

**Alabama Department of Conservation and Natural Resources**

**RFQ 004 25\*3001**

**REQUEST FOR QUALIFICATIONS: ENHANCING HYDROLOGIC CONNECTIVITY IN  
JUSTIN'S BAY (MOBILE BAY)**

**RFI Issued: December 18, 2024**

*To All Potential Respondents: This Addendum is issued to modify the previously issued RFQ documents and/or is provided for informational purposes, and is hereby made a part of the RFQ documents.*

**RFI 4)** Will ADCNR please confirm that SF330 Part II forms are excluded from the 30-page limit?

**Answer: Part II of the SF330's for "individuals who will have major contract responsibilities and/or provide unusual or unique expertise" as defined in the GSA Standard Form 330 do count against the 30-page limit.**

**RFI 5)** a. Based on the order in the RFQ, should we assume that Sections C: Experience (SF330 Form F) and D: Project Team (SF330 Form E) will be included in the SF330 Form?

**Answer: Regarding the SF330 form, only Part II for "individuals who will have major contract responsibilities and/or provide unusual or unique expertise" is required.**

**RFI 6)** b. However, should Section B: Approach be incorporated into Section H: Additional Information of the SF330, or should each of these sections remain separate and outside of the SF330 Form as presented in the RFQ?

**Answer: Regarding the SF330 form, only Part II for "individuals who will have major contract responsibilities and/or provide unusual or unique expertise" is required.**

**RFI 7)** c. Where in the document should our SF330 form appear? Which section?

**Answer: Please include it in the Cover Letter section; an attachment thereto is fine. Page 5-6 of the RFQ.**

**RFI 8)** On page 5 of the RFQ, line item **VI. Statement Contents**, it reads: **THE FORM Standard Form 330 IS REQUIRED FOR THE PRIMARY FIRM AND ITS KEY PERSONNEL ONLY**. However, Also on page 5, line item **A. Cover Letter**, 2<sup>nd</sup> bullet, it reads: an introduction to the Respondent's Project Team (lead plus members who are critical for consideration by the evaluation team) with relevant professional certifications. **Utilize GSA Standard Form 330 for the primary firm and all proposed consultants**. Form 330 is available here: [SF330-21.pdf \(SECURED\) \(gsa.gov\)](#)

**Answer: Part II of the SF330's for "individuals who will have major contract responsibilities and/or provide unusual or unique expertise" as defined in the GSA Standard Form 330, should appear in the Cover Letter section. In this case, you may include other identified individuals that you anticipate will have critical role, in your best judgment.**

**RFI 9)** Do we need to utilize a SF330 for any proposed subconsultant that we might use or do you only want to see an SF330 for the primary firm? Please advise.

**Answer:** Part II of the SF330's for "individuals who will have major contract responsibilities and/or provide unusual or unique expertise" as defined in the GSA Standard Form 330, should appear in the Cover Letter section. In this case, you may include other identified individuals that you consider will have a critical role, in your best judgment.

**RFI 10)** Could you please post a copy of your Standard Agreement for review?

**Answer:** Please see Pages 38-47 for general information on required contractual clauses of the State of Alabama. <https://comptroller.alabama.gov/wp-content/uploads/2024/07/FPPM-2024-FINAL-new.pdf>

**RFI 11)** Will ADCNR please confirm that 11x17 pages count as 1 page?

**Answer:** Please utilize the standard letter size of 8.5 x 11 inches for your submission.

**RFI 12)** Would it be acceptable to submit our response in landscape format?

**Answer:** Yes, your response may be on landscape or portrait layout, on standard letter size of 8.5 x 11 inches.

**RFI 13)** Will ADCNR please clarify whether they want proposers to submit a USACE/ADEM Joint Standard Individual Permit as part of this project or just conduct pre-application consultations to inform 30% design?

**Answer:** The selected firm will determine the permits and consultations required. Page 3 of the RFQ.

**RFI 14)** Will the contract that is to be awarded for this be a Lump Sum or Time and Material contract?

**Answer:** ADCNR will award the contract on a reimbursement basis, upon receipt of detailed and substantiated invoices.

**RFI 15)** How far back timewise should we go on projects?

**Answer:** Please include relevant projects using your best judgment. Projects of similar scope are may be more significant than listing all projects back to a specific date.