

Baldwin County Commission
Request for Qualifications (RFQ) for Professional Services
for Engineering/Environmental Services for the Kelly Pit Regional Detention Project

QUESTIONS AND ANSWERS as of 11/29/2022

1. The RFQ states that an Environmental Assessment/FONSI should be prepared for the project. Should this be a Phase 1 Environmental Site Assessment (ESA) that should be prepared prior to acquisition of the property? **Yes**
2. Will the consultant be required to provide any other services in addition to preparing a Phase I ESA and boundary survey for the property acquisition, i.e., property appraisals, property owner negotiations? **No**
3. I was hoping you could provide some clarification on the page limit for the above mentioned RFQ. The RFQ states the following:

Qualifications submitted in response to this RFQ must provide detailed information to show evidence of qualifications, experience, and expertise. One (1) original and three (3) copies of the RFQ are required. No emailed or faxed materials will be accepted. The submitted proposal should be not more than fifteen 8.5" X 11" single-sided pages, Times New Roman 11-point font (inclusive of the cover letter, conceptual approach, experience and background, and project team/level of participation), and should be divided by section, with Table of Contents (cover and tabbed divider pages and table of contents do not count against the 15-page limit)." Cover page should include Dun and Bradstreet (DUNS) number and company point of contact information.

1. Introductory Letter of Interest
2. Firm Qualifications
3. History of Past Performance and Experience, including projects and photographs, and other relevant information
4. GSA Standard Form 330 https://www.bing.com/newtabredir?url=https%3A%2F%2Fwww.gsa.gov%2FForms%2FTrackForm%2F32994
5. Alabama Disclosure Statement: Disclosure Statement (alabama.gov)
6. E-Verify Memorandum
7. Insurance Coverage
8. Certification of Procurement of Professional Services
9. Additional Supporting Documentation, including: a) Immigration Status Form b) Certificate of Compliance c) W-9

Do numbers 4-9 above count towards the 15-page limit? Any help is appreciated.

No, 4 and 5 are not counted as part of the 15 pages.

4. Pertaining to the MBE/WBE Requirements:
 - Does the County have a Good Faith Effort form, or do we provide that information in our submittal? **No Form. Include in your submittal.**
 - Is there a specific goal or percentage for MBE/WBE use? **No was Goal set by DCNR**
 - Can it be either a MBE or WBE or is the County looking for both? **Both.**
5. Pertaining to the SOQ:
 - Does the County need a full GSA Standard Form 330 with both Parts 1 and 2 or do we need only one part or the other in addition to the Firm Qualifications and History of Past Performance and Experience? With the way the Submittal Section is written we were wondering if #2, #3 and #4 were separate pieces and that #4 is only looking for a particular part of the SF330.
Complete the form 330 this will cover all items requested in items 2 and 3.

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6. Will you please provide a location/map of the area where the work will take place?
Site Map is attached
7. Can you confirm that the "15 pages only" includes Item #1 - #4 and then Items #5 - #9 can be listed as supporting documentation? Also, do we at Terracon need to be registered as an authorized vendor in Baldwin County in order to submit a Statement of Qualifications?
15 pages only includes Items 1-4. Supporting documentation should be submitted for Items 5-9. Your firm will need to be registered with the Alabama Secretary of State to do business in Alabama before a contract can be signed with your firm.
8. In the RFQ they ask us to fill out the following supporting documents:
 - * Immigration Status Form
 - * Certificate of Compliance

There's also a "certification of Procurement of Professional Services" that I'm not sure what that means.

You need to complete the following:
Certification Regarding Lobbying
Immigration Status Form
Written certification that no subcontractors will issue Certification from each MBE and/or WBE firm declaring your status as an MBE or WBE firm.
All bidders must provide proof of certification of authority from the Alabama Secretary of State that you are registered to do business in Alabama. This can be printed off the Secretary of State website.
The 15-page limit is for the cover letter, conceptual approach, experience and background, and project team/level of participation. We tried to state that in the RFQ but probably could have been clearer. The other forms, dividers, table of contents, etc. do not count against the 15-page limit.
9. If you look on the 2nd page of the RFQ (Attached and also at the link below) there's a list of items that I assume need to be addressed within our submittal, it's very different from your list below however which btw are way more than 15 pages so I'm including them as part of an appendix. If that's in error please let me know. **Submitting the information as part of an appendix is ok.**
10. Is the county requesting an SF-330 Part II only, or Parts I and II of the SF-330 form? Does the SF-330 count toward the 15-page limit? The SF-330 Part I is likely to take up the entire 15-page limit by itself. **Parts I & II both need to be completed. They do not count towards the 15-page limit.**
11. Can we use 11 pt. Calibri font instead of Times New Roman? **RFQ requires Times New Roman**
12. I could not find a copy of the Immigration Status Form. Can you please provide one? **See attached**
13. I could not find a copy of the Certificate of Compliance. Can you please provide one? **See attached**
14. Where in our RFQ response should we include the Certification Regarding Lobbying? Does it go in section 9 with additional supporting documentation? **Yes, it can go in Section 9**
15. Does the original copy need to have wet ink signatures, or will electronic signatures suffice?
Original signature, please.