

Advertisement:
**IDIQ Master (on-call) Contract for
Professional Engineering and Design
Services**

Mobile County is soliciting Statement of Qualifications (SOQ) for an Indefinite Delivery / Indefinite Quantity (IDIQ) Master Contract with firms and individuals interested in providing professional engineering and architectural services for design, environmental permitting, construction, inspection, and project administrative services for projects administered by Mobile County Commission under the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. Funding for this project is provided by the SLFRF program, a part of the American Rescue Plan Act through the Mobile County Commission.

Any qualified firm that is interested in providing these services may obtain a copy of the Request for Qualifications (RFQ) at the following web-address:

www.mobilecountyal.gov/bids

The RFQ contains additional information necessary for a firm to submit an SOQ for this project.

The Mobile County Commission reserves the right to obtain references from any source listed in the SOQ proposal and any other source deemed appropriate for any of the requirements/criteria listed in this legal notice and/or the referenced RFQ.

Multiple contracts may be awarded as a result of this solicitation. The firm or firms that are selected will be notified and contract(s) negotiated. Any contract(s) will be for a period coinciding with the completion and closeout of the project(s) for which services are being requested. Additional services related to this or other projects of a similar nature may be contracted under this solicitation at the option of the County. The County reserves the right to reject any or all proposals, to waive any irregularities or informalities in the proposal process, and/or request additional information with any party at any time prior to final contract execution.

All questions related to this solicitation shall be e-mailed to the address below and must be received by May 6, 2022 by 4:00 p.m. CST

arpa.proposals@mobilecountyal.gov

Only written requests e-mailed to the above address will be considered. No requests for additional information or clarification to any other MCC office, consultant, or employee will be considered. All responses and addenda will be in writing and will be posted to the MCC website (www.mobilecountyal.gov/bids). Firms shall be solely responsible for checking the website for updates. The MCC will not be responsible for any oral exchange or any exchange of information that occurs outside the official process specified herein.

To be considered, all replies must be received by 4:00 p.m., Central Time, May 17, 2022, at the office of the Mobile County Facilities Department, 205 Government Street – South Tower 7th Floor, Mobile, AL 36644.

The Mobile County Commission is an equal opportunity employer. Alabama law requires that the successful consultant, whether in state or out of state, provide proof of enrollment in E-Verify (see www.uscis.gov/everify), prior to the award of a contract.

As provided by Title VI of the Civil Rights Act of 1964 as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), the MCC assures that no person shall on the grounds of race, color, national origin, sex, religion, age, or disability be excluded from participating in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity from the MCC.

Any contract resulting from this solicitation will be subject to the terms and conditions of said funding award, the SLFRF Financial Assistance Standard Terms and Conditions (OMB Approved No. 1505-0271) and Program-Specific Terms and Conditions, the Standard Sub-Award Terms and Conditions, American Rescue Plan Act, Treasury Regulations 31 C. F. R. § 35 et seq., all applicable terms and conditions in 2 C. F. R. Part 200 (including Appendix II to Part 200), and all other OMB circulars, executive orders or other federal laws or regulations, as applicable. The United States Department of Treasury, the United States, or any of its departments, agencies or employees is not and will not be a party to this solicitation or any resulting contract.

ADVERTISE FOR ONE TIME ONLY MOBILE PRESS REGISTER: April 29, 2022



REQUEST FOR QUALIFICATIONS

IDIQ Master (on-call) Contract for Professional Engineering, Architectural, and/or Design Services

Mobile County, Alabama

April 2022

Mobile County is soliciting Statement of Qualifications (SOQ) for an Indefinite Delivery / Indefinite Quantity (IDIQ) Master Contract with firms and individuals interested in providing professional engineering and architectural services for design, environmental permitting, construction, inspection, and project administrative services for projects administered by Mobile County Commission under the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. Funding for this project is provided by the SLFRF program, a part of the American Rescue Plan Act through the Mobile County Commission.

Any contract resulting from this solicitation will be subject to the terms and conditions of said funding award, the SLFRF Financial Assistance Standard Terms and Conditions (OMB Approved No. 1505-0271) and Program-Specific Terms and Conditions, the Standard Sub-Award Terms and Conditions, American Rescue Plan Act, Treasury Regulations 31 C. F. R. § 35 et seq., all applicable terms and conditions in 2 C. F. R. Part 200 (including Appendix II to Part 200), and all other OMB circulars, executive orders or other federal laws or regulations, as applicable. The United States Department of Treasury, the United States, or any of its departments, agencies or employees is not and will not be a party to this solicitation or any resulting contract. Notwithstanding, any contract that is awarded as a result of this RFQ may require adherence to the standard Federal Contracting provisions attached as Exhibit A.

Scope of Work

Mobile County is seeking to enter an engineering, architectural, and/or design services contract(s) to assist the county in project related services and implementation of a project(s) awarded with SLFRF funds. The county will use this funding to support the implementation of various eligible improvements throughout the county. Multiple contracts may be awarded as a result of this solicitation.

The contract will encompass all applicable preparation and project related services to Mobile County under its SLFRF program. Refer to Exhibit B for a sample detailed Scope of Work.

Request for Qualifications, Inquiries, Contact Information, and Timeline

Potential Respondents interested in this RFQ should email arpa.proposals@mobilecountyal.gov and request placement on the Statement for Qualifications mailing list to ensure receipt of any amendments or other relevant information.

Proposed Timeline:

Solicitation Issuance/Advertising Date	04/29/2022
Statement Receipt Closing Date	05/17/2022
Consultant Selection**	05/31/2022

** Mobile County reserves the right to conduct interviews and/or presentation prior to selection. This may result in a longer selection date.

Statement Contents

The Statement of Qualifications (Statement) should be not more than twenty (20) 8.5" X 11" single-sided pages, Times New Roman 11-point font (inclusive of the cover letter, approach and methodology, experience and background, and project team/level of participation), and should be divided by section, with Table of Contents (cover and tabbed divider pages and table of contents do not count against the 20-page limit). All Statements shall be received by mail or hand-delivered to the Mobile County Facilities Department, 205 Government Street – South Tower 7th Floor, Mobile, AL 36644. The submittal package should include three (3) original hardcopy and an electronic copy in PDF on jump drive. Any Statements received after 05/17/2022 at 4:00 p.m. CST will not be considered.

Statements submitted in response to this RFQ shall include a complete response to the requirements and should be in the order presented below. Statements should provide a straight-forward delineation of the Respondent's capability to satisfy the intent and requirements of this RFQ and should not contain redundancies or conflicting statements. An officer authorized to make a binding commitment for the Respondent making the Statement shall sign the Cover Letter. Contents of the submitted Statements must include the following to be deemed responsive for evaluation:

Cover Letter

The Statement must include a cover letter that acknowledges receipt of all issued amendments to the RFQ, if any. The letter should be addressed to: Tyler Martin, Director of Facilities and Maintenance, 205 Government Street – South Tower 7th Floor, Mobile, AL 36644. The letter should include the following:

- The letter should indicate a primary contact for the Respondent and that person's name, title, address, phone number, and email address.
- The letter should introduce the Respondent's project team. The Project Team is defined as the lead plus members who are critical for consideration by the evaluation team and should include relevant professional certifications for each.
- The letter should include a general statement distinguishing why the Respondent is the most suitable choice for this planning effort.
- The letter should indicate that the Project Team is committed to completing any assigned project in a timely manner and will dedicate resources accordingly.
- The letter shall state whether the firm is in arrears in the payment of any obligation due and owing to the Mobile County, including tax payments, and that it shall not become so during the term of the agreement if selected; a statement that the proposing Respondent will negotiate in good faith with the County, and a statement that the firm grants to the County a non-exclusive right to use, or cause others to use, the contents of its Statement, or any part thereof, for any purpose.
- The letter shall include a list of any active contracts the Respondent currently has in place with Mobile County
- The letter should include the firm's DUNS number and UEI (Unique Entity Identifier).

Approach and Methodology

Respondents are requested to demonstrate their understanding and ability to execute design and administration of a federally funded project by describing their design approach, philosophy, and methodology in alignment with the scope of potential services for a typical project as outlined in Exhibit B.

Experience and Background

Respondents are requested to document success with similar work performed and experiences administering federal grant funded construction projects. Provide evidence of capacity to succeed with projects of similar scope and discuss how past projects achieved the following:

- Provide evidence of successful past designs for projects of similar scope and nature.
- Provide documentation of methods that were used in the design of previous similar projects that achieved the goals of the project within a given budget. Discuss if original cost projections and engineer's opinions of cost provided during the feasibility and design phases provided realistic guidance for the construction phase.
- Provide evidence that similar scope design projects were completed in a timely manner with a discussion of the projects' success.
- For each project discussed, provide a list of key staff directly involved in the design process and quantify their contribution to the final design product.
- Provide a minimum of two references that can verify the success of similar projects completed by your firm. Include contact name, phone, address, email, and name of project. Reference contact should be the person who worked most directly with your firm.
- Provide examples of any previous projects that were funded through a federal grant or award. Be specific in identifying the funding source or grant program. Identify your firm's role on the project (i.e. Prime, Subconsultant, etc)

Project Team/Level of Participation

List the names of key personnel who will be working on the project and include the following information:

- Overall qualifications of the personnel who will be working on the project: Does the team have the combination of individuals that can successfully meet the objectives?
- Education, certifications, professional license numbers, training, and experience on related projects for individual team members where applicable.
- Organizational chart documenting percentage of time of most qualified team members to be devoted to project, and document available depth of team.
- Address individual team members' roles and responsibilities commensurate with the individual's experience, training, and education.
- Indicate team members who have worked together before on successful projects relevant to this request.
- Provide a written statement attesting that your firm maintains an errors and omissions liability insurance.
- A copy of the Certificate of Authorization as required by the Alabama Board of Engineers and Land Surveyors shall be submitted for each applicable firm on the team.

Part II of Standard Form (SF) 330, Architect-Engineer Qualifications

Respondents should provide Part II of SF 330, Architect-Engineer Qualifications (Exhibit C). This form should be completed for any subconsultant(s) in the same manner.

Conflict of Interest Questionnaire

Respondents should provide the completed Conflict of Interest Questionnaire (Exhibit D).

Certification Regarding Lobbying

Respondents should provide the completed Certification regarding Lobbying form (Exhibit E and F).

Consultant Selection and Evaluation Criteria

Project Selection Criteria

All Statements accepted by the County will be reviewed to determine whether they are responsive to the requisites of this RFQ. Statements that are determined by the County to be non-responsive will not be further considered. The County will evaluate Statements based on the project selection criteria below:

- Prior experience with state or federally funded programs – **(20 points)**
- Professional Qualifications, including design, construction monitoring, and environmental permitting – **(30 points)**
- Experience with design, inspection, and administration of similar projects related to the services identified in Exhibit B of this RFQ – **(30 points)**
- Capacity to perform design within a reasonable timeframe – **(20 points)**

Basis for Contract Award

A notice of selection under this IDIQ RFQ will be sent to the respondent(s) whose Statements are determined to be the most advantageous to the potential project(s) and the County, taking into consideration the factors or criteria which are set forth in this RFQ. Award of a contract, if any, will be subject to project assignment and timely completion of contract negotiations between the County and the selected Respondent(s).

The County reserves the right to reject all Statements, negotiate further with any entity submitting Statements, seek additional Statements, or waive any irregularities or informalities in the RFQ process. Selected firm(s) will be notified, and contract negotiations will begin if selected for a project. The contract(s) will be for a period coinciding with the completion and closeout of the project for which services are being requested. The contract will include provisions required by 2 CFR 200, Appendix II.

E-Verify. Prior to the award of a competitively procured contract to a consultant having one or more employees in the State of Alabama, Alabama law requires proof be provided to the County of enrollment in E-Verify (see www.uscis.gov/everify). All applicants must furnish an affidavit attesting they are enrolled in E-Verify and to execute a certificate of compliance with the Beason-Hammon Alabama Taxpayer and Citizen (Act 2011-535) as amended by Act 2012-491.

Debarment and Suspension Status. Offerors must be registered in www.SAMS.gov for the purposes of confirming suspension status. Mobile County will verify that the contractor or its principals, does not appear on the federal government's Excluded Parties List prior to executing an agreement or contract with that entity. All lower tier transactions must include a term or condition that the award is subject to 31 CFR Part 19.

Disclosure of Proposal Contents. All materials submitted to this RFP shall become the property of Mobile County and may be returned only at the County's option. All information submitted in response to this RFQ shall be subject to disclosure under applicable laws.

Non-Discrimination. The Mobile County Commission does not discriminate on the basis of race, color, religion, age, gender, pregnancy, national origin, genetic information, veteran status, or disability in its hiring or employment practices nor in admission to, access to, or operations of its programs, services, or activities.

Minority/Women Businesses. Minority and/or Women Businesses are encouraged to respond to this request. Mobile County Commission takes all necessary affirmative steps, as set forth in 2 C.F.R. 200.321(b) to assure that minority businesses, women's business enterprises, and labor surplus area firm are used when possible. **When subcontracting, the successful firm will be required to document compliance with 2 CFR 200.321.** This CFR states that firms "must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and, (5) Using

the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.”

Equal Employment Opportunity. Mobile County Commission is an equal opportunity employer.

Open Trade. By submitting a Statement, the Respondent represents that he/she and the business entity he/she represents is not currently engaged in the boycott of a person or entity based in or doing business with a jurisdiction with whom the State of Alabama can enjoy open trade, as defined in Act 2016-312.

Non-Commitment of Funds. Any contract related to this proposed procurement is subject to the availability of funds and/or the needs of the Mobile County Commission and therefore the COUNTY, at its discretion, may or may not issue a final contract as a result of this RFQ. Further, even in the event an initial selection is made by the County, no selection is final until full execution of a written agreement detailing an agreed upon scope of work. If the County deems, at its sole discretion, that a satisfactory agreement cannot be reached in accordance with an initial selection, the County reserves the right to proceed with efforts to make another selection based upon Statements submitted pursuant to this RFQ.

Open Records Act. All responses received will be subject to the Alabama Open Records Act, Ala. Code § 36-12-40, (1975), as amended, and may be subject to public disclosure upon request.

Drug Free Workplace. Respondent shall comply with all provisions of the Drug-Free Workplace Act of 1988, as amended by Public Law 105-85, Div. A, Title VIII, Sec. 809, as codified at 41 USC 8102.

Property Rights and Standards. The provisions of Section 200.310-200.316, OMB Uniform Guidance (2 CFR 200) apply to Federal property rights and the acquisition of real property, equipment, supplies and intangible property to the extent authorized by any subsequent contract resulting from this Statement request.

Other Compliance. By submitting a Statement, the Respondent represents that he/she and the business entity he/she represents will comply with all applicable federal, state, and local laws, regulations, and policies including, but not limited to all requirements set forth below and more fully described within the Federal Award and the attached SLFRF Final Rule below and at <https://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf>

EXHIBIT A:
FEDERAL PROVISIONS AND REGULATIONS

Contractor agrees to comply with the following Federal Provisions and Regulations.

Federal Law and Regulations:

a. Contractor shall ensure that all its activities under this Contract shall be conducted in conformance with these provisions, as applicable: 45 C.F.R. Part 75, 29 C.F.R. Part 95, 2 CFR Part 200, 20 CFR Part 601, et seq., and all other applicable federal regulations.

b. Contractor shall comply with all applicable federal laws, including but not limited to:

(1) The Temporary Assistance for Needy Families Program ("TANF"), 45 CFR Parts 260-265, the Social Services Block Grant ("SSBG"), 42 U.S.C. 1397d, and other applicable federal regulations and policies promulgated thereunder.

(2) Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d, et seq., which prohibits discrimination on the basis of race, color or national origin.

(3) Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.

(4) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681, et seq., which prohibits discrimination on the basis of sex in educational programs.

(5) The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101, et seq., which prohibits discrimination on the basis of age.

(6) Section 654 of the Omnibus Budget Reconciliation Act of 1981, as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

(7) The American with Disabilities Act of 1990, Public Law 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.

(8) The Pro-Children Act: Contractor agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) 103-277, the Contract shall not permit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

(9) The Davis-Bacon Act, as amended, 40 U.S.C. 276a to 276a-7, and as supplemented by the Department of Labor (DOL) regulations 29 CFR Part 5, the Copeland Anti-Kickback Act, 40 U.S.C. 276c and 18 U.S.C. 874, as supplemented by the DOL regulations 29 CFR Part 3, and the Contract Work Hours and Safety Standards Act, 40 U.S.C. 327-

333, as supplemented by the DOL regulations 29 CFR Part 5, regarding labor standards for federally assisted construction sub agreements.

(10) The Clean Air and Water Act: If this Contract is in excess of \$100,000, Contractor shall comply with all applicable standards, orders or regulations issued under the Clean Air Act, as amended, 42 U.S.C. 7401, Section 508 of the Clean Water Act, as amended, 33 U.S.C. 1368, et seq., Executive Order 11738 and Environmental Protection Agency Regulations. Contractor shall report any violation of the above to HORNE.

(11) Energy Efficiency: Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State 's energy conservation plan issued in compliance with the Energy Policy and Conservation Act, Pub. L. 94-163.

(12) The Byrd Anti-Lobbying Amendment (31 U.S.C. 1352: Contractors who apply or bid for an award of \$100,000 or more shall file the required certification (see Certification Regarding Lobbying Form within Attachment 2 of this Contract). Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient.

(13) Debarment and Suspension: When applicable, as required by the regulation implementing Executive Order (EO) No. 12549 and EO No. 12689, Debarment and Suspension, 2 CFR Part 2998, Contractor must not be, nor within the three-year period preceding the effective date of the Contract have been, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. No contract shall be awarded to parties listed on the U. S. Government Services Administration List of Parties Excluded from Federal Procurement or Non-Procurement Programs. Contractor must provide a completed Certification Regarding Debarment, Suspension, and Other Responsibility Matters, included in Attachment 2 of this Contract.

(14) Public Announcements and Advertising: When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, Contractor shall clearly state (1) the percentage of the total costs of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

(15) Purchase of American-Made Equipment and Products: Contractor assures that, to the greatest extent practicable, all equipment and products purchased with funds made available under this Agreement will be American-made.

(16) Equal Treatment for Faith-Based Organizations. Prohibits any State or local government receiving funds under any Department program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization's religious character or affiliation. Prohibits religious organizations from engaging in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance. Prohibits an organization that participates in programs funded by direct financial assistance from the Department, in providing services, from discriminating against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Any restrictions on the use of grant funds shall apply equally to religious and non-religious organizations.

(17) Rights to Inventions Made Under Contract or Agreement: Contracts or agreements for the performance of experimental, development, or research work shall provide for the rights of the Federal Government and Contractor in any resulting invention

in accordance with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contract and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(18) The Consolidated Appropriations Act, 2010, Division E, Section 511 (Pub. L. 111-117), which prohibits distribution of federal funds made available under the Act to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries. The Continuing Appropriations Act, 2011, Sections 101 and 103 (Pub. L. 111-242), provides that appropriations made under Pub. L. 111-117 are available under the conditions provided by Pub. L. 111-117.

(19) E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.

(20) Contract Work Hours and Safety Standards Act (40 U.S.C. §327–333) — If this Contract involves federal funding in excess of \$2,000 for construction contracts or in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers, compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–333), as supplemented by Department of Labor regulations (29 CFR Part 5) is required. Under section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(21) Resource Conservation and Recovery Act (RCRA). Under RCRA (Pub. L. 94–580 codified at 42 U.S.C. 6962), state and local institutions of higher education, hospitals, and non-profit organizations that receive direct Federal awards or other Federal funds shall give preference in their procurement programs funded with Federal funds to the purchase of recycled products pursuant to the EPA guidelines.

(22) Immigration Reform and Control Act. Contractor shall comply with the requirements of the Immigration Reform and Control Act of 1986, which requires employment verification and retention of verification forms for any individuals hired who will perform any services under the contract.

(23) Contractor agrees to utilize the U.S. Agency of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all new employees hired during the term of this Agreement for the services provided under this Agreement.

(24) Equal Employment Opportunity. During the performance of this contract, the Contractor agrees as follows:

(a) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(b) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(c) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(d) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(e) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(f) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(g) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

EXHIBIT B
SAMPLE SCOPE OF WORK

Description of American Rescue Plan Act Program

Respondents will help Mobile County fulfill State and Federal SLFRF statutory responsibilities related to recovery from COVID-19. Respondents will assist Mobile County in completion of SLFRF program(s). Respondents must be qualified to provide Program Engineering, Architectural, and/or Design services for one or more programs or services (environmental, acquisition, general administration, etc.)

Below is a description of anticipated programs that are eligible for funding through the SLFRF Program funded through the U.S. Department of the Treasury or other designated State or Federal Agency. As currently defined by U.S. Treasury guidance, selected Projects must use the allocated funds in one of the following ways. The County anticipates selecting a respondent for the following programs that require Engineering Services:

- (A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.
- (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, non-entitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, non-entitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, non-entitlement unit of local government, or county prior to the emergency; or
- (D) to make necessary investments in water, sewer, or broadband infrastructure.

A typical project may include developing the scope of construction; development of concept, preliminary, and final design documents; environmental documents; utility coordination and relocation plans; right-of-way plans and documents; specifications and bid documents; contract administration. Typical projects will generally fall into but not be limited to the follow categories:

- Utility Infrastructure (water, sewer, etc)
- Broadband Infrastructure
- Building or Facility Improvements and/or new construction
- Parks / Recreation
- Site development

SCOPE OF SERVICES REQUESTED

Respondents must be qualified to provide Engineering Design, Architectural Design, and/or other supporting professional services for one or more infrastructure or building projects funded, implemented, and administered through Mobile County SLFRF program. Program services must be performed in compliance with the guidance provided by the US Treasury.

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondents must be able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. Respondents should provide a detailed narrative of their experience as it relates to each of the items below. Respondents should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Engineering, Architectural, and/or Design Services will be provided in conformance with the guidance

documents utilizing forms provided by the US Treasury or other designated agencies, if applicable. While this IDIQ Master Contract will primarily consist of providing professional engineering related services, additional services may also apply. The Providers shall furnish pre-funding and post-funding program engineering services to complete the SLFRF projects, including, but not limited to the following:

General Requirements

- a) Coordinate, as necessary, between Mobile County and its service providers (i.e., Engineer, Environmental, Contracted Construction Company, Grant Administrator, etc.) regarding project design services in accordance with SLFRF Program.
- b) Provide monthly project status updates.
- c) Funding release will be based on deliverables identified in the program.
- d) Provide necessary documentation and administered services to ensure compliance with Federal awards and grants.

Initial Engineering and Design Support

Respondents will be required to show the ability to provide all the Engineering, Architectural, and/or Design services described below:

- a) Assist with the development of project related services, including, but not limited to cost estimates, preparation of project justification, project maps and accurate project descriptions.
- b) Provide all project information necessary to ensure timely execution of the environmental review (if required).
- c) Provide preliminary engineering, architectural, investigations, and drawings as required sufficient to achieve the preliminary design milestone, including at a minimum:
 - i. Cross sections/elevations
 - ii. Project layout/staging areas
 - iii. General notes
 - iv. Special notes
 - v. Design details
 - vi. Specifications
 - vii. Utility relocation designs
 - viii. Construction limits, including environmentally sensitive areas that should be avoided during construction
 - ix. Required permits
 - x. Quantities
 - xi. Estimate of construction costs to within +/- 20%
 - xii. Schedules for design, permitting, acquisition and construction
- d) Design surveying, topographic and utility mapping.
- e) Provide support necessary to assist in site selection, if necessary.
- f) Perform subsurface explorations for project sites, as necessary.
- g) Prepare horizontal alignments/layouts for all proposed project alternatives necessary to fully describe the project scope, anticipated limitations, and potential project impacts.
- h) Recommend value engineering options (alternative design, construction methods, procurement, etc.) that may improve efficiency, expedite the schedule, or reduce project costs for the subrecipient.
- i) Identify, acquire, and submit all necessary permits and approvals required for design approval and construction.
- j) Submit all necessary deliverables to the appropriate entity for review and comment. Adjust project and/or design to satisfactorily address any comments, as necessary.
- k) Prepare plans and profiles, including vertical design information for the selected alternative.
- l) Identify and address potential obstacles to project implementation (i.e., pipelines, easements, permitting, environmental, etc.) prior to moving forward with the final design.
- m) Support Mobile County with acquisition or property/servitudes/right-of-way documentation as required to facilitate the project, preparing right-of-way surveys and/or property boundary maps and legal descriptions of parcels to be acquired.
- n) Provide design schedules in MS Project format or equal as approved by the County based on SLFRF guidance.

Engineering and Final Design Support

Respondents will be required to show the ability to provide all the Engineering, Architectural, Design and/or services described below as they relate to final design support:

- a) Prepare plans and profiles, including necessary design information for the selected alternative sufficient to achieve all detailed design milestones. Examples include, but are not limited to:
 - i. Cross sections/elevations
 - ii. Project layout/staging areas
 - iii. General notes
 - iv. Special notes
 - v. Design details
 - vi. Specifications
 - vii. Utility relocation designs
 - viii. Construction limits, including environmentally sensitive areas that should be avoided during construction
 - ix. Required permits
 - x. Quantities
 - xi. Estimate of construction costs to within +/- 15%
 - xii. Schedules for design, permitting, acquisition and construction
- b) Provide information to appropriate individuals for the development of environmental fund release reports and floodplain maps.
- c) Identify, assist in the acquisition or submittal for any necessary permits and approvals required for design and construction.
- d) Provide hard copy, if necessary, reproducible plan drawings and federally compliant bid documents, in addition to electronic copies to the County, upon design completion, and as requested during design. Electronic copies should be in the native format (AutoCAD DWG) along with PDF packages and should contain all corresponding references, databases, or files associated with the completed design documents.
- e) Assist the County and any service provider related to the project with all necessary documentation to ensure compliance with all Program requirements and regulations.

Bid and Award Support

Respondents will be required to show the ability to provide all the Engineering, Architectural, and/or Design services described below as they relate to bid and award support.

- a) Submit appropriate items and support County in the development of complete bid package.
- b) Prepare and assist the County in the advertisements for bid solicitation.
- c) Support development and issuance of bid-related documents necessary to complete bid process (e.g., bid proposal form, bid addenda and supporting documentation).
- d) Conduct pre-bid conference and bid opening as required.
- e) Support the County with ongoing communication during bid process.
- f) Support the County to complete bid tabulation and evaluation of responses and provide recommendation for award.
- g) Support the County to negotiate and finalize contract documents, including issuance of the Notice to Proceed, in accordance with program and the County requirements.
- h) Conduct preconstruction conference.

Contract Management and Construction Oversight

Respondents will be required to show the ability to provide all the Engineering, Architectural, and/or Design services described below as they relate to contract management and construction oversight.

- a) Ensure delivery of project in accordance with contract.
- b) Provide ongoing Construction Oversight Reports detailing the status of construction for project.
- c) Review all service provider submittals to ensure compliance with construction contract documents and provide recommendations to the County.
- d) Provide periodic and final inspections and tests reports, as required for the project.
- e) Provide on-site supervision and oversight of construction activities at a minimum on a bi-weekly basis or as directed by the SLFRF guidance or the County.
- f) Review Construction Change Orders and provide recommendation to the County as to appropriate action.
- g) Review invoice/draw requests and provide recommendation to the County as to appropriate action, in compliance with the construction contract documents.
- h) Obtain independent cost estimates for validation purposes, as required.
- i) Review and respond to requests for information/clarification.
- j) Support the County with issue identification and claims resolutions.

- k) Enter all requisite information into the SLFRF system of record in accordance with established policies and procedures.
- l) Develop a final "as built" report of quantities, drawings, and specifications.
- m) Issue to the County or other required entities, for execution, a Certificate of Construction Completion within 30 days of final inspection approval.
- n) Deliver "as-built" drawings to the County within 30 days of project completion.
- o) Host and/or attend project coordination meetings in person, by phone, or by video conference, which may or may not fall during normal business hours.
- p) Perform other contract management and construction oversight duties as required to ensure success of the project.
- q) Provide necessary certifications to regulatory agencies of project completion and compliance.
- r) Submit all final invoices within 60 days after contract or work order expiration.

Specialized Services

Respondents will be required to show the ability to provide all the Engineering, Architectural, and/or Design services described below as they relate to specialized services.

- a) Provide Geotechnical Investigations as may be required for a project.
- b) Provide Detailed Surveying as may be required for a project.
- c) Provide Site Specific Testing as may be required for a project.
- d) Provide Archeological Studies as may be required for a project.
- e) Provide Planning Studies as may be required for a project.
- f) Provide Feasibility Studies as may be required for a project.
- g) Provide Legal documentation for property and/or easements to be acquired (i.e., field notes, etc.).
- h) Provide Phase I and Phase II environmental site assessments as requested.

EXHIBIT C
PART 11 OF STANDARD FORM (SF) 330, ARCHITECT-ENGINEER QUALIFICATIONS

SF-330, Part II

Part II - General Qualifications

Prepare a separate Part II for each firm that will be part of the team. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and /or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e . Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. Ownership.

a. Type . Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b . Small Business Status . Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541 330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions . Contact your local U.S. Small Business Administration office for any questions regarding Business Status .

6a-6c . Point of Contact . Provide this information for a representative of the firm that the agency can contact for additional information . The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm . Enter the name of the firm if Part II is prepared for a branch office.

8a-8c . Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was

effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline . Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10 . Profile of Firm's Experience and Annual Average Revenue for Last 5 Years . Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years . Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office . Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative . An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Navalds; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
		E13	Environmental Testing and Analysis
B01	Barracks; Dormitories	F01	Fallout Shelters; Blast-Resistant Design
B02	Bridges	F02	Field Houses; Gyms; Stadiums
C01	Cartography	F03	Fire Protection
C02	Cemeteries (<i>Planning & Relocation</i>)	F04	Fisheries; Fish ladders
C03	Charting; Nautical and Aeronautical	F05	Forensic Engineering
C04	Chemical Processing & Storage	F06	Forestry & Forest products
C05	Child Care/Development Facilities	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C06	Churches; Chapels	G02	Gas Systems (Propane; Natural, Etc.)
C07	Coastal Engineering	G03	Geodetic Surveying: Ground and Air-borne
C08	Codes; Standards; Ordinances	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C09	Cold Storage; Refrigeration and Fast Freeze	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C10	Commercial Building (<i>low rise</i>); Shopping Centers	G06	Graphic Design
C11	Community Facilities	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C12	Communications Systems; TV; Microwave	H02	Hazardous Materials Handling and Storage
C13	Computer Facilities; Computer Service	H03	Hazardous, Toxic, Radioactive Waste Remediation
C14	Conservation and Resource Management	H04	Heating; Ventilating; Air Conditioning
C15	Construction Management	H05	Health Systems Planning
C16	Construction Surveying	H06	Highrise; Air-Rights-Type Buildings
C17	Corrosion Control; Cathodic Protection; Electrolysis	H07	Highways; Streets; Airfield Paving; Parking Lots
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H08	Historical Preservation
C19	Cryogenic Facilities	H09	Hospital & Medical Facilities
D01	Dams (<i>Concrete; Arch</i>)	H10	Hotels; Motels
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D03	Desalinization (<i>Process & Facilities</i>)	H12	Hydraulics & Pneumatics
D04	Design-Build - Preparation of Requests for Proposals	H13	Hydrographic Surveying
D05	Digital Elevation and Terrain Model Development		
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage		
J01	Judicial and Courtroom Facilities	R01	Radar; Sonar; Radio & Radar Telescopes
L01	Laboratories; Medical Research Facilities	R02	Radio Frequency Systems & Shieldings
L02	Land Surveying	R03	Railroad; Rapid Transit
L03	Landscape Architecture	R04	Recreation Facilities (Parks, Marinas, Etc.)
L04	Libraries; Museums; Galleries	R05	Refrigeration Plants/Systems
L05	Lighting (Interior; Display; Theater, Etc.)	R06	Rehabilitation (Buildings; Structures; Facilities)
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R07	Remote Sensing
M01	Mapping Location/Addressing Systems	R08	Research Facilities
M02	Materials Handling Systems; Conveyors; Sorters	R09	Resources Recovery; Recycling
M03	Metallurgy	R10	Risk Analysis
M04	Microclimatology; Tropical Engineering	R11	Rivers; Canals; Waterways; Flood Control
M05	Military Design Standards	R12	Roofing
M06	Mining & Mineralogy	S01	Safety Engineering; Accident Studies; OSHA Studies
M07	Missile Facilities (Silos; Fuels; Transport)	S02	Security Systems; Intruder & Smoke Detection
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S03	Seismic Designs & Studies
N01	Naval Architecture; Off-Shore Platforms	S04	Sewage Collection, Treatment and Disposal
N02	Navigation Structures; Locks	S05	Soils & Geologic Studies; Foundations
N03	Nuclear Facilities; Nuclear Shielding	S06	Solar Energy Utilization
O01	Office Buildings; Industrial Parks	S07	Solid Wastes; Incineration; Landfill
O02	Oceanographic Engineering	S08	Special Environments; Clean Rooms, Etc.
O03	Ordnance; Munitions; Special Weapons	S09	Structural Design; Special Structures
P01	Petroleum Exploration; Refining	S10	Surveying; Platting; Mapping; Flood Plain Studies
P02	Petroleum and Fuel (Storage and Distribution)	S11	Sustainable Design
P03	Photogrammetry	S12	Swimming Pools
P04	Pipelines (Cross-Country - Liquid & Gas)	S13	Storm Water Handling & Facilities
P05	Planning (Community, Regional, Areawide and State)	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P06	Planning (Site, Installation, and Project)	T02	Testing & Inspection Services
P07	Plumbing & Piping Design	T03	Traffic & Transportation Engineering
P08	Prisons & Correctional Facilities	T04	Topographic Surveying and Mapping
		T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
		T06	Tunnels & Subways

List of Experience Categories (Profile Codes)

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

**EXHIBIT D
CONFLICT OF INTEREST DISCLOSURE FORM**

Conflict of Interest Disclosure Form

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the nominator(s)' other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the addition of the nominated condition to the newborn screening panel. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from nominating a condition for screening.

Date: _____

Name: _____

Position: _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

_____ I have no conflict of interest to report.

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____

Date: _____

**EXHIBIT F
CERTIFICATION REGARDING LOBBYING**

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB
0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____ if known: Congressional District, if known: ^{4c} _____	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: _____ _____ _____ _____ Congressional District, if known: _____	
6. Federal Department/Agency: _____	7. Federal Program Name/Description: _____ CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> _____ _____ _____	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> _____	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



EXHIBIT F
CERTIFICATION REGARDING LOBBYING

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee ,e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.