



City of Mobile
Request for Proposals
Addendum 1 to RFP Number: 5838
Disaster Management Consulting Services

The City of Mobile is seeking proposals for Disaster Management Consulting Services.

The City is providing this Addendum 1 in response to questions received regarding the original RFP and to make corrections to the original RFP.

The due date for submitted written proposals remains 4:00 pm, September 14, 2023. *Submit one paper original and one digital copy (CD or flash drive) of the proposal.*

The full contents of the original Request for Proposals (RFP), and any subsequent Addenda to this RFP may be found on the City Bid page at <https://www.cityofmobile.org/bids>.

Paragraph VIII, A. is amended to add a fourth sentence that reads: **“Submit one original paper and one digital version (either CD or flash drive).”**

Paragraph VIII, B., is amended to read, **“Submit proposals to be received by the City of Mobile Procurement Department by 4:00 pm Thursday, September 14, 2023,....”**

QUESTIONS AND ANSWERS:

The follow are questions that have been received and City responses to those questions. The questions are included generally verbatim as received relating to the overall RFP requirements where the City determined that an answer to all potential proposers was merited. Where you remain unclear or uncertain of the City’s requirements, please use your judgment as to the City’s intent, and state any questions or assumptions you made in interpreting the City’s RFP. All timely submitted RFPs will be fully considered and scored by the City.

1. Does the City currently have a system in place that tracks current funding streams, or is that something you would look to the consultant to provide?

Answer: Yes the city’s financial system can differentiate between different funding streams and can allocate costs accordingly.

2. Does the City have a budget for the services outlined in the RFP?

Answer: No. These services would only be used in the case of a federally declared disaster. In that case the contract would be covered under Category Z - Admin Costs.

3. Does the City have existing policies and procedures to be updated or should the consultant expect to create new policies and procedures for the programs?

Answer: No new policies or procedures will need to be created.

4. Would the City expect this work to be performed virtually or on-site? If on-site, what % of the time would you expect?

Answer: The City would expect a maximum of 25% on-site to cover any mandatory meetings.

5. How many and what format of copies are required for response submission?

Answer: One original paper and one electronic copy (flash drive or CD).

6. Could you please clarify whether the City is requesting hourly rates for proposed billing titles, or some other form of price proposal?. If hourly rates, should these be all inclusive, meaning including the costs of direct labor, overhead, profit, and expenses (such as travel costs)?

Answer: The City is asking proposers to propose billing rate structures and amounts that have worked the best for them and think will work the best for City needs and objectives. Alternative billing rate structures may be proposed.

7. Does the City currently, or in the past 5 years, have an incumbent firm performing any of the listed services? If so, please identify the firm(s).

Answer: The City does not have an incumbent firm.

8. Does the City anticipate that the selected contractor will work on current or legacy disaster or grant programs? If so, please provide an estimate or range of grant funding dollars.

Answer: The City expects the selected Contractor to work only on future disaster or grant programs.

9. For past performance, what would you like us to provide? Are you looking for years or a certain number of contracts?

Answer: Please see Exhibit C to the RFP.

10. For IT solutions, what all is needed? Are you simply looking for computers or do you have specific softwares the city would like to be used?

Answer: The requirement in paragraph IV.E. presumes the Contractor has for other customers, and will in the performance of these contract services, use technology to provide the consulting support requested. The City does not expect proposers at this stage to be familiar with the City's current and future software and technology. Exhibit C to the RFP describes what information the City expects proposers to provide.

11. What applications is the city currently using that require compatibility?

Answer: The requirement in paragraph IV.E.1 is meant as a prospective requirement that the Contractor will work to integrate with whatever relevant technology the City may be using for whatever program, mission, or response requires the consulting support.

12. Do you have a Public Assistance software being used currently?

Answer: No.

13. What state filing software system is being used?

Answer: None. State financial reporting is handled through the Alabama EMA Grants Portal. They access any and all files through www.grantee.fema.gov

14. How many staffers are you expecting to need?

Answer: We have not hired these services before.

15. How far behind are you on your current disasters?

Answer: The Contractor will be used only for future events.

16. What active disasters is the City currently working on?

Answer: See answer 15 above.

17. Do you have any PWs in appeals with FEMA or the State?

Answer: See answer 15 above.

18. Do you have any disasters approaching the federal closeout date?

Answer: See answer 15 above.

19. Do you have any PWs needing additional subject matter expert technical support such as Mitigation, EHP, Cost Estimators, etc.?

Answer: See answer 15 above.

20. Is this a re-compete? If so, is there an incumbent?

Answer: No. No.

21. Will the City of Mobile recognize federal DBE certifications, specifically SDVOSB and 8A?

Answer: Yes, but only for minority, woman, and SDVOSB-owned businesses. See Exhibit B to the RFP.

22. Does the City have current work that they need supported?

Answer: See answer 15 above.

23. On page 14 of the RFP, Section VIII. Proposal Submissions, Section B. it states: "Submit questions regarding this RFP in writing by email NLT September 7, 2023 to Purchasing@CityofMobile.org. Submit proposals to be received by the City of Mobile Procurement Department by 4:00 p.m. Thursday, August 17, 2023, in a sealed package or envelope marked: City of Mobile Request for Proposal, Mobile Alabama Disaster Management Consulting Services, Due 4:00 pm September 14, 2023" Will the City please clarify the discrepancy in the due date listed in this section?

Answer: Proposals are due 4:00 pm, September 14, 2023.

24. The City has included support for CDBG-DR in the Performance Specifications section of RFP 5838. The City has also released a separate RFP for professional consulting and planning services for CDBG-DR. How does the City plan to reconcile inclusion of CDBG-DR support in RFP 5838 with the RFP dedicated to CDB-DR services? If a proposal is submitted in response to RFP 5838, does that exclude us from responding to RFP – Professional Consulting and Planning Services for Disaster Recovery (CDBG-DR) Grant?

Answer: This RFP specifically excludes CDBG-DR support. See paragraph I. Summary. The same vendor may submit proposals for either or both RFPs and be awarded either or both contracts.

25. Regarding paragraph 1.s. Cost Principles on page 13 of 26: “Any adjustment to the CONTRACTOR’s compensation, including requested reimbursable expenses, shall include only costs and other compensation that are allowable, allocable, and reasonable as provided elsewhere herein, or otherwise by law, and that are allowable, allocable, and reasonable under 2 CFR 200 Subpart E—Cost Principles and any implementing guidelines or regulations issued by the Office of Management and Budget (OMB). CONTRACTOR further agrees to provide adequate documentation to support costs (direct and indirect) charged to the Federal award. This requirement extends to all third party Contractors and their contracts; this clause shall be included in all subcontracts of any tier executed in furtherance of this contract.” Does this section suggest that the Contractor should comply with CAS within their own accounting or can we use standard GAAP principles and assist the City using CAS principles within 2 CFR 200 Subpart E- Cost Principles?

Answer: This contract would be federally funded. All reimbursement requests would have to be well documented and comply with the Code of Federal Regulations.

26. Assuming the answers to questions are released on the next possible business day after submission (Friday, September 8), and firms will only have 2-3 business days to reconcile their proposals with the answers to questions for printing and shipping their responses within a reasonably safe delivery window. Would the City consider extending the proposal deadline to allow additional time to reconcile answers to questions?

Answer: No.

27. To protect confidential and trade secret information, would the City allow firms to submit an electronic, redacted copy of their proposal alongside their hardcopy submission?

Answer: No. Consider all proposals as potentially subject to public disclosure.

28. What is being proposed in this RFP is a stand-by contract for vendor support. Given that this is a stand-by contract for which there is no known disaster or set of needs, how should proposing vendors address the questions asked of total cost for the project? Similarly, while we can certainly target a minimum of 15% of the work going to MBE firms on our team, without knowing what work is going to be requested and needed means that it is impossible to commit to specific percentages of work for contractors. How should that be handled in our response and Exhibit B of the RFP?

Answer: Refer to Exhibit C.

29. Would the City be amenable to electronic submittal of the Bidder's proposal?

Answer: No. Submit sealed packages with one printed and one electronic (flash drive or CD) copy.

30. Is there an incumbent for the scope of work described in the RFP of reference? If so, who?

Answer: No.

31. Does the City have active work the successful Bidder would be expected to complete upon contract award? If so, could the City provide a description of the same?

Answer: See answer 15 above.

32. If there is active work, could the City provide information about the related disasters, the number of damages, and the number of projects still open?

Answer: See answer 15 above.

33. Can the City please confirm that Bidders must provide one original paper and one digital (CD or Flash Drive) sealed proposal by 4 pm, Thursday September 14, 2023, per the information included on the City's website?

Answer: Yes.

34. Under "Plan/Approach to the Project" of Exhibit C "proposal Submission Template," the City asks that vendors include "response routine throughout the year." Could the City provide more detail regarding what Bidders should provide in response to this request? For example, is the City asking Bidders to explain how Bidders would respond to an emergency event?

Answer: Yes. This contract would become active in an emergency event. The city would like to know how you would respond to an emergency event, how you would plan to move forward throughout the process of gathering relevant cost information and other documentation, submitting PWs and responses to any RFIs, and additional plans through closeout of event.

35. Section IV.E. Performance Specifications, Information Technology, Data Management and Reporting Support asks Bidders to “provide viable integrated IT solutions (compatible with existing City applications) that support the management and implementation of the disaster recovery programs.” What applications does the City currently use?

Answer: See answer 11 above.

36. Can the City confirm that no certificates of insurance need to be included with the proposal?

Answer: Yes. No certificates are required to be submitted with the proposal.

37. Section VI.B on Insurances requires Comprehensive General Liability Coverage for Bodily Injury (\$300,000/person, \$500,000/occurrence) and Umbrella Liability of \$1,000,000/occurrence. Will the City accept General Liability in excess of \$1,000,000 (to include bodily injury) in lieu of the foregoing?

Answer: The City will consider alternate insurance coverage proposals.

38. Section VI.B on Insurances requires Comprehensive General Liability Coverage for Property damage (\$100,000/occurrence). Will the City accept Coverage to Rented Premises (\$250,000) in lieu of the foregoing?

Answer: The City will consider alternate insurance coverage proposals.

39. The RFP asks for summaries of customers for whom we are providing similar services. As we have done so for a very large number of entities, can the City clarify how many it would like us to include as part of our RFP response to demonstrate experience?

Answer: Use your best judgment as a representative sample.