



City of Mobile
Request for Proposals
Addendum 1 to RFP Number: 5965
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 has been extended to 4:00 pm, July 28, 2025. 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).”**

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. Is there an incumbent? If so, who?

Answer: No.

2. Would the City be amenable to electronic submittal of Bidders' proposals?

Answer: No, please send proposals as directed for clarity and control for City receipt and review – one hard copy and one electronic (flash drive or CD).

3. Does the City have active work that the successful Bidder would be expected to complete upon contract award? If so, please provide information about the related disasters, the number of damages, and the number of projects still open.

Answer: No.

4. 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.” Will the City please disclose what applications it is currently using so we can confirm our solutions are compatible with the City’s applications?

Answer: Tyler Enterprise ERP (Munis), Nexgen and possibly Smartsheet.

5. Will the City please confirm that no certificates of insurance need to be included with the proposal?

Answer: No certificates of insurance are required with proposals.

6. In Exhibit B, page 3, Bidders are asked to provide a “Bid/Proposal Amount”, for our bid, and “\$\$ Value to be Performed”, and “% Of Your Bid Amount” for our subcontractors. Given that this RFP will result in a stand-by contract for vendor support and there is no current work described in the RFP, will the City accept that Bidders respond to these three requirements with “TBD”?

Answer: Yes.

7. Please clarify if Bidders who are filling out and including subs on Form 1 of the Exhibit B also need to complete Form 2: Good Faith Efforts of Exhibit B.

Answer: Yes, Bidders completing Form 1 also need to complete Form 2.

8. Does the City currently have contracts in place for Debris Monitoring and Debris Removal? If so, who are the incumbents?

Answer: Debris Monitoring – Thompson and Tetra Tech; Debris Removal - CrowderGulf

9. 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: City has system to track funding streams.

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

Answer: Yes.

11. 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: Both. Some existing policies will need to be updated, as well as the potential creation of new policies and procedures.

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

Answer: Both. There is an expectation to be onsite post event but we recognize a significant amount of work can be accomplished remotely.

13. Does the City currently have a contractor for these services?

Answer: No.

14. What is the current number of already submitted Project Worksheets that would be included in this scope of work?

Answer: None.

15. Would this scope of work only include future submission of Project Worksheets?

Answer: Yes.

16. Please clarify if there are any minimum on-site presence requirements for Contractor personnel, or if services will be performed remotely.

Answer: Both. There is an expectation to be onsite post event but we recognize a significant amount of work can be accomplished remotely.

17. Please clarify if travel costs will be billable per future task order requirements or do labor rates need to be inclusive of all travel-related costs.

Answer: Labor rates should be inclusive of all travel-related costs.

18. Would the City consider extending the proposal submittal deadline to allow at least 5 business days between the publication of Q&A responses and the submittal deadline?

Answer: Yes.

19. Given Mobile's prioritization of Disadvantaged Business Enterprises (DBEs) utilization, including minority-owned businesses, does the City have a specific

requirement, goal / target, or additional evaluation points for utilization of DBEs which provides scoring preferences to firms who meet or exceed the City's RFP requirements or targets?

Answer: No to all three questions. The City of Mobile maintains a supplier diversity goal of 15%. Bidders must show a good faith effort to commit to that goal.

20. Form 2 - Good Faith Effort Documentation of the City of Mobile Office of Supplier Diversity Subcontracting and Major Supplier Plan specifies that the form must be filled out ONLY if the bidder was unable to identify DBE contractors to fulfill 15% of the bid value.

Is there a scoring deduction or penalty for bidders who do not reach 15% DBE supply commitment?

Are points awarded to a bidder if they do commit to 15% of contract supply by a DBE firm?

Is there an incentive or additional points awarded to a bidder if >15% is committed? If so, how many and for what % of DBE utilization?

Answer: No to all three questions. The City of Mobile maintains a supplier diversity goal of 15%. Bidders must show a good faith effort to commit to that goal.

21. The RFP does not specify proposal formatting requirements or limitations. For example, many RFPs will specify a maximum page limit (typically ~25 pages not including resumes), minimum font size (often 12pt. except for tables, charts, infographics, etc.), etc. Does the City have any proposal formatting requirements or limitations?

Answer: 15 pages maximum

22. Will the City consider accepting electronic submissions via email or upload in lieu of original, hard copy submissions to eliminate potential delays or issues with the postal service(s)?

Answer: No, please send proposals as directed for clarity and control for City receipt and review – one hard copy and one electronic (flash drive or CD).

23. Does the City have immediate work for the awarded vendor or is this anticipated contract to be for future events only?

Answer: Anticipation of future events.

24. Does the City have an incumbent Disaster Management Consulting Services vendor or vendors? If so, which firm(s)?

Answer: No.

25. Pricing - In order to ensure cost reasonableness as well as fair and open competition as required by 2 CFR 200, pricing evaluations should be completed in a manner which compares identical pricing scenarios and approaches to ensure an "apples to apples" comparison. Would Mobile consider standardizing labor categories and estimated level of effort? This would ensure the comparability of pricing between vendors ensuring an easier, more reasonable, and objective criterion for evaluation and scoring. Allowing free form pricing as currently structured will produce wildly variable results with no transparency on assumptions and reasonability evident in the price proposal rendering accurate comparison difficult if not impossible.

Answer: We are requesting pricing and qualifications.

26. Given the number and significance of these questions, the associated impacts the responses may have on a bidder's proposal, as well as the timelines associated with the City's ability to respond and the 2-3 days required to mail or deliver the proposal to the City:

Would the City of Mobile consider extending the submission deadline given the magnitude of questions and answers and associated time for the prospective respondents to assimilate new information?

Answer: Yes.

27. Volume of Projects: Does the City have an estimate of the number of FEMA PA projects or the anticipated dollar value of recovery efforts annually, even if approximate, to help gauge the scale of services required?

Answer: No. Previous projects occurred in 2020 over two (2) events totaling \$19million dollars.

28. Existing FEMA grants: Does the City have current open FEMA HMA and/or PA grants? If yes, what is the approximate total obligated funding? If yes, what is the total funding in application phase (PA project development of HMA application development?

Answer: No.

29. Anticipated Initial Support: Does the City anticipate assigning any tasks associated with existing FEMA grants, as identified in the previous question, to the selected vendor?

Answer: No.

Incumbent: Is there an incumbent firm managing any existing City FEMA grants, as identified in the previous question? If yes, will there be a transition period to allow transfer of knowledge to the selected firm?

Answer: There is no incumbent.