



September 19, 2019

RE: Request for Qualifications for Environmental Consulting Services  
Addendum 1

To all bidders,

This correspondence is to inform you that the City of Alexandria (COA) is hereby issuing Addendum 1 to the *Request for Qualifications Statements (RFQ) for Environmental Consulting Services* for the COA Community Wide Brownfields Assessment Program, due 9:00 A.M. CDT on Friday, September 27, 2019. The following bullet points have been addressed:

1. Section IV.1, fifth bullet reads as:

- Must have successfully assisted a municipality with the written grant application for at least *one (1)* awarded grant brownfield grant proposal *in the State of Louisiana* within the last five (5) years.
  - Replace: "one (1)" with "three (3) awarded brownfield grant proposals ..."
  - Delete "in the State of Louisiana"

2. Section IV.1, last bullet reads as:

- Must have at least one Principal or other *Responsible Member* be a Certified Asbestos and Lead Inspector and at least one Principal or other *Responsible Member* of the Consultant must be a Certified Lead Inspector as recognized by LDEQ. These qualifications may be held by a single individual.
  - Replace: "Responsible" with "full time staff member..." in two (2) locations.
    - For this document, the intent is a full-time employee of the Consultant who has the authority to sign reports on behalf of the Consultant as an LDEQ Certified Asbestos and/or Lead Inspector. This position is not required to be a principal, officer or member of the Consultant.

3. Section IV.2, Evaluation Score Methodology Chart, row 3 reads as:

- Qualifications of your staff and key personnel who will be performing the *work*. *Include* project organization chart...
  - Insert: "...performing the work and identify the specific points(s) of contact for City of Alexandria relationship. Include project organization chart..."



Jeffrey W. Hall,  
Mayor

4. Section IV.2, Evaluation Score Methodology Chart, row 4 reads as:
  - *Examples of EPA Brownfield Assessment projects completed. Include five or more project examples.*
    - Replace entire sentence to read as: "Provide a list, of no more than twenty (20), EPA Brownfield Assessment projects completed. Include and identify a minimum of three (3) of those projects that have demographic size, poverty level, and volume of blight similar to the City of Alexandria".
  
5. Section IV.2, Evaluation Score Methodology Chart, row 7 reads as:
  - *Availability of staff to perform services described within RFQ. 10 points.*
    - Replace entire sentence to read as: "Indicate percentage of brownfield grant writing success award rate in the past 5 years. Provide a minimum of 5 municipal contacts and their contact information, from those awards, to serve as Consultant references. 10 points."
  
6. Section VI, Submittal Instructions and Deadline:
  - In paragraphs 3, 4, 5 and 6
    - Replace: any reference to "Request for Proposal (RFP)" with "Request for Qualifications (RFQ)"...
  
7. Section VI, Submittal Instructions and Deadline, seventh paragraph, last sentence reads:
  - *No questions, comments or instructions will be taken or given via telephone.*
    - Add: ...via telephone. "Submittal packets must identify receipt and acknowledgement of Addendum 1 on the submittal cover page with date".
      - For this document, if the acknowledgement of Addendum 1 is not listed on the submittal cover page, the bidders response packet will be rejected.

Any and all written clarification requests were required to be submitted by September 18, 2019 at noon. The opportunity for further clarification has expired.

I appreciate your interest in working with the City of Alexandria and the Community Development Department! Should you need any other assistance not related to this RFQ, please do not hesitate to contact me.

Respectfully,



Shirley Branham  
Administrator