

City of Key West

RFP 001-18 Emergency Management Consulting Services

Addendum #1

1/3/2018

To all Bidders: The following information is provided in accordance with RFP 001-18 , Emergency Management Consulting Services as fully and as completely as if they were fully set forth therein:

Black - Vendor questions Red – City response

1. Page 9 and 14 indicates points for “references” and page 13 indicates FEMA reimbursements within the last a and 5-years. This is interpreted as requirement for a “prime” firm to meet. For newer state certified and federal certified small business state minority firms that have less than 5-years in operations and given that until 2017 Florida had not seen a direct hit Hurricane over the last 10-years, newer firms with well qualified personnel that possess extensive individual disasters experience but as a new “firm” would not be able to submit “firm” references as a “prime” even though as an organization the actual staff possess extensive experience, would the City allow consideration of references of a key “sub” for newer state/federal certified small business minority firms to be considered as “team” reference to meet this requirement. The Florida Department of Transportation (FDOT) allows in similar type solicitations for Emergency Management Services where “personnel qualification” are required to be submitted as opposed to “firm” qualifications as staff can come and go from firms and firm qualifications don’t necessarily mean that existing personnel performed those services. **Yes, the City would accept a “team” reference to meet this requirement.**
2. Also note page 14 indicates 3 references but page 27 indicates 4 references in past 5 years. Per our request above we are seeking the opportunity to have our “proposal team client references” to be accepted as satisfying client references requirement and not solely require prime firm only references? **Yes, the City will accept “proposal team client references”.**
3. Does the City of Key West currently have a firm performing there services for the City either in a prime or sub role under emergency procurement or normal contracting acquisition processes. If so can the name of this entity be disclosed. Will this entity be allowed to submit on this RFP or will the City consider them to be conflicted and therefore excluded from responding to this RFP.
That doesn’t seem relevant to bid process.
4. It is assume that the required “original” response is to be a printed “HARD COPY” response document to be submitted with additional two (2) separate flash drives containing one (1) electronic PDF copy of the proposal on each flash drive. The clarification sought is the term HARD COPY for the original document format? **Printed on paper.**

5. RFP page 4 indicates a “City of Key West Business Tax Receipt” will be required to enter into a agreement. It is assumed that a business will be “required” lease commercial space and apply and obtain a City of Key West Business Tax and must complete this within 10-days. First bullet item on page 14 indicates submission of ...”familiarity with Florida Keys..describe emergency management in Florida keys”... In aggregate these combined requirements seem to indicate a “geographic preference”. This may conflict with 2 CFR Part 200.319 which prohibits non-federal entities from using “geographic preference” in evaluation of Bids or proposals. The City’s legal may need to further evaluate this for further clarity. **The local preference requirement is not part of the selection process. Local preference cannot be used.**

On page 4, the city requires professional services for grant application and management which is in line with the scope of services for emergency response on pages 18-20, but the city continues to request services for emergency preparation on pages 28-34. So, to clarify, the city is seeking a vendor that can satisfy all tasks within both scopes of services, emergency response and emergency preparation? **Yes.**

The RFP requires that equipment be listed on Attachment E and References and Experience listed on Attachment F, but no attachments were included in the RFP package. Is the intent that the vendors will create these attachments? **Yes the vendor should create these attachments.**

Also, the RFP references Attachments A-F, except for Attachment D. Is there an Attachment D? **No.**

Both the qualifications section of the response to the RFP (page 13) and Attachment C require resumes of assigned staff. The response to RFP section is capped at 20 total pages, would it be appropriate to reference the resumes of our assigned staff in the response section and include them in our submission of Attachment B. This way we can maximize the use of our allotted 20 pages for the criteria on pages 13-14. **Yes, that would be fine.**

Page 14 and Attachment C require a minimum of 3 client references, while page 27 requires 4 client references? Does this possibly mean that the city requires 3 references for the emergency response scope of services and 4 references for the emergency preparation scope of services? **Yes.**

Section 11	Pg. 9	Page 9 Section 11. Execution of Contract states the City wants two original contracts within 10 working days while page 21 Instructions
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		to Proposers and page 25 Contract Execution states four copies of the original contract within 15 working days. Disregard page 9 sec. 11. It should be 4 copies within 15 working days.
INSTRUCTIONS TO PROPOSERS	Pg. 4, 21, and 22	Page 21 includes "P.O. Box 1409" as part of the address for proposal delivery. The address given on page 4 and page 22 does not include this P.O. Box. Please confirm the correct address for FedEx/UPS delivery. City of Key West 1300 White St. Key West, FL 33040 Att. Cheri Smith RFP #001-18
PROPOSAL SCHEDULE	Pg. 38 and pg. 78	Please confirm that respondents are required to complete the Proposal Schedule beginning on page 38 and submit with their proposal and that a second fee schedule included on page 78 is not required for the proposal response. Both are required.
Attachments	Pg. 45 and pg. 27	Please confirm the lettered attachments that should be included. The RFP includes Attachments A, B, and C. There is no reference to an attachment D. Is there an attachment D? Attachment E is list of equipment per page 45 and Attachment F is References and Experience List per page 27. Are there City forms for these attachments or does the proposer use their own format? . No there is not an attachment D. The proposer should use their own format.
INSTRUCTIONS TO PROPOSERS, paragraph 8	Pg. 21	The RFP states, "PROPOSER must fill in all blank spaces on the PROPOSAL SCHEDULE included herein in ink." Does the City want this information completed by hand, or are we allowed to type the information into the form? You may type the info.
General	N/A	Did a consulting firm assist in the development of this RFP? If so, will they be eligible to receive an award under this proposal? No.
General	N/A	Does the City see an immediate need for this work considering the devastation from Hurricane Irma? N/A
General	N/A	Does the City intend to stand up an EOC in 2018? N/A

RFP/SOW Page Number	Question
Pg. 5 and Pg. 26	On page 5 of the RFP, it states "Verbal communications, per the City's "Cone of Silence" ordinance are not allowed. Page 15 requires Bidder to declare "...., that he has personally inspected the site..." Page 26 of the RFP states that "For information concerning the proposed work, or for an appointment to visit the site of the proposed work, contact:" Kenneth Wardlow and a phone number is provided, seemingly for the purpose of contacting Mr. Wardlow for information or an appointment. Attachment A, page 36 of the RFP, requires Proposer to represent that "Proposer has had an opportunity to visit the site and become familiar with....", something clearly not possible given the "Cone of Silence" and therefore certifying as such is not possible. Please resolve these conflicts. Contacting Mr. Wardlow for an appointment to visit site does not break the Cone of Silence Ordinance.
Pg. 13, 18 to 20, 27 and 28	At page 27, an entirely separate set of experience is discussed than the qualifications stated on page 13. This is followed on page 28 by a Scope of Services for

	Emergency Preparation, entirely different than the "Scope of Services, Emergency Response" described on pages 18-20. Please resolve these conflicts. These are all Scope of Services required from the proposer to the City.
Pg.13	On page 13, it states under item 1 for Qualifications that, "1. Resumes of academic training and employment in the area of emergency management." This item falls under the Responses to the RFP section which was given a 20pg limit. Will the City allow resumes to be submitted as an Appendix outside the 20 page limit? Yes.