



**REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES**

**CITY OF MOBILE
Mobile Area Storm Water Mapping & Resiliency Planning
State Expenditure Plan # 15
Field Survey
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 10:00am.

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.

Company

Authorized Signature

Date

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CITY OF MOBILE RFQ Q&A MEETING

Date Held: Wednesday, December 9, 2020 at 10:00am

Location: Via Zoom Teleconference

Email Address

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WELCOME

Good morning and welcome to the RFQ Q&A meeting for the Survey 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

At this time, 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 GIS support throughout the project.

Aimee Williams serves as the Engineering Manager of the City's Capital Improvement Department. She has been and will be providing 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. All proposals will have documented evaluation methods.

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 : Will the services require a licensed surveyor to collect the data needed?

ANSWER: Yes, the services will require a licensed surveyor.

QUESTION : Does the ten page limit include resumes? Single or double sided pages?

ANSWER: No, resumes are not included in the ten-page maximum. Ten single sided pages. The required forms included in the attachments are not included in the 10-page maximum

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.

QUESTION: The words resiliency planning appears in title of both projects. Does this project include resiliency planning?

ANSWER: No, this portion of the project does not include resiliency planning. The original project was a single contract that the City decided to separate.

QUESTION : Resiliency will be used in the second stage or the second RFQ.

ANSWER: Data collected will be used in the Manual RFQ, not this portion.

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 : Does a printed cover count towards the 10-page limit?

ANSWER: A printed cover does not, your cover letter does.

QUESTION: Do Attachments A,B and C count toward the 10 pages allowed for RFQ response?

ANSWER: No, required attachments and resumes do not count towards the 10-page limit.

QUESTION: How would you like us to prove availability and time allocation of key project team members? (#4 under Section 8 – evaluation criteria)

ANSWER: There is no specific framework. EX. A schedule of survey crews, time estimates per feature, and personnel/resource allocation.

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: Will this be awarded to a single team or split among multiple teams.

ANSWER: The award will be for a single contract.

QUESTION: What is the anticipated timeframe for completion of the data collection effort?

ANSWER: Field Survey is anticipated to last three years.

QUESTION: Is a licensed surveyor required onsite at all times or one to oversee the project.

ANSWER: A licensed surveyor is not always required onsite or with every crew. A licensed surveyor is required to oversee the project.

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: Does the City have a specific field data collection platform that is to be utilized by the selected consultant (ie. ArcGIS Collector)?

ANSWER: Yes, ArcGIS Field maps.

QUESTION: Will the project include the survey of storm sewer assets located within State and Federally owned highway right of ways?

ANSWER: Sewer is not included. Storm water drainage that is maintained by the City of Mobile will be surveyed. Safety will be taken into consideration of feature access.

QUESTION: Will the project include the survey of storm sewer assets located within privately owned parking lots and private roads?

ANSWER: Yes if there is an established easement.

QUESTION: Is the field effort to include the opening of manholes and inlet grates to collect pipe invert measurements, pipe diameter, and pipe materials?

ANSWER: Yes

QUESTION: Does the GIS deliverable include the development of the SWLINE_FEATURES described in attachment D?

ANSWER: Yes

QUESTION: How will areas requiring traffic control be handled? Will the City provide staff or is the consultant to hire local law enforcement or a traffic control company?

ANSWER: The selected firm will be responsible for traffic control.

QUESTION: Is it the expectation that there be community involvement and grant administration as part of this project?

ANSWER:

-Yes, there is a possibility of community engagement as the features are spread across both public and private properties.

-Grant administration will be primarily handled by the City. There will be reporting required to ensure timeliness of information as we (CoM) develop monthly/quarterly grant reports. The process/procedures will be determined post-selection.

Additional Information:

[Alabama State Expenditure Plan Link](#)

https://www.restorethegulf.gov/sites/default/files/ALABAMA%20SEP%20-%20FINAL_508_4_1_19.pdf#page=105