



PIMA COUNTY

PROCUREMENT

PIMA COUNTY

PROCUREMENT DEPARTMENT

DESIGN AND CONSTRUCTION DIVISION

130 WEST CONGRESS STREET, 3rd FLOOR • TUCSON, AZ 85701-1207

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May 20, 2016

ADDENDUM NO. 1

SOLICITATION NO.: 206793

**PROJECT: Community Outreach & Environmental Professional Services
Brownfields Program**

TO POTENTIAL RESPONDENTS:

Be advised of the additions, clarifications and/or changes to the above-referenced Solicitation for Qualifications as stated in the following Addendum.

CLARIFICATIONS

A minimum goal of FIVE PERCENT (5%) for participation by Disadvantaged Business Enterprises (DBE's) as a percentage of the total amount of the negotiated contract value including any amendments thereto utilizing two percent (2%) or more for certified Women-owned Businesses (WBE) and three percent (3%) or more for certified Minority-owned Businesses (MBE).

The DBE goal is based on the total amount of the negotiated contract value.

Clarification

Per the Environmental Protection Agency (EPA), the Prime Consultant shall comply with the EPA Six Good Faith Efforts in selecting Subconsultant/Subcontractors who are not certified Disadvantaged Business Enterprises (DBE). EPA defines DBE as Minority or Women Owned Business Enterprise (MBE/WBE). Should the Respondent identify a non-DBE Subconsultant/Subcontractor in the Organization Chart in the Statement of Qualifications (SOQ) response, the Highest Ranked Respondent recommended for award will be required to submit documentation of compliance with the EPA Six Good Faith Efforts prior to award.

Addition

The following will be added to Article 13 – Subconsultant of the Sample Contract:

“CONSULTANT must use the SUBCONSULTANTS named in the Organization Chart and/or on Form 6100-4 in the CONSULTANT’S Statement of Qualifications. No SUBCONSULTANT may be added or changed without the prior written approval of the COUNTY subsequent to review and approval by the Administering Department Director and Procurement Director. Substitution of non-DBE SUBCONSULTANTS may be approved at the discretion of the COUNTY for reasons including but not limited to, availability, insolvency or any other reason deemed to be in the best interest of the COUNTY.

For all Subconsultants and Subcontractors not identified in the original SOQ, the CONSULTANT shall:

1. Engage a certified Disadvantaged Business Enterprise (DBE); or,

2. Provide documentation/verification of their activities to Pima County showing CONSULTANT has complied with the Environmental Protection Agency (EPA) Six Good Faith Efforts.
3. These documents shall be submitted prior to engaging the Subconsultant/Subcontractor for services and require review and approval by the Administering Department Director and Procurement Director.

Addition

Respondent must submit with their Statement of Qualifications the "Disadvantaged Business Enterprise (DBE) Assurances Certification" Form, attached herein. If "B" is checked and Respondent is requesting a waiver, please contact Monica Dennis, Business Enterprise Program Coordinator, at least three (3) business days prior to the Statement for Qualifications (SFQ) due date. Documentation of compliance with the EPA six good faith efforts is required if Respondent is requesting a full or partial waiver of the DBE Goal.

All other requirements and terms of the Solicitation remain unchanged. Failure to include acknowledgement of all addenda in the introductory letter may be cause for rejection. All questions should be received by 5:00 p.m., June 8th, 2016 to ensure a response, and shall be addressed in writing to Matt Sage, Contracts Officer, via email (Matthew.sage@pima.gov) or fax (520-770-4013).

This addendum is a total of 7 pages.

If there are any questions, please do not hesitate to contact me via e-mail at matthew.sage@pima.gov or fax (520) 724-4434.

/s/ Matt Sage
Matthew Sage
Contracts Officer



**DISADVANTAGED BUSINESS ENTERPRISE (DBE)
ASSURANCES CERTIFICATION**

The undersigned, fully cognizant of the DBE requirements and of the DBE goal established for this project, hereby certifies that in the preparation of this submittal for:

SOLICITATION NO. 206793 – COMMUNITY OUTREACH & ENVIRONMENTAL PROFESSIONAL SERVICES BROWNFIELDS PROGRAM

(Check only one option)

- _____A. Respondent will meet the established DBE goals set for this project. Respondent has made appropriate arrangements with certified DBEs, and has fully completed Forms 6100-3 and 6100-4, which are submitted with the response. If the Respondent makes this selection, the Respondent cannot submit a waiver request.

- _____B. Respondent affirms the respondent has exercised the six good faith efforts and was **UNABLE** to meet the established DBE goal set for the project. Respondent claims it is entitled to a full or partial goal waiver, and Respondent has provided the appropriate documentation meeting the Six Good Faith Efforts with the Statement of Qualifications. The request for waiver will be acted on at the time the recommendation for award is made. The denial of the waiver will result in the determination that the Statement of Qualifications (SOQ) is non-responsive.

NOTE: IF Option “A” is selected, no additional documents are required.

SIGNATURE: _____ **DATE:** _____

PRINTED NAME & TITLE: _____

FIRM NAME: _____

**THE SUBMITTAL MAY BE REJECTED AS NON-RESPONSIVE IF THIS
CERTIFICATION IS MISSING OR INCOMPLETE.**

CERTIFICATE OF GOOD FAITH EFFORT/REQUEST FOR WAIVER

The intent of this certificate is to document the good faith efforts implemented by the consultant in soliciting and utilizing DBE firms in determining whether the consultant has implemented comprehensive good faith efforts. The burden of proof rests with the consultant. See Attachment 1 of the Solicitation – Disadvantaged Business Enterprises Documents. The DBE waiver requirements are available upon request by contacting Monica Dennis at (520) 724-3807 or via email at monica.dennis@pima.gov. This certificate will be acted on at the time of award. Pima County will notify the consultant of acceptance or rejection of this effort.

Failure to implement "good faith" efforts to the satisfaction of Pima County will result in rejection of the SOQ as non-responsive. **Good faith efforts will not be recognized if the consultant failed to contact the Pima County DBE Program Coordinator to request assistance in a timely manner (at least three working days) prior to the SFQ due date. The telephone number for DBE Program Coordinator is (520) 724-3807.**

I, _____, do hereby acknowledge that I am the _____
of _____ who is a prime consultant for Pima County

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I hereby certify that I have used comprehensive "good faith" efforts to solicit and utilize DBEs to meet the DBE goal of this contract as demonstrated by my responses to the following questions:

1. Is a partial waiver or a complete waiver being sought? Please Explain. (If a partial waiver is being sought, Forms 6100-3 and 6100-4 must be filled out completely and included with the SOQ).

2. Consultants are encouraged to ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Tribal Nations, state and local government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.

Explain how potential DBEs were made aware of contracting opportunities. Attach supporting documentation if available.
