



CITY OF MOBILE
McNally Park Marine Improvements project
Engineering and Design RFQ
Project No. 2020-3005-04

ADDENDUM #2

This addendum includes the following:

- Questions and answers from the RFQ Q&A Meeting
- Appendix A – Slides from Virtual RFQ Q&A Meeting PowerPoint
- Appendix B – Attendee's lists (Virtual RFQ Q&A Meeting and Site Visit)
- Appendix C – Attachment B and C referenced in the RFQ, and City's DBE forms as Attachment D. (NOTE: Each attachment must be filled out completely and does not count in your page allocation.)

This addendum consists of a total of 32 pages, including the cover page.

If needed, a final Q&A addendum (Addendum #3) will be posted on Tuesday, July 28, 2026, by COB that will include any remaining questions received prior to the deadline of 5:00 p.m. on Wednesday, July 22, 2026.

If no questions are received between Friday, July 17, 2026, and next Wednesday, July 22, 2026, at 5:00 PM, then Addendum 3 will be released on August 4th and it will capture any other questions submitted before the deadline (3:00 PM on Friday, July 31).

If no questions are received between Friday, July 17, 2026, and the deadline, then Addendum 2 will be the Final addendum.

Instructions: Please acknowledge receipt of this addendum by signing this form and including it in your submittal on August 7, 2026.

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

RFQ Q&A Meeting questions as of 7/17/26

1. Question and answer from a past project that provides helpful DBE information: *“Would subconsultants’ City of Mobile Business License information be required with our submittal as well?”*
 - Business licenses are required to be obtained by the time the contract is executed.
 - How do we learn more about the DBE requirements at the City?
Contact Archnique Kidd, Small Business Development Manager
(251) 208-7967 Office; archnique.kidd@cityofmobile.org
Small Business Assistance Website: <https://workwith.cityofmobile.org/>
Please note the DBE forms in Attachment D.
2. We support the City’s DBE goals and would like to solicit DBE subconsultants for supporting professional services. Is there a firm directory with DBE firms recognized by the City of Mobile/Alabama available to which we may use for subconsultant reach outs?
 - As referenced in question #1 above, a directory can be found at the Small Business Assistance Website and additional assistance can be provided by reaching out to Archnique Kidd.
3. RFQ page 3 lists an Attachment B and Attachment C under item 1. Cover Letter, however these attachments were not included within the RFQ document or as a separate download within the City’s online bid listing. Are these attachments available elsewhere on the website and/or can they be provided directly to inquirers?
 - Attachment B and C as referenced on page 3 of the RFQ. Attachment B is the – Unique Entity Identifier (UEI) Number Documentation and SAM.gov Verification Form, and Attachment C is the – Federal Funding Accountability and Transparency Act (FFATA) Disclosure Statement. Blank versions of these attachments as well as Attachment D which is the – Subcontracting and Major Supplier Plan, are included in the Appendix C of this addendum. (Note: Each attachment must be filled out completely and does not count in your page allocation.)
4. Related to the prior question, Attachment B and Attachment C were noted in the RFQ – Is there an Attachment “A” also to be required/provided for the response?
 - It is recommended to have Attachment A of your submittal package be all acknowledged Addendums.
5. Have you already identified funding sources, or would you look to be matched with those sources?
 - For large projects, we often allocate funding for design and engineering. We anticipate federal money for this project; hence the federal procurement process. We also anticipate multiple funding sources across the life of these projects.

6. (In reference to Question #5 and response above) Does that mean that the funding currently in hand would cover both phases one and two?
 - Task orders will be determined with the consultant over the course of the project.
7. Is the mandatory site visit immediately following the conclusion of this call?
 - Yes, at 12:00PM CT.
8. Could you tell us a bit more about the fishing pier component mentioned in the RFQ. Is that envisioned as a new pier at some point in the phase development?
 - Yes, a new jetty is part of this project. There are two issues: 1) The current structure has been failing for several years. 2) There is a need for access for people to fish, so the new design of the structure would function as both.
9. In the RFQ, the comment about the city's aim for 15% or more on DBE spending, can you elaborate if that's a more of a goal, or is that a requirement for this contract?
 - Please review the City of Mobile's [DBE ordinance](#).
10. Do you have the dredging/maintenance records in a format that can be easily shared?
 - All dredging and maintenance records will be made available to the chosen consultant.
11. Has the City had any pre-application coordination with USACE or ADEM on the jetty concepts or dredging, or would that start fresh under this contract?
 - Pre-application coordination with all necessary agencies will be the responsibility of the chosen consultant and will be coordinated with assistance from City Project Manager.
12. Are there known permitting constraints specific to this reach of Dog River / Mobile Bay (e.g., seagrass, oyster beds, endangered species consultation) the selected firm should account for in scope and schedule?
 - There are currently no identified permitting constraints that should be accounted for. The chosen contractor will be responsible for confirming that.
13. Who currently operates/maintains the marina and boat launch vs. who maintains the channel/jetty?
 - The City maintains the channel and boat launch.



APPENDIX A

Slides from Virtual RFQ Q&A Meeting
PowerPoint

McNally Park Marine Improvements

**REQUEST FOR QUALIFICATIONS (RFQ)
ENGINEERING AND DESIGN SERVICES**

Q&A Meeting

July 16, 2026

Project Goals

- Maintain safe and reliable marine operations in the short term by evaluating existing conditions, identifying immediate repairs, addressing navigation channel dredging needs, and ensuring continued functionality of the boat launch while long-term improvements are developed.
- Develop resilient, sustainable, and phased long-term infrastructure improvements for McNally Park, including new jetties, fishing pier access, sediment management solutions, dredging strategies, and an improved boat launch that can be constructed over multiple funding cycles.
- Deliver a collaborative, community-supported project by engaging stakeholders throughout planning and design, coordinating with regulatory agencies, and providing implementable designs, cost estimates, and construction-ready solutions that support the City's long-term waterfront vision.

Project Structure

This project is structured in three phases that build upon one another, allowing the City to address immediate operational needs while developing a long-term vision that can be implemented over time.

Phase 1

Immediate Maintenance and Temporary Repairs

- Evaluate existing conditions.
- Identify necessary measures to maintain safe and functional operations and navigation.
- Deliver practical recommendations for near-term actions and interim improvements.



2-26-2026 Community Engagement Meeting Notes and Questions

Also, during Phase 1, the selected team will assist the City with stakeholder engagement and public communication



Phase 2

Long-term Improvements

- Logical phasing plan
- Planning-level cost estimates
- High-quality renderings

Phase 3

Implementation

- Subject to recommendations developed during Phase 2 and available funding.
- Various task order-based services.



Helpful structure of required forms:

- Attachment A – Acknowledgment of Addendums
- Attachment B – Unique Entity Identifier (UEI) Number Documentation and SAM.gov Verification Form
- Attachment C – Federal Funding Accountability and Transparency Act (FFATA) Disclosure Statement
- Attachment D – Subcontracting and Major Supplier Plan

Note: Blank versions of Attachment B, C, and D, will be sent out in the next addendum. Each attachment must be filled out completely and does not count in your page allocation.

RFQ Tentative Schedule

DATE	DESCRIPTION
Friday, June 19, 2026	Request for Qualifications advertised
Thursday, July 16, 2026	Mandatory Q&A Meeting online with prospective applicants at 10 a.m. CST with Mandatory Site Visit to follow. Prime consultant must be present to qualify.
Wednesday, July 22, 2026	Final Q&A questions must be submitted via email before 5:00 pm CST
Tuesday, July 28, 2026	Addendum 3 (Final Q&A Addendum, if needed) released with responses to questions
Friday, July 31, 2026	Final questions must be submitted via email before 3:00 pm CST
Tuesday, August 4, 2026	Addendum 4 (if needed) released with responses to final questions
Friday, August 7, 2026	Packages submitted by candidate firms by 12:00 pm CST
Tuesday, August 11, 2026	Short list selected and interview requests sent, if City deems appropriate. Those not selected will be notified.
Tuesday, August 18, 2026 - Friday, August 21, 2026	Short list interviews
Wednesday, August 26, 2026	Selection
Tuesday, September 15, 2026	Target date for contract approval by City Council
Friday, September 18, 2026	Target date for notice to proceed

QUESTIONS?

Questions concerning this Request for Qualifications should be directed:

To: Jake Clements at Jake.clements@cityofmobile.gov

Cc: Jennifer Greene at Jennifer.greene@cityofmobile.gov

Emma Cochran at Emma.cochran@cityofmobile.gov

Responses to questions will be received until 3:00 p.m. CST on Friday, July 31, 2026.

Addendum 2 to be released Friday, July 17, 2026

Addendum 3 (if needed) to be released Tuesday, July 28, 2026

Addendum 4 (if needed) to be released Tuesday, August 4, 2026

Responses to RFQ/Submittal Packages will be received until 12:00 p.m. CST on Friday, August 7, 2026.

NO SUBMITTALS WILL BE ACCEPTED AFTER THE STATED DEADLINE.

Where to find Addendums:

<https://www.cityofmobile.gov/bids/?bid=4173>



[RESIDENTS](#) [GOVERNMENT](#) [BUSINESS](#) [VISITORS](#) [SERVICES](#) [PROJECTS](#) [SEARCH](#)

Firms submitting qualifications should demonstrate experience with waterfront and marine infrastructure projects of similar scope and complexity, including knowledge of coastal engineering principles, regulatory permitting processes, environmental considerations, and public recreational waterfront improvements.

Interested firms are invited to submit a Statement of Qualifications outlining their experience, project approach, technical capabilities, key personnel, and relevant project history. Additional information regarding the scope of services, submission requirements, and evaluation criteria will be provided in the official RFQ package.

Submission Deadline: Friday, August 7, 2026, by 12:00 pm CST

Submission Location: Programs and Project Management Department (205 Government Street, 2nd Floor, Mobile, AL 36602)

Contact for Questions: Jake Clements / jake.clements@cityofmobile.gov

Advertisement to run in the Lagniappe, Montgomery Advertiser, and The Tuscaloosa News, on June 24, July 1, and July 8, 2026.

[Please Click for File Attachment](#)

[Please Click for Addendum 1 Attachment](#)

*It is the responsibility of the BIDDER to check for, download and to include with their BID RESPONSE any and all ADDENDUMS that are issued for a specific BID issued by the City of Mobile. Failure to download and include ADDENDUM(s) in your BID RESPONSE may cause your bid to be rejected. This is a sealed bid. Any responses faxed or e-mailed will be rejected. This is a sealed bid. All responses must be submitted in a sealed envelope with the bid number on the outside of the envelope with the bid opening date. Any response that arrives improperly marked or with no bid number and opening date on the outside of the delivery or express package and opened in error will be rejected and not considered. **It is the responsibility of the bidder to insure that their bid response is delivered to and received in the at the location or address specifically directed in the specification by the date and time prescribed.***

[« Back to Bids](#)

RFQ has been amended as follows:

Page 2 of 12, 4.0 PROPOSAL REQUIREMENTS

- Revised the typo stating “*section addressing 1-3*” to “***section addressing 1-4***”

Page 5 of 12, RFQ TENTATIVE SCHEDULE

- Revised the typo stating the addendum number from “*Addendum 2*” to “***Addendum 4***”

RFQ questions received via email and responses as of 12:00 p.m. CST on 7/10/26:

1) We reviewed the recent RFQ posted for A/E Service for McNally Park Marine Improvements project and have a quick question. If known, when is this project expected to go to bid for contractors and what is the expected start date for construction?

- At this time, there is no exact date for the construction bid or the start of construction. These milestones will be established collaboratively by the City and the selected engineering and design team once they have been awarded the project.

2) Can you provide the time frame of events for Thursday, July 16th?

- Please anticipate meeting onsite at McNally Park for the Mandatory Site Visit an hour after conclusion of the Mandatory Q&A Meeting. (Reminder: the Mandatory Q&A Meeting will start at 10:00 a.m. CST, via Zoom. Please remember to register by following the link provided on the Bid page.)

3) Under 4.0 Proposal Requirements on page 2, it reads to limit RFQ response to address Sections 1-3 to no more than 10 single-sided pages. Is Section 4 Project Team / Level of Participation being excluded from the 10-page count?

- This is a typo and has been revised to “**section addressing 1-4**”.

4) Can Letters of Reference from clients be included in the Appendices?

- Yes, the page limit does not include resumes or required Attachments.

5) Can Section Dividers be used and will they be counted in the page limit if contains info graphics or project photos?

- Yes, section dividers can be used and will not be counted in the page limit. Dividers must be blank and contain no graphics or project photos.

McNally Park is part of a larger plan.



APPENDIX B

Attendee's lists (Virtual RFQ Q&A Meeting
and Site Visit)

Topic McNally Park Marine Improvements - RFQ - Mandatory Q&A Meeting
 Start time 7/16/2026 10:00
 End time 7/16/2026 10:26
 Host Programs & Project Management • City of Mobile (ppm@cityofmobile.gov)

	Name	Email
Host	Jake Clements	jake.clements@cityofmobile.gov
Host	Jennifer Greene	jennifer.greene@cityofmobile.gov
Host	Emma Cochran	emma.cochran@cityofmobile.gov
	Gerald Songy	gsongy@moffattnichol.com
	Jordan Stringfellow	jordan.stringfellow@volkert.com
	Robert Semmes	robert.semmes@geosyntec.com
	Edith Loudon	eloudon@geoengr.com
	Payton Billingsley	pbillingsley@cypressei.com
	Jake Johnson	jake@wardscottmorris.com
	Amanda Taylor	ataylor@geosyntec.com
	Justin Davis	justin.davis@geosyntec.com
	Brandi Woolery	bwoolery@dewberry.com
	Jeremy Gasser	jgasser@geosyntec.com
	Bret Webb	bret.webb@gmcnetwork.com
	Justin Davis	justin.davis@geosyntec.com
	Channon Toland	ctoland@was-design.com
	Savanna Wescovich	savanna.wescovich@ccellc.us
	Margaret Boshek	margaret.boshek@kimley-horn.com
	Janic Terry, P.E.	jterry@thompsonengineering.com
	Edith Loudon	eloudon@geoengr.com
	Heath Hansell	heath.hansell@ccellc.us
	Nick Combs	ncombs@ddgpc.com
	Gerald Songy	gsongy@moffattnichol.com
	Adam Martin	adam.martin@kimley-horn.com
	Christopher Russo	crusso@ddgpc.com
	Nikolas Vollmuth	nikolas.vollmuth@ccellc.us

McNally Pack Marine Improvements

Name	Phone	E-mail	Company
Nikolas Vollmuth	228-238-9596	Nikolas.Vollmuth@ccellc.us	Covington Civil + Env.
HEATH HANSELL	228-216-5321	heath.hansell@ccellc.us	Covington
Jeremy Gasser	608-438-4277	jgasser@geosyntec.com	Geosyntec
JAKE JOHNSON	404-394-1848	JAKE@WARDSCOTTMOFFATT.COM	WARD SCOTT MOFFATT
JOHN HILKEY	251-753-4446	JHILKEY@DEWBERRY.COM	DEWBERRY
Cathy Barnett	251-379-0462	cbarnetk@pcseia.com	Cypress
Chris Russo	985-249-6180	crusso@ddgpc.com	DDG
Nick Combs	985-249-6180	ncombs@ddgpc.com	DDG
Janie Terry	251-395-2565	jterry@thompsonengineering.com	JTH
Meg Goecker	251-422-7192	mgoecker@moffattnichol.com	Moffatt & Nichol

②

Name	Phone	E-mail	Company
Spencer Cooper	(251) 472-6986	scooper@thompsonengineering.com	Thompson
Payton Billingsley	228-357-2370	PBILLINGSLEY@CYPRESSEI.COM	Cypress
BRET WEBB	(251) 591-0588	BRET.WEBB@GMCNETWORK.COM	GMC
Adam Martin	251 436 1776	adam.martin@kimley-horn.com	Kimley Horn
Jordan Stringfellow	251 605 6020	jordan.stringfellow@volnet.com	Volnet

APPENDIX C

Attachment B and C referenced in the RFQ,
and City's DBE forms as Attachment D



Information about Your UEI Number and Instructions to Obtain Your UEI Number

The Federal Funding Accountability and Transparency Act (FFATA) requires all applicants seeking Federal sub-grants and/or sub-contracts to have a UEI number. Please refer to Title 2 of the Code of Federal regulations Part 25.100 (2 CFR Part 25.100). The Federal government uses UEI numbers to better identify related organizations receiving funding under grants and cooperative agreements and to provide consistent name and address data for electronic grant application systems. The System for Award Management (SAM) verifies businesses through the U.S. Department of Treasury and the U.S. Department of Homeland Security to prevent fraud.

All prime contractors and their subcontractors must have a UEI number and have proof of registration on SAM.gov. Confirmation of application for SAM.gov registration will be accepted for a responsive bid. For assistance, please contact the Office of Grants Management at (251) 208-6853.

PRIME CONTRACTOR ENTITY NAME: _____

UEI NUMBER: _____ SAM ACTIVE DATE: _____ SAM EXP. DATE: _____ REGISTERED ON SAM.GOV: YES NO PENDING

Please ensure all subcontractors listed on the Supplier Diversity forms are included below. Provide a second page for additional subcontractors.

SUBCONTRACTOR ENTITY NAME	UEI NUMBER	REGISTERED ON SAM.GOV			SAM ACTIVE DATE	SAM EXP. DATE
		YES	NO	PENDING*		
		YES	NO	PENDING*		
		YES	NO	PENDING*		
		YES	NO	PENDING*		
		YES	NO	PENDING*		
		YES	NO	PENDING*		
		YES	NO	PENDING*		
		YES	NO	PENDING*		
		YES	NO	PENDING*		
		YES	NO	PENDING*		

* Copy of each company's SAM.gov registration or confirmation of application email must be attached to this form. Failure to provide this will result in an unresponsive bid.

Instructions

1. To obtain or renew a UEI Number, go to <https://sam.gov> and follow the link on the home page. If you visit a site that attempts to charge you for obtaining a UEI Number, you are at the wrong site because registering for a UEI Number is completely free and is usually created within one (1) business day.
2. To register your entity on SAM.gov, log into your account and go to your workspace. Click "Get Started" and follow the steps to registration. [Click here for a federal guide to registration.](#)

FOR OFFICE OF GRANTS MANAGEMENT USE ONLY - UEI NUMBERS VERIFIED: YES ☐ NO ☐

Date: _____ Performed by: _____ Title: _____ Dept: _____

Contract/Grant Number: _____ Federal Award Number: _____ Updated Nov. 2024

Attachment C



CITY OF MOBILE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT ("FFATA") DISCLOSURE STATEMENT

Effective Date of Agreement _____

Award Description/Title _____

Entity Completing Form _____

Entity UEI Number _____

Address _____

City, State, Zip+4 _____

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the UEI Number belongs) receive (1) 80 percent or more of your annual gross revenues is U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

YES ☐ NO ☐ If yes, answer next question.

If no, stop here and sign form and return to the City of Mobile Office of Grants Management

Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this UEI Number belongs) through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)), or Section 6104 of the Internal Revenue Code of 1986?

YES ☐ NO ☐ If no, answer next question.

If yes, stop here and sign form and return to the City of Mobile Office of Grants Management

Provide the following information for the five (5) most highly compensated executives in your business or organization (the legal entity to which this UEI Number belongs):

Name	Position Title	Total Compensation Amount for the Entity's Last Complete Fiscal Year

Signature

Title

Date

Typed Name of Signature



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
Subcontracting and Major Supplier Plan

Contact Office of Supplier Diversity for
questions on completing this form.
Via email: Archnique.kidd@cityofmobile.org
251.208.7967
205 Government Street, 5th Floor

Bidders and Proposers – Please complete and submit these forms as required by your City of Mobile Bid or Proposal Specification.

If you are submitting a proposal in response to a Request for Qualifications, Request for Proposal, or other solicitation ("Solicitations") issued by the City of Mobile, the bid specification may require you to utilize disadvantaged business enterprise ("DBE") subcontractors and suppliers. If DBE participation is required, you must complete and submit these forms with your proposal. If required, failure to submit this form will render your bid non-responsive. NOTE: To satisfy participation requirements for a federally funded project, you must utilize DBEs certified through the Alabama Unified Certification Program.

If DBE participation is required, and you fail to satisfy the participation requirement, you must show that you made a good faith effort to include such participation; you will be required to submit DBE Compliance Form 2 and include additional information if needed. When so required, failure to address adequately the good faith effort factors on Form 2 will render your bid or proposal non-responsive. The "good faith effort" factors on Form 2 are not intended to be a mandatory, exhaustive, or exclusive.

You are encouraged to work with the City of Mobile Supplier Diversity Manager when preparing this form. Please consult with the City Supplier Diversity Manager for a list of eligible DBEs. The "good faith effort" factors on **Form 2** are not intended to be mandatory, exhaustive, or exclusive; they are a tool to help you, and the City of Mobile, determine whether you made efforts which, by their scope, intensity, and appropriateness to the objective, would reasonably be expected to fulfill the participation requirement.

About "**DBEs**": Disadvantaged business enterprise or DBE means a for-profit small business concern (1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

About "**Good Faith**" **Effort**: Good faith efforts means efforts to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement. The City of Mobile expects contractors holding large contracts to recruit and engage DBEs to be a part of their team.

Failure to submit this form, when so required by the bid or proposal specification, will render your bid non-responsive.



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
Subcontracting and Major Supplier Plan

Contact Office of Supplier Diversity for
questions on completing this form.
Via email: Archnique.kidd@cityofmobile.org
251.208.7967
205 Government Street, 5th Floor

FORM 1: Background and Plan

Section I. Information about your company

Company	
Address	
Telephone	
E-Mail	

RFP/RFQ Solicitation Number	
Project Description	
Is your company a DBE company?	Yes ☐ No ☐
Work force demographics	Male _____ Female _____ Minority _____ Non-minority _____ SDVO _____ Total #of Employees _____

Subcontractor/Major Supplier Plan submitted by:

Printed Name: _____

Signature: _____ Date: _____

Title: _____

The following employee will be designated as the **DBE Liaison** for all communication regarding DBE participation including documentation for DBE participation and maintenance of records of Good Faith Efforts for this contract award:

Name: _____ Title: _____

Email: _____ Phone: _____



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
Subcontracting and Major Supplier Plan

Contact Office of Supplier Diversity for
questions on completing this form.
Via email: Archnique.kidd@cityofmobile.org
251.208.7967
205 Government Street, 5th Floor

FORM 1: Background and Plan (Cont'd)

Section II. Subcontractors/Major Vendors Supplier Plan submitted by:

Please Print Company _____ Your Bid/Proposal Amount \$ _____ Date: _____
_____/_____/_____ Description _____
Name of Bidder/Proposer: _____

I intend to use the following subcontractors: (Attach additional pages if necessary)

Subcontractor or Major Supplier	Phone	Scope of Work to be performed	\$\$ Value to be Performed	% Of Your Bid Amount	DBE?	Official Verification Only



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
Subcontracting and Major Supplier Plan

Form 2: Good Faith Effort Documentation

Name of Bidder: _____

Contact Person: _____ Phone _____ Email _____

Please complete this form if you are unable to identify DBE subcontractors or suppliers to reach 15% of the value of your bid.

YES (☐)	NO (☐)	Did you do these suggested areas for DBE recruitment and engagement
		PRE-BID MEETING(S): The bidder attended all pre-bid meetings scheduled by the City to inform DBEs of contracting and subcontracting opportunities.
		CMDBE/ALDOT DBE LIST(S): The bidder utilized the Office of Supplier Diversity's list or lists of certified through the Alabama Department of Transportation UCP DBE Listing
		SMALL CONTRACT(S): The bidder selected specific portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goals (including breaking down contracts into smaller units to facilitate DBE participation). Consider support services, including insurance, accounting, temporary labor, and transportation, landscaping, and janitorial as potential areas for DBE use.
		FOLLOW-UP: The bidder followed-up initial indications of interest by DBEs by contacting those DBEs to determine with certainty if they remained interested in bidding.
		GOOD FAITH NEGOTIATIONS: The bidder negotiated in good faith with interested DBEs and did not reject DBEs as unqualified without sound business reasons based on a thorough investigation of their capabilities. Bidders are not expected to engage unqualified subcontractors or subcontractors whose pricing, after negotiation, remains excessive or unreasonable. (Please document qualification deficiencies or unreasonable pricing if it prevented your engagement of specific DBE subcontractors.)
		ADVERTISEMENT: The bidder advertised in general circulation and/or trade association publications concerning subcontracting opportunities and allowed DBEs reasonable time to respond.
		INTERNET ADVERTISING: The bidder advertised DBE and/or subcontracting opportunities in the newspaper or other internet portals that are accessible to DBEs and/or potential subcontractors.



OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
Subcontracting and Major Supplier Plan

		INFORMATION: The bidder provided interested DBEs with adequate information about the plans, specifications and requirements of the subcontract.
		WRITTEN NOTICE(S): The bidder/proposer took the necessary steps to provide written notice in a manner reasonably calculated to inform DBEs of subcontracting opportunities and allowed sufficient time for them to participate effectively.
		COMMUNITY RESOURCES: The bidder/proposer used the services of available community organizations, small and/or disadvantaged business assistance offices and other organizations that provided assistance in the recruitment and placement of DBE firms.

CONTRACT RECORDS:

The bidder/proposer has maintained the following records for each DBE that has bid on the subcontracting opportunity:

1. Name, address, email address and telephone number
2. A description of information provided by the bidder/proposer or subcontractor; and
3. A statement of whether an agreement was reached, and if not, why not, including any reasons for concluding that the DBE was unqualified to perform the job.

Section 2(B)

_____ There are not ways to break out 15% of the value of this contract for subcontractors / suppliers. Provide further detail in Section 2(c) if the inability to break-out 15% of the value of the contract was the reason, or a reason, you could not meet the participation requirements.

_____ Could not find sufficient DBEs to provide subcontracting or supplier services.

_____ DBEs were available but did not have sufficient qualifications or experience to meet the needs of this contract.

Please indicate additional efforts you have taken to recruit and engage DBEs. _____

OFFICE OF SUPPLIER DIVERSITY
CITY OF MOBILE
 DBE Compliance
 DBE UTILIZATION REPORT

Return to Office of Supplier Diversity
 Via email: archnique.kidd@cityofmobile.org
 or
 P.O. Box 1948
 Mobile, AL 36633

CONTRACTOR:	Certified DBE: YES NO	Contract Start Date:
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DESCRIPTION:	Estimated Completion Date:
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This report is for the month of: (CHECK ONE):	JAN FEB MARCH	APR MAY JUNE	JULY AUG SEPT	OCT NOV DEC	FINAL _____
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Original Contract Amount	Total Amount of Contract Changes (change orders or amendments)	Final Contract Amount (include contract changes)	Payments to Date from City of Mobile	OFFICE USE ONLY (Verification)
\$	\$	\$	\$	

Instructions: List all DBEs utilized on the contract, whether or not the firms were originally listed for DBE goal credit. List actual amount paid to each DBE firm. If the established Percentage is not being met, please include a narrative description of the progress being made in DBE participation.

DBE SUBCONTRACTOR	DBE DESCRIPTION OF WORK	DBE SUBCONTRACT AMOUNT	DBE PAYMENTS THIS REPORT	PAYMENTS TO DATE	OFFICE USE ONLY (Verification)
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
TOTALS		\$	\$	\$	

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. SUPPORTING DOCUMENTATION IS ON FILE AND IS AVAILABLE FOR INSPECTION BY CITY OF MOBILE OFFICE OF SUPPLIER DIVERSITY PERSONNEL AT ANY TIME.

PRINT NAME: _____

SIGNATURE: _____ (Title) ____/____/____ (Date)

DBE Utilization Report