



City of Mobile
Request for Proposals

RFP Addendum 3
City-Wide Resilience Assessment and Plan

The following updates and amendments are made to the City's Request for Proposals (RFP) dated March 7, 2022, Addendum 1 dated March 14, 2022, and Addendum 2 dated March 22, 2022.

1. Paragraph 8.0 of the RFP solicited questions to the RFP. Questions were due to the City by March 31, 2022. **Exhibit A** to this Addendum includes questions received and City responses to those questions. The due date for all proposals remains April 11, 4:30 pm.

2. The initial RFP and all addenda may be found online at <https://www.cityofmobile.org/bids>.

Exhibit A Questions and Answers.

EXHIBIT A to Addendum 3

Q&A Responses to City-Wide Resilience Assessment and Plan RFP

1. *Page 7 of the RFP made a reference to an attachment for additional information regarding the City of Mobile's DBE Requirements. Can you please provide the attachment?*

These documents were added to the City's bid page in Addendum Number Two. Please be sure to review all of the documents on the [City's Bid Webpage](#) for information related to this RFP.

2. *Section 3.0 Proposal Requirements of the RFP specified that requirements 3.1 to 3.4 are limited to 10 pages. Can we include covers, tabs dividing sections, detailed personnel resumes, and project descriptions in the proposal? Will these be excluded from the 10-page limit?*

The ten-page limit only applies to the items identified in Section 3.2 Project Approach and Methodology. Resumes, covers, tabs are not included in the page limitation.

3. *Are samples of certificates of insurance required to be submitted with our proposal?*

No, only the selected lead consultant needs to submit insurance documentation.

4. *We would like to be added to the City's contractor email list so we can receive future RFPs.*

The City of Mobile maintains a vendor self-service site where a vendor can register and provide those categories for which they wish to be on bid lists. You can connect to the vendor portal at this link: <https://www.cityofmobile.org/bids/vendor-portal-information/>

5. *What is the City's budget for the Resilience Assessment and Plan?*

There is no budget information.

6. *What level of detail is needed in the Cost Proposal? Please also clarify if this will be contracted as time and materials or firm-fixed-price.*

Please propose a Firm Fixed Price cost to the City based on the strategy for the project that you believe best reflects the work processes you will apply, and that your experience, talents, and efforts would merit. The City will use this information to construct contract payment terms most conducive to efficient completion of the work. Please also provide a cost for the Assessment and the Plan separately as specified in Section 3.2.2.

7. *Is there a page limit for the separate cost proposal? Are three copies of the cost proposal also required and should they be sent in separate sealed envelopes?*

The cost proposal is not subject to the page limit defined in Section 3.2 Project Approach and Methodology. There is also no need to put the cost proposals into separate sealed envelopes. Three copies of the complete proposal should be submitted as defined in Section 4.0 Submittal of Proposals.

EXHIBIT A to Addendum 3

8. *How will cost be evaluated? It isn't listed in the Evaluation Categories.*

Cost is *not* a determining factor in selection of the qualified consultant as stated in Project Approach and Methodology, Section 3.2.2. The approach to the project should include the amount of time allotted to each item and should demonstrate the consultant's knowledge, experience, and ability to provide these services. While cost is not the determining factor in selection of the qualified consultant, it should be noted that "a concentration of funds should be used for actual inventory, assessment, and planning rather than administration."

9. *What is the balance of modelling vs consultation which the City envisages in the scope?*

As defined in Section 2.0 Scope of Work, Section A, we are not asking Consultants to undertake modeling. Instead, we ask you to use existing "localized, credible, and well-referenced climate and sea-level rise projections as well as social and economic changes projected for our community."

10. *Is the expectation to provide the Hydrology models or just provide output from climate scenarios?*

On Page Two under Scope of Work, the City is only requesting a summary of existing data.

11. *Can the City of Mobile provide any of the following datasets:*

1. *Is there any asset data set to capture all critical infrastructure?*
2. *Any landcover information/data for impervious layer?*
3. *Any urban drainage data for Mobile will help us for our storm water modeling*

The City can provide the following:

- Locations of FEMA defined critical infrastructure – hospitals, fire stations, etc.,
- Limited land cover data such as impervious surfaces of roads, sidewalks, some parking lots
- Urban drainage data such as inlets, pipes, ditches,

12. *Do all the firms listed in the Proposal need to be registered in Mobile, AL or only one of them?*

It is required that the vendor be registered in order to be paid by the City of Mobile. Any business operating in the City of Mobile is required to get a business license so any subcontractor who comes into the City and/or works within the City will need a business license.

13. *Do all of the firms in the RFP have to be DBE's to meet the qualification criteria.*

The City requires a good faith effort to use at least 15% of the contract amount for DBE Subcontractors. Please look through the form in Addendum 2.

14. *What is the Implementation Timeline? When does the City expect the awarded contract to end?*

EXHIBIT A to Addendum 3

The timeline is a part of the evaluation process – 3.2 Project Approach & Methodology (2.e). Please provide the strategy for the project that you believe will produce the best results. The contract will be negotiated with the selected consultant to meet that schedule.

15. Is *electronic submission of the proposal acceptable in lieu of mailing hard copies?*

No. Three (3) copies of the submission should be delivered to the City of Mobile as defined in Section 4.0 Submittal or Proposals.

16. *Section 3.3, bullet 1 requires “Statement of registration of the firm.” What specific registration is this requiring?*


Please provide information on how the business is organized and registered (Inc., LLC, etc.) and in what jurisdiction. The City of Mobile will forward the finalists a set of forms needed for completion once those firms are selected. The documents required include the Unique Entity Identifier (UEI) Certification Form (formerly known as DUNS number), SAMS Registration Certification Form, and the Federal Funding Accountability and Transparency Act (FFATA).

17. *Can we extend the proposal deadline until Friday, April 15?*

No. The deadline is 4:30pm CST on 4/11/2022 as defined in Section 4.0 Submittal of Proposals.

18. *Can you provide any more detail on the levels of engagement you would like from the two internal stakeholder groups and two external stakeholder groups? Beyond the two community meetings, how many workshops would you expect/like to see with the steering committees?*

The approach to the public engagement effort is a part of the evaluation process as defined in Section 7.0 Evaluation. Consultant should outline the best method for communication and soliciting community engagement the consultant feels would meet the requirements needed to produce an effective and comprehensive Resilience Assessment and Plan.

Here is the  [link to the recording](#) of the Question and Answer presentation held on March 23, 2022.

Please remember to check the [City of Mobile’s Bid webpage](#) for information.