



**REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES**

**CITY OF MOBILE
EPA BROWNFIELDS ASSESSMENT GRANT – AFRICATOWN PROJECT
City of Mobile Project No. 2020-3005-09**

ADDENDUM #2

Addendum #2 includes the attendees and meeting minutes from the RFQ Question and Answer Meeting that was held via Zoom Teleconference on Wednesday, September 9, 2020 at 9am.

Instructions: Please acknowledge receipt of this addendum by signing this form and including it in your submittal September 23, 2020.

Acknowledgement: I hereby acknowledge receipt of Addendum 2. I understand that failure to confirm the receipt of addenda may be cause for rejection of this submittal.

Company

Authorized Signature

Date

**REQUEST FOR QUALIFICATIONS
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**CITY OF MOBILE
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City of Mobile Project No. 2020-3005-09**

CITY OF MOBILE RFQ Q&A MEETING

Date Held: Wednesday, September 9, 2020 at 9am

Location: Via Zoom Teleconference

Name	Company	Email Address
Trey Hess, Director of Brownfields & Economic Development	PPM Consultants	trey.hess@ppmco.com
Frank Lazaro, Director of Clients Services	Corporate Environmental Risk Management (CERM)	
Bianca Frails, Marketing Manager		bfrails@cerm.com
Al Edwards, Managing Director		aedwards@cerm.com
Sharon Douglas, Sr. Project Manager		sdouglas@cerm.com
William Cooch, Principal Geologist	Highland Technical Services Inc.	bcooch@htsienv.com
Phillip Davis, Director of Regulatory Affairs		pdavis@htsienv.com
Meghan DiGiorgio/Staff Geologist	Terracon Consultants, Inc.	meghan.digiorgio@terracon.com
Scott Hassler, Vice President	Spectrum Environmental, Inc.,	shassler@specenviro.com
Ed Gallagher, Business Development Manager	SEMS	edg@semsinc.net
David Dailey, Director of Environmental Consulting	CDGE	david.dailey@cdge.com

Jimmy Thomas, Director of Environmental Services	J5 GBL	jimmy.thomas@j5gbl.com
John Murphy, Jr., Vice President	Neel-Schaffer, Inc.	john.murphy@neel-schaffer.com
Steve Flukinger, Senior Program Manager	Tetra Tech, Inc.	steve.flukinger@tetrattech.com
unknown	unknown	1334xxxxxxx
unknown	unknown	1662xxxxxxx
clambert	unknown	unknown
Dena	unknown	unknown
Archnique Kidd, Supplier Diversity Manager	City of Mobile	brownfields@cityofmobile.org
Laura Angle, Grants Compliance Manager		
Jennifer Greene, Acting Director of Program and Project Management		
Ray Richardson, Environmental Manager		
Rosemary Ginn, Assistant City Engineer, Environmental Section		
Lisa Roberts, Environmental Section, Engineering Department		
Ryne Smith, Environmental Section, Engineering Department		

HOUSEKEEPING

An announcement was made by the City that since we are having a virtual meeting today, that attendees need to sign in the chat box with your name, Title, company and email address, so that the City will have a record of your attendance and we can also email you a copy of the meeting notes. The RFQ Q&A meeting is being recorded.

INTRODUCTION OF THE CITY'S PROJECT DELIVERY TEAM

Rosemary Ginn introduced the City's Project Delivery Team.

Rosemary Ginn, Assistant City Engineer, for the City's Engineering Department. Ms. Ginn explained that she managed the Environmental Section of the Engineering Department and will have supervisory responsibility for the outcomes and deliverables of the grant.

Ray Richardson, Environmental Manager for the Environmental Section of the Engineering Department will serve as the Project Manager. Ms. Richardson has managed two (2) previous EPA Brownfields grants in 2009 and 2014.

Laura Angle serves as the Grants Compliance Manager in the City's Office of Grants Management. The City of Mobile's Grants Management Program, which consists of Ms. Angle, Federal Accounting Staff, and the City's Comptroller will ensure federal compliance, accounting and reporting is properly reviewed and completed.

Archnique Kidd, City's Supplier Diversity Officer, will oversee the policies and procedures for disadvantaged business enterprises (DBE), service-disabled veteran owned business, woman owned businesses (WBE), and small businesses (SBE) with regards to procurement.

Jennifer (Jenn) Greene, Acting Director of Program and Project Management will serve as internal City of Mobile reviewer for the project. The Program and Project Management team, under Ms. Greene's direction, manages all RESTORE projects as well as the TIGER grant project that the City has received.

PROJECT OVERVIEW

The City provided a brief project overview.

Award to the CITY: \$300,000

Project Allocation: \$290,400

Funding Source: EPA Brownfields Grant Award

PRE-MEETING SUBMITTED QUESTIONS/ANSWERS

Rosemary Ginn read the questions that the team has been emailed to date along with the team's answer.

QUESTION 1: The bid notice (<https://www.cityofmobile.org/bids/?bid=2333>) lists the **Due Date** as Monday, **September 14, 2020**, yet Section 5 of the File Attachment (i.e., 2020-3005-09_rfq2020brownfieldsfinal8-26-20.doc) lists **September 23, 2020** as the due date. Please clarify the appropriate schedule in Section 5 and the due date/time.

ANSWER: THE CITY WEBPAGE HAS BEEN UPDATED TO REFLECT THE CORRECT DATE, AS LISTED IN THE RFQ, 9/23/20 AT 3PM.

QUESTION 2: Sections 5.0 and 9.0 of the RFQ list a Q&A Meeting with prospective applicants for **September 10, 2020**. If this meeting is scheduled, please provide details regarding the Meeting, such as time, location, and format (live or virtual).

ANSWER: ADDENDUM 1 ADDRESSED THE ZOOM MEETING SCHEDULED FOR 9AM ON 9/10/20.

QUESTION 3: Section 5.0 lists a request that there be a 10 page limit on the "Narrative." Would including a "Table of Contents (TOC)" be counted as part of the 10-page limit?

ANSWER: NO, THE TABLE OF CONTENTS IS NOT INCLUDED IN THE 10-PAGE LIMIT ON THE NARRATIVE.

QUESTION 4: Section 4.0 uses the phrase “Statement of Interest” in the section describing the Cover Letter and then refers to the “Statement.” Please clarify the difference between “Statement of Interest” and “Statement of Qualifications,” if any.

ANSWER: THE STATEMENT OF INTEREST AND STATEMENT OF QUALIFICATIONS SHOULD BE CONSIDERED AS THE SAME.

QUESTION 5: Section 5.0 lists a request that there be a 10 page limit on the “Narrative.” Can we include Resume’s and Project Descriptions as attachments after a “10-page narrative?”

ANSWER: YES, ATTACHMENTS, SUCH AS RESUMES AND PROJECT DESCRIPTIONS, CAN BE INCLUDED AFTER THE 10-PAGE NARRATIVE.

QUESTION 6: Section 6.0 states that the individual practitioner must furnish proof of insurance, and certain disciplines (e.g., Practice of Engineering, Practice of Geology, Certified Asbestos Inspector, etc.) require licenses and/or certifications. May we provide this information in an Attachment to the 10-page Narrative or will certification or license numbers listed in the 10-page narrative suffice?

ANSWER: YES, THIS INFORMATION CAN BE INCLUDED AS ATTACHMENTS AFTER THE 10-PAGE NARRATIVE.

QUESTION 7: 20% of the SOQ Evaluation is related to “Project Approach & Methodology.” Section 4.0.2 (p. 5) of the RFQ states that we should “Describe the Technical Approach that will be used to complete the items identified in the Scope of Work including a detailed project time schedule showing key milestones such as reporting, deliverables, meetings, etc..” May we have a copy of the EPA-approved Cooperative Agreement Work Plan to ensure consistency of approach and methodology?

ANSWER: THE CITY IS NOT GOING TO FURNISH THE EPA-APPROVED COOPERATIVE AGREEMENT WORK PLAN AT THIS TIME. PLEASE PREPARE RESPONSES IN ACCORDANCE WITH THE RFQ.

This concludes the submitted questions and answers.

RFQ Q&A ZOOM MEETING QUESTIONS/ANSWERS

Ms. Ginn asked for questions and requested that before asking your question, say your name, company, and Title.

Question 1, Trey Hess, Director of Brownfields & Economic Development at PPM:

If anyone has any further questions, I believe the RFQ had mentioned that you can submit questions with addendum number two and number three, when will that be provided? Will that be sent to each one of us if we just put our name in the chat?

Answer: If you put your name in the chat, we will email the addendum to you. Additionally, any addendum will be on the City of Mobile’s bids web page. We encourage you to continue to check that web page but be sure to put your email here. Also, the City of Mobile’s web page is where all the addendums are.

Question 2, Scott Hassler, Vice President with Spectrum Environmental:

The question is will the award go to a single consultant or is the intent the way the RFQ is written, do you have the option to select multiple consultants?

Answer: The intent is to select, to award to one firm, certainly you can have sub-consultants on your team. But we intend to have a single contract.

Closing Comments:

Laura Angle, Grants Compliance Manager at City of Mobile said she would like to add that we appreciate you participating today. **When you submit your proposal, please include a copy of your most recent confirmation of your DUNS number AND SAM(S).gov Registration.** We are required that those be submitted with all RFQ's at this time to the City of Mobile so we can verify those before we proceed any further. If you have any questions feel free to reach out to myself or anyone on the Grants Brownfield team, we would be happy to help you.

Rosemary Ginn added that interested firms can reach out to brownfields@cityofmobile.org if you have any questions about that DUNS or SAM registration information. If you do have further questions, they can be submitted by email until 5pm CST on September 14, 2020. With no further questions, we really appreciate your interest and thank you for your time.

The RFQ Q&A Zoom meeting adjourned at 9:21am on Wednesday, September 9, 2020.

POST-MEETING SUBMITTED QUESTIONS/ANSWERS

The following questions were emailed following the RFQ Q&A meeting on Wednesday, September 9, 2020; the Brownfields grant team offers the following answers:

QUESTION 1: Has the Brownfield Advisory Committee (BAC) been fully established? If so, will the City of Mobile consider additional recommendations?

ANSWER: THE BROWNFIELD ADVISORY COMMITTEE (BAC) HAS BEEN ESTABLISHED.

QUESTION 2: Does the city have a preferred format for the cost proposal? If so, please provide.

ANSWER: THERE IS NOT A PREFERRED FORMAT. THE PROPOSAL SHOULD CORRESPOND TO THE ITEMS IN THE SCOPE OF WORK AND DEMONSTRATE THE NUMBER OF HOURS RELATIVE TO EACH SCOPE ITEM. A SCHEDULE INDICATING THE MAN-HOUR RATES FOR EACH CATEGORY OF EMPLOYEES SHOULD BE INCLUDED IN THE RFQ. THIS FEE SCHEDULE CAN BE INCLUDED AS AN ATTACHMENT AND DOES NOT HAVE TO COUNT AS PART OF THE 10-PAGE NARRATIVE.