



**October 06, 2023**

**Addendum 2**

**Bid No. 23-031**

**Request for Proposal**

**Consulting Services for FEMA Public Assistance Management Services**

**: Utility's Damage Projects**

Addendum 2 contains questions and answers submitted via email, questions submitted during the Non-Mandatory Pre-Bid meeting held at 10:00 a.m. on Tuesday, October 3, 2023, Pre-Bid Meeting Sign In Sheet, and additional information provided during the Pre-Bid meeting.

This bid will be opened at the City of Fairhope's City Services and Public Utilities Building, 555 South Section Street, Fairhope, AL 36532 at 2:30 PM on Tuesday, October 24, 2023. Vendors shall acknowledge this Addendum 2 on their submitted Bid Response Form.

**Questions Submitted Via Email:**

1. Please confirm that the Bid Bond requirement is applicable to this RFP?  
Is Item X Bid Bond a mandatory requirement for this RFP?  
A. A Bid Bond is not required for this RFP.
2. RFP Section 1.11 states: "Each bid must give the full business address of the BIDDER and must be signed by him with his usual signature." Does the City require a wet / original / actual signature or is electronic signature acceptable?  
A. The City requires a wet/original/actual signature on the submitted original hard copy proposal.
3. Please clarify if the City is requiring firms to submit 1 original copy only (as stated in RFP section 1.11), or 1 original, 5 copies and 1 electronic copy (as stated in RFP Section 6.0).  
A. The City requires 1 original hard copy, 5 paper copies, and 1 electronic copy.
4. Does the City intend on awarding both contracts resulting from RFP 23-030 and 23-031 to the same firm or is there any preference to award to separate firms?  
A. The City does not have a preference to award to one vendor or two different vendors, but intends to award the contracts to the highest scores qualified vendor(s) for each Request for Proposal.
5. Can the City provide clarification on the reason that the RFP 23-030 and 23-031 have been released separately.  
A. The City would like to have a company that specializes in Utilities Infrastructure PA for RFP 23-031.

6. Can the City please advise which City departments would utilize the contracts resulting from RFP 23-030 and 23-031?  
A. Treasury, Public Works, Utilities (Water/Wastewater, Gas, Electric), Human Resources, and Parks & Recreation.
7. Can the City please advise if this is a rebid of a previously held contract or a solicitation for a new contract?  
A. This is a rebid of a previously combined contract.
8. If this is a rebid, who is / are the incumbent(s)?  
A. True North Emergency Management, LLC.
9. Can the City please confirm if the following items are required as a contractor is awarded this contract?
  - 3.04 U.S. Longshoreman & Harbor Workers Act (USL&H): Required if CONTRACT involves work near a navigable Waterway that may be subject to the USL&H Law.
  - 3.05 Maritime Endorsement (Jones Act) – Endorsement required if CONTRACT involves the use of a Vessel. Or include coverage for “Master or Members or Crew” under “Protection and Indemnity” coverage (P&I), unless crew is covered under Workers Compensation. Bodily injury by accident \$1,000,000 Each Accident Bodily injury by disease \$1,000,000 Aggregate.  
A. Since the Contractor will not be on a vessel or near water, these items are not required.
10. The draft contract seems to imply that the contracting firms must have a General Contractor license. Please confirm if this is a requirement for these RFPs?  
A. A General Contractor’s license is not required for this RFP.

**Questions Submitted During the Non-Mandatory Pre-Bid Meeting held on Tuesday, October 3, 2023 at 10:00 a.m.:**

1. In section 3.0 Minimum RFP Response Requirements, item k. Provide a statement of the firm’s current bonding capabilities. What is this for and is it necessary?  
A. The City wishes to evaluate the respondent’s capability to begin and proceed with a project until funding becomes available. The requirement of a statement of the firm’s current bonding capabilities is waived in lieu of providing Financial Statements for the last three (3) years that evidences the responder’s financial capabilities to perform the scope of work. Audited statements are preferable but a minimum of balance sheet, income statement and cash flow statement may be accepted. Provide year of incorporation (if applicable).
2. Did the City sustain any structural damages in the 2020 hurricanes (Sally and Zeta)?  
A. Many City buildings sustained roof damage. Wooden pier and bulkhead damage also occurred.
3. Is there any legacy work from the last hurricane(s).  
A. No.

4. How is the Availability criteria measured in the evaluation?  
A. The evaluation team will look at the number of active contracts and staff size, which gives a suggestion of the capacity of the Firm. An additional factor in the evaluation will be proximity to Fairhope.
5. Has the City had any negative experiences with this type of consulting contract?  
A. The city has not had negative experiences with this type of consulting contract, but has observed other entities experiencing the difficulties of navigating the FEMA regulations and getting FEMA payments after an event such as a hurricane.
6. What does the City expect of the PA Firm's role in the contracts?  
A. The City's expectations are for the awarded firm to provide technical assistance with the PA grant program; gather information and documentation to prepare the project worksheets; enter information into FEMA's portal; and invoice review.

**Additional Information Provided During the Non-Mandatory Pre-Bid Meeting held on Tuesday, October 3, 2023 at 10:00 a.m.:**

- The City expects that before each hurricane season, they will meet with the firm for a pre-event planning meeting. This meeting will have the contracted firm provide guidance in how the City can prepare for events. The City expects the firm to provide a list of their team members who will be participating in the pre-event planning meeting, and a cost for the meeting prior to the meeting each year.
- In their submitted proposal, the City recommends the firm to provide a list of their team members who will be participating in the pre-event planning meeting, and a description of what will be included in that meeting each year.
- The City is unique in that it holds all public utilities (water/wastewater, gas, and electric). The City also services utility connections outside of the City limits.



**CITY OF FAIRHOPE, ALABAMA**  
**NON-MANDATORY PRE-BID MEETING**

Meeting Date: 10/03/23 at 10:00 a.m.

Bid No. 23-030 RFP Consulting Services for FEMA Public Assistance Management Services – Government Services  
23-031 RFP Consulting Services for FEMA Public Assistance Management Services – Utility's Damage Projects

Representative's Name	Company	Phone	Email
Erin Wolfe EW	City of Fairhope – Purchasing Dept.	251-279-6231	<a href="mailto:Erin.Wolfe@FairhopeAL.gov">Erin.Wolfe@FairhopeAL.gov</a>
Rhonda Cunningham RC	City of Fairhope – Purchasing Dept.	251-990-0118	<a href="mailto:Rhonda.Cunningham@FairhopeAL.gov">Rhonda.Cunningham@FairhopeAL.gov</a>
Richard Johnson RJ	COF – Public Works Director	251-929-0360	<a href="mailto:Richard.Johnson@FairhopeAL.gov">Richard.Johnson@FairhopeAL.gov</a>
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