

ADDENDUM NO. 1

NAME: Disaster Recovery and Grant Consulting and Management Services - RFP No. TNH 149-2016

DATE: September 28, 2016

TO: All Prospective Proposers

This amendment is being issued to extend the deadline for submitted responses to the RFP to **October 11, 2016 at 3:00pm** and also to respond to questions asked of the Town in regard to the RFP:

- 1. Q. Is there an incumbent for this RFP or with similar scope of work? If, yes, please list the current contractor and describe the task current contractor is assigned.**

A. At this time, the Town does not have an incumbent contract for this or similar scope of work.
- 2. Q. We plan to subcontract firm for engineering and design related work. Would subcontracting for that portion of work be allowed?**

A. Per the terms of the RFP, each proposer is to identify a firm that would provide engineering and design work. This information will be taken into account in the Town's review of each proposal.
- 3. Q. Do you currently have an incumbent disaster recovery consultant?**

A. Please see the answer to Question No. 1.
- 4. Q. Does North Hempstead have any outstanding recovery work related to Hurricane Sandy or other declared disaster that the selected consultant will be tasked with, or is the solicitation designed for any potential disaster declarations in the future?**

A. This solicitation is designed for future work. It is not intended that the contractor will be tasked with Superstorm Sandy-related work or work related to any past disaster.
- 5. Q. Appendix A mentions that "the Town will not accept hourly fees", instead preferring alternate arrangements like monthly retainers. Is there a particular reason for that determination? The reason for the question is that FEMA will reimburse direct administrative costs (DAC) related to the development of project worksheets for recovery work. This includes DAC costs for both the applicant (North Hempstead) and any retained consultant, but that is typically done through hourly labor rates tagged to eligible activities. Alternative fee structures would make claiming DAC costs more difficult, so it should be a consideration when determining an appropriate fee structure for recovery.**

A. The RFP is hereby amended to allow the inclusion of hourly fees in each proposer's fee proposal for the services described in the RFP.
- 6. Q. If the town selects an engineering or design firm to pair with a proposer, will separate contracts be executed?**

A. The Town does not intend to execute separate contracts. It is intended that the engineer be a subcontractor of the proposer.

7. Q. In submitting costs – can a Not to Exceed percentage of the grant be proposed?

A. Yes.

8. Q. Is this contact for current work, future work, or both?

A. Please see answer to Question No. 4.

9. Q. Can the Proposer fulfill the Requirements as stated in Section C. Letter C. through is combined proposed team experience?

A. Yes.

10. Q. Can the respondent only submit PA Program Management and HM Program Management where it would not want to include Engineering and Design portion of Scope of Work.

A. Yes.

11. Q. is our understanding correct that Town of North Hempstead wants one person as a FEMA PA Program consultant, a contractor to manage Town's FEMA's PA Program day to day?

A. The Town expects that the Town's public assistance program will be managed by one firm, whether that be one individual or a team.

12. Q. Is it possible to obtain a list of the Town's disaster recovery projects currently in progress, the associated funding agency, and the status of these projects?

A. At this point in the RFP process, developing such a list would be time-prohibitive. In addition, the services requested in the RFP do not relate to existing projects or past disasters.

13. Q. Section V.A.2.a ("The proposal shall include") skips from *Item (ii) Technical Proposal* to *Item (iv) Completed price proposal*. Is there a missing component that should be listed as *Item (iii)*?

A. No, the exclusion of (iii) is a typographical error.

The "ADDENDUM NO. 1 RECEIPT ACKNOWLEDGEMENT FORM" on the last page of this Addendum No. 1 must be signed and dated in the spaces provided and submitted with your Proposal. All Proposers must submit this form with its Proposal regardless of the content contained in each Addendum.

ADDENDUM NO.1 RECEIPT ACKNOWLEDGEMENT FORM

REQUEST FOR PROPOSALS FOR DISASTER RECOVERY AND GRANT CONSULTING AND MANAGEMENT SERVICES RFP No. TNH149-2016

By signing this Acknowledgement and submitting same with its Proposal submission, the undersigned Proposer acknowledges receipt of this Addendum No. 1. Proposer further acknowledges that it has read and reviewed the information contained herein, understands same, and that its questions, if any presented, have been answered satisfactorily. Proposer agrees that it shall incorporate/consider the information contained in this Addendum No. 1 in preparing and providing its proposal price. In addition, this Addendum No.1 Receipt Acknowledgement Form must be signed and dated and attached to the proposal submittal.

Signature: _____

Company Name: _____

Proposer Acknowledgement Date: _____

Print & Sign Company Principal Name & Title: _____
