

1. Is email to you the accepted method for procurement questions? What cutoff time and time zone apply on October 10, and what time zone applies to the October 26, 4:30 p.m. proposal deadline?
 - a. Yes, email for questions is the preferred method for questions. 4:30 p.m. eastern is cutoff time for questions and proposals.
2. Could you provide the insurance limits and required endorsements that will apply before contract execution? The RFQ lists the coverage types but defers the limits.
 - a. The BRA has not made a final decision on required endorsements or coverage limits yet but will do so prior to contract execution.
3. Have any addenda or written answers been issued beyond the RFQ and resolution currently posted? Where will the October 15 responses and any later amendments be published?
 - a. No written answers have been issued as of yet but as they come in we will respond and post them to this website: <https://ioniacounty.org/brownfield-rfq/>.
4. When Are Questions Due? The RFQ identifies Saturday, October 10 as the deadline for submission of questions; however, the anticipated responses to questions are scheduled to be issued on October 15. Could the Authority please confirm that October 10 is the correct deadline for RFQ questions and provide clarification on the intended question-and-answer schedule?
 - a. Questions are due by October 10th at 11:59 pm.
 - b. The answers will be posted by October 15th at the latest to provide time for staff to review all questions and provide a response.
5. Client References Requirement Clarification: The RFQ requires at least three client references for whom similar services have been provided. Can the Client References include projects that demonstrate experience in any of the evaluation categories identified in the RFQ (i.e., addressing contaminated properties, Brownfield redevelopment projects, environmental assessments, or Michigan-based projects)?
 - a. Yes.
6. Additionally, may references be provided for relevant project experience performed by the proposed Project Manager while employed by a previous firm, provided the individual served in a key role on those projects?

- a. Yes, that would be considered by the scoring committee.
- 7. Is it required that all references be related to Michigan-based projects, or will references from comparable projects completed in other states be acceptable?
 - a. All references will be considered by the scoring committee.
- 8. Section 6. Statement of Qualifications Requirements, Subsection C, Relevant Experience: The subsection lists 4 bullet points and then following those bullet points and references "...at least five relevant project examples completed within the last five years." Does this require the 4 bulleted points (see document) to be included in EACH the five relevant projects within the last five years?
 - a. No, not all of those bulleted points have to be included in each of the listed projects. The committee is simply trying to get the best overall idea of relevant experience of the applying firm and its team.
- 9. The Application for the EPA Site Assessment Grant indicates a QAPP, quarterly reporting, and Final Report to be completed under task one 'with assistance from the qualified environmental consultant;' however, no budget for the qualified environmental consultant (QEC) has been designated under Task 1. Will you please provide guidance as to the tasks expected to be completed by the QEC under Task 1?
 - a. We will expect the QEC to assist the BRA with all required reporting.
- 10. Does the ICBRA anticipate in-person attendance from the qualified environmental consultant at community engagement events?
 - a. Yes
- 11. Does the ICBRA anticipate the qualified environmental consultant will prepare outreach materials or update a website associated with outreach information or will these items primarily be completed by the ICBRA?
 - a. Yes, we will ask the consultant to assist with this.
- 12. Does the ICBRA anticipate the qualified environmental consultant will take any response activity plans through EGLE approval under the grant budget?
 - a. This will be determined as the grant moves forward but there should be an expectation that this will occur.
- 13. The Application for the EPA Site Assessment Grant does not indicate a plan for or include budget for status meetings between the ICBRA and the qualified environmental consultant. Is it anticipated that meetings will be part of the grant tasks and, if so, how many/how often and what Task should they be included within?

- a. This will be determined as the grant moves forward and after the ICBRA selects a consultant but there will be an expectation that regularly scheduled meetings will occur.
14. The Application for the EPA Site Assessment Grant indicates travel to attend meetings with EGLE or other stakeholders under Task 4 and appears to indicate mileage for 48 monthly meetings. Is the qualified environmental consultant expected to attend these meetings? No budget has been assigned to the contractual costs for attendance at meetings.
- a. The amount of travel and number of meetings attended will be determined as the grant moves forward and after the BRA has selected a consultant, however, regular attendance of meetings is an expectation.
15. The RFQ indicates the following tasks may be included under Environmental Assessment Services; however, the Application for the EPA Assessment does not include these items in the budgeted tasks. Is it anticipated that if these services were to be performed, less Phase I or Phase II ESAs would be performed in order to use that budget to complete these tasks? Is there an estimate for the number of each anticipated? Baseline Environmental Assessments? Hazardous Materials Investigations?
- a. This has not been determined at this time. Once a consultant has been selected, these details will be finalized.
16. Can you please provide a definition of Tax Increment Financing (TIF) analysis support? Is this intended to be review of Brownfield TIF plans submitted by others or is this intended to be within the scope of drafting a Brownfield Plan and/or Act 381 Work Plan?
- a. TIF analysis support includes all aspects of work with TIF plans.
17. Can you please provide a definition of Site redevelopment planning as it applies to this RFQ? Is this intended to include Site Plan development or is this specific to remediation planning as would be presented in an ABCA?
- a. The specifics will be determined after the BRA has selected a consultant, however, it should be expected that “site redevelopment planning” can include all different facets of the work.
18. Only 22.5 hours of budget were included in the contractual section of the Application for the EPA Site Assessment Grant for any type of ‘grant administration and compliance’, ‘community engagement’, or ‘additional services.’ Can you please clarify the level of effort expected for these tasks?
- a. That will be determined after the BRA has selected a consultant, however, it will be expected the consultant will engage in these activities when needed.

19. Is it intended that the qualified environmental consultant will create or update an inventory of Brownfield Sites? This task appears to be assigned to the ICBRA in the application for the grant and to the consultant in the RFQ.
- a. This work will be expected from the consultant in coordination with the BRA.
20. What is the anticipated scope of work associated with the following line items? We would like to be able to provide appropriate examples of previous work that are aligned with the ICBRA's expectations. EGLE coordination? Technical assistance to local governments? Other environmental engineering services related to Brownfield redevelopment?
- a. These specific items will be determined by the BRA after selecting a consultant. Please provide as much information as possible that you may have with these types of work.
21. Tasks included in the RFQ do not require a CHMM license, but do require appropriate licensing for lead and asbestos inspections. Is it necessary for the qualified environmental consultant to have a CHMM on staff or will appropriately certified hazardous materials inspectors be sufficient?
- a. Any and all licensing would be beneficial but having a specific staff person with a license may not be a requirement if there are other qualified individuals to perform a task.
22. The tasks listed under the project approach section of the RFQ are not identified in the application for the grant as being assigned to the qualified environmental consultant. Does ICBRA want a description of these tasks under approach, a description of the tasks identified to be completed by the environmental consultant (Phase Is, Phase IIs, etc.), or both?
- a. It is recommended you include as much information as possible for the committee to score the submission. The expectation from the BRA is the consultant would be responsible for the majority of the work outlined in the grant.
23. How many environmental consultants does the ICBRA intend to award this contract to?
- a. We will engage with only one consultant.