



**REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES**

**CITY OF MOBILE
Proposal Development and Support
City of Mobile Project No. 2022-2045-07**

ADDENDUM #1

Addendum #1 includes the attendees and meeting minutes from the RFQ Question and Answer Meeting that was held via Zoom Teleconference on Thursday, May 19, 2022 at 2:00pm.

Instructions: Please acknowledge receipt of this addendum by signing this form and including it in your submittal on June 07, 2022.

Acknowledgement: I hereby acknowledge receipt of Addendum 1. 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
Proposal Development and Support
City of Mobile Project No. 2022-2045-07**

CITY OF MOBILE RFQ Q&A MEETING

Date Held: Thursday, May 19, 2022 at 2:00pm

Location: Via Zoom Teleconference

Attendees

Name	Company	Email Address
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Lance Slater Jennifer Greene Archnique Kidd	City of Mobile	Lance.slater@cityofmobile.org

WELCOME

Good afternoon and welcome to the RFQ Q&A meeting for the Proposal Development and Support contract. City Project No. 2022-2045-07.

This RFQ Q&A meeting is being recorded and a copy of the meeting notes will be emailed to attendees following the session.

HOUSEKEEPING

Since we are having a virtual meeting today, please sign in the chat box with your name, title, company and email address, so that we will have a record of your attendance and can email you a copy of the meeting notes.

INTRODUCTION OF THE CITY'S PROJECT DELIVERY TEAM

I would like to introduce the City's Project Delivery Team.

I am Lance Slater, Project Manager in the City's Programs and Project Management Department. I will have supervisory responsibility for the outcomes and deliverables associated with this contract and serve as the point of contact for this contract.

Jennifer Greene, Director of Programs and Project Management, will serve as internal City of Mobile contract oversight.

Laura Angle serves as the Grants Compliance Manager in the City's Office of Grants Management.

Archnique Kidd, City's Supplier Diversity Officer, oversees 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.

PROJECT OVERVIEW

Funding Source: City Capital

Method of Selection: A consultant contract for professional services will be selected through competitive proposals. Procurement procedures will follow the State of Alabama and City of Mobile procurement standards, as well as the Federal Procurement Standard 2 CFR Part 200 Sections 200.317-200.326.

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

1. Assist the City in identifying, researching, and pursuing project related grant opportunities (e.g. grant requirements, criteria, eligibility, program interests, etc.);
2. Identify project requirements (e.g. permitting, real estate, project framework, etc.);
3. Assist the City in the development of application materials, proposal narratives, cost estimates, evaluation of plans, Scopes of Work (SOW), preliminary designs and renderings, budgetary needs;
4. Conduct surveys and geotechnical studies, as needed;
5. Participate in grant and project related meetings as required.

Housekeeping:

- As part of our compliance with the federal procurement standard, the prime contractor of the chosen consultant team will be required to provide documentation of prime contractor outreach to small and minority businesses, women's business enterprises, and labor surplus area firms, if applicable. This will include a letter with summary of meetings (conference or phone) and copies of emails reaching out to these types of companies. We are required to provide this for contract approval to the US Treasury and we recommend you keep clear documentation of your efforts.

- Attachment C is provided as guidance to obtaining a SAM registration if an entity does not currently possess such registration. 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). This includes prime and subcontractors. No proposals will be accepted, nor contracts executed, nor payments made to vendors until verification of DUNS Number and SAM registration in good standing by the City of Mobile is complete.

PRE-SUBMITTED QUESTIONS/ANSWERS

At this time, I am going to read the questions that have been emailed to date along with our answer.

Q1: Will the successful firm be excluded from competing for subsequent engineering and design and construction support/oversight services contracts associated with projects developed under this contract?

A: No.

Q2: Is there an incumbent firm for the services advertised in the RFQ? If so, which firm holds the contract and what has been the approximate annual contract dollar amount?

A: No.

ZOOM MEETING QUESTIONS/ANSWERS

This concludes the submitted questions and answers.

Does anyone have any questions? If we cannot answer a question, we will provide an answer in writing. Please before you ask your question; say your name, company and title.

Q3: What are the types of projects that will be included?

A: It will be a combination of project types. Potential project will be associated with Infra Grants Program, ARPA, and various other opportunities.

Q4: Is this for overall support and public funding strategy?

A: No, this contract is for engineering support for grant applications the CoM has selected to pursue.

ADDITIONAL SUBMITTED QUESTIONS/ANSWERS

No questions were submitted post-Q&A

Closing Comments:

The City of Mobile will continue accepting project specific questions via email until 5pm on Thursday, May 26, 2022. Any additional questions received will be provided, along with their answers, in a separate addendum. Please review the RFQ for additional information.

Thank you for your time and interest in this important project for the City of Mobile.