

TERREBONNE PARISH



Addendum #1

SECOND REQUEST FOR PROPOSALS
FOR
APPLICATION DEVELOPMENT, PROJECT and
GRANT MANAGEMENT CONSULTANT

Proposal Due Date: June 3 7, 2021
Proposal Due Time: 2:00 P.M.

Released May 12, 2021
ADDENDUM Released May 26, 2021

This Addendum serves to provide clarifications to the RFP Posted May 12, 2021 and responses to questions.

Item #1

Page 9 "5.2 Technical Approach/Project Schedule." Change to "5.2 Technical Approach"

Item #2

Page 10. Added under **5.2 Technical Approach** add the project type "Demolition (Public Assistance)" From time to time the Parish

requires a demolition project to remove structures damaged beyond repair from the floodplain. The Parish seeks Public Assistance funding to accomplish this mitigation goal, and has removed over 600 structures in this manner. Any project following a presidentially declared disaster is anticipated to be under 50 structures due to the success of these earlier project. Any cost estimation should be per unit.

Item #3

Proposals that were properly delivered for the April 27, 2021 date may serve as a response provided that a new transmittal letter timely submitted. The transmittal letter should state that all responses to the initial Request for Proposal is still valid and the length of time the proposal and pricing will be honored if such a limitation was in the original proposal. No proposals were reviewed or vetted. This allowance is no indication of sufficiency of that any proposal submitted April 27, 2021 meets the minimum qualifications.

Item#4

The schedule has been altered as follows:

<u>Event</u>	<u>Date</u>
Advertise RFP and mail public announcements	May 12, 2021
Deadline for receiving written inquiries	May 20 , 2021
Issue responses to written inquiries	May 26, 2021
Proposal submission deadline	June 7, 2021

Questions and responses

1. **Please clarify** whether the Parish released a previous RFP for this work, and if so, the reasons it was not awarded.

Response: This scope of work was first released March 30, 2021. There were not a sufficient number of submissions for a competitive competition for federal work. The Parish, as was its reserved right, rejected the submissions, made some revisions to the Request for Proposals, and reposted.

2. Please clarify whether Terrebonne Parish is seeking experience and qualifications in applying for and implementing FEMA Public Assistance grants as well as FEMA Hazard Mitigation Assistance, FMA, and BRIC program grants.

Response: See Item #2. The Parish is seeking experience and qualifications for all FEMA funding that is or may be available through HMGP, PS, FMA and/or BRIC.

3. **Section 5.2, page 9, and Section 5.5, page 11.** The heading for Section 5.2 is Technical Proposal/**Project Schedule**, yet the guidance for this section does not include any requirements regarding project schedule. However, Section 5.5, Timeliness of Performance, does include requirements for a project timeline, list of milestones, and other information related to schedule. **Is it acceptable to discuss specific matters of project schedule only in Section 5.5? If not, what should be included in Section 5.2 regarding project schedule?**

a. Response: See Item #1. The response will be acceptable under Section 5.5.

4. **Section 5.6, page 11. Cost Section.** The requirements for the Cost Proposal state that "The cost component will include the unit cost for each mitigation activity offered in the **FMA and BRIC suite of grants** that the proposer is offering." **Should bidders also provide unit costs for mitigation activities under FEMA HMGP and PA grants?**

Response: Yes, bidders should provide unit costs for all mitigation activities proposed. Each proposal should include pricing for any activity that the firm is willing to provide based on their knowledge of the time and materials needed for typical projects of that type. If that is different depending on the grant program, the pricing should reflect that. If the pricing submitted is not comparable to the field of submissions, the Parish may request clarification. Costs should be divided between pre and post award to identify application costs and management discretely.

5. **Section 5.6, page 11. Cost Section.** As described in the requirements for the Cost Proposal, different proposers may provide widely varying sets of unit costs for mitigation activities, depending on which grant programs they include and how they define the various mitigation activities. However, because the cost evaluation is based on the **total** of all unit costs times a fixed amount of work, defining fewer mitigation activities, even unintentionally, would result in a lower cost for that bidder (and less work proposed) that could not be compared directly to other bidders. **Would Terrebonne Parish consider specifying the complete list of mitigation activities for which it would like unit costs,** to ensure that total costs from each bidder can be compared one-to-one?

Response: The Parish has provided as specific a list as it is prepared to provide at this point. The first five bullets at the bottom of page 9-10 represent the anticipated activities adding the PA Demolition noted above. Proposers are not required to propose every activity that is in the Request for Proposals but should include pricing for each

project type that the firm is willing to provide. The Parish may award multiple contracts in response to conditions and funding available. If one contract is best for the Parish, firms that did not show interest in the full complement would be less likely to be chosen. The Parish will award these projects as best serves Terrebonne Parish considering the services jointly or separately.

6. Could you clarify your expectations related to unit pricing at this juncture without having clear definition on the application scope?

Response: Understanding that the proposal is broad, the Parish, at its discretion, may enter into contracts with one or more firms, immediately after the review and ranking or as needed at any time prior to the procurement for the 2022 hurricane season. As such, the Parish may rank the programs individually or in combinations depending on our internal strategic goals and current conditions. Therefore, each project type may be considered independent of the others using the selection criteria including the cost approach in the RFP.

The Parish will make efforts to normalize any pricing provided or request clarification. For example, if one proposal uses examples of pricing for 10, 50, or 100 units for an elevation program, the Parish could divide the number closest to our projections, divide by the number, and consider that one unit, which was requested in the RFP. If the proposer submits volume pricing (economy of scale) it will be considered in the scenarios. Generally, elevation and mitigation reconstruction projects have recently ranged from two to fifteen (15) structures based on various factors including varied levels of outreach efforts by the consultants.

Proposers may also submit an hourly rate sheet for the proposed staff and explanations of hours of effort/ level of complexity assumed to make clearer the common understanding of the submissions for the infrastructure and coastal projects or all project types.