



REQUEST FOR QUALIFICATIONS PROFESSIONAL SERVICES

CITY OF MOBILE STATE EXPENDITURE PLAN #16: THREE MILE CREEK WATERSHED RESTORATION City of Mobile Project No. 2016-3005-34 & 2018-3005-09

1.0 INTRODUCTION:

The City of Mobile is soliciting qualifications from planning, engineering and design firms to provide construction management, engineering and inspection services related to the restoration of Three Mile Creek watershed project.

2.0 DESCRIPTION OF PROJECT:

This project will be implemented by the City of Mobile pursuant to the Subaward Agreement for Grant Number S1P16-TMCR between the Alabama Department of Conservation and Natural Resources (ADCNR) and the City of Mobile. The project period per the Subaward Agreement currently commences on July 27, 2020 and ends on July 31, 2023. The purpose of this project is to protect the water quality of the area's fresh, estuarine, and marine water resources by providing bank and stream stabilization along Twelve Mile Creek and the dredging and restoration of Langan Park Lake, both of which drain into Three Mile Creek and Mobile Bay. In addition, existing sanitary sewer crossings, which have become vulnerable to damage due to downcutting and widening of the stream, will be protected. Invasive species will be controlled. Instream structures will be constructed to reduce stream velocity/energy and increase habitat. Dredging of Langan Park Lake will increase the capacity of the lake, support flood control and aid in the apple snail abatement.

3.0 SCOPE OF WORK & DELIVERABLES:

The Scope of Work is anticipated to include, but not be limited to, the following tasks:

1. Regulatory compliance and correspondence.
2. Participate with the City in responding to the Gulf Coast Ecosystem Restoration Council and ADCNR requirements and inquiries.
3. Assist the City with coordinating communications regarding project activities, as deemed appropriate and as directed by the City, with stakeholders, respective

organizations and government agencies regarding compliance, permitting, project implementation, monitoring, and adaptive management.

4. Assist the City with development, coordination, and implementation of meaningful and broad-based public engagement and outreach efforts.
5. Coordinate with the Mobile Area Water & Sewer System and other utilities during Pre-Bid and construction.
6. Assist City of Mobile project design consultants with Pre-Bid and Bid Process.
7. Provide technical assistance with construction observation for conformance to engineering and design drawings.
8. Monitor contractors and subcontractors throughout construction for compliance to the Davis-Bacon Act.

4.0 PROPOSAL REQUIREMENTS:

Firms interested in performing the work will be considered based on a written response to the Request for Qualifications (RFQ). Please limit this section to no more than 10 pages. All proposals should be organized in the following manner:

1. Cover Letter

The Statement of Interest must include a cover letter accompanying the Statement and acknowledging receipt of any issued amendments to the RFQ. The letter should be addressed to:

LANCE C. SLATER, PROJECT MANAGER
PROGRAMS AND PROJECT MANAGEMENT DEPARTMENT
205 Government Street, 2nd Floor, Mobile, AL 36644

- a. The letter should indicate a primary contact for the Statement and that person's title, address, phone number, email address, and the DUNS number for the firm. The letter should introduce the Respondent's project team. The Project Team is defined as the lead plus any key team members who are critical for consideration by the evaluation team and include relevant professional certifications for each.
- b. The letter should include a general statement of prior relevant experience and proposed approach for this project.
- c. The letter should include a statement that the Project Team is adequately staffed and will execute the Project in a timely manner.
- d. The letter should include the following documents: (1) Attachment A: City of Mobile DUNS Number Documentation and Verification Form, (2) Attachment B: City of Mobile Federal Funding Accountability and Transparency Act Disclosure Statement.
- e. The Federal Government's SAM Registration Process is provided in Attachment C.

2. Conceptual Approach & Methodology

The Statement of Interest should provide a description of the methods that will be used to accomplish the following tasks:

- a. Construction inspection and project documentation.
- b. Grant documentation and adherence.
- c. Local community & stakeholder engagement, and City staff coordination.

3. Experience and Background

Firms interested in performing the work will be considered based on a written response to the RFQ. All applicants must submit their qualifications and list any prior experience with projects similar in nature and scope to the above services being requested. The following information must be submitted in written form:

- a. Statement of registration of the firm.
- b. Statement of the names, and duties of the individuals that will be involved in this project (when performing professional services) and their experience.
- c. Statement of qualifications of individuals who will perform professional work.
- d. Statement as to professional standing including any pending controversies. If none exists, such a statement should be made.
- e. Statement of experience in the fields that the proposed services are requested and work of a similar nature which the proposed staff for requested services was in responsible charge, including a description of the work, the client for whom it was performed, the location of the work, and dates of performance. Provide proposed staff names and specific experience.
- f. Statement of experience within the local jurisdiction, with local utility providers, and knowledge of local standards and specifications.
- g. Statement of experience with conducting community engagement and outreach for this type of project. Please include specific examples of successful community engagement.
- h. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed for the proposed services.
- i. List of qualified personnel in other disciplines required for proposed services, both in-house and those to be acquired from outside sources and their experience.
- j. Statement as to whether or not the firm is operating on a sound fiscal basis.
- k. Statement of where the work will be accomplished.

4. Project Team / Level of Participation

The Statement of interest shall provide the following information so that it can be clearly understood by the Evaluation Team and City personnel.

- a. Identify key Project Team members with responsibility for leading main project tasks, including the percentage of time each is expected to commit through the duration of the planning process.
- b. Minority and women’s business enterprises are solicited to submit a statement of qualifications and are encouraged to make inquiries regarding potential subcontracting opportunities. When subcontracting, all potential contractors must make positive efforts to use small and minority owned business and women business enterprises. See 2. C. F. R. §200.321. Identify key Project Team members that qualify as a Minority Owned Business and/or Women’s Business Enterprise.
- c. In addition to identification of Minority Owned Businesses and/or Women Business Enterprises, also Identify key Project Teams members that qualify as a Certified Socially and Economic Disadvantaged Business (DBE) or labor surplus area firm, including the percentage of time each is expected to commit through the duration of the planning process.
- d. Include an organization chart of the Project Team showing lines of communication, clearly defined roles, availability, and decision-making hierarchy.

5.0 SUBMITTAL OF PROPOSALS:

Questions concerning this Request for Qualifications should be directed to **Lance Slater** at threemilewatershedrestoration@cityofmobile.org. Responses will be received until 3pm CST on **11/25/2020**. Please limit narrative to 10 pages. Please submit three (3) copies and one (1) electronic version to:

LANCE C. SLATER, PROJECT MANAGER
PROGRAMS AND PROJECT MANAGEMENT DEPARTMENT
205 Government Street, 2nd Floor, Mobile, AL 36644

NO SUBMITTALS WILL BE ACCEPTED AFTER THE STATED DEADLINE.

Any items submitted as part of a response to this RFQ shall become property of the City of Mobile. After written proposals have been reviewed, discussions with prospective firms may be required to clarify any portions of the proposal.

The following is a tentative schedule for the selection process. The schedule is subject to change.

11/04/2020	Request for Qualifications advertised
11/19/2020	Q&A Meeting with prospective applicants
11/25/2020	Final questions must be submitted via email before 5 pm CST
12/02/2020	Addendum with responses to questions and Q&A meeting minutes emailed to attendees

12/09/2020	Proposals submitted by candidate firms by 3pm CST.
12/21/2020	Short list selected and interview requests sent, if City de appropriate. Those not selected will be notified.
12/30/2020	Short list interviews
01/13/2021	Selection
02/10/2021	Target date for contract approval by City Council
02/24/2021	Target date for notice to proceed

PLEASE NOTE: Presentations may be conducted in conjunction with this Request for Qualifications.

6.0 OTHER CONDITIONS:

The firm or individual practitioner must:

1. Have current City of Mobile Business License.
2. The licensed professional must be accessible by telephone and available for consultation between the hours of 8:00 AM and 5:00 PM, Monday through Friday.
3. Furnish proof of Insurance as follows:
 - a. General Liability Insurance each in the minimum amount of:
 - i. Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
 - ii. Property Damage - \$1,000,000 per occurrence, or
 - iii. Combined single limit - \$1,000,000
 - b. Automobile Liability Insurance each in the minimum amount of:
 - i. Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
 - ii. Property Damage - \$1,000,000 each occurrence, or
 - iii. Combined single limit - \$1,000,000
 - c. Excess/Umbrella and Employer's Liability Insurance in the minimum amount of:
 - d. Combined single limit - \$1,000,000 each occurrence for bodily injury and/or property damage
 - e. Workmen's Compensation Insurance: Statutory-Amount and coverage required by the State of Alabama
 - f. Professional Liability Insurance in the minimum amount of: \$1,000,000.
4. *Waiver of Subrogation* - All policies of insurance shall be endorsed to waive rights of subrogation in favor of the City of Mobile.
5. *Additional Insured* - All policies of insurance shall be endorsed to name the City of Mobile as an Additional Insured
6. *Primary Insurance* - All policies of insurance shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by the City of Mobile.
7. *Certificates of Insurance* - Prior to commencement of the work, consultant shall deliver to the City of Mobile certificates of insurance certifying the existence and

limits of the insurance coverages, noting applicable endorsements, described above and shall deliver same and renewals thereof to the City of Mobile. The certificates shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.

8. The successful firm shall affirm, for the duration of the contract, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien in the State of Alabama. Evidence of the firm's or individual's enrollment in the federal E-Verify program shall be submitted as a condition of contract approval.
9. *Funding* - Any contract awarded under this solicitation may be paid for in whole or in part with grant funding from the Gulf Coast Ecosystem Restoration Council and the Alabama Department of Conservation and Natural Resources (ADCNR) under the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act). Any contract resulting from this solicitation will be subject to the terms and conditions of said funding award, the Gulf Coast Ecosystem Restoration Council Financial Assistance Standard Terms and Conditions and Program-Specific Terms and Conditions, the Standard Sub-Award Terms and Conditions, the RESTORE Act, 33 U. S. C. 1321(t), Treasury Regulations 31 C. F. R. § 34 et seq., including 31 C. F. R. §§ 34, Subpart D, all applicable terms and conditions in 2 C. F. R. Part 200 (including Appendix II to Part 200), and all other OMB circulars, executive orders or other federal laws or regulations, as applicable. The ADCNR, the United States, or any of its departments, agencies or employees is not and will not be a party to this solicitation or any resulting contract.
10. **EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE REQUIREMENT**
 - (a) Bid awardee (or "contractor") shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited Sections 14-9 and 14-10, Mobile City Code, and by doing so agrees that it either will have, or will provide City of Mobile with written proof demonstrating good faith efforts to procure, at least fifteen (15) percent participation by socially and economically disadvantaged individuals. Unless waived or exempted, all bidders must demonstrate good faith efforts to meet the requirements of Section 14-10, Mobile City Code, in order to be considered responsive bidders.
 - (b) During the performance of this contract, the bid awardee agrees as follows:
 - (i) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and

applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(ii) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(iii) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(iv) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(v.) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(vi) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(vii) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(viii) The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section

204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

11. All respondents will be required to certify that they are not on the Federal list of debarred, suspended, or voluntarily excluded contractors and are not in default on any obligations due to the State of Alabama including, but not limited to, payment of taxes, fines, penalties, or other monies due. Selected firm will be required to register with www.sam.gov to confirm debarment/suspension status, provide evidence of required insurance, possess a City of Mobile business license, and be enrolled in the E-Verify program.
12. The successful firm will be required to keep and maintain documents in compliance ADCNR's records retention policy and 2 CFR 200.333, as well as all other applicable federal, state, and local laws.
13. The successful firm shall comply with the Davis Bacon Act, 40 U.S.C. 3141-3148, as supplemented by Department of Labor regulations at 29 CFR Part 5, as it applies to grants awarded by Gulf Coast Restoration Council under the RESTORE Act in two situations: (1) for a construction project if it is for the construction of a project that can be defined as a "treatment works" in 33 U.S.C 1292; and (2) for a construction project regardless of whether it is a "treatment works" project if it is receiving federal assistance from another federal agency operating under an authority that requires the enforcement of Davis-Bacon Act-related provisions.
14. The successful firm will be required to comply with applicable federal, state, and local laws relating to lobbying activities including, but not limited to, the Byrd Anti-Lobbying Amendment (31 U.S.C. §1352.)
15. The successful firm will be required to comply with all applicable federal, state and local environmental laws, regulations and policies including, but not limited to, all requirements set forth in the RESTORE Act and Subaward Agreement.
16. The successful firm will be required to comply with the Copeland "Anti-kickback" Act, 40 U.S.C. 3141-3148, as supplemented by Department of Labor regulations (29 CFR Part 5), the Contract Work Hours and Safety Standard Act Section 103 and 107 of the Agreement Work Hours and Safety Standard Act (40 U.S.C. Chapter supplemented by Department of Labor regulation (29 CFR part 5), the requirements of 37 CFR 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," the Clean Air Act (42 U.S.C. 7401-7671), the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), and pursuant to EO 130443, encourage employees and to wear seatbelts when operating any vehicles in connection with performance of activities associated with this Agreement.

17. The successful firm will be required to represent and agree that it is not currently engaged in, nor will it engage in, any boycott of person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade pursuant to Section 41-16-5, Code of Alabama 1975.
18. The successful firm will be required to document compliance with 2 CFR 200.321. In accordance with this section, the prime contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and,
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

7.0 MISCELLANEOUS

1. RFQ is not to be construed as a contract or a commitment of any kind, nor does it commit the City of Mobile to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
2. If awarded, a contract will be awarded to the responsible firm whose proposal is deemed most advantageous to the City of Mobile.
3. The City of Mobile will (1) evaluate submittals; (2) waive any irregularities therein; (3) select candidates for selection interviews; (4) request supplemental or additional information as deemed necessary; (5) contact others to verify information provided in the submittal; or (6) reject any and all submittal(s), should it be deemed in the best interest of the City of Mobile.
4. In the event that a mutually agreeable contract cannot be negotiated between the selected consultant and the City, the City reserves the right to select an alternate consultant.
5. The successful firm will have to complete an Affidavit of Ownership or Control prior to completion of contract negotiations. The affidavit certifies that the firm is not delinquent in any debt owed to the City of Mobile (taxes, fines, fees, etc.).

6. Any future agreements arising from this RFQ may be subject to 31 C.F.R. Part 19 compliance.
7. *Applicants (except procurement contracts for goods and services under \$25,000 not requiring the consent of a Treasury official) are subject to 2 C.F.R. Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement)." In addition, applicants or bidders for a lower tier covered transaction for a subaward, contract, or subcontract greater than \$100,000 of Federal funds at any tier are subject to relevant statutes, including among others, the provisions of 31 U.S.C. 1352, as well as the common rule, "New Restrictions on Lobbying," published at 55 FR 6736 (February 26, 1990), including definitions, and the Office of Management and Budget "Governmentwide Guidance for New Restrictions on Lobbying," and notices published at 54 FR 52306 (December 20, 1989), 55 FR 24540 (June 15, 1990), 57 FR 1772 (January 15, 1992), and 61 FR 1412 (January 19, 1996).*
8. The following will be incorporated into the contract documents:
 - a. Procurement of Recovered Materials - Section 6002 of the Solid Waste Disposal Act
 - b. Appendix II to Part 200 - Contract Provisions for non-Federal Entity Contracts Under Federal Awards
 - c. Gulf Coast Ecosystem Restoration Council Financial Assistance Standard Terms and Conditions and Program-Specific Terms and Conditions
 - d. Any applicable Special Award Conditions that may be outlined in the Notice of Award
 - e. Terms and Conditions of the Sub-Award Agreement with ADCNR
 - f. Any other terms required under federal, state, or local law.

8.0 Evaluation and Anticipated Schedule

Submittals received will be fully reviewed by an evaluation team and responses will be considered in the following categories:

- 1. Cover Letter / Comprehensive Project Team (5 %)**
 - a. Completeness of information on proposed project team.
 - b. Conciseness and ingenuity of the statement of approach.
 - c. Timeliness of approach.
- 2. Conceptual Approach & Methodology (20%)**
 - a. Strategy for identifying the required project documentation.
 - b. Plan for project construction management & documentation.
 - c. Plan for communicating with the public, stakeholders and City officials & staff during project construction.
 - d. Strategy for completing the work in a timely manner.
- 3. Experience and Background (65%)**
 - a. Experience with administration of City of Mobile drainage projects.
 - b. Coordinating with local utilities and their standard specifications.

- c. Diversity of expertise of key team members.
- d. Prior experience with stream stabilization construction and lake dredging projects.
- e. Prior experience with Federally funded projects.
- f. Demonstrated team experience in completing projects of the scale and complexity on budget and on schedule.
- g. Provision of at least two references.

4. Project Team / Level of Participation (10%)

- a. Roles, availability and time allocation of key Project Team members are clearly defined and reasonable.
- b. The level of participation and roles of any MBE, WBE and Labor Surplus firms.
- c. Provided organizational chart of key Project Team members that clearly delineates roles/responsibilities, lines of communication and decision-making hierarchy.

9.0 QUESTIONS AND CONTACT

A Q&A meeting will be hosted by project managers and appropriate City staff on 11/19/2020. Project manager will answer additional questions about the RFQ beyond the Q&A meeting until 5pm 11/25/2020. An addendum including answers and Q&A meeting minutes will be provided to all attendees on 12/02/2020 via email. All interested firms should reply an acknowledgement to the email within 24 hours.

Questions must be emailed to threemilewatershedrestoration@cityofmobile.org.



CITY OF MOBILE

DUNS NUMBER DOCUMENTATION AND VERIFICATION FORM

Name of Organization _____

DUNS Number _____

IF YOUR ORGANIZATION DOES NOT HAVE A DUNS NUMBER, PLEASE READ THE INFORMATION BELOW AND CHECK THE BOX IF YOU INTEND TO OBTAIN ONE

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

The Federal Funding Accountability and Transparency Act (FFATA) requires all applicants seeking Federal sub-grants and/or sub-contracts to have a DUNS number. Please refer to Title 2 of the Code of Federal Regulations Part 25.100 (2 CFR Part 25.100). The Federal government uses DUNS 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.

Obtain a DUNS Number – A DUNS or Data Universal Numbering System number is a unique, nonindicative 9-digit number issued and maintained by D&B that verifies the existence of a business entity globally. After you receive a DUNS Number, your business will be listed in D&B’s database.

1. **If you have already registered or are unsure**, log onto <https://dnb.com/duns-number/lookup.html> and enter your Business name and State and click **SEARCH**. The site will display the results of your search and provide an option to send your DUNS Number via email if you are registered.

2. **To obtain a DUNS Number**, we strongly suggest you register via the web (not by telephone) by logging into <http://fedgov.dnb.com/webform/> . (If you visit a site that attempts to charge you for obtaining a DUNS Number, you are at the wrong site because registering for a DUNS Number is completely free and is usually created within one (1) business day.

FOR OFFICE OF GRANTS MANAGEMENT USE ONLY	
DUNS NUMBER VERIFIED	YES <input type="checkbox"/> NO <input type="checkbox"/>
Date:	_____
Performed by:	_____
Position Title:	_____
Department:	_____
Contract/Grant Number:	_____
Federal Award Number:	_____



**CITY OF MOBILE
FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (“FFATA”)
DISCLOSURE STATEMENT**

Effective Date of Agreement _____

Award Description/Title _____

Entity Completing Form _____

Entity DUNS Number _____ <http://fedgov.dnb.com/webform>

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 DUNS 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 DUNS 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 DUNS Number belongs):

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

Signature

Title

Date

Typed Name of Signature



CITY OF MOBILE

SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION PROCESS

The System for Award Management verifies businesses through the U.S. Department of Treasury and the U.S. Department of Homeland Security to prevent fraud.

All entities submitting proposals or receiving payments from the City of Mobile through federal grants and/or contracts are required to obtain a DUNS Number and register with the System for Award Management (SAM). No proposals will be accepted, nor contracts executed nor payments made to vendors until verification of DUNS Number and SAM registration by the City of Mobile is complete.

OVERVIEW

- The System for Award Management (SAM) is an official website of the U.S. government.
- There is no cost to use SAM. You can use this site for FREE to:
 - ✓ Register to do business with the U.S. government
 - ✓ Update or renew your entity registration
 - ✓ Check status of an entity registration
 - ✓ Search for entity registration and exclusion records

GETTING STARTED

- You must have an active registration in SAM to do business with the Federal Government or with the City on projects funded through federal grants.
- To register in SAM, at a minimum, you will need the following information:
 - ✓ Your DUNS Number
 - ✓ Legal Business Name and Physical Address from your Dun & Bradstreet (D&B) record.
 - If you don't already have one, you can [request a DUNS Number for FREE](#) from D&B.
 - ✓ Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
 - ✓ Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

**FOR ADDITIONAL INFORMATION,
PLEASE CONTACT THE CITY OF MOBILE OFFICE OF GRANTS MANAGEMENT at (251) 208-6853.**