



**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL SERVICES**

**CITY OF MOBILE  
Mobile Area Storm Water Mapping & Resiliency Planning  
State Expenditure Plan # 15  
Manual  
City of Mobile Project Number 2020-2045-7  
ADDENDUM #2**

Addendum #2 includes the attendees and meeting minutes from the RFQ Question and Answer Meeting that was held via Zoom Teleconference on Wednesday, December 9, 2020 at 02:00pm.

**Instructions:** Please acknowledge receipt of this addendum by signing this form and including it in your submittal December 22, 2020

**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.

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Company

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Authorized Signature

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Date

**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL SERVICES**

**CITY OF MOBILE  
Mobile Area Storm Water Mapping & Resiliency Planning  
State Expenditure Plan # 15  
Manual Proportion  
City of Mobile Project Number 2020-2045-7**

**CITY OF MOBILE RFQ Q&A MEETING**

**Date Held: Wednesday, December 9, 2020 at 02:00pm**

**Location: Via Zoom Teleconference**

**Email Address**

<b>Name</b>	<b>Company</b>	<b>Email Address</b>
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## **WELCOME**

Good afternoon and welcome to the RFQ Q&A meeting for the Manual portion of the Mobile Area Storm Water Mapping Project, State Expenditure Plan# 15 under the Spill Impact Component (Bucket 3) of the RESTORE Act.  
City of Mobile Project Number 2020-2045-7

We are excited about this project and glad that you are all here.

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 also 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, for the City's Program and Project Management Department. I currently manage the City's Bucket 3 RESTORE Act projects. I will have supervisory responsibility for the outcomes and deliverables and the point of contact for the project.

Rosemary Ginn serves as the Assistant City Engineer over the Environmental Engineering Department. She has been and will be providing engineering support throughout the project.

Pat Creamer serves as the IT Deputy Director of GIS and has been and will be providing technical support throughout the project.

Aimee Williams, serves as the Engineering Manager of the City's Capital Improvement Department. She has been and will provide engineering support throughout the project.

Laura Angle serves as the Grants Compliance Manager in the City's Office of Grants Management. The City of Mobile's Grants Management Program, which consists of Ms. Angle, Federal Accounting Staff, and the City's Comptroller will ensure federal compliance, accounting and reporting is properly reviewed and completed.

Archnique Kidd, City's Supplier Diversity Officer, will oversee 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.

Jennifer Greene, Director of Programs and Project Management, will serve as internal City of Mobile reviewer for the project. The Programs and Project Management team, under Ms. Greene's direction, manages all RESTORE projects as well as the TIGER grant project that the City has received.

## **PROJECT OVERVIEW**

**Funding Source:** RESTORE Act Bucket 3-Spill Impact Component

**Additional funding information can be accessed at the RESTORE website. Link will be provided in post meeting email.**

**Method of Selection:** All contracts will be thru 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. Request for Proposals (RFP) will be published on the city's website and other public sites. All RFP's will have documented evaluation methods.

**Scope of Work:**

Per RFQ

As another reminder, 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 also email you a copy of the meeting notes. Thank you!

## **PRE-SUBMITTED QUESTIONS/ANSWERS**

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

**QUESTION** : Can you tell us if the pilot project within this bid will result in a bid?

**ANSWER:** At this time we do not know all who plan to submit proposals.

**QUESTION** : Does the selected contractor assist in grant management or is that the City's responsibility?

**ANSWER:** Grant management will primarily be the City's responsibility. However, the selected contractor may be required to assist in certain aspects.

**QUESTION** : What is included in the 10-page count for the proposals?

**ANSWER:** What is included: Cover letter, Conceptual Approach & Methodology, Experience & Background, Project Team/ Level of Participation

What is not included: Resumes, Required Attachments (A, B, C, and addendum acknowledgements)

**QUESTION** How would the city like to receive the electronic version of the requested RFP response – CD, USB, email?

**ANSWER:** CD, USB, and email are acceptable. USB or email is the preferred

**QUESTION** Do you anticipate ground surveying services (flood surveys, first floor elevations, etc.) to be required as part of the Stormwater Resiliency Planning Manual RFQ?

**ANSWER:** No, ground surveying services will not be expected in the Manual portion of the Mobile Area Storm Water Mapping project. Data to be utilized for the manual will come from the field study project or other previously acquired data, provided by the City.

### **ZOOM MEETING QUESTIONS/ANSWERS**

This concludes the submitted questions and answers.

As another reminder, 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 also email you a copy of the meeting notes. Thank you!

Does anyone have any questions? Please before you ask your question; say your name, company and Title.

**No questions were asked at this time.**

### **Additional Information:**

[Alabama State Expenditure Plan Link](https://www.restorethegulf.gov/sites/default/files/ALABAMA%20SEP%20-%20FINAL%20508%204%201%2019.pdf#page=105)

<https://www.restorethegulf.gov/sites/default/files/ALABAMA%20SEP%20-%20FINAL%20508%204%201%2019.pdf#page=105>