

Questions & Answers: RFPQ for Environmental Consulting Services

Can a firm apply for both the published RFPQ for Environmental Consulting Services and the upcoming RFPQ for Grant Management Services?

- CRA Response: There is nothing that precludes a firm from submitting a proposal for both requests. If the same firm is awarded a contract under both RFPQ processes, there may be instances where they are asked to recuse themselves from a discussion or decision-making process to avoid actual, or the appearance of, conflict of interest.

Is there a page limit for the qualification packet submission?

- There is not a strict page limit. The CRA expects packets to be around 20 - 30 pages.

Have any priority sites identified in the CRA's Workplan had environmental assessments performed previously?

- Yes, some of them have, however the assessments are possibly obsolete or were not performed under the present ownership. As part of the inventory process, the Memphis Brownfield Coalition will continue to create a log of potential brownfield sites/parcels in Memphis and Shelby County and their assessment history.

Does the CRA expect enrollment in TDEC VOAP to impact the timeline of grant activities?

- Yes, but as it stands, there is not a clear understanding of how it will impact the timeline. The TDEC Brownfield Coordinator and local TDEC officials are committed to making this grant process successful and to assisting the CRA in its implementation as applicable. There will likely be moments in the enrollment process that cause delays, and we may have to reprioritize activities or parcels needing to be assessed.

Requests for Guidance & Clarification

- Equal Business Opportunity Goals
 - The CRA is procuring consultants under a federal award. As such, the CRA's 10% locally owned small business goal converts to a 10% Small Business Enterprise under this procurement process. A firm may wish to broaden its search geographically for subcontracted vendors/consultants to increase Disadvantaged Business Enterprise (DBE) participation.
 - The stated DBE goals of the CRA are 40% MBE/WBE and 10% LOSB/SBE participation. This percentage is based on the total contract amount.
 - Under this grant, the CRA expects to spend roughly \$650,000 on Contractual Services. The goal is that \$260,000 (40%) will be spent with MBE/WBEs. \$65,000 (10%) will be spent with SBEs.

- Community Engagement
 - As one of the four main activities of this award, Community Outreach and Engagement, is a priority for the CRA and the EPA. The burden of performing this task does not solely lie with the procured environmental consulting firms. Rather, the CRA is seeking experience related to **meaningful** public engagement and/or workforce development (especially in the field of environmental science). The CRA has a robust community engagement program and strong community partners in facilitation of public meetings. We are expecting each awarded firm to participate in these engagement activities and are seeking firms dedicated to this process. Innovative methods and creative approaches are welcome. Include information related to experience with community engagement in the narrative and/or team member expertise pages.

- Objections & Exceptions
 - The CRA encourages interested firms to have their general counsel review the CRA's sample service agreement prior to submitting. If upon review, there is an objection to a section of the contract agreement, or any other section of the RFPQ, please include a page in your packet that states the objection. A firm may also submit a potential solution to the objection for review by CRA Staff & Legal Counsel. If the quantity of objections is noteworthy, the CRA may elect to delay awards and/or reissue an amended RFPQ.