierdiversity@nola.gov**





CITY OF NEW ORLEANS

**Rachelle Defillo**  
**Workforce Development**

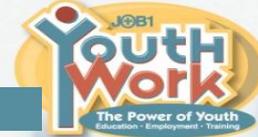
# JOB1 Business Solutions

in partnership with the City of New Orleans & Louisiana Workforce Commission

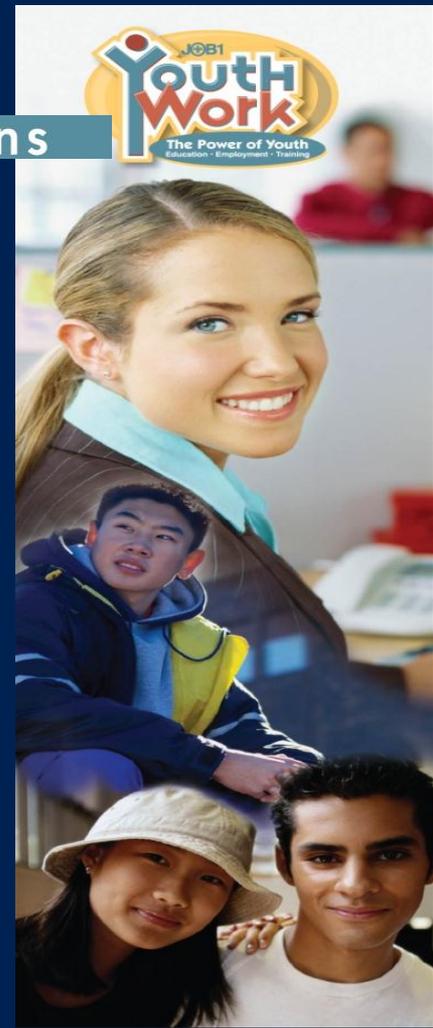


## JOB1

## JOB1



### Business and Career Solutions



MID-CITY  
3400 Tulane Avenue | New Orleans, LA 70119  
Phone: 504.658.4500 | Fax: 504.658.4502

ALGIERS  
3520 General DeGaulle Drive, Suite 1030 | New Orleans, LA 70114  
Phone: 504.658.4580 | Fax: 504.658.4598

[www.laworks.net](http://www.laworks.net)



# What is JOB1?

- The answer to your human resources needs
- JOB1 is a Part of the Mayor's Office of Workforce Development
- We develop a strong partnership with business to make work ready workforce
- We make each Employer's Business More Successful by Providing Services & Programs to Help Recruit, Train & Retain the Best Employees



## JOB1 Business Services

- Recruitment & Placement Services
- Business Outreach
- Website – Online Resources & Services
- Asset Protection
- Training Programs



# Recruitment & Placement

Find Qualified Job Seekers

- Create & Post Job Vacancies Any Time
  - Thousands of visitors each day
  - Target job seekers with specific qualifications
- Manage Your Job Postings Instantly
- Receive Automatic Notification of Candidate Matches
- Review Submitted Resumes & Applications
- Recruit Qualified Job Candidates



# Business Outreach

A Source for Marketing & Outreach of Your Business

- Job Fairs
- Business Networking & Educational Events
- Business Advisory Councils – Employer Forums
- Collaboration & Partnerships with Regional, State & Local Business & Economic Development Organizations



# Professional Available Employees

Industry	Employees
Human Resource Managers	21
Human Resource Specialists	12
Human Resource Assistants	29
Accountants	47
Administrative Assistants	200
Civil Engineers	9
Project Managers	52
Data Administration	10
Data Entry	47

Industry	Employees
Construction & Building Inspectors	16
Construction Carpenters	67
Construction Laborers	248
Construction Managers	34
Construction & Related Workers	56



# Asset Protection

- **OSHA Consultation**
  - Work site safety and review available to businesses to ensure they meet federal guidelines
- **Work Opportunity Tax Credit**
  - Tax credit offered to businesses that hire from targeted populations
- **Rapid Response**
  - Provides transitional assistance to businesses and workers targeted for significant lay offs
- **Trade Adjustment Assistance**
  - provides assistance to workers who have lost their jobs to foreign competition



# Training Your Employees

- **Employer-Based Training**
  - On the Job Training provides wage reimbursement to businesses to offset the cost of training employees who lack specific job skills.





# How Can I Become a Business Partner?

- Contact a Business Services Associate for:
  - Assistance with recruiting
  - More information on training resources

Set up Appointment

Mid-City: 504.658.4500

Algiers: 504.658.4580

# Break



# Question & Answer Panel

- Please complete a written question card
- Please direct your questions to specific panelists
- Please identify yourself
- A synopsis of the questions will be posted on [recoveryroads.nola.gov](http://recoveryroads.nola.gov) under the event date

