

## Request for Proposals

### Disaster Recovery and Mitigation Consulting Services for Incidents and Events November 2022

#### QUESTIONS AND ANSWERS

1. If a firm is younger than 10 years, can the 10-year requirement be met with staff experience?

Answer: If the firm has not been in existence for at least 10 years, all principles of the firm must meet the 10 year minimum experience requirement.

2. Please provide the Business References and Insurance Agent Acknowledgement Forms. They are not included in the RFP.

Answer: Page 27, item 3, Insurance Agent Acknowledgement Form 3, is amended to say “must submit with their response, a signed affidavit from their insurance provider stating they can provide all required coverage at the levels required by the RFP”, which is consistent with language on page 3, item 1.4 (5).

3. Attachment C was “Left Intentionally Blank,” – is the Equal Business Opportunity Program Forms (if required in Attachment C) required?

Answer: Form C is not required. All provisions of the Equal Opportunity Clause, which begins on page 34 remains unchanged and in full force.

4. Is Fire Damage coverage required for liability insurance for this type of work?

Answer: The policy must provide coverage up to \$50,000 for loss of work product due to fire.

5. Is there an incumbent?

Answer: No, the District has not required the services of such a consultant prior to Hurricane Ian.

6. Is this for active work or is it a standby contract?

Answer: Selected consultant is needed for immediate work, to include assistance with recently filed FEMA projects and other grant work.

7. Section 1.4, Minimum Requirements for Contractor, Items 2 and 4 (Page 3) requires that respondents provide a list of organizations and point of contact for 10 years of experience.

Answer: A list of organizations and points of contact do not have to be all inclusive for historical contact work. Please provide a list for just the most relevant projects, focusing on experience in the State of Florida, if possible. The list should be extensive enough to provide a clear picture of the respondent's experience.

8. RFP Section 2.3, "Format/Content of Responses", item H (Page 6) states that "price offerings shall be inclusive of all costs." However, Form 1 (Price sheet), Page 43, indicates that "Travel expenses such as lodging and per diem will follow guidelines established by the US General services Administration (GSA) applicable rates for the area." Please confirm that the hourly rates provided on the price sheet will include overhead and fee, but that travel expenses can be billed separately at cost with no markup in accordance with FEMA guidelines.

Answer: Yes, it is confirmed that the total costs as outlined in section 2.3, item H does not include travel and per diem expenses. Travel and per diem will be billed separately at cost.

9. Attachment A (Response Format), item 5 (Statement of Qualifications) (page 27) refers to dividing this section into 10 subsections for each of the listed criteria. However, Attachment B (Evaluation Criteria) lists only 9, not 10 criteria (totaling 90 points). Please advise if an item is missing.

Answer: Item 5 on page 27 should read "nine" subsections to correspond to the nine criteria listed in the Evaluation Matrix on pages 28 and 29.

10. In the Evaluation Matrix (Attachment B, page 28), Items B.1 (Competence) and B.6 (Professional Resources) both request information on staff assigned and their qualifications. Please confirm if this should go in just one section and if so which one.

Answer: Provide resumes of principal staff and project managers in B.1 and resumes for other professional staff members that will be assigned to the project in B.6.

11. Please confirm that the required forms to be submitted with the RFP are just Federal Form 1, Federal Form 2, and Form 2.

Answer: Yes, the state three forms, in total, are required.

12. Section 3.16, Invoicing and Payment (RFP pages 17 – 18), item b references the provisions and limitations of Travel and Per Diem Expenses, Fort Myers Beach Fire Control District Policy Number 123. Can the District provide a copy of these policies or advise where they can be found?

Answer: Travel Policy 123 is available on the District's website below the RFQ questions and answers.

13. Section 3.16, Invoicing and Payment (RFP pages 17 – 18), item c indicates that “Buyer’s obligations to make payment are contingent upon availability of lawfully appropriated funds for the Services.” Is this stating that the District may request that the respondent provide services even though funds may not be available?

Answer: Disregard item 3.16, item C, it is not applicable to this RFP.

14. Section 3.38, Prompt Payment to Subcontractors and Suppliers (RFP Page 23) references Chapter 218, Florida Statutes. Because Chapter 218 refers to timely payment for purchases of construction services, will the District please consider removing as it does not pertain to services provided in this RFP?

Answer: Section 3.38 should be replaced with the following language:

Prompt Payment

The Fort Myers Beach Fire Control District adheres to Florida State Statute section 218.74 relative to payment of invoices for services.

15. Section 3.38, Prompt Payment to Subcontractors and Suppliers (RFP Page 23) references Fort Myers Beach Fire Control District Policy 1004: Purchasing Administrative Policy. Will the District please provide a copy of this Policy or advise where they can be found?

Answer: This language has been replaced as described above in question 14.