



REQUEST FOR PROPOSALS  
PROFESSIONAL SERVICES

CITY OF MOBILE  
Mobile County-Wide Recycling Feasibility Study  
Addendum #1

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

Date Held: Friday, October 14, 2022 at 11:00am

Location: Via Teams Teleconference

[Link to Recording](#)

**Attendees**

<b>Full Name</b>	<b>Organization</b>	<b>Email</b>
Brent Dieleman	SCS Engineers	<a href="mailto:bdieleman@scsengineers.com">bdieleman@scsengineers.com</a>
Steve Stewart	SCS Engineers	<a href="mailto:sstewart@scsengineers.com">sstewart@scsengineers.com</a>
Michael Finley	Waste Management	mfinley1@wm.com
Rich Colbert	City of Dauphin Island	colbergr@yahoo.com
Lisa Adams	Mobile County	<a href="mailto:lisa.adams@mobilecountyal.gov">lisa.adams@mobilecountyal.gov</a>
Rosemary Ginn	City of Mobile	<a href="mailto:rosemary@cityofmobile.org">rosemary@cityofmobile.org</a>
Archnique Kidd	City of Mobile	<a href="mailto:archnique.kidd@cityofmbile.org">archnique.kidd@cityofmbile.org</a>
Casi Callaway	City of Mobile	<a href="mailto:callaway@cityofmobile.org">callaway@cityofmobile.org</a>

**WELCOME**

Good afternoon and welcome to the RFP Q&A meeting for the Mobile County-Wide Recycling Feasibility Study. I am Casi Callaway, Chief Resilience Officer for the City of Mobile.

We are excited to expand our recycling efforts across Mobile and grateful for your interest and participation.

This RFP 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.

Recycling Committee Members and City of Mobile staff who were present were introduced followed by introductions from those on the call.

Mobile County-Wide Recycling Committee members include a representative from each of the following municipalities:

- City of Bayou La Batre
- City of Chickasaw
- City of Dauphin Island
- City of Creola
- City of Mobile
- City of Saraland
- City of Satsuma
- City of Semmes
- Mobile County

## **PROJECT OVERVIEW**

### **Funding Source: ADEM's Alabama Recycling Fund**

**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. Evaluation criteria can be found in Section 7.0 of the RFP.

**Scope of Work:** The City of Mobile is seeking a Consultant to determine the feasibility of expanding recycling across the County. The ultimate goal is to meet our community members' desires to expand recycling through the most user friendly and cost-effective means possible. Task one includes an assessment of current conditions including an analysis of waste generation and recycling needs; a review of recycling legislative trends, regional programs, and regional processing facilities; and two communities to use as benchmarks. The second task is a feasibility analysis defined on pages 2 and 3 of the RFP, and task 3 is a presentation of the findings to our local leaders.

**Introduce Archnique Kidd, Archnique is the Director of the Office of Supplier Diversity for the City of Mobile and she will address specific compliance information.**

### **Compliance:**

As part of our compliance with all procurement standards, 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, in the event the opportunity for a sub-consultant and/or a supplier is needed. This will include a letter with summary of meetings (conference or phone) and copies of emails reaching out to these types of companies.

There is a listing located on the Office of Supplier Diversity's website at <https://workwith.cityofmobile.org/>. We are required to provide this for contract approval to the US Treasury and we recommend you keep clear documentation of your efforts.

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

At this time, there have been no questions emailed so We now open the floor to your questions. If we cannot answer a question, we will provide an answer in writing no later than October 24th. Before you ask your question, please say your name, company, and title.

### **QUESTIONS/ANSWERS**

- 1) Does the City have a list of DBE or suppliers that meet the requirements?

Yes, it can be found at <https://workwith.cityofmobile.org/> and additional information is being added to this Addendum. The state also has a listing of certified businesses and those can be found at this address:

- 2) Is there a federal, state, or city requirement for a percentage of participation/DBE inclusion?

Yes, the City of Mobile requires a minimum of 15% and, because this is funded through a grant from the Alabama Department of Environmental Management, their standard is found at <https://adeca.alabama.gov/ombe/>.

- 3) Have any of the partner cities or Mobile County done any previous recycling studies or analysis in the last several years that would be publicly available that could inform a response?

The City of Mobile has done a recycling survey of City of Mobile residents and it will be added to the addendum. Research was done in the City of Mobile around recycling in 2013-2015. That information is not readily available, but we will provide whatever is found to the selected consultant. After reaching out to each of the additional committee members, no additional studies were found that could be sent in advance. Each member has committed to continuing their research and will provide additional data to the selected consultant.

- 4) Would the City consider a two-week extension to the due date to allow us time to prepare a submittal?

No extensions will be granted.

- 5) What firms have provided solid waste consulting services to the City in the past?

The City of Mobile has not in practice hired specific consultants to provide solid waste consulting services. Most of that work is done in house or in consultation with the Solid Waste Authority. No consultants were cited by the other Committee Members.

**Closing Comments:**

The City of Mobile will continue accepting project specific questions via email until 5pm on Thursday, October 20, 2022. Any additional questions received will be provided, along with their answers, in a separate addendum.

Responses to all questions will be posted on the city of Mobile's website – [www.cityofmobile.org/business/bids](http://www.cityofmobile.org/business/bids) as a separate addendum. The Responses will also be emailed to those of you in attendance today on October 24<sup>th</sup>.

The Final Proposals are due by 4:30pm on 10/31/2022.

Please be sure to review the RFP and the City's bid webpage for additional information. Thank you for your time and interest in this important project for the City of Mobile.



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](mailto:Archnique.kidd@cityofmobile.org)  
251.208.7967  
205 Government Street, 5<sup>th</sup> 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

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questions on completing this form.  
Via email: Archnique.kidd@cityofmobile.org  
251.208.7967  
205 Government Street, 5<sup>th</sup> 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 <input type="checkbox"/> No <input type="checkbox"/>
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: \_\_\_\_\_





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**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 ( <input type="checkbox"/> )	NO ( <input type="checkbox"/> )	<b>Did you do these suggested areas for DBE recruitment and engagement</b>
		<b>PRE-BID MEETING(S):</b> The bidder attended all pre-bid meetings scheduled by the City to inform DBEs of contracting and subcontracting opportunities.
		<b>CMDBE/ALDOT DBE LIST(S):</b> The bidder utilized the Office of Supplier Diversity's list or lists of certified through the Alabama Department of Transportation UCP DBE Listing
		<b>SMALL CONTRACT(S):</b> 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.
		<b>FOLLOW-UP:</b> The bidder followed-up initial indications of interest by DBEs by contacting those DBEs to determine with certainty if they remained interested in bidding.
		<b>GOOD FAITH NEGOTIATIONS:</b> 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.)
		<b>ADVERTISEMENT:</b> The bidder advertised in general circulation and/or trade association publications concerning subcontracting opportunities and allowed DBEs reasonable time to respond.
		<b>INTERNET ADVERTISING:</b> The bidder advertised DBE and/or subcontracting opportunities in the newspaper or other internet portals that are accessible to DBEs and/or potential subcontractors.





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		<b>INFORMATION:</b> The bidder provided interested DBEs with adequate information about the plans, specifications and requirements of the subcontract.
		<b>WRITTEN NOTICE(S):</b> 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.
		<b>COMMUNITY RESOURCES:</b> 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 Section2(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](mailto:archnique.kidd@cityofmobile.org)  
or  
P.O. Box 1948  
Mobile, AL 36633

<b>CONTRACTOR:</b>	<b>Certified DBE:</b>	<b>YES</b>	<b>NO</b>	<b>Contract Start Date:</b>
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<b>DESCRIPTION:</b>	<b>Estimated Completion Date:</b>
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<b>This report is for the month of:</b>	<b>JAN</b>	<b>APR</b>	<b>JULY</b>	<b>OCT</b>	
<b>(CHECK ONE):</b>	<b>FEB</b>	<b>MAY</b>	<b>AUG</b>	<b>NOV</b>	<b>FINAL _____</b>
	<b>MARCH</b>	<b>JUNE</b>	<b>SEPT</b>	<b>DEC</b>	

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	<b>OFFICE USE ONLY (Verification)</b>
\$	\$	\$	\$	

**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	<b>OFFICE USE ONLY (Verification)</b>
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
<b>TOTALS</b>		\$	\$	\$	

**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

