



**CITY OF DUBLIN
ADDENDUM #2
BID #24-1118-01
CONSULTING SERVICES FOR DISASTER RECOVERY AND
FEMA PUBLIC ASSISTANCE**

DATE: December 11, 2024

TO: Consulting Services for Disaster Recovery and
FEMA Public Assistance Proposers

FROM: David Sawyer, Purchasing Director

SUBJECT: Questions and Answers

Addendum #1 was posted accidentally so addendum #2 will include all questions (including those posted on addendum #1).

Q: Is there a firm currently providing these same services described in the RFP's scope of work to the City? If yes, who?

A: The city engaged Goodwyn Mill Cawood on an emergency basis and they are currently providing the city with the same services described in the RFP.

Q: If there is an incumbent providing these services, are they eligible to respond to the current RFP?

A: Yes.

Q: Were the services provided by the incumbent satisfactory?

A: Yes.

Q: Is the City of Dublin willing to consider a provider that provides just one (potentially two or three) of the services specified in the scope of work?

A: No.

Q: Can you advise if you are currently under an emergency contract with a firm for debris monitoring and/or disaster recovery services? If yes, who?

A: No. The Army Corps of Engineers is currently providing debris collection and monitoring on their own, separate from the City of Dublin.

Q: If selected, are firms required to have personnel (i.e., proposal personnel, subcontractors, etc.) available on-site?

A: On-site availability is not required but is better characterized as a preferred quality in a successful firm.

Q: Is this for ALL of our company's consulting work? Or do you wish us to provide info for work more specifically related to "disaster-recovery and FEMA consulting"?

A: We are looking for work-in-progress or currently awarded but not states work related to the subject matter of the RFP.

Q: Are you referring to "job site safety"? (i.e. safety measures we'd take in the disaster areas we'd have to [occasionally] operate in). Could you provide some clarification and/or additional info (if necessary) on this?

A: This is referring to safety measures you would take in the event you have to operate in a disaster area.

Q: Please confirm that RFP 24-1118-01 is not related to securing FEMA PA services for the City's recovery from Hurricane Helene.

A: RFP 24-1118-01 is intended to secure services for the City's recovery from Hurricane Helene. The purpose of the RFP is to provide long-term services for Hurricane Helene and to provide contracted services on a pre-event basis going forward. The City reserves the right to award multiple contracts as a result of this RFP. One for Hurricane Helene and also for prospective events which may necessitate the need for these services in the future. The City also reserves the right to award one contract to one firm for both.

Q: Should Addenda acknowledgements be emailed as instructed and also included in the print/digital versions of the submitted bid?

A: Yes.

Q: Please confirm that the City will accept DocuSign signature of a “person duly authorized to bind the company” in lieu of wet ink original signatures on all documents.

A: Wet ink signatures are required and DocuSign is not acceptable, per the RFP. There must be one original with wet ink.

Q: (A) Does the City consider Section 3, Proposal Form, to be the RFP format referenced in Section 1.C. to which Proposers should organize their responses?

(B) If yes, where then should Proposer’s place responses to Section 1.G. Submittal Requirements (1-8), ahead of its response to Section 3. Proposal Form or behind it as a separate section entitled e.g. RFP Submittal Requirements”?

A: (A) Yes.

(B) Proposers should place responses to Section 1.G. Submittal Requirements (1-8) ahead of the Proposal Form and information listed in Section 3. These should be titled “Section 1.G. Submittal Requirements”.

Q: Please confirm that the City will accept DocuSign signature of a “person duly authorized to bind the company” in lieu of wet ink original signatures on all documents.

A: Wet ink signatures are required on one original. Copies may be copies.

Q: Please identify the number of evaluators and their job titles.

A: The list of evaluators will be issued by addendum after the deadline for submissions but prior to the evaluations being conducted.

Q: Please confirm that Payment Bonds and Performance Bonds will not be required of the Proposer awarded this RFP for professional services.

A: No payment or performance bond is required, but certificates of insurance are as specified in the RFP.

Q: Please confirm the City desires to receive via email only to the City Manager (i.e. not also a letter sent via U.S. mail) signed amendment(s) scanned and attached as PDFs to said email(s) as amendments are posted.

A: The City desires only to receive acknowledgments of amendments via email to the City Manager and not a contemporaneous additional letter.

Q: Please confirm that the City, in addition to emails, would also like to receive signed amendments as part of the Proposer's printed bid response and in the digital PDF on the USB.

A: Yes, the City would also like to receive signed amendments as part of the Proposer's printed bid response and in the digital PDF on the USB.

Q: Is there a difference in the asks for an organizational chart? For example, does the City want a company organizational chart and an organizational chart of the team proposed or are these asks the same?

A: The City is asking for the same chart in Section 1.G.#2 and Section 3 Proposal Form #7.

Q: Does the City desire to receive only page 12 of the RFP requirements signed OR the first 12 pages of the RFP including a signed page 12?

A: The City desires that only page 12 be signed.

Q: What grant management system does the City currently use?

A: The City uses Tyler Technologies for payroll and financial accounting, and the City also uses the Microsoft Office 365 Suite for various grant management activities.

Q: We interpret Schedule A (as cited) to be duplicative of the ask in "Co. Info" #15, is this a correct interpretation?

A: Schedule A in Section 3 should include the information listed therein and Section 3 #15 asks for specific resumes.

Q: We provide our clients with a variety of emergency management and grant management services, so at any given time we have more than a hundred projects in progress. In the interest of a simple, straightforward response, may we only provide a list of current "Public Assistance" work in progress and any "Public Assistance" work awarded but not yet started, if applicable?

A: You may provide any and all lists of current work in progress and work currently awarded but not yet started that you feel is relevant.

Q: Given this RFP is for professional services rendered in an office environment vs. at a construction job site, will the City waive this requirement?

A: The City does not waive the requirement stated in G. #7 to "Describe how your company will provide job site security." This is referring to safety measures you would take in the event you have to operate in a disaster area.

Q: Please confirm that the reference to the experience of the "City Manager" was intended to be "the experience of the proposed Project Manager" for this contract, if awarded.

A: Yes, that is what was intended for Section 3. Proposal Form Schedule A. Qualifications.

Q: Please provide Section 5 of the RFP as it was not included in the RFP advertised 11/18/24. Thank you.

A: There is no Section 5. That sentence was included by mistake.

Q: We understand that signed and scanned addendums must be returned to Mr. Powell via email. With regards to the RFP format, would the City like the same placed at the beginning of the Proposer's bid after the Table of Contents or at the end as an aptly named Appendix?

A: Please place at the end.

Q: Assuming the City's desired RFP format is Schedules A – G (Section 3 Proposal Format), should the signed and completed pages 21 – 23 come before a Proposer's responses to Schedules A-G or after?

A: The Proposal Form (pages 19-23 of the RFP) should come first with the responses to Schedules A-G to follow.

Q: May Proposers recreate these pages in their response to allow for inclusion of attachments, e.g. organizational chart (#7), references (#14), and resumes (#15) within the Company Information section? Or does the City want attachments related to the Company Information section placed in an aptly named Appendix?

A: The pages may be recreated as long as questions are listed as they are in the RFP.

Q: To what pages of the RFP does this signature apply? E.g. just Section 3 Proposal Form (pgs. 19 – 21) OR does this signature apply to the first 21 pages of the RFP? Does the City want all the related pages returned w/ the signature page (21) or just a signed page 21 with Company Information pages (21 – 22 and notary page 23) filled out beneath?

A: The signatures under penalty of perjury apply to all pages of the RFP and all information provided in the proposal in response thereto. All pages in the RFP are required in the proposal and should be filled out completely.

Q: Please provide the Labor Categories that the City desires Proposers provide hourly rates so that all Proposers are judged by the same standard.

A: Because different firms offer different levels of service through various positions, the proposer should submit the positions available to serve the City under this RFP in all relevant categories. At a minimum, the proposer should include the principal manager, project manager, data analyst, and other positions available, as the case may be.

Q: Since Proposers are asked to submit their own sample contract, which contains language such as indemnification, is the City then amenable to negotiating the RFP's terms and conditions? If the City is amenable, please confirm that Proposers can suggest desired exceptions to the RFP's T&C for future negotiation to include marks up to the Indemnity Agreement on page 32?

A: Any sample contract will incorporate all terms and conditions of the RFP and they are not subject to negotiation.

Be sure to submit this signed form with your proposal to acknowledge your receipt of the addendum. Failure to return signed addendum may result in disqualification of proposal.

I have read the above change to the original bid and will submit my bid accordingly.

Bidder: _____

Signature

Date