

Updated January-11-2021

Questions and Responses for RFP P101

1. RFP page 4 – “...must be signed in ink...” Confirming we may disregard, as this is a digital submittal only? Yes, you may use a digital signature or scan of in signature.
2. RFP page 5 – “The font size should be no smaller than 12 pt.” Is it permissible for some graphics to be smaller than 12 pt; for instance, the organization chart? Yes
3. Is it permissible to use the LCOG logo; for instance, on the cover or the Organization Chart? Yes
4. RFP page 5 – May we show 3 projects in the proposal and the full 10 in the SF 330 Part I? Yes
5. RFP page 5 – Is it acceptable to submit one combined SF 330 Part I for our team? Or, will we need an SF 330 Part I for each sub? Follow the standard federal process of incorporating subconsultant information and Part IIs into the prime's pursuit-specific SF 330 package.
6. RFP page 9 – Link to “2015 Beaufort County Hazard Mitigation Plan” appears to be broken. We were able to find a copy on Hilton Head’s website. Is it appropriate to use this one? Our apologies. We recently posted the DRAFT 2020 Hazard Mitigation Plan for Public Comment and our weblinks may have been reset. You can find the DRAFT 2020 version as well as the currently adopted 2015 version (further down the page) [here:](http://www.lowcountrycog.org/planning%20and%20transportation/Natural%20Hazard%20Mitigation/index.php)
www.lowcountrycog.org/planning and transportation/Natural Hazard Mitigation/index.php
7. RFP page 20 – “Oral Presentations.” Is there a preferred platform for the presentations (Webex, Zoom, etc.)? There is no preferred virtual service for presentations.

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- 8. Page 6 of the RFP refers to the Technical Committee and representatives on this committee. Could LCOG please provide information on the Policy Committee, its members and role in this project and relationship to the consultants?** The technical committee includes staff level subject matter experts from the Town of Port Royal, the City of Beaufort and the Beaufort County in addition to base CLPOs and representation from Coastal Conservation League. The Policy Committee includes Mayors, elected officials and administrators from Beaufort County, Town of Port Royal, and the City of Beaufort in addition to a commanding officer/general respectfully from each base or their designees. We anticipate using an existing committee which meets every other month as the Policy Committee. The Policy level committee will have the opportunity to review materials and act as a steering committee.
- 9. There are references made to the areas surrounding the two military installations. Is there a study area boundary for the areas this study covers? The RFP mentions infrastructure, services, utilities, broadband, roadways etc. what is the extent of the study area?** The study area would include the infrastructure that serves the base and the communities that support the base, the City of Beaufort, northern Beaufort county (unincorporated areas near the base), The Town of Port Royal. The previously conducted JLUS studies can give a sense of the general study area.
[www.lowcountrycog.org/planning_and_transportation/joint_land_use_study_\(ilus\).php](http://www.lowcountrycog.org/planning_and_transportation/joint_land_use_study_(ilus).php)
- 10. The RFP states a 15 page limit, are the forms on RFP page 3 and page 24-25 required and part of the page limit?** You do not need to include the required forms in the page count.
- 11. Are there any local or regional Short-Term or Long Term Disaster Recovery Plans?**
- Beaufort: <http://beaufortcountydisasterrecovery.net/wp-content/uploads/2017/01/2016-Disaster-Recovery-Plan.pdf>
 - South Carolina: <https://scemd.org/em-professionals/plans/south-carolina-recovery-plan/>

12. **What is the anticipated budget for the project?** The grant award was noted in an Island Packet article in November.
<https://www.islandpacket.com/news/local/community/beaufort-news/article247238759.html> Approximately a quarter of the grant amount is for use of LCOG staff and Military Liaison already under contract.
13. **Is the LCOG required to accept the lowest bid for this RFP?** No, but the budget is part of the scoring criteria.
14. **How many participants are expected for in-person meetings (anticipated printing needs)?** If it is just committee members about 15 or less and if to include the public, it may include more up to 30. LCOG has also a set aside some funds for the printing costs as part of the grant budget.
15. **Will the LCOG coordinate space for in-person meetings?** Yes, there are funds included in LCOGs budget to reserve meeting space. LCOG staff can make the arrangements.
16. **Is there a Disadvantaged Business Enterprise (DBE) or Minority Woman Disadvantaged Business Enterprise (MWDBE) requirement?** No
17. **What is the LCOG's current policy for in-person versus virtual meetings for project meetings, stakeholder meetings, etc.?** Currently LCOG holds all meetings virtually. Until COVID conditions improve or local policies change large meetings will be virtual. This project may require a combination of virtual and in person meetings based in the time span of the project.

- 18. What is the anticipated range of man-made threats that may be considered in the Threat and Vulnerability Assessment?** This study is focused on natural hazards and man-made hazards that may cause negative impacts on the environment. There is no set range. Part of the study intent is to determine is to identify the hazards. It would be useful to review the Hazard Mitigation Plan for the region which focuses on the most common hazards int the Lowcountry region. [here:](http://www.lowcountrycog.org/planning_and_transportation/Natural_Hazard_Mitigation/index.php)
www.lowcountrycog.org/planning_and_transportation/Natural_Hazard_Mitigation/index.php
- 19. Can LCOG confirm that team members who are not providing architect-engineer services do not need to fill out SF 330?** Correct
- 20. Can LCOG confirm that the term “fixed fee” is the equivalent of a firm fixed price contract under the FAR and is not a cost-reimbursable type contract?** Correct
- 21. Can LCOG confirm the budget for this work?** The grant award was noted in an Island Packet article in November.
<https://www.islandpacket.com/news/local/community/beaufort-news/article247238759.html> Approximately a quarter of the grant amount is for use of LCOG staff and Military Liaison already under contract.
- 22. Since the budget is yet to be confirmed and given the MLK holiday on January 18th, would LCOG consider an extension of the deadline to January 29, 2021?** Not at this point. The RFP was released December 14th, 2020. The budget is noted above.
- 23. Could LCOG please define the individual hazards that should be covered within the assessment?** Part of the intent of the study is to determine hazards and vulnerability. Please review the Lowcountry Hazard Mitigation Plan which discusses the 12 most common hazards the Lowcountry region experiences. [here:](http://www.lowcountrycog.org/planning_and_transportation/Natural_Hazard_Mitigation/index.php)
www.lowcountrycog.org/planning_and_transportation/Natural_Hazard_Mitigation/index.php

24. **RFP page 5 - Does the cover letter and table of contents count towards the 15 page limit?** No
25. **Will there be an opportunity to discuss or negotiate terms and conditions during the process for the successful firm? Our legal department has identified some additional clauses they would like to be included. Can we submit them as notes or in a section of the RFP as exceptions to terms and conditions that will be negotiated later?** Yes
26. **What is the extent of the study area; is it constrained to a level of population or distance from DoD bases?** The study area would include the infrastructure the serves the base and the communities that support the base, the City of Beaufort, northern Beaufort county (unincorporated areas near the base), The Town of Port Royal. The previously conducted JLUS studies can give a sense of the general study area.
[www.lowcountrycog.org/planning_and_transportation/joint_land_use_study\(jlus\).php](http://www.lowcountrycog.org/planning_and_transportation/joint_land_use_study(jlus).php)
27. **What specific infrastructure is being targeted – will data on its location and invert elevations be provided (e.g., fiber optic cable location, gas lines, buried electric and telephone lines, sewer manhole covers, etc...)?** The intent of the project this to help identify key infrastructure types that support the base that may be vulnerable.
28. **What is the timeframe for Risks – does this correspond to the 20 year execution timeframe or is it up to the contractor/stakeholders to set this Risk Timeframe independently (i.e., are we looking only 20 years into future maximum)?** This can be determined by the contractor and stakeholders. Likely guidance is Short term: 1-3 years, Medium term: 4-10 years and the Long term horizon being 11 to 20 years. This is what is stated in the grant approved by the grantor.

29. **Is there any expectation that any additional modeling beyond what currently exists is needed to refine forecasts, look at specific types of events or scenarios. If so, what are the expectations?** Information will be collected through leveraging past studies and plans, use of existing data and models (NOAA & SERDP model only), data obtained from military installations, governmental and non-governmental entities and other relevant stakeholders. Data may be collected to investigate and identify hazards, impacts of risks, extreme weather events, and anticipated and unanticipated changes in environmental conditions on the military installations and surrounding communities. Data will be used to develop visualizations depicting vulnerabilities.
30. **Under task 9, is it the case that there are no required hard copies of the final report. All deliverables to all stakeholders and sponsors are to be electronic (PDF only)?** Yes
31. **The CLIMATE CHANGE PLANNING HANDBOOK, INSTALLATION ADAPTATION AND RESILIENCE (NAVFAC 2017) provides an analytical framework and methodology to consider the impact of climate change on Navy and Marine Corps installations. Should this document be included in the Relevant Previous Work for Reference section in the proposal?** In the relevant previous work section LCOG was focusing more on local projects for background purposes but there is no limit to relevant materials that would be applicable to the project overall.
32. **Page 6a of RFP provides a list of staff who will serve on the Technical Committee. Who is expected to serve on the Policy Committee?** The technical committee includes staff level subject matter experts from the Town of Port Royal, the City of Beaufort and the Beaufort County in addition to base CLPOs and representation from Coastal Conservation League. The Policy Committee includes Mayors, elected officials and administrators from Beaufort County, Town of Port Royal, and the City of Beaufort in addition to a commanding officer/general respectfully from each base or their designees. We anticipate using and existing committee which meets every other month as the Policy Committee. The Policy level committee will have the opportunity to review materials and act as a steering committee.

33. The RFP states one of the objectives of the MIRR is: “Developing an implementation plan which contains metrics allowing for success to be measured. The plan is expected to recommend actions for Federal, State, local, non- governmental agencies. Identification of appropriate responsible parties, timelines, estimated costs, and appropriate financing mechanisms to implement the recommendations.” At what scale and level of detail do you anticipate the plan will identify actions and estimated costs? There are no specific requirements other than what is stated in the RFP. It is likely the short and medium terms may have more detailed information available based on current planning documents and needs already identified versus possible long term recommendations.
34. The RFP states on Page 13: “Present Draft Report to Policy Committee for Comments...Final Report to be submitted to the committee of stakeholders for approval and distribution. Upon approval, distribute final report to relevant governmental and nongovernmental entities and general public. Submit deliverable to study sponsor with any additional supporting documents attached (PDF Only).” Will all versions of draft and final report be submitted electronically, or will any paper copies be required? Electronic
35. Page 15 of the RFP states: “LCOG/LATS will consider the contractor to be the sole point of contact with regard to contractual matters.” Does “LATS” refer to a Lowcountry Area Transportation Study organization and will members of that committee be involved in the MIRR? Sorry, that was a misprint. Only LCOG will be the contractor.
36. Task 5b suggests that existing data will be investigated to identify vulnerability to installations and surrounding communities, and specifically that data will be used to develop visualizations depicting vulnerabilities. Do you have specific requirements and more detail on the types of visualizations expected? There are no specific requirements other than what is stated in the RFP.

37. **Do you have an estimated budget for this effort?** The grant award was noted in an Island Packet article in November.
<https://www.islandpacket.com/news/local/community/beaufort-news/article247238759.html> Approximately a quarter of the grant amount is for use of LCOG staff and Military Liaison already under contract.
38. **Are bids or proposals submitted to LCOG releasable or subject to Freedom of Information Act (FOIA) requests from outside LCOG?** Correct. If this was to occur it would not be until after a firm is selected and negotiations were completed.
39. **Is a marking of “PROPRIETARY” considered as an acceptable marking?** Yes
40. **Should an offeror mark all its pages as proprietary and not releasable outside LCOG without consultation with the offeror, could its entire bid or proposal be considered by LCOG as nonresponsive?** It is not advisable to mark all pages “property”. The technical committee is the scoring committee for the proposals therefore to be scored a select number of subject matter experts from partner agencies outside LCOG will need to be able to review the proposals.
41. **Can the client please update the URL link on page 6, which is not working?** There was a department change with our grantor agency which affected the link. The documents are still available at www.oea.gov and we have induced the documents as downloads directly from our solicitation site.
42. **Please verify that resumes for each listed team member as requested in Scope of Proposal, number 4, is referring to the SF 330, Section E?** No, very brief resumes/bios should be included in the main document of key staff, more detail should be provided in the 330 form. Yes, the brief “resumes” can be excluded from the page count. These should be short/highlights and multiple can fit on one page.
43. **To the degree that the data and analysis identified in the project objectives (listed on page 8) is already contained in one or more relevant previous work products (listed on**

page 9), please confirm that the intent is for the contractor to validate and leverage, rather than replicate, the previous work. Correct

44. **Within the 15 page technical proposal, can charts and tables use a font smaller than 12 point as long as it is fully legible?** Yes
45. **Will LCOG be willing to negotiate the terms and conditions at the contract stage with the awarded Proposer/Contractor?** Yes
46. **Could LCOG confirm that there will not be a separate agreement issued and that the RFP presents the actual terms?** A separate agreement/contract will be developed once the scope of work and negotiations are concluded.
47. **Part III, Introduction, C. Federal Funding Acknowledgement (page 6) The solicitation says “See following link for OEA Specific conditions: <https://www.oea.gov/grant-terms-andconditions>. The link above provides the following policies, which are made in part of this RFP and resulting contract.” Could LCOG provide copies of the documents referenced in the link, as the link does not work. Would LCOG be agreeable to removing the link and incorporating any documents?** There was a department change with our grantor agency which affected the link. The documents are still available at www.oea.gov and we have induced the documents noted in Part III C on page 6 as downloads directly from the LCOG solicitation site.
48. **Part VI, Performance Conditions (page 15): The solicitation states “The contractor shall be required to assume sole responsibility for the complete effort as required by this RFP” Would LCOG be agreeable to restricting the Contractors responsibility to the work the contractor actually performs in accordance to the scope of work?** This can be discussed/modified with the selected firm in negotiations. The contractor is expected to preform the work set forth in the agreed upon scope of work and contract.
49. **Part VII, Contractual Requirements (page 15): Would LCOG be agreeable to making this section mutual?** Part VII lays out the obligations the contractor is expected to meet.
50. **Page 7, ¶3, #1—This section states that “LCOG is currently updating the Pre-Disaster Hazard Mitigation Plans for the Region.” Will this project provide data, information, and/or analysis that will be used to inform those plans?** Yes, we will share all data/GIS we have available.



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51. **Page 7, ¶13, #1—This section states that “LCOG is currently updating the Pre-Disaster Hazard Mitigation Plans for the Region.” Will this plan be done prior to the beginning of the project?** The DRAFT is complete. Approval is expected in March 2021. You can view the draft here:
https://www.lowcountrycog.org/planning_and_transportation/Natural_Hazard_Mitigation/index.php

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