



## **Addendum No. 1**

To: All Prospective Engineering and Design Firms

From: Roger Washington  
City of Mobile Architectural Engineering Department

Re: Africatown Welcome Center Phase I – Engineering and Design  
Project #CL-036-21

Date: August 30, 2022

This Addendum forms a part of, and modifies, the Request for Qualifications for the above referenced project. Acknowledge the receipt of this Addendum No. 1 and all subsequent Addenda, if any, in your request for qualifications. Failure to do so may subject your company to disqualification.

### **Clarifications:**

Item 1. RFQ Issue Date: Change the RFQ issue date in all references to August 12, 2022, in all portions of the Request for Qualifications.

### **Forms:**

- Item 1. City of Mobile Entity Identifier (UEI) Documentation and Verification Form.
- Item 2. City of Mobile Federal Funding Accountability and Transparency Act (FFATA) Discourse Statement.
- Item 3. City of Mobile System for Award Management (SAM) Registration Process.

### **RFI's:**

Item 1. Participate in the City-led communication and stakeholder engagement process regarding the Welcome Center, as deemed appropriate and as directed by the City, regarding compliance, permitting, project implementation, design, uses and adaptive management. Regarding civic engagement, we understand that the city will lead the civic engagement process. "Who will be the designated liaison between the city and the community? Can you elaborate on the intended engagement work plan as it relates to the scope of work in B101?"

Response: The selected Consultant will lead the community engagement process. The City will identify personnel to serve as the liason with the community. The City's media team will work with the Consultant to schedule and host 2 to 3 public engagement meetings. The initial meeting would yield the opportunity to harvest the ideas and opinions of the Africatown community and stakeholders. Follow-up meetings shall be scheduled to display conceptual plans.

Item 2. What role does the city see the design team playing in the engagement of the community around history and architectural program and design issues. Will the design team be expected to interact with the community throughout the design process, thru formal meetings set by the city?

Response: The design team's role in the community engagement meetings will be vital to the success of this project. The design team will lead public engagement meetings, talking and gathering information from the Africatown community and stakeholders. The design team shall attend all community engagement meetings and record minutes for dissemination.

Item 3. Describe the city's current relationship with the Africatown Community and its range of community organizations interested in the Welcome Center? How might a city led engagement process impact the community in the most positive way?

Response: There is expected to be a range of interested parties for the Africatown project. The design team is expected to lead the pulic engagement process.

Item 4: Can the design team meet with the city to discuss best practices and strategies for the engagement of the Africatown descendant community?

Response: The awarded Consultant will meet with the City to discuss a course of action for meetings with the Africatown community.

Item 5: B101 Contract – Article 1.1.1 What is the owner's program for the project? If undetermined will Programming be a supplemental service (See 4.1.1.1)?

Response: Programming is expected to occur as part of this phase of the project.

Item 6: B101 Contract – Article 1.1.3 What is the owner's budget for the cost of the work? Considering current supply chain shortages and current high demand in for construction general contracting services, has the City incorporated the appropriate construction budget contingencies to construct the Welcome Center.

Response: Currently, the City has budgeted \$3.2M for construction of the Africatown Welcome Center. Additional funds have been requested. The selected design team will assist in providing budget estimates with appropriate contingences.

Item 7: B101 Contract – Article 1.1.4 What is the owner's anticipated design and construction milestone dates? ie. What schedule constraints does the grant from the RESTORE Act have?

Response: The City expects to award a design contract on or before October 31, 2022, with construction expected to begin by early Spring 2023. The City has requested an 18 month extension for design completion, moving the completion date from October, 2022 to April, 2023.

Item 8: B101 Contract – Article 11.1.3 page 18 A. Basic Services Stipulated Sum, B. Reimbursables: not to exceed and C. Total Compensation: not to exceed – require that the Owner communicate it’s design budget with a vetted program of spaces and list of services required in order for the design team to determine risks of working within the costs not to exceeded. Our concern is market driven cost escalations and unconfirmed construction budgets outside the design teams control. Does the City have a design budget to share with Consultants?

Response: The City has allocated \$500k for the design phase.

Item 9: Out of the 60 pages of the Restore document which sections and page numbers is the consultant required to assist the City with compliance?

Response: the RESTORE Awards and Conditions require the following:

*"If lower-tier subawards are authorized by Treasury, the recipient must ensure that a subrecipient who makes a subaward applies the terms and conditions of this Award, including any Special Award Conditions, to all lower-tier subawards through a legally binding written agreement, and that a subrecipient who makes a subaward carries out all the responsibilities of a pass-through entity described at 2 C.F.R. § 200.332."*

Item 10: Usually design professionals and engineers are not required to comply with Davis-Bacon. Can you confirm that Appendix III beginning on page 89 of the RFQ is meant for the selected Contractor that will build the Welcome Center?

Response: Yes, this section refers to the Contractor that will be providing construction services for the Africatown Welcome Center.

Item 11. On Special Award Conditions page 97 of the RFQ what will the consultant be required to assist with Restore Council submission?

Response: The Consultant will be required to assist and provide project tracking and documenting information necessary for the City to comply with Restore grant requirements. This includes construction schedules, any delays, OAC meeting minutes/records, construction cost and pay applications, etc.

Item 12: How will the new RFQ most positively affect the new design contract so that any of the previous city and Design team concerns and communications be avoided or diminished?

Response: A draft contract has been provided with the RFQ. If there are any terms which cannot be agreed upon by the Consultant, those term should be noted

in the consultants response to the RFQ. This should assist in the negotiation phase and award of the project.

Item 13: How soon after the award might the Design Team meet with the range of archaeologists who have examined the proposed Africatown Welcome Center site, as well as the adjacent Cemetery?

Response: The City will schedule any necessary meetings with an attempt to expedite review of conditions.

Item 14: How might any new archaeological findings ( such as around Grave Yard Alley Road) impact the design of a building proposed on the Welcome Center Site.

Response: Any unforeseen conditions will likely impact schedule and design/limits of construction. Those conditions will be addressed as/if they arise.

Item 15: Who is the Project Representative for the Welcome Center that the design team will report to over the duration of this project?

Response: Roger Washington is the Project Manager for the City of Mobile, Architectural Engineering Department for day-to-day operations.

Item 16: Will the City's Project Representative be part of the RFQ submission review to select the design team?

Response: Yes, Roger Washington, along with other members, will participate in the review of all submitted proposals.

#### ATTACHMENTS

1. Item 1. City of Mobile Entity Identifier (UEI) Documentation and Verification Form.
2. Item 2. City of Mobile Federal Funding Accountability and Transparency Act (FFATA) Discourse Statement.
3. Item 3. City of Mobile System for Award Management (SAM) Registration Process.

**END OF ADDENDUM NO. 1**



## CITY OF MOBILE

### UNIQUE ENTITY IDENTIFIER (UEI) DOCUMENTATION AND VERIFICATION FORM

Name of Organization \_\_\_\_\_

UEI Number \_\_\_\_\_

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

#### 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.

**Obtain a UEI Number** – A UEI or Unique Entity Identifier Number is a unique, nonindicative 12-digit number issued and maintained by SAM.gov that verifies the existence of a business entity globally. After you receive a UEI Number, your business will be listed in the SAM.gov database.

1. **If you have already registered or are unsure**, log onto [https://sam.gov/search/?page=1&pageSize=25&sort=-ModifiedDate&sfm%5Bstatus%5D%5Bis\\_Active%5D=true](https://sam.gov/search/?page=1&pageSize=25&sort=-ModifiedDate&sfm%5Bstatus%5D%5Bis_Active%5D=true) and enter your Business Name and click **SEARCH**. The site will display the results of your search and provide an option to send your UEI Number via email if you are registered.

2. **To obtain a UEI Number**, register by logging onto <https://sam.gov/content/home>. (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.

#### FOR OFFICE OF GRANTS MANAGEMENT USE ONLY

UEI NUMBER VERIFIED      YES     NO

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 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



## 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 UEI 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 UEI 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 UEI (FORMERLY DUNS) Number
  - ✓ Legal Business Name and Physical Address
  - ✓ 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.**