

The below questions are for the 2208 – 1 RFQ EPA Brownfields question and answer period. All questions asked were delivered by the appropriate deadline and answers posted on August 31, 2022.

1. **Question (Q):** Can you please clarify your provisions regarding indemnification? The language provided in Form E (page 24) differs from the language in the sample professional services agreement (page 64), the latter of which being more acceptable to us. If clarification is not possible, may we: 1) offer proposed language for use in the contract, or 2) allow for negotiation of the terms of indemnification during future stages of contract negotiations?

ANSWER: It was the intent of the City to provide a sample agreement; therefore, the selected firm will discuss the finalized and appropriate language with staff and the City Attorney, with an emphasis on and in the best interests of the City.

2. How does the City consider subconsultants when scoring the DBE/WBE criterion? That is, if the prime firm is not a DBE/WBE but has a subconsultant partner with DBE/WBE status on the team, will all ten points be awarded in the scoring of proposals?

ANSWER: For the DBE/WBE criterion, if a proposing firm has a known sub-contractor that qualifies for DBE/WBE, please indicate it within the proposal along with their contact information and primary who would qualify for said criterion. The City will consider up to 50% of those points if a sub-contractor qualifies for that specific criterion.

3. The rubric on page 8 indicates the sustainability scoring criterion is worth 5 points while the scoring guide table on page 10 indicates 10 points are available. Can you please clarify the total points available for the sustainability criterion and the method for assigning points?

ANSWER: The scoring guide is a detailed score sheet for the reviewers to rate the sustainability, which will be paired down to five (5) points on the overall score. The sub-criterion of sustainability for City reviewers are three:

- a) Reduction in product / service emissions, resource consumption
- b) Commitments to sustainability initiatives or goals
- c) Sustainability-related certifications

4. The City's proposal evaluation methods include project costs as one of its criteria. Respondents are asked to propose their costs and the proposal with the lowest amount receives the maximum points allowed. The contractual value for the project (\$394,850) is established in, and consistent with, the City's cooperative agreement with EPA (as shown in the table on page 40). Can you please clarify what project costs you would like the proposals to discuss?

ANSWER: We understand this concern, and the City's priority – as we are aware other communities as well –to achieve the greatest efficiency with the funds we have received. For this criterion, the score will be based on the proposer's proposed costs of Phase 1 and Phase 2 projects. If you are unable to indicate those costs at the time of submittal, please submit the salary for primary lead and their assistant to complete and manage the project. These numbers should provide the selection committee an adequate way to determine the most efficient and cost-effective proposer.

5. The scope of services description on page 19 indicates 18 and 10 Phase I and II ESAs, respectively, will be performed under the grant. The Task 3 description (Phase I and II ESAs) on page 36 indicates "at least" 16 and 8 Phase I and II ESAs, respectively, will be performed under the grant. Can you please clarify the total amount of Phase I and II ESAs to be completed?

ANSWER: We apologize for the confusion on this. The changes came about from recommended communications with the EPA on the budgeting purposes. Therefore, the actual amount is approximately 14 Phase 1 and 10 Phase 2 studies. Obviously, this will vary depending on the actual cost of each Phase 1 and/or Phase 2 completed, which is why we are saying "approximate" and/or "approximately".

Sincerely,

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