

City of Key West

RFP 002-20 Emergency Management Consulting Services

Addendum #1

12/10/19

To all Bidders: The following information is provided in accordance with RFP 002-20 , Emergency Management Consulting Services as fully and as completely as if they were fully set forth therein:

Black - Vendor questions Red – City response

There will not be any more questions accepted after 12/10/19.

1. Is there an incumbent for these services? If so, what are the total fees paid to date to the vendor? **Tidal Basin**
2. How many projects have been or are being prepared for Hurricane Irma? What is the estimated value of the projects? Approximately what percent complete are the projects through the FEMA and the State obligation and funding process? **N/A**
3. Page 7, Item 5 lists the required attachments. Are Attachment A (Unit Price Proposal Form) and Attachment C (Proposer's Qualification Statement Form) also to be submitted with these forms as attachments? **Yes**
4. Page 13, Proposal Submittal Requirements, Item 2 requires resumes for the key personnel. Do these resumes count toward the 20-page limit or can they be submitted separately in an appendix? **They can be submitted separately in an appendix**
5. Page 13, Proposal Submittal Requirements does not include details for the Emergency Preparation scope. Is the response to these requirements outside of the stated 20-page limit? **No**
6. Does the City of Key West intend to award a single contract for both the scope of services for Emergency Response (pg. 18-20) and the scope for Emergency Preparation (pages 28-34)? **Yes a single contract**
7. The Unit Price Schedule on Pages 37-39 and the Cost Schedule in the Draft Contract as Exhibit B are different. Can you please clarify which schedule is correct and should be populated for the response? **Draft contract as exhibit B**
8. Page 14, Proposal Submittal Requirements, Item 6 states that three client references are required but the Proposer's Experience/Reference List on page 27 requires four client references. Which is correct? **Page 14 3 references**
9. Page 13, Proposal Submittal Requirements, Item 2 states that resumes should be provided for key personnel. The Proposer's Experience/Reference List on page 27 states that credentials should be provided for three positions (Instructor, Project Manager, Exercise Program Leader.) Are these three positions the only required key personnel? **Those 3 are examples, if you want to provide more you may.**
10. Can Respondents submit a response for only one scope of services (either Emergency Response or Emergency Preparation) or are Respondents required to submit a proposal for both services? **Both**
11. Page 29-32, Items 1-4 do not mention training and exercise venues. Can the City please confirm that venues will be secured and provided (at not cost to the Consultant) by the City or its partners? **Yes the city will provide the venue**

12. Page 29, c.i.2 specifies CEMP training with 10 position-specific components (c.i.2.1.a-j), and states that each class's "target length is 8 hours, maximum is 16 hours," but also that all 10 classes should be offered "over a two-week period, with one class held in the morning and one in the afternoon." These two specifications do not appear to align. Can the City please clarify the intent? **They can be offered over a year period.**
13. Page 12, c.i.2 states that "curricula should be based on the City of Key West's CEMP." Please confirm that the intent is NOT for delivery of corresponding FEMA ICS position-specific courses. **No not for delivery of FEMA ICS.**
14. Regarding the requirements listed on page 30, 3.a.i.1, is a CEM from a non-FL credentialing body acceptable? **Yes**
15. Regarding the CEMP Update tasks listed on page 30, 3.b., is a current copy of the CEMP available for Respondents to review? (A Google search located a 66-pp document dated 2009, with no annexes attached.) If not, can the City of Key West provide some description regarding the scale of the current CEMP (e.g., total pp., total department or functional annexes included, etc.). **Yes we can provide an updated CEMP.**
16. For the publication of the CEMP (page 30, 3.b.ii.2), please confirm there is no expectation of delivery of printed/hard copies of the updated CEMP **No there isn't an expectation of delivery.**
17. Is the CEMP exercise (listed under page 31, 4.a.ii) intended to be TTX, FX, or FSX? **TTX**
18. The JIC Drill (referenced on page 32, 4.a.ii.4.a.iii.a) is rendered in the RFP outline as a sub-task to the ICS Forms Drill (i.e., it is listed under 4.a.ii.4.a); however, as we read this text, it appears that the JIC Drill is intended as a stand-alone deliverable. Please confirm. **Yes stand-alone**
19. Regarding Section 11, Execution of Contract (page 9), is the City open to contract negotiations upon award, and is the City agreeable to extending the 10-15-day negotiation to a longer time period if needed? **Yes**
20. The RFP mentions liquidated damages in several sections. Please clarify what statute applies to this type of Professional Services agreement as it is unrelated to design, engineering, and architectural projects, and we usually see liquidated damages in Construction Agreements. **N/A**
21. If liquidated damages do apply to this contract, would the City be agreeable to accepting a payment and performance bond in lieu of liquidated damages? If so, what would be the value of the payment and performance bond? **N/A**
22. There are several statutes, codes, regulations, and standards referenced throughout the RFP that seem to apply to Construction projects. As the Consultant will be providing Professional Consulting Services and not Construction Services, is the City agreeable to only including standards, codes, regulations, and statutes applicable to Professional Consulting Services during the contract negotiation stage? **Yes Consulting Services**
23. The RFP mentions bonds in several sections. Regarding the proposal/project requirements, can the City provide information on the type of bond, requirements of each bond, and dollar values for this bid prior to proposal submission? **N/A**
24. Regarding the City of Key West Indemnification Form on page 50, is the City agreeable to the revision of the indemnification clause stating that Consultant will be responsible for reasonable attorney fees, and shall indemnify the City for acts caused by Consultants' own negligence and omissions of the Consultant, its Subcontractors, and anyone directly employed by any of them and not caused in part by a party indemnified hereunder and damages shall be limited to the value of the contract? **N/A**
25. Regarding Article 4, Section 4 (page 60), we would like to clarify that nothing in this clause shall be construed as to limit our rights and remedies at law. **N/A**
26. Also regarding Article 4, Section 4 (page 60), could the City please clarify its intent with the following statement? *"The making and acceptance of the final payment shall constitute a waiver*

of all claims by the CONSULTANT other than those arising from requirements of the specifications." *N/A*

27. On Page 13, in the Proposal Submittal Requirements, you ask for a minimum of 3 Client References. On Page 27, Proposer's Experience/Reference List, you ask for minimum of 4 references. Can you confirm how many references you would like listed? *3 client references*
28. On Page 27, you mention an Attachment F, there is not an Attachment F within the RFP. Was this attachment removed? *Provide experience lists and reference list in your own format, attachment F was left out.*
29. On Page 14, under #5 requirement of the RFP, in order to prepare a price estimate, do you have a hypothetical example of storm damage and damage category? *No*
30. Is this RFP for current storms or future storms, or both? *Both*
31. Who is your current provider for these services, and are they invited to bid on this RFP? *Tidal Basin/Yes*
32. Please provide the rates and contract for the current period for the current provider. *N/A*
33. Please confirm that the required attachments are not included within the 20 page maximum limit. *No they are not*
34. Are resumes included in the 20 page limit or can they be excluded, and put in a appendix? *They can be put into an appendix.*
35. The RFP provided on your website is a scan of the printed pdf, could you please provide an original pdf copy for Vendors to work off of for ease of use with forms and other materials? *The website pdf is all that we can provide.*
36. Starting on p. 21 the RFP seems to be from an older solicitation, and contradicts the current proposal's requirements and quotes a due date of 10/16/19. In addition: *Yes that is a misprint, the due date is 12/18*
 - a. There are several attachments in this section seemingly pulled from an older solicitation that are not asked for in the current submittal requirements, namely: Proposal Schedule, Att A - Pricing, Att B - Proposer's General Operations Plan, and Att C - Proposer's Qualifications Form. Can you please clarify the current submittal's requirements? *All submittal requirements are current submittal requirements.*
37. In reviewing the aforementioned RFP, I noticed that the forms/attachment to complete and include in the proposal begin at the bottom or mid-page of the RFP, with no page breaks in-between, them (e.g., Attachment A, beginning on the bottom of page 34, Attachment B beginning on p. 39 with the last page of Attachment A and ending on page 40, same page as Attachment C, et al) . In reviewing the past RFP (for the prior contract proposal), the forms were each on individual pages. *Provide on individual pages.*
38. On page 21 of the RFP, it also states that no changes shall be made in the wording *or format* of the forms. For confirmation, do you want us to: 1) complete the forms/attachments "as is", currently blended together with other RFP sections and other forms/attachments (missing page breaks between many of them); 2) will an Addenda be issued with the Forms/Attachments to complete each on their own pages (not combined with other pages); or 3) would it be okay to extract out the forms and edit them (e.g., create separate pages for each form/attachment with page breaks, etc without penalty for changing the format of the forms)? *Yes it is ok to extract and edit forms without penalty.*
39. Also, in some sections of the proposal it states to submit proof of City and State company licensing after an award notice, and in other sections it states to include in the Proposal. Could you please clarify if the City business licensing needs to be included in the proposal stage? For example, is it sufficient to include the State license in the Proposal and to provide the City business licensing after the notice of award? *Yes it is ok to include a state license and provide a city business license after notice of award.*
40. In the RFP Instructions, on page 10 of the RFP, #13 and #14 have declarations and fields instructing signature (#13- The 'Undersigned' and #14- fill in received Addenda #s). These mirror, later forms requesting this information. Please confirm if we also need to also include page 10 with #13 and #14 (signed and fields filled in), separately, in the Proposal, or not. *No we do not.*