

**Regional Planning Commission
Brownfield Redevelopment Program
Brownfield Environmental Services: 2018-2021
RPC Task No. BF Envir Serv 2018**

Questions about Request for Proposals/RPC Responses
March 22, 2019

Q: Did the RPC write the winning application?

A: Yes. This RFQ is to select the consultants who will be contracted for the latest grant award from EPA.

Q: If the RPC did not write the application, please identify the grant writer.

A: Rebecca Otte was the RPC Brownfield program director at the time that we applied for the funds.

Q: Can you provide a copy of the winning grant application?

Q: Can you provide a copy of the cooperative agreement with EPA?

Q: Can you provide a copy of the cooperative agreement work plan?

A: No, we will not be making these documents publicly available.

Q: The target area specified in section 5.1 is large. Do you have specific sites with access agreement in place ready to assess? If yes, can you provide additional detail?

A: Yes, catalyst sites have been identified within the target area. Detail on these sites will not be made publicly available by RPC prior to the RFQ response deadline. Information on the Port PIER Plan planning effort is available on the Port's website.

Q: In addition to the information to be presented in the proposal form, is it acceptable to provide a detailed approach?

A: Information presented in the proposal form should not exceed what was explicitly requested. Scoring will be based on the criteria stated in the RFQ.

Q: Can Louisiana State Contractors' License be in progress at the time of proposal submittal (i.e. the licensing process is in progress but the license has not yet been received)? Will this negatively impact our score?

A: EPA Quality Assurance (QA) training is not required but is strongly recommended for the submittal to be competitive. Documentation is recommended and preferred but not required if it is not available. If the consultant does not have a QA officer who has attended EPA's training, the sample QAPP included in the firm's submittal will be reviewed more closely to determine if the firm has a solid understanding of EPA QA requirements for Brownfield projects. If your QA

person is registered to attend the EPA Region 6 QA training in April, please provide documentation of the registration for the event in your submittal.

Q: Can we submit a cover letter/introduction with the RFP response?

A: Yes, however scoring will be based on the criteria stated in the RFQ.

Q: The RFQ gives two different due dates and we would like to know the difference between the dates. Please clarify.

A: March 22 is the deadline for the RPC to respond to all written inquiries. March 29th is the deadline for the consultant submittals for the RFQ.

Q: If a firm is located out of state, will they be disqualified, or will that negatively impact their score?

A: Location of the firm is not in the rating criteria for the RFQ, however travel expenses should be reflected in the fee estimates which are part of the rating criteria.