

**Addition Questions and Answers (Questions received by the August 17<sup>th</sup> deadline)**

**Q: Only a P.O. box is provided for mailing of proposals in Section 3.9 of the RFP. Is it acceptable to use an overnight delivery service such as Fed-Ex for proposal transmittal, using your street address (155 N. First Street)?**

*A: Yes. Proposals can be delivered using a service to 155 North First Street as long as they arrive by 5 p.m. PST on Friday, August 28<sup>th</sup>, 2020. A hand delivery address was also included for the RFP (copied below).*

*The hand delivery address is:  
Rogue Valley Council of Governments  
Attn: Greg Stabach  
155 North First Street  
Central Point, Oregon 97502*

**Q: Section 3.2 Proposals indicates the following outline for proposals:**

**Business Organization**

**Management Outline and Project Approach**

**Experience and Capabilities**

- A. Project Experience of Key Personnel**
- B. Regulatory and Scientific/Technical Knowledge**
- C. Cost**

**Can you please describe the quantitative scoring system that RVCOG will utilize to score each proposal section? This will help us in optimally using the available 10 pages of proposal content stipulated.**

*A: A team of three to five (3-5) coalition members will individually evaluate and score the Proposal based on the following weighted criteria:*

Criteria	Detail	Points
Organization	Firm's name, areas of expertise, a brief history of the firm, size, office locations and business addresses. The name, address and telephone number of a contact person and/or prospective project manager regarding the proposal.	10
Management Outline and Project Approach:	A description of the project and how the consulting firm will work with RVCOG in preparing successful U.S. EPA brownfields assessment grant application(s) and subsequent implementation of said brownfield grants. Include approach to grant preparation, community outreach activities, planning, organization and management.	30
Experience and Capabilities:	Provide relevant Firm and staff experience and capabilities related to brownfields assessment, cleanup and redevelopment planning. Include project experience of Key personnel to include regulatory and Scientific/Technical knowledge.	25
Track Record in obtaining grant funding:	Provide examples of success in obtaining funding for projects over the last 5 years.	15
Comprehensive and Innovative Environmental Services	Demonstrate firm's ability to provide comprehensive and innovative environmental services.	10
Cost	Provide a lump sum cost to prepare a single U.S. EPA Community-wide Assessment Grant in the amount of \$600,000; \$300,000 for Hazardous Substance Brownfields and \$300,000 for Petroleum Brownfields. This should include and itemize grant preparation fees and any applicable success fees for the grant application. In the event the grant application is not successful the consultant shall provide a lump sum cost to participate in a debriefing with U.S. EPA. Provide a current fee schedule for staff.	10

Total Score

100