

Q&A for Brownfield GIS Services Procurement – Proposals due 1.7.25

- Have environmental consultants already been hired?
 - Yes. We have a contractor pool of 4 firms: Terracon, BRS, Ensafe, & Fisher Arnold
- If CRA was awarded \$1,000,000, how much of this grant would be allocated to the GIS services you are requesting?
 - Originally GIS services were to be under a subaward. However, due to some timing and service decided to procure the work and reallocated the \$36,000 from budget category “Other” to the category “Contractual”
- Is the consultant’s role limited to using the data sources identified in the RFP to create the brownfield inventory, web application, maps, and story maps for data dissemination?
 - No, and we expect we’ll find more data sources over the next couple of years. If the consultant knows of more sources, that would be helpful too.
- Are GIS consultants exempt from conducting field investigations or additional research to verify if locations meet brownfield criteria or qualify for classification? How are past uses determined for sites?
 - The field investigation and classification/determination of brownfield status is being determined by a separate pool of contractors, consultants, and community stakeholders.
- Will the web map be fully public facing?
 - Yes.
- Is CRA’s preference that the deliverables are embedded on CRA’s existing website? Or are you expecting this to be a new standalone website?
 - We’re expecting the public web map to be in ArcGIS Online and open in its own page via MapViewer.
 - There will be an embedded version on both our CRA Brownfields webpage and a future Memphis Brownfield Coalition website. Embedding the map on a webpage will most likely be performed by a CRA staff member and/or a separately procured web developer. The hired GIS consultant may assist in the process for formatting and troubleshooting.
- Is there a system in place for updating the site data and attaching documents, photos, and factsheets for the sites?
 - Not yet. We’re seeking best practices and procedures to be developed in collaboration with the awarded GIS consultant.
- Does CRA have an ESRI enterprise account/server?
 - No. We have an ArcGIS Online organizational account.

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- Can a company participate in a proposal submission as both a Prime and a Subcontractor? For example, can Company A submit as the Prime Contractor, while also being listed as a Subcontractor in Company B's separate proposal where Company B is the Prime Contractor?
 - Yes, but usually if a subcontractor can perform the overall scope, then a proposal would be more competitive if the subcontractor performed it as a Prime due to cost efficiency.
- Is there a specific percentage or amount of the total contract work or budget that must be allocated to certified Minority/Women-Owned Business Enterprises (M/WBE) or Small Business Enterprises (SBE)? If not, could you clarify how the scoring for minority participation will be evaluated?
 - CRA has a goal for 40% of contracted work be expended with Minority & Women-owned Business Enterprises and 10% (verify) with Small Business Enterprises. There is not a specific amount in your proposal that must be allocated. If your company is a MWSBE, that is scored at the maximum of 5 points. If your proposal has a subcontract that qualifies, then based on participation in the work, a score will be assigned.
- Will the CRA accept NMSDC (National Minority Supplier Development Council) certification for meeting MBE compliance requirements under the 40% M/WBE participation goal?
 - Yes
- Can the consultant attend the Advisory Council meetings virtually?
 - Yes. We always have a virtual link to the meeting. However, we also encourage in person attendance when feasible.
- Renewed access to the “CRA Brownfield Inventory Spreadsheet (Draft)” from the link on page 29 of the attached file.
 - [New Link](#)
- Will there be an updated version that includes the GIS project team as part of the evaluation criteria?
 - [Updated RFP Link](#)