



**CITY OF WEST COLUMBIA - Qualified Environmental Professional (QEP) Services: EPA Brownfields
Community-Wide Assessment Grant**

REQUEST FOR QUALIFICATIONS (RFQ) - ADDENDUM No. 1

November 18, 2025

Please incorporate the following clarifications and responses into your proposal.

1. The assessment grant awarded to the City of West Columbia may only be used for assessment and remediation/reuse planning tasks. Throughout the RFQ, the term “remediation” is used. Can you please clarify what specific activities the City intends to include under “remediation”?
 - a) **The term "remediation" as used throughout the RFQ is intended to mean "Remediation Planning and Preparation" which are fully eligible activities under the assessment grant. Wherever the term "remediation" appears, it should be interpreted as the crucial preparatory steps necessary to define, plan, and estimate the cost of future physical cleanup actions, thereby facilitating redevelopment and reuse.**
2. Lab costs and unit rates were requested for asbestos, lead paint, mold, and geophysical and radiation surveys. Should we also provide laboratory costs for typical Phase II media and analytes?
 - a) **Yes**
3. Is there any MBE/WBE consideration with the consultant selection?
 - a) **While there are no points associated with MBE/WBE participation in the RFQ scoring, we strongly encourage qualified Minority Business Enterprises and Women Business Enterprises to submit proposals and/or partner with other firms on this project.**
4. Under 5.c. “Cost Proposal” you request costs for “Radiation Surveys”, could you please clarify if this refers to radon surveys, nuclear radiation surveys, or another type of radiation survey.
 - a) **Since the specific type of radiation survey needed is unknown at this time, please remove "Radiation Surveys" from the required cost estimate/lump sum total but provide your proposed unit rates for various radiation survey types in an addendum table for future reference.**
5. Is there a page limit, font size or single side/double side page requirement for the submittal?
 - a) **There is no strict page limit, font size, or single/double-sided page requirement for the submittal; however, we kindly ask that you be respectful of the reviewer's time and limit your submission to include only the requested and necessary materials. Submittals should be concise and should not contain any unnecessary attachments, marketing materials, enclosures, or exhibits.**
6. Regarding our costs, is there a specific way in which the City would like the Not to Exceed costs presented? Does the City require a Not to Exceed cost for each bullet item in Section 3 of the RFQ? Some items only say “assist”, “support” or “serve” and these activities are difficult to quantify.
 - a) **The City does not require a specific format (e.g., table vs. narrative) for the NTE costs, but the submission must clearly present the maximum total cost for the entire scope of work.**
 - b) **Yes, please provide a NTE cost for each bullet item in Section 3, and for ambiguous activities like "assist" or "support," please base your estimate on a reasonable Level of Effort (LOE) and clearly state your assumptions.**
7. Could you please clarify whether the grant was developed internally or with the support of an external consultant?
 - a) **The grant was developed internally with no outside consultants.**

8. Would the City be able to provide a copy of the work plan associated with this opportunity?
 - a) **We will provide a copy of the work plan once a consultant is selected.**
9. Is an electronic version of the submission (USB, CD, etc.) required, or only hard copies?
 - a) **Electronic submissions are not required. Only hard copies are required.**

Submission Deadline: 3:00 PM (EST) December 2, 2025.

City of West Columbia
Attn: Katherine Call, Director of Community Development
200 N. 12th Street
West Columbia, SC 29169

Contact Information

For questions regarding this RFQ, please contact:

Katherine Call
Director of Community Development
kcall@westcolumbiasc.gov
(803)939.3181