



City of Milton

Purchasing Department

RFP 2023.04 Hurricane Disaster- Recovery Admin Services ***ADDENDUM #1 – Questions and Answers*** ***January 18, 2023***

1. The RFP mentions bonds in several locations. Typically, professional services such as this do not require bonds, especially on a zero-dollar contract. Would the City be willing to remove all bonding for this RFP and contract?

Yes, the RFP is amended and now does not require any bonding requirements (bid, performance, or payment).

2. The Scope of Work, as well as the title of the RFP, relates to administrative services for grant and financial management. However, in the scoring criteria debris monitoring and removal is discussed. In the Experience section on page 9, it states “The bidder must provide the City with references from prior and/or current contracts for monitoring debris removal services.”, as well as “Bidders must submit references from prior and/or current contracts for monitoring debris removal services.” And in the Financial Stability section just below it states, “Bidders are encouraged to submit...your proposal for debris removal operations”.

**The Solicitation is for Recovery Administrative Services only.
Experience Section on page 9 is corrected below and should read:**

- (1) **Cover letter**: Provide a cover letter (up to two pages), which clearly identifies the project manager, briefly explains relevant past work, and includes a statement of project understanding. Each firm in the team, if applicable): Describe relevant experience of the firm or firms. This information shall be summarized in a matrix format in each of the follow.
- (2) **25% Experience-** Bidders must submit references from prior and/or current contracts for ~~monitoring debris removal service~~ **Recovery Admin Services**. The City of Milton (City) will consider a bidder’s past performance in determining the best bid. The bidder must provide the City with references from prior and/or current contracts. ~~for monitoring debris removal services~~. The City in its sole judgment may exclude any bidder the City determines to have demonstrated unsatisfactory past performance. Such determination will be based on relevant factors including but not limited to bidder’s performance on previous projects and whether a bidder has ever been suspended by a governmental body from bidding eligibility.
- (3) **25% Financial Stability-** Bidders are encouraged to submit in brief and concise form evidence of financial capacity, qualifications of key personnel to be assigned on this job, relevant experience, and your proposal for ~~debris removal~~ operations in the City of Milton. ***The City will also consider bidder’s proven financial***

responsibility to determine bidder's ability to perform contract services. ~~Contractor will be required to post payment and performance bonds in an amount equal to the initial value established on the Purchase Order and/or Work Task Assignment. If the total value of the work performed under this agreement increases or decreases during the period of work, the bonds shall be modified to match accordingly. The contractor must be able to cover expenses associated with a major recovery operation prior to the initial payment and between subsequent payments as well as the aforementioned bonds.~~

3. Will this contract include debris monitoring services and if so, positions are not listed in the fee schedule?

No Debris Monitoring. This solicitation is for Recovery Administrative Services only. Debris hauling, and Debris monitoring are separate solicitations which will be awarded separately.

4. Should we provide our own positions and rates for consideration? How will this be factored in the 25% for the Cost Proposal?

Yes, you may provide your own positions and rates for consideration. They will be considered in the evaluation as a whole when scoring for the 25% for Cost Proposal.

5. Furthermore, the same firm cannot perform debris removal and debris monitoring services. Can you confirm that debris removal services are not being requested as part of this RFP? For the project approach, are you expecting one for debris monitoring, administrative services related to the SOW or both?

The City of Milton has 3 separate bid solicitations advertised for Hurricane Disasters:

- **RFP 2023.02 Debris removal/disposal**
- **RFP 2023.03 Field Debris Monitoring**
- **RFP 2023.04 Recovery Admin Services**

This solicitation is for Recovery Admin Services only.

6. Since there is a contract, what are the minimum requirements to fulfill that contract?

**You must be able to fulfill the requirements as listed on:
page 6 under B. Scope of Work.**

7. Do you require a team on site during the course of those 3 years, or, what is the response time that you would expect?

**Once a contract is activated because of an event it may or may not be feasible for your team to move on site –you will be notified when/if your services are necessary onsite.
Work should begin upon notice to proceed being issued.**

8. Is fulfillment of this contract contingent on FEMA providing public assistance? Or is that already predetermined?

The awarded vendor will enter into a pre-event contract. If/when an event occurs the agreement will become activated at which time the contract becomes billable.

While FEMA reimbursement is an assumption at that time- the contract will be billable and paid for all services rendered by the vendor.

End of Addendum #1

The information given in this addendum is in addition to or supersedes conflicting information in the invitation to bid and is hereby made a part of the request.

Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Amendment. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

BIDDERS MUST SIGN THE AMENDMENT AND SUBMIT IT WITH THEIR BID.

ACKNOWLEDGEMENT:

I hereby certify that I have received the above addendum:

Signature

Date

**THIS ACKNOWLEDGEMENT MUST BE RETURNED
WITH BID/PROPOSAL PACKAGE.**