RFP for FEMA On-Call Advisory Services
Addendum#2 Questions and Answers

Scope of Services

1. Will the Town consider firms with remote staff, or is on-site presence required during activations?

A: Remote staff is acceptable, but we reserve the right to request on-site support if needed in the immediate aftermath of a qualifying event.

2. Because this is an on-call contract, will the Town provide office or workspace at Town facilities for our staff when they are on site, or should the vendor arrange its own space?

A: Based upon the nature of the emergency event, workspace may be limited. Work from a remote location may be acceptable.

3. Does the Town anticipate requiring dedicated personnel, on-site staffing, or specific response times following an emergency declaration? May services be performed remotely when on-site presence is not operationally necessary?

A: The Town reserves the right to request on-site staffing depending on the situation, but remote services are acceptable when operations allow.

4. The RFP encompasses advisory services, grant administration, engineering, damage assessments, construction monitoring, IT support, and long-term recovery planning. Does the Town anticipate one contractor providing all listed services directly, or may respondents propose a primary advisory role supported by qualified subcontractors or specialized partners?

A: The purpose of this RFP is primarily for advisory services related to FEMA reimbursement. All other tasks are secondary, so a sole contractor or a team of partners would be acceptable if needed.

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5. Can the Town provide an estimate of anticipated service utilization, including historical disaster declarations, FEMA Public Assistance projects, grant funding, or consulting expenditures, to help respondents assess staffing requirements and develop appropriate pricing?

A: The last FEMA event in the Town was April of 2012 for a local tornado. Given the Town's location within the interior of North Carolina, FEMA events are not a common occurrence. We would only utilize the awarded vendor on an on-call basis.

6. Does the Town intend to engage the selected contractor immediately for pre-disaster planning, cost recovery procedures, internal controls, and recovery frameworks, or will services be activated only following a declared emergency? Are specific initial deliverables or implementation timelines anticipated?

A: The purpose of this RFP is to have a pre-awarded contract in the event of an emergency.

7. For the engineering, architectural, damage assessment, cost estimating, and construction monitoring activities identified in the scope, does the Town expect the contractor to provide licensed technical professionals and assume responsibility for those deliverables, or will these services be coordinated with existing Town personnel or separately retained professionals?

A: Depending on the type of disaster or emergency, it will more than likely be a hybrid of coordination with Town staff, awarded vendor staff, and separately retained professionals.

8. Will the selected contractor primarily advise and assist Town personnel with grant applications, financial documentation, reimbursement, and reporting, or is the contractor expected to independently administer these activities? What approval and decision-making responsibilities will remain with the Town?

A: The contractor will primarily advise and assist Town personnel on the financial matters listed above, especially for smaller scale events. However, for a more severe event the Town may ask the contractor to independently administer activities. All approval and final decision-making responsibilities would remain with the Town.

9. Does the Town intend to issue work on the Pre-Disaster Cost Recovery Plan and the Long-Term Disaster Recovery and Redevelopment Planning tasks soon after award, or only after a declared event? If soon after award, is there an estimated budget or timeframe?

A: The Town intends to issue work only after a declared emergency event.

10. Must engineering, cost estimating and architectural services be provided by North Carolina-licensed professionals named in the proposal, or may they be engaged as needed for a specific event?

A: They may be engaged as needed.

11. Does the Town currently have a disaster recovery or FEMA consulting contract, and are there open FEMA or state Public Assistance or mitigation projects that would transfer to the selected firm?

A: There is no current contract and there are no existing projects that would be transferred.

Format

1. Does the 40-page limit include résumés and required forms, or may those appear in an appendix?

A: Covers, resumes, and Certificates of Insurance do not count towards the page limit and can appear within the proposal or as an appendix.

2. Does the cost proposal count towards the 40-page limit, and should it be submitted as a separate document?

A: The cost proposal does count towards the page limit. It can be submitted as a separate document or embedded within the proposal itself.

3. The RFP excludes covers, resumes and certificates of insurance from the 40-page limit. Are the cost proposal, references, organizational chart and any required Town forms also excluded?

A: Only the items listed in the RFP are exempt from the page limit. Cost proposals, references, and organizational charts should be within the 40-page limit.

4. Please confirm that resumes, graphics, and tables are excluded from the font requirement.

A: Resumes, graphics, and tables are excluded from the font requirement, as well as covers and Certificates of Insurance.

5. Will the Town accept local government references from outside North Carolina in place of the North Carolina local government references specified in Sections D1 and D2?

A: If you do not have any current or historical clients in North Carolina, you may include out of state local government references, but preference will be given to firms with NC experience.

6. The References section calls for a North Carolina local government client of five or more years and a current North Carolina local government client. May a vendor satisfy these with clients of a teaming partner or with work performed as a subcontractor?

A: Either of these scenarios would be acceptable, as long as the contact person for the reference has direct knowledge of the specific services performed by the vendor while working as a subcontractor.

7. If a team of firms submits one proposal, will the Town consider the partner firm's North Carolina municipal customers and staff experience when evaluating Company Background and References?

A: Yes, in the event of teaming partners we would consider references collectively.

8. If the proposal is submitted by a prime contractor with named subconsultants, may the required North Carolina local government references come from any member of the proposing team?

A: Yes, we will accept local references collectively for teaming partners.

9. Does "client of five years or more" mean a continuous relationship of at least five years, or five or more years since work for that client began?

A: Our preference is for a continuous relationship of at least 5 years.

10. For a team submission, should the North Carolina municipal client list and total client count cover the prime only, or the combined team?

A: The NC client list can cover the combined team.

11. The RFP requests specific North Carolina local government references, including a relationship of at least five years. Are these mandatory minimum qualifications, or may respondents demonstrate equivalent experience through key personnel, comparable engagements, subcontractors, or teaming partners?

A: We will accept and review references related to all subcontractors and teaming partners. This qualification is preferred as opposed to mandatory, but preference will be given to responses who meet this standard.

12. Is there a maximum file size for the emailed proposal? If the PDF exceeds that size, may it be sent in multiple emails or through a file-sharing link?

A: There is no maximum file size, and it can be sent in multiple emails. If that is necessary, please use a consecutive numbering system in the subject line of the email: Acme Co-submission part 1, etc.

13. Please confirm whether there is a file size limit for submission to apelman@rolesvillenc.gov.

A: There is no maximum file size, and it can be sent in multiple emails. If that is necessary, please use a consecutive numbering system in the subject line of the email: Acme Co-submission part 1, etc.

Term/Contract

1. How long is the contract, Base + 4 option years?

A: The term would be for an as needed on-call 60-month period.

2. Please provide the Independent Contractor Service Agreement template referenced in the RFP.

A: The template is posted as Addendum #1.

3. Will the Town provide the referenced Independent Contractor Service Agreement template, including applicable insurance, indemnification, and liability provisions, for review before

proposals are due? May respondents identify exceptions or proposed modifications as part of their submissions? Thank you for your consideration. We appreciate any additional information the Town can provide to help prospective respondents prepare accurate and appropriately scoped proposals.

A: The service agreement is currently available on the Town's website as Addendum #1. Any requested redlines to the contract would occur only after the contract is awarded and subject to review by the Town's attorney.

4. Please provide the applicable insurance requirements.

A: See Section 6 of Addendum #1 Independent Contractor Service Agreement. Rates for professional services are generally: Commercial General Liability: $1,000,000 per occurrence; $2,000,000 general aggregate; $2,000,000 products/completed operations aggregate.

Automobile Liability (any auto): $1,000,000 combined single limit.

Workers' Compensation: Statutory; Employers' Liability: $500,000 each accident/disease.

Professional Liability (Errors & Omissions): $2,000,000 per claim; $2,000,000 aggregate;

5. Are there insurance or professional liability requirements beyond those in the Town's standard Independent Contractor Service Agreement? If the template agreement is available, could the Town share it?

A: See Section 6 of Addendum #1 Independent Contractor Service Agreement. Rates for professional services are generally: Commercial General Liability: $1,000,000 per occurrence; $2,000,000 general aggregate; $2,000,000 products/completed operations aggregate.

Automobile Liability (any auto): $1,000,000 combined single limit.

Workers' Compensation: Statutory; Employers' Liability: $500,000 each accident/disease.

Professional Liability (Errors & Omissions): $2,000,000 per claim; $2,000,000 aggregate;

6. What minimum limits will the Town require for Commercial General Liability and Professional Liability (Errors and Omissions) coverage?

A: See Section 6 of Addendum #1 Independent Contractor Service Agreement. Rates for professional services are generally: Commercial General Liability: $1,000,000 per occurrence; $2,000,000 general aggregate; $2,000,000 products/completed operations aggregate.

Automobile Liability (any auto): $1,000,000 combined single limit.

Workers' Compensation: Statutory; Employers' Liability: $500,000 each accident/disease.

Professional Liability (Errors & Omissions): $2,000,000 per claim; $2,000,000 aggregate;

7. Please confirm if pricing escalations are permitted after 1 year.

A: If an escalation is required as part of the vendor's contracting process, please explicitly state that within the cost proposal.

8. Over the 60-month term, may proposers include an annual escalation factor, or must rates remain fixed for the full term?

A: If an escalation is required as part of the vendor's contracting process, please explicitly state that within the cost proposal.

9. For the proposed 60-month term, does the Town anticipate a standing retainer, task-order assignments, or services authorized on an as-needed hourly basis? Will the Town establish separate scopes, budgets, and approvals for individual assignments, including disaster-related deployments?

A: Services will primarily be requested on an as-needed hourly basis as a response to a declared event.

Pricing

1. Should the cost proposal give hourly rates by labor category only, or also an estimated budget for a sample task such as preparing a Public Assistance project worksheet?

A: We've only specified hourly rates in the proposal. As an addition, if there are items in which the cost of a task is invoiced differently than through hours worked, an estimated budget would be acceptable.

2. Does the Town have a required cost proposal template with designated labor categories? If so, please provide the template. If not, may the consultant submit its own cost proposal format and labor categories based on the scope of services?

A: The Town does not have a required cost proposal template, so any format is acceptable as long as it identifies hourly rates where applicable.

3. The Pricing section asks for a breakdown of hourly rates of the employees who would provide service. May rates be provided by labor category rather than by named individual, and should they apply to all services in the Scope?

A: Since this is an on-call contract, we anticipate that many items will be billed on an hourly basis. However, it's acceptable to provide rates by labor category and/or based on a task as a

supplement for any service listed in the scope if that is better aligned with how we will be billed.

4. The RFP states that the award will be based on the cost proposals. How will cost be evaluated (for example, lowest blended hourly rate or another method), and does the Town have an anticipated annual budget or not-to-exceed amount for this contract?

A: This RFP is for an on-call contract for FEMA advisory services in the event of a major disaster. Therefore, there is no existing or annual budget for this contract. One portion of the evaluation will be regarding cost, but it will not be the sole determining factor.

5. Since award is based on cost, how will the Town compare hourly rate schedules across proposers? Would the Town find it helpful for proposers to include an estimated cost for a sample event (for example, a declared severe storm with debris removal and several permanent work projects)?

A: We will compare hourly rates as well as any other details from the cost proposals. The Town would find it helpful to include estimated costs for a sample event.

6. Should hourly rates be fully burdened, with travel billed at cost under the Town travel policy, consistent with Section 2 of the Independent Contractor Service Agreement?

A: Yes

Timeline and Submission

1. Will vendor interviews during the week of November 9–13 be held in person only, and is there a limit on the number of team members who may attend?

A: Virtual interviews are acceptable. There is no limit on team members who attend.

Selection Process

1. Please confirm if there are points for the evaluation criteria.

A: Yes, there will be a matrix used for scoring.

Miscellaneous

1. Can you please let me know who is the current incumbent for this service?

A: We do not currently have a program in place with an external vendor.

2. What was the spend last year for the similar services?

A: This is not applicable as this will be the first time we have used an external vendor for these services. The Town has not had a FEMA related event in many years.

3. Any special information to small business set aside?

A: I'm not sure what this question refers to specifically, but all relevant information is in the RFP document.