



CITY OF MOBILE
Perch Creek Preserve Design and Engineering RFQ
Project No. 2024-2045-08

ADDENDUM #1

This addendum includes questions and answers from the RFQ Q&A, an attendee list and includes Attachment B and C referenced in the RFQ. It also includes the City's DBE forms as Attachment D. Each attachment must be filled out completely, but does not count in your page allocation. This addendum consists of a total of XXXXX pages, including the cover page.

Instructions: Please acknowledge receipt of this addendum by signing this form and including it in your submittal on July 18, 2025.

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

RFQ Questions as of 7/2/25

1. 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, MCA 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. Can the qualifications summary be horizontal layout?
 - Yes
3. Who completed the PCP Masterplan?
 - Christian Preus Landscape Architecture; <https://cpladesignplanning.com/>
4. Given the holiday next week would the City consider extending the submittal deadline?
 - No. We have added additional time into the schedule to accommodate for the holiday. Please note the added round of questions due to City by 7/11 at 3pm.
5. Would the City consider excluding the cover letter from the 10-page limit and allowing for the inclusion of the statements (a, d, j, and k) from Section 3 - Experience & Background to provide additional room for a more detailed approach and methodology?
 - Yes, the cover letter and the statements referenced under 4.0 Proposal Requirements, Section 3 (d, j, and k) can be excluded from the page count.
6. Do we need to include the following services in our proposal?
 - The City will complete any surveys or studies (e.g. survey, geotech, wetland delineation, coastal delineation, etc.) deemed necessary during the design process. The chosen consultant will complete any needed USACE permitting. ADEM permitting will be completed by the City. We have the following information for each property:
 - Ziebach – Phase I and II Environmental, original boundary plan
 - Perch Creek Preserve – CE Habitat Assessment report, CE Management Plan, boundary survey
 - McNally - No surveys
7. What is the anticipated timeline of Notice to Proceed through completion of Phase 4?
 - 12 Months
8. What is the anticipated budget for planning / engineering services and construction?
 - The budget for this contract is \$900,000. Construction budget will be determined by design.
9. Does the City have a specific Minority Owned / WBE goal they would like achieved?
 - This project follows normal City practices and City ordinance.

10. The RFQ mentions coastal wetland design being a factor of the project team's experience, but the Master Plan does not identify any specific areas for coastal wetland design. Can you please describe what is expected from a coastal wetland, living shoreline, and shoreline protection engineering perspective for each zone?
 - There may be sensitive areas, like coastal wetlands or shorelines, on one or more parcels involved in this project. Park designs and planning would need to accommodate for those habitats.
11. Explain what "Park / Public Space Programming Competency" means.
 - Design consultants must be able to demonstrate successful, transformative design projects in public spaces which will result in unique and vibrant programming.
12. Is the programming to be incorporated into the planning phases to help develop the master plan for the parks, or is the City wanting a written plan describing actual daily programs to be implemented at the parks?
 - Programming will be incorporated into the planning phases via internal coordination to help the design for the park.
13. Section 3.0 – Phase 1 (2) "Identify and plan connectivity (bike/ped/vehicle) between Perch Creek Preserve properties (Zone 1, 2, 3A, 3B), including connection to Crepe Myrtle Trail and Brookley by the Bay." Has any work been completed on connectivity?
 - Yes, the Brookley by the Bay masterplan has some information on area connectivity and a feasibility study will be completed on the Crepe Myrtle Trail.
14. What is the percentage of the fee for the level of community engagement?
 - The exact percentage will be based on the outcome of the internal planning in Phase I. Community engagement will be managed by the City with consultants in a supporting role.
15. Can the proposal be formatted in landscape orientation?
 - Yes.
16. Can all the required forms for Attachments B. City of Mobile UEI Number Documentation and SAM.gov Verification and C. City of Mobile Federal Funding Accountability and Transparency Act Disclosure Statement be provided?
 - These will be provided with Q&A notes.
17. Are there expectations about the structures in the masterplan?
 - The structures noted in the masterplan will be the ones under consideration by the internal project team with the exception of the wooden structure at the shoreline in the Ziebach design.

Attendees – Perch Creek Preserve Design and Engineering RFQ Q&A

June 26, 2025

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Katie Parker, Thompson Engineering; kparker@thompsonengineering.com; 251-370-3626

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Annelise Dodd, Volkert, Inc., annelise.dodd@volkert.com

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Meg Goecker, Moffatt & Nichol, mgoecker@moffattnichol.com

Melissa Kelly, Moffett & Nichol

Alex Williams; Kimley-Horn; alex.williams@kimley-horn.com; (404) 445-1905

Adam Martin, Kimley-Horn

Lakesha Dunbar, Toole Design ldunbar@tooledesign.com

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Amanda Huhn, SCAPE Landscape Architecture. amanda@scapestudio.com



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
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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