

Office of the Mayor-President

Purchasing Division



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Patti J. Wallace, CPPB
Director of Purchasing

ADDENDUM NO. 1

August 29, 2016

**Solicitation No: 20008-16- Disaster Recovery Grant Management
and Administration**

Proposal submission deadline: **September 1, 2016**
Proposal Closing Time: **2:00 p.m. (Local Time)**

Your reference is invited to **Solicitation No: 20008-16- Disaster Recovery Grant Management and Administration** which is scheduled to open at 2:00pm, on September 1, for **Disaster Recovery Grant Management and Administration** for the City of Baton Rouge-East Baton Rouge Parish.

1. This addendum provides the attached responses to all questions received by the RFP deadline.

This addendum is hereby made a part of the RFP for Website Re-Design and Development Initiative and should be acknowledged.

RFP QUESTION RESPONSES

1. Could you provide us with the estimated amount of damage? **At this time we can only estimate about \$30 million worth of damages and debris pickup.**
2. Does the City-Parish have an existing consultant in place? If so, who? **No.**
3. In regards to insurance requirements noted in Attachment C, do we need to have "The Certificate Holder" information shown on our insurance certificate for the submittal response? Or, do we submit our current insurance certificate, and if we are awarded the contract, prepare a certificate with "The Certificate Holder" information noted. Please clarify? **This is submitted by the awarded contractor.**
4. Do you want us to submit Attachment B, and if so, do we place this after our cover letter? If not, please clarify where you would like this form placed. **Please include Attachment B after cover letter.**
5. On page 5, it states to provide submissions via email to Patti J. Wallace, CPPB at pwallace@brgov.com with the proper labeling. On page 6, it is noted that packages can be delivered or mail to the addresses noted. On page 7 under item 1.5.1, it states to provide one signed original response, four additional copies, and 1 electronic copy. Please clarify the deliverables desired and if they contain both an email submission and hard copy submission. **Since this is an urgent request and while the RFP indicates both, we are allowing for electronic submissions. Email is preferred however it is the vendor's choice on which one they want to utilize. All responses must be received by the deadline.**
6. In the not-to-exceed 25-page limit noted on page 6, does this number exclude the cover, back, and tabs? **Does not include resumes or required forms. Includes items in 1.5.**
7. Page 6, Item 1.5 of the RFP states "Proposal Response Not to Exceed 25 Pages."
Are the following items included within the page limit?
 - Cover Letter **yes**
 - Table of Contents **yes**
 - Evidence of Insurance **no**
 - Attachment B – Proposal Form **no**
 - Attachment B-1 – Pricing Schedule (under separate cover) **no**
8. Would it be acceptable for personnel resumes / business certifications (i.e., MBE/SBE/WBE) be included as attachments to the 25-page proposal? **Personnel resumes and required certification are not part of 25 page limit.**
9. Pages 1 and 5 state that proposal submission via email will be accepted. Page 7, item 1.5.1 requires (1) original, (4) hard copies and (1) electronic copy for delivery.
Can you please clarify as to the preferred response format?
10. If email is the preferred format, would you require the cost proposal to be emailed as a separate file from the technical proposal? **Since this is an urgent request and while the RFP indicates both, we are allowing for electronic submissions. Email is preferred however it is the vendor's choice on which one they want to utilize. All responses must be received by the deadline.**

11. On the cover of the solicitation, submission requirements presented as an electronic submission via email. One page 7, items 1.5.1 requests one signed original response with four additional copies, one electronic copy, and one redacted copy. Can you confirm only the electronic response via email is required? **Since this is an urgent request and while the RFP indicates both, we are allowing for electronic submissions. Email is preferred however it is the vendor's choice on which one they want to utilize. All responses must be received by the deadline.**
12. The cover page identifies the bid opening date and time as September 1. However, on page 5, the bid opening date and time is identified as September 6. Please confirm the bid opening date and time. **Bid opening is September 1st, 2016**
13. Regarding item 1.5, does the 25 page limit include:
 1. Required forms? **no**
 2. Resumes? **no**
 3. Proposal Cover Sheet? **yes, unless it is Attachment B Proposal Form**
 4. Table of Contents? **yes**
14. Regarding item 1.5, in which sections should the proposer present:
 1. Forms? **Required forms as attachments**
 2. Resumes? **Can be attachments with B-1.**
15. Will the City / Parish provide physical space for consultants supporting this initiative? **Yes, we have a small conference room for up to 5 people and an empty office for 1.**
16. Regarding item 3.1, it is imperative that Baton Rouge is served by professionals with leading expertise and knowledge of the relevant FEMA programs. The experience of the professionals will have a meaningful and direct impact on the financial success of the resulting recovery. Some of the leading experts will not be local to the Baton Rouge area. Further, travel costs in accordance with Federal Travel Regulations are eligible for reimbursement, at varying levels, under the various FEMA programs. To allow for a fair comparison of rates and remove travel bias, would Baton Rouge consider changing the fee structure of the engagement from a fully burdened rate structure to a time and materials structure with travel costs billable in accordance with applicable Federal Travel Regulations? **No, hourly rate is all inclusive.**
17. Regarding the scope of services in Attachment A, does the City / Parish anticipate grant management beyond FEMA's public assistance program? **No.**
18. Does the City / Parish currently use a financial management system? If so, what system or systems is the City / Parish using? **Yes, it's a custom built cobalt system.**
19. Can the City-Parish please confirm that the proposed hourly rates are to be fully burdened to include all labor, materials, travel costs, per diem and other non-labor items? **Yes, it's all inclusive.**

20. With this type of work, the required level of involvement may vary based on specific needs and the level of involvement the City-Parish wishes to request from its' contractor. As such, it is not feasible to give an accurate "Maximum Proposal (Not to Exceed) Price" at the time of proposal. Typically, we recommend our clients issue task order directives based on defined scopes of work and budgets for estimated time periods. This allows for adequate cost control measures throughout the length of the contract and provides all parties with full transparency to the current cost and scope expectations. Will the City-Parish consider amending Attachment B-1 to remove this item and instead implement cost controls through defined task orders with monetary caps? **The City will keep the Attachment B-1 as the price proposal.**
21. The RFP states that the proposal response may be submitted via email to the City-Parish. Is this in lieu of the hard copies required as detailed on page 7 Item 1.5.1 or does the City-Parish also require the hard copies? **Since this is an urgent request and while the RFP indicates both, we are allowing for electronic submissions. Email is preferred however it is the vendor's choice on which one they want to utilize. All responses must be received by the deadline.**
22. The RFP states the proposal is limited to 25 pages, does this include resumes, required forms and certificates of insurance? **Does not include resumes or required forms/certificates.**
23. May we add an attachment to the proposal for resumes that is not subject to the page limit? **Yes, resumes are not subject to the page limit.**
24. Does the page limit include cover page and cover letter? If any appendices are included for resumes to further support qualifications and experience, do these count against page limit as well? Similarly, does Attachment B-1 count against the page limit which has to be provided in a "sealed in a separate envelope marked 'Proposed Consulting Fee'? **Required forms and resumes are not included in the page limit.**
25. Can you please provide further information on what is needed in section "D. RFP Compliance"? Please explain the information needed to illustrate and describe compliance with the RFP requirements. Is this just confirming our understanding of Scope of Work in Appendix A? **Yes.**
26. Please clarify what is meant by redacted copy in Section 1.5.1 Number of Response Copies. Is this solely related to pages marked confidential? Are there any additional page limit restrictions associated with this copy? **The redacted copy will omit anything that is deemed confidential. Page limit is the same.**
27. Can you please clarify the Proposal Opening and Closing times? Is there a window to submit the proposal? The Proposal is noted to open on September 6, 2016 at 11:00 am (page 5); while the cover page and Attachment B states that sealed proposals will be received until September 1, 2016 at 2:00 pm. Please explain. There is also conflicting information on whether electronic or hard copy is acceptable. Page 6 appears to indicate that only hard copies are acceptable (along with a physical electronic copy – CD or flash drive); whereas, the cover page states "Submission will be acceptable via email." **Electronic submission is acceptable. September 1, 2016 is bid opening.**

28. Can you please clarify the intent of the last row of Attachment B-1 Pricing Schedule. Is it your intent to total all the hourly rates listed above? We are unclear how we can develop a not to exceed price without a clear definition of the volume of work.”

Please use the best estimate that you would think would be needed to manage the total project scope. It is the City-Parish’s intent to award the contract for a “not to exceed” amount.