

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.

- 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](#)
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Answers 12.26.24

- Is there a timeline by which CRA would want this site to go live, or is it up to us in the proposal to provide the timeline we think is feasible?
 - You may include a proposed timeline. CRA would like to have a preliminary (first draft) of the site inventory map embedded on our brownfields web page by early March 2025. This first deployment will likely be based on current data collected. For story map publication, this can be developed and modified along the way, but we expect deployment of that to come later. We could potentially focus on the inventory map for 2025 with occasional updates as we get additional chunks of data and focus on the StoryMap in 2026.
- In addition to advisory council meetings, are there other instances where the CRA anticipates requiring the consultant to be onsite?
 - There may be additional meetings we ask the consultant to attend, however we have virtual links to all our Brownfield meetings. As long as it does not impact the presentation quality, you may attend virtually.
- Confirm page limit for the cover letter and the management summary narrative is 2 pages; Should the cover letter, org chart and narrative be 2 pages total?
 - Not a requirement more of a suggestion. We're asking for a succinct summary of corporate philosophy or mission statement, and a flow chart or diagram showing project lead personnel, who do they report to, do you have a subconsultant, etc.
- May the Response include additional pages for project profiles, brochure excerpts, or other items?
 - Yes, but please keep it very relevant to the type of work we're looking to have performed. If you're submitting a proposal digitally, hyperlinks with brief summaries are great.
- Can you provide details on what you're looking for in the org chart?
 - Please list or diagram the personnel that will work on this mapping project. Show project lead, who they report to, and any subconsultants. (Sole proprietorships or one-person teams are also acceptable. Subconsultants may not be necessary for your proposal.)
- Will the client consider letting the contractor join their ArcGIS Online group which can be created for this project?
 - This is likely the best solution. We currently have a vendor that we share an ArcGIS Online group with for a different project.
- There are a couple places where the RFP mentions using ESRI. Would the consultant be able to use CRA's existing ArcGIS account?
 - No. The consultant should have their own software & license.

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- Could the consultant use separate ESRI instances or tools for development if they are transferable later?
 - Yes, as long as CRA maintains ownership of the data and the tools or apps are compatible with the CRA's organizational account & licenses.

- Is there an incumbent for this work?
 - No. There is not an incumbent. CRA has contracted different vendors previously that consult for the CRA from time to time to map certain data sets. Those companies are SafeWays, Maps+Apps, & EnSafe. Additionally, The CRA has staff members that are proficient in ArcGIS.

- What Esri environment will the applications be configured and deployed in (i.e., ArcGIS Online, ArcGIS Enterprise 10.x or 11.x)?
 - For development and updates, ArcPRO is likely to be the main application utilized. For deployment, the map will be imported to ArcGIS Online and should be linked properly through ArcPRO so that both parties can make updates. The story map will be created within the ArcGIS Online application.

- Beyond StoryMaps, are there any other Esri software applications you anticipate using for the project?
 - No, but we'd be willing to consider suggestions.