



ADDENDUM No. 1

JULY 3, 2018

Solicitation Title: Disaster Recovery Management Consulting Services

Solicitation No.: RFP 50-17-18 Opening Date: **Wednesday, July 11, 2018**
by 3:30PM (LOCAL TIME)

Attention all potential bidders:

- MUST Addendum:** Read carefully and follow all instructions. Information included in this Addendum will have a material impact on the submittal for this solicitation. All "MUST" addenda are considered a matter of responsiveness. "MUST" addenda must be acknowledged on Form "A-5. Failure of a Submitter to acknowledge the addenda may be cause for rejection of the bid.

Please note the following changes:

- Public Assistance Program and Policy Guide FP 104-009-2 / April 2018, added as Attachment "C"**
- Section 2.7 MINIMUM REQUIREMENTS** now reads:
To be considered for award of this Solicitation, the Respondent must demonstrate that the firm has sufficient capabilities, resources and experience to provide the Services under this Solicitation. Any Respondent that fails to meet all the following minimum qualification requirements may be deemed as "NON-RESPONSIVE".

Those qualifications are as follows:

- Be registered to conduct business in the State of Florida. Proposers shall submit a copy of their active State of Florida, Division of Corporations records. Respondents submitting proposals as joint ventures shall submit a fully executed copy of their joint venture agreement. The joint venture must also comply and submit evidence of being licensed to do business in the State of Florida in order to be considered for this project.
- **MINIMUM NUMBER OF COMPLETED PROJECTS**
 - Respondent must have completed a minimum of two (2) projects of similar size to the City of North Miami, scope and complexity as detailed herein. Documentation for the five projects should include the following information:

- Name of the Project
 - Date range of Project (Start Date/End Date)
 - Name of entity for which services were provided
 - Entity's main contact name, phone and email
 - Description and details of the Project
- **YEARS IN BUSINESS**
 - Respondent must provide proof of being incorporated as a business of providing the services detailed herein for at least five (5) years. The City will require proof that a Proposer is an established business operating in compliance with all local, state and federal laws.
- **REFERENCES**
 - Respondent must provide at least two (2) references of clients to which it has provided Debris Monitoring Services within the last ten (10) years. If available, such references should be representative of Florida public agencies. Please include a fully completed **Form A-14**.

Note: Please be advised that it is the sole responsibility of each Respondent to provide accurate and up to date information regarding references. In the event that the City is unable to either verify the project information submitted or if the information is incorrect, the Respondent may be deemed NON-RESPONSIVE.

AMENDED TO READ:

Section 2.7 MINIMUM REQUIREMENTS now reads:

To be considered for award of this Solicitation, the Respondent must demonstrate that the firm has sufficient capabilities, resources and experience to provide the Services under this Solicitation. Any Respondent that fails to meet all the following minimum qualification requirements may be deemed as "NON-RESPONSIVE".

Those qualifications are as follows:

- Be registered to conduct business in the State of Florida. Proposers shall submit a copy of their active State of Florida, Division of Corporations records. Respondents submitting proposals as joint ventures shall submit a fully executed copy of their joint venture agreement. The joint venture must also comply and submit evidence of being licensed to do business in the State of Florida in order to be considered for this project.
- **MINIMUM NUMBER OF COMPLETED PROJECTS**
 - Respondent must have completed a minimum of two (2) projects of similar size to the City of North Miami, scope and complexity as detailed herein. Documentation for the **two (2)** projects should include the following information:
 - Name of the Project
 - Date range of Project (Start Date/End Date)
 - Name of entity for which services were provided
 - Entity's main contact name, phone and email
 - Description and details of the Project

- **YEARS IN BUSINESS**

- Respondent must provide proof of being incorporated as a business of providing the services detailed herein for at least five (5) years. The City will require proof that a Proposer is an established business operating in compliance with all local, state and federal laws.

- **REFERENCES**

- Respondent must provide at least two (2) references of clients to which it has provided **Disaster Recovery Consulting Services** within the last **fifteen (15) years**. If available, such references should be representative of Florida public agencies. Please include a fully completed **Form A-14**.

Note: Please be advised that it is the sole responsibility of each Respondent to provide accurate and up to date information regarding references. In the event that the City is unable to either verify the project information submitted or if the information is incorrect, the Respondent may be deemed NON-RESPONSIVE.

Request for Information, Questions, and Clarifications:

Q.1 “Per paragraph 2.7, the City has asked for references of clients to which it has provided Debris Monitoring Services. However, debris monitoring services are not listed in the scope of work. Is it the City’s intention to solicit proposals for debris monitoring services?”

A.1 Please refer to amended Section 2.7.

Q.2 “In addition to the reference requirement, the Cost Proposal Form also lists positions for debris monitoring services?”

A.2 Section 6.0 Cost Proposal Form is replaced with the Revised Section 6.0 Cost Proposal Form included as Attachment “D” of this addendum.

Q.3 “On page 13 of 38 of the RFP, Section: REFERENCES states:
“Respondent must provide at least two (2) references of clients to which it has provided Debris Monitoring Services within the last ten (10) years. If available, such references should be representative of Florida public agencies. Please include a fully completed Form A-14.” Question: Will the City consider removing this requirement?”

A.3 No. However, the requirement has been amended. Please refer to amended Section 2.7.

Q.4 “Will the City confirm the number of duplicate copies are required for a compliant submission?”

A.4 Please submit one (1) original Proposal, six (6) copies of the original Proposal and one (1) digital copy on compact disk (CD) or USB Flash Drive.

Q.5 “On page 13 under Minimum Number of Complete Projects, the first bullet states:
“Respondent must have completed a minimum of two (2) projects of similar size to the City of North Miami, scope and complexity as detailed herein. Documentation for the five projects should include the following information:” Question: Our question is, should we provide two or five projects?”

A.5 Please refer to amended Section 2.7.

- Q.6** “On page 13 under References, it states: “Respondent must provide at least two (2) references of clients to which it has provide Debris Monitoring Services within the last ten (10) years.” On page 26 under References it states: “Respondent must provide at least two (2) references of clients to which it has provided Disaster Recovery Consulting Services within the last ten (10) years.” Question: Our question is, do you want Debris Monitoring Services References or Disaster Recovery Consulting Services References?”
- A.6** **Please refer to amended Section 2.7.**
- Q.7** “On the Cost Proposal Form, what does ‘DMS’ stand for in DMS Monitor?”
- A.7** **Section 6.0 Cost Proposal Form is replaced with the Revised Section 6.0 Cost Proposal Form included as Attachment “D” of this addendum.**
- Q.8** “May we include additional positions within the cost proposal form and on our org chart to reflect positions we deem necessary as part of responding to this RFP?”
- A.8** **Yes.**
- Q.9** “On the minimum qualifications and proposal submittal checklist Number 2 states to submit verification documentation firm has complete three (3) Debris Monitoring Projects, is this correct?”
- A.9** **Section 8.0 Minimum Qualifications and Proposal Submittal Checklist is replaced with the Revised Section 8.0 Minimum Qualifications and Proposal Submittal Checklist included as Attachment “E” of this addendum.**
- Q.10** “On page 34 of 38, Section 8.0, Minimum Qualifications and Proposal Submittal Checklist: “Respondent must provide at least two (2) references of clients to which it has provided tennis facility operations/management within the last ten (10) years.” Question: Will the City remove this requirement?”
- A.10** **Section 8.0 Minimum Qualifications and Proposal Submittal Checklist is replaced with the Revised Section 8.0 Minimum Qualifications and Proposal Submittal Checklist included as Attachment “E” of this addendum.**
- Q.11** “On page 13 under Minimum Numbers of Completed Projects, the first bullet requires a minimum of 2 projects in the first sentence, but the second sentence states documentation is required for 5 projects. On the submittal checklist it as for 3 completed Debris Monitoring Projects. Please clarify.”
- A.11** **Please refer to amended Section 2.7. Section 8.0 Minimum Qualifications and Proposal Submittal Checklist is replaced with the Revised Section 8.0 Minimum Qualifications and Proposal Submittal Checklist included as Attachment “E” of this addendum.**
- Q.12** “On page 13 under References the references are specific to Debris Monitoring Services. On page 26 the references are stated to relate to Disaster Recovery Consulting Services. The Submittal Checklist refers to references for tennis facilities. Please clarify.”
- A.12** **Please refer to amended Section 2.7. Section 8.0 Minimum Qualifications and Proposal Submittal Checklist is replaced with the Revised Section 8.0 Minimum Qualifications and Proposal Submittal Checklist included as Attachment “E” of this addendum.**

- Q.13** “Under section 2.4 (Term of Contract) it states that “this Agreement shall be for three (3) years”. The Pricing Form provided on page 28 only allows for one set of rates. Will vendors be allow to propose a yearly escalation or is it the expectation that the rates offered will remain constant for the entire 3 year period?”
- A.13** **The proposed rates shall remain fixed through the term of the entire agreement.**
- Q.14** “Would the City of North Miami consider allowing vendors to bill approved travel separately since the amount of travel is undeterminable without a clear, specific scope of work?”
- A.14** **Yes. Any required travel will be billed within federal and state travel guidelines.**
- Q.15** “What contract type does the City anticipate awarding?”
- A.15** **This is a requirement contract with a fixed-price payment provisions, whereby the contractor is reimbursed for its contracted cost for labor and other agreed to incidentals.**
- Q.16** “On page 2, six (6) copies are requested. On page 23, five (5) copies are requested. Please clarify.”
- A.16** **Please submit one (1) original Proposal, six (6) copies of the original Proposal and one (1) digital copy on compact disk (CD) or USB Flash Drive.**
- Q.17** “Does the City require the consultant to have a licensed public insurance adjuster in the State of Florida for this engagement??”
- A.17** **No, it is not a requirement.**
- Q.18** “Since this RFP is for pre-positioned or standby services, does the City already have a consultant under contract for current disaster recovery efforts? If not, will this solicitation cover current recovery efforts related to Hurricane Irma?”
- A.18** **The City currently has another contractor handling all Hurricane Irma efforts. This new contract will be for any future Disaster Recovery Management Consulting Services.**
- Q.19** “Does the City have an MWBE Goal? If so, what is the goal (%)??”
- A.19** **No, the City does not have an M/WBE Goal.**
- Q.20** “As a pre-positioned contract, the magnitude of a potential disaster is unknown. The RFP asks for a schedule as part of the technical approach. Can you elaborate on what you would like to see on this schedule?”
- A.20** **The City is requesting Contractors include in their proposed approach a schedule that identifies the time frame it would take for the contractor to be on site and ready to provide the City the requested services. All requested services will be post disaster event.**
- Q.21** “The City is requesting that the consultant provide blended rates that include raw labor, travel, etc. The FEMA PA program reimburses applicants for Direct Administrative Costs associated with compiling documentation, performing site inspections, etc. The new FEMA Guidance (Page 39 <https://www.fema.gov/media-library-data/1525468328389->

[4a038bbef9081cd7dfe7538e7751aa9c/PAPPG_3.1_508_FINAL_5-4-2018.pdf](#)) states that “FEMA does not reimburse DAC based on blended rates (e.g., a labor rate plus a percentage of overall travel expenses or one rate for all levels of employees involved in a project). Labor and travel expenses must be tracked separately and shown as directly related to a specific project.” Does the City wish to reconsider how the consultant submits pricing?

A.21 Any required travel shall be billed separately from labor and within federal and state travel guidelines.

Q.22 “On the Cost Proposal Form, there is a Pre-Disaster Consulting Hourly Rate column. Can you please elaborate on the scope of services to be provided during this period? Does this period begin at contract inception?”

A.22 Section 6.0 Cost Proposal Form is replaced with the Revised Section 6.0 Cost Proposal Form included as Attachment “D” of this addendum.

Q.23 “Current 404 HMGP Grant Applications are due on August 6th. Does the City anticipate awarding this contract before this date? Will this work be included in the described scope of services?”

A.23 The City currently has another contractor handling all Hurricane Irma efforts. This new contract will be for any future Disaster Recovery Management Consulting Services. To that end, the August 6th Grant Application deadline will not apply to this contract.

Q.24 “There is a reference to tennis facility operations/management experience in item 4 of the proposal checklist (8.0), as well as a few of references to debris monitoring project experience, are they part of the scope for this project?”

A.24 Section 8.0 Minimum Qualifications and Proposal Submittal Checklist is replaced with the Revised Section 8.0 Minimum Qualifications and Proposal Submittal Checklist included as Attachment “E” of this addendum.

Q.25 “In Section 5, Proposed Approach, Understanding of Response to Scope – 20 Points, the 4th bullet says “Provide website and/or portal with details for status to worksheets.” Can you please provide additional detail and elaborate on what is expected for this requirement?”

A.25 The FEMA reimbursement process utilizes a shared drive where all project worksheets are uploaded along with all of the accompanying receipts, invoices, spreadsheets, etc. We are asking for contractors to explain how they will provide the City with website and/or portal access and view status of worksheets. Additionally, Contractors should include additional information regarding their website/portal, i.e. what type of access will the City have to the worksheets, how are the spreadsheets processed, how are the spreadsheets backed up.

For any other questions, clarification can be found in the specifications.
All other terms, conditions and specifications remain unchanged for this solicitation.

End of Addendum