

# **Addendum I**

## **May 30,2024**

**RE: REQUEST FOR QUALIFICATIONS - PROFESSIONAL ENVIRONMENTAL SERVICES August 2024 – August 2025**

**The following are the answers to the questions that were submitted for the above referenced Request For Qualifications (RFQ):**

**Question 1. Why was there a post for RFQ for environmental services when there was a similar one released in January earlier this year? Can you explain why the May RFQ for environmental services?**

**Answer 1.**

There was a Request for Proposals released by CRA on January 31, 2024 for Environmental Management Services, awarding one contract with one environmental management consulting firm to coordinate the CRA's application for environmental investigation and remediation funds and to manage the CRA's environmental investigation and remediation consultant contracts. The chosen Contractor from that Request for Proposals will be precluded from performing remediation work on any projects for which they are providing management services.

The Request for Qualifications for Professional Environmental Services released by CRA May 13, 2024 is intended to qualify Consultants for work under the CRA's Brownfields Program. All Respondents whose submissions are deemed responsive to this RFQ as well as qualified to perform the associated services will be included in the CRA's pool of consultants. Consultants that are deemed to be pre-qualified shall be precluded from being awarded a contract or work assignment associated with the CRA's Environmental Management Services solicitation.

**Question 2. Are the requested labor rates to be provided with the proposal only for the Prime bidder or do we need to submit labor rates (where applicable) for any subcontractors we may use?**

**Answer 2.**

Yes, hourly labor rates are required for the prime bidder. As the Price Schedule pertains to subcontractors (refer to Scope of Services and Form Submission, Section 4B), Respondents are required to submit "any management fees as a percentage markup that are applied to subcontracted or outsourced work including laboratory analysis".

**Question 3. For subcontractors such as hazardous waste disposal or property title search firms, do we only need to submit our proposed markup percentage?**

**Answer 3.**

Yes, only markup percentages are required for subcontractors. Refer to Answer 2 above.

**Question 4. If an offer includes qualifications and client references from a team subcontractor/prime subconsultant, will the ranking start at the same level as qualifications and references from the prime?**

**Answer 4.**

This RFQ is specifically intended to establish a pool of qualified firms. Responses are not ranked as part of this RFQ process. All Respondents whose submissions are deemed responsive to this RFQ as well as qualified to perform the associated services will be included in the CRA's pool of consultants. This RFQ does not address specific sites or projects, and Consultants who are pre-qualified by CRA through this process are not guaranteed any amount of work.

If interested in a specific work assignment offered in the future by CRA to the pool of pre-qualified Consultants, a Consultant shall be required to prepare a brief work plan and price proposal in response to the project-specific scope of services provided by CRA via a Request for Pricing (RFP) process. Responses to the RFP will be evaluated at that time on their proposed price, ability to perform the desired work assignment in a timely matter meeting specific needs and tasks.

**Question 5. What relevance factors for client references will score most highly (municipal vs. commercial clients, in state vs. out of state location, etc.)?**

**Answer 5.**

Refer to Section 3D. Respondents are required to provide three recent client references and their telephone numbers. In addition, Respondents are required to list any municipalities that the Respondent firm has worked for in the past four years.

Please note that this RFQ is specifically intended to establish a pool of qualified firms. Responses are not ranked as part of this RFQ process. All Respondents whose submissions are deemed responsive to this RFQ as well as qualified to perform the associated services will be included in the CRA's pool of consultants.

**Question 6. What are the CRA payment terms to the selected contractor's invoices once submitted and approved?**

**Answer 6.**

Once the contractor pool is established, solicitations for project-specific scope of services will be released through the CRA via a Request for Pricing (RFP) process. These RFPs will outline payment terms as may be applicable based on specific scope and funding source(s).

**Question 7. Will the selected offeror be reimbursed for billed administrative time (procurement; billing; lab coordination), travel mileage, tolls, fuel, meals, and taxes? And are certain cost categories prohibited?**

**Answer 7.**

Once the contractor pool is established, solicitations for project-specific scope of services will be released through the CRA via a Request for Pricing (RFP) process. These RFPs will outline payment terms/pricing forms based on the project tasks. Responses to RFPs issued by CRA will be prepared by the Consultant at no charge to CRA.

***All other terms and conditions of the solicitation remain as is.***

Issued by:  
Olivette Simpson  
May 30, 2024