

## ADDENDUM ONE, QUESTIONS and ANSWERS

Date: January 14, 2020

To: All Bidders

From: Annette Walton/Nancy Storant, Buyers  
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal 6202 Z1 to be opened on January 28, 2020, at 2:00 P.M.  
Central Time

### Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1.	Section I.I. Submission of Proposals	4	<Reserved> wishes to clarify how many proposals besides the one marked "Original" is required to be submitted to the following: State Purchasing Bureau Address: 1526 K Street Lincoln, NE 68508	Please see Section I.I. first sentence. Bidders should submit one proposal marked on the first page: "ORIGINAL".
2.			Is there a place I can look to ensure that my registration is complete, and that I am on the list?	No. Vendors do not have to be registered with the state to submit a response.
3.			Is there a way I can find out what consultants may be looking at this project for NEMA, so that I would be able to contact them as an interested sub-contractor?	No. The State has no way of tracking who has downloaded the documents from the website.
4.	I Procurement Procedures, I. Submission of Proposals and Form A Bidder Proposal Point of Contact	Pg. 4 and Pg. 36	Can the State please confirm that Form A Bidder Proposal Point of Contact should be provided as for both the Technical and the Cost Proposals?  Can the State please confirm that the Form A Bidder Proposal Point of Contact should proceed the Request For Proposal For Contractual Services Form?	Please see section I.O. Request for Proposal / Proposal Requirements. Only one Form A needs to be submitted for each proposal.  Please see Section I.O. Request for Proposal/Proposal Requirements. If there are no specific instructions for placement of the remaining

			Can the State please confirm that both the Form A Bidder Proposal Point of Contact and the Request For Proposal For Contractual Services Form should be provided following our first page marked ORIGINAL?	required documents, it is at the bidder's discretion where the documents are placed.  See response to previous question.
5.	I.O.4 and I.Q.4.; VI.A	Pg. 5 and Pg. 33	The RFP states in both section I.O.4 and I.Q.4. that the Offer's response should provide, "4. <i>Completed Sections II through IV.</i> " However, under Section VI. PROPOSAL INSTRUCTIONS, A. PROPOSAL SUBMISSION, it does not provide a location for where these items should be placed in the response. Can the State please indicate where they would like us to provide completed Sections II through IV?	Please see response to question 4.
6.	General	General	What is the expected level of funding for this contract?	Please provide a response that best meets the requirements of the RFP.
7.	Cost Proposal Document, Optional Hourly Rates	Pg. 2	This document states in the third paragraph at the top of page 2:  <i>"The bidder must list each role/job title and provide an hourly rate. No additional charges will be allowed for travel or other expenses. Bidders may add additional lines as needed."</i>  Does this mean that the cost of travel or other expenses must be factored into the hourly rate of a staff person, or will the State allow budget line items addressing these costs?	Yes, travel and other expenses must be factored into the hourly rate of staff.
8.	RFP, Submission of Proposals	Pg. 4	The document states: " <i>The Technical and Cost Proposals</i>	Please see the Evaluation Criteria document posted on the State Purchasing

			<p><i>should be packaged separately.”</i> It then goes on to say very specifically how the information should be sent.</p> <p>This suggests that the technical elements and cost elements will be reviewed separately. Can the State tell us how the two ratings (one on cost and one on proposal development) will be reconciled for a final rating of each bidder?</p>	Bureau website.
9.	RFP, Project Description & SOW	Pg. 30 and Pg. 31	<p><b><u>“Risk Assessment and Capabilities</u></b> – review 2014 and 2019 state mitigation plans, as well as local mitigation plans, to identify hazards impacting the State. Determine if there are any changes regarding the hazards. Profile the hazard events including description of location and extent of previous natural hazard occurrences as well as probability of future occurrences. Assess the vulnerability to the hazards and identify assets impacted – include critical facilities. Assess potential losses as a result of the hazards identified.”</p> <p>Only the 2014 plan is online on the NEMA web site but there is no 2019 plan. Is there a current State plan available?</p> <p>The deadline for having the draft RFP to FEMA Region VII work is listed on the following as 8/31/2020. Does Section V.A and B (1-6) reference a 2020 plan update?</p> <p>How does this mesh with the request for us to review the 2019 plan?</p>	<p>The 2019 State Plan has been posted on NEMA’s website.</p> <p>The draft needs to be submitted to FEMA for review by 8/31/2020 to allow time for edits for final plan to be submitted by Feb. 2021. No there is no 2020 plan update, the 2021 plan update is being submitted to FEMA in 2020.</p> <p>The 2014 and 2019 plans need to be reviewed and incorporated into the new updated 2021 plan.</p>

			<p>There is also mention on Page 31 of updating the 2021 plan. Please clarify the exact scope of work and what is being asked of bidders so we can accurately address the scope of work, timetable, etc.</p>	<p>The draft plan will be submitted to FEMA in 2020 and the final will be submitted and approved in 2021. This contract will be awarded for one year with the possibility to renew for five additional one year contracts. If the contract is renewed – for the five optional renewal years, updating the 2021 mitigation plan for the 2026 plan submission would be a requirement. The Scope of work included in Section V. A. and B 1 – 5 would be the scope of work for updating the 2021 plan to be approved in 2026.</p>
10.	RFP, Project Description & SOW	Pg. 30	<p>The work to be done listed under Task 2, Risk Assessment and Capabilities, reads as follows: “<b><u>Risk Assessment and Capabilities</u></b> – review 2014 and 2019 state mitigation plans, as well as local mitigation plans, to identify hazards impacting the State. Determine if there are any changes regarding the hazards. Profile the hazard events including description of location and extent of previous natural hazard occurrences as well as probability of future occurrences. Assess the vulnerability to the hazards and identify assets impacted – include critical facilities. Assess potential losses as a result of the hazards identified.”</p> <p>Are there GIS or other technical experts on the staff of NEMA or other State departments on whose expertise we may call on to assist with technical research?</p>	<p>While there will be the opportunity to ask questions of different state agencies, research gathering, for this contract will be a requirement of the contractor. The contractor will provide the staff and resources necessary to develop the plan and associated maps/graphics etc.</p>

11.	RFP, Optional Contractor Deliverables	Pg. 32	<p>The RFP discusses the following under the Scope of Work section:</p> <p><i>“The Contractor will work with NEMA to revise and update the 2021 State’s Hazard Mitigation Plan (HMP) consistent with Federal Emergency Management Agency’s (FEMA) mitigation planning process, State Mitigation Plan Review Guide, tribal mitigation planning resources, risk assessment resources, mitigation program integration resources, and other hazard mitigation planning resources for the 2026 State’s Hazard Mitigation Plan. These tasks will include, but are not limited to, the tasks as noted in Section V.B.1 through V.B.5.</i></p> <ul style="list-style-type: none"> <li>• <i>NEMA and the Contractor will determine a more detailed schedule of deliverables. Project deliverables will not be considered complete until HMP, has been approved by FEMA. A draft HMP must be submitted to NEMA for review no later than May 1, 2025.</i></li> <li>• <i>Summaries of meetings go include attendance roster, meeting notes, etc., within five (5) business days following the meeting.</i></li> <li>• <i>Monthly progress reports as to status of HMP and progress being made to HMP development.</i></li> <li>• <i>All revisions to the draft HMP will be provided to NEMA no later than July 1, 2025. All documentation associated with the HMP must be provided in electronic</i></li> </ul>	<p>The second paragraph of the “Scope of Service” states <i>that the term of the contract is one year commencing upon notice to proceed. The contract includes the option to renew for five (5) additional one (1) year periods upon mutual agreement of the Parties.</i></p> <p>If this contract is renewed, for the optional five (5) one-year periods, the next State Plan update will be due in 2026. The contractor would be required to complete the 2026 State mitigation Plan.</p>
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			<p><i>formats.”</i></p> <p>Is it the intent of NEMA to develop a task order for the bid winner to develop multiple hazard mitigation plan updates?</p>	
12.	RFP, VI. Proposal Instructions	Pg.33- Pg.35	<p>Section VI.A.1.i (page 34) states:  <i>“Resumes should include, at a minimum, academic background and degrees, professional certifications, understanding of the process, and at least three (3) references (name, address, and telephone number) who can attest to the competence and skill level of the individual.”</i></p> <p>Must all three (3) individual references be provided by clients or firms associated with the current employer’s projects, or may they include previous clients or firms outside of the current employer if the individual has been with the firm for less than five (5) years?</p>	Bidder may include all references applicable to solicitation 6202 Z1.
13.	RFP & Cost Proposal, Optional Services	Pg. 3	<p>The table presenting optional tasks for be conducted by the contractor for “Update to Hazard Mitigation Plan for the Year 2026” notes under Phase II:  <i>“Profile and review all hazard events from 2014 and 2019 state and local mitigation plans and any other plans as required by NEMA.”</i></p> <p>Should it be inferred that for the 2026 update cycle, all hazard events from 2020 and 2025 will be profiled and reviewed?</p>	Yes.
14.	RFP & Cost Proposal,	Pg. 2, Pg. 4	Page 2 of the Cost Proposal provides a table format to	Section III.F. PRICES of the RFP will be deleted and

	Optional Hourly Rates		<p>submit Optional Renewal hourly rates for Years One, Two and Three. Page 4 of the Cost Proposal provides a table format to submit Optional Renewal hourly rates for Years Four and Five.</p> <p>Because planning requirements, task needs and personnel costs change over time, will there be future opportunities to review and revise these tasks and costs, to reflect changes in policy, cost of living increases, personnel changes and other factors that may impact the Optional Hourly Rates for additional Monitoring and Technical Assistance after Phase IV?</p>	<p>superseded with the following: Prices submitted on the cost proposal form, once accepted by the State, shall remain fixed for the first year of the contract. Any request for a price increase subsequent to the first year of the contract shall not exceed three percent (3 %) of the price proposed for the period. Increases shall be cumulative. The request for a price increase must be submitted in writing to the State Purchasing Bureau a minimum of 120 days prior to the end of the current contract period. Documentation may be required by the State to support the price increase.</p>
15.	Sec. V.B.6.d	Pg.31	<p>“All revisions to the draft HMP will be provided to NEMA no later than September 30, 2020.”</p> <p>Is there flexibility in this requirement in the event that FEMA’s review of the draft is not completed in a timeframe conducive to meeting this requirement?</p>	No.
16	VI. A.1.h. Summary of Bidder’s Corporate Experience	34	The RFP states that the bidder should provide up to 3 project references. If the bidder has a Subcontractor on its team, can they each submit up to 3 separate references for a total of 6 for the solicitation?	The State may evaluate up to 3 project references. The bidder may submit references of the subcontractors.
17.	II.O Retainage	14	Is retainage considered applicable for this Solicitation/Project since this is a non-construction project?	Yes.
18.	VI.A.1.i. Summary of Bidder’s Proposed	35	Please clarify how proposed candidates’ resumes are to show an understanding of process.	The experience and skills of the individuals the bidder is proposing for the project will reflect the bidder’s understanding of project

	Personnel/ Management Approach			requirements.
19.	V.B.2 Risk Assessment and Capabilities	30	Please provide the most recent 2019 state mitigation plan, as only the plans from 2012 and 2014 are currently available on the State's website.	Please see response to question 9.
20.	V.B.2. Risk Assessment and Capabilities	30	The Solicitation addresses reviewing both the 2014 & 2019 State Mitigation Plans, implying that this is to be a revision of the current plan(s). Or is there opportunity to craft a new SHMP that addressed both previous plans, the local HMP's and a current analysis of all hazards as well?	Due to the size and scope of Nebraska's 2019 federally declared flood event, we realize that much of the plan will need to be re-accessed and possibly re-written. The contractor must review the 2014 and 2019 plans to ensure continuity between the versions and utilize any applicable information contained in these.
21.	V.B.6. Contractor Requirement s	31	A local mitigation plan update process typically takes 12-18 months to ensure completion of all FEMA mitigation plan requirements. This Solicitation for a state-level plan is requiring 6 months or less for draft completion by Aug 31 <sup>st</sup> , 2020 and the final copy by Sept 30 <sup>th</sup> 2020, is there any flexibility to negotiate these due dates with the state?	No.
22.	V.B.3. Assist in Developing Mitigation Strategies	30	Does the State have a current Information Sharing Access Agreement, ISAA, with FEMA to provide the chosen consultant(s) access to the current RL/SRL and NFIP insurance data for analysis and inclusion into the SHMP?	The state does have an agreement, however, that information is limited with whom it can be shared. Consultation will have to be done with FEMA Region VII to determine the level of information that can be shared.
23.	V.B.5.c. Additional Sub-tasks	31	What are the mitigation plan expectations for the state's public power districts in the 2021/2026 SHMP?	The State Public Power Districts that choose to participate, will be an ANNEX to the State Hazard Mitigation plan in which they will focus on their assets and how their assets have



			<p>Are they to be included in this planning process or not?</p> <p>If yes, what are those expectations?</p>	<p>been and may be impacted by hazards in the state.</p> <p>Yes. Section V. B. of the RFP will be deleted and superseded with the following:</p> <p>Hazard Mitigation Plan (HMP) Update:</p> <p>The Contractor will work with NEMA to revise and update the State Hazard Mitigation Plan (HMP) consistent with Federal Emergency Management Agency's (FEMA) mitigation planning process, State Mitigation Plan Review Guide, tribal mitigation planning resources, risk assessment resources, mitigation program integration resources, and other hazard mitigation planning resources. As part of the State Hazard Mitigation Plan (HMP) update, there will be an Annex to the state plan to include the State's Public Power Districts. These power districts have the option of being part of an annex to the state plan which focuses on their assets and how those assets have been impacted in the past and could be impacted in the future by hazards. The tasks will include, but are not limited to, the following:</p>
24.	VI.A.1.i. Summary of Bidder's proposed personnel/M management Approach	35	The Solicitation requests resumes for each team member that will work on the project and those resumes are limited to 3-pages each. Is there a limit on how many team members can be included in the project?	No, there is no limit.
25.	V.B.2. Risk Assessment	30	Will the chosen consultant(s) have full access to all back up	Yes.

	and Capabilities		documentation for both the 2014 & 2019 SHMP's to ensure a comprehensive review of their content and relevance to the newly revised planning document?	
26.	VI.A.2	35	Is it the State's intention for Vendors to use the SOW (V.B.1-5g) template in their submission,  or is it permissible for us to use our own templates in our response?	Yes. The State requires responses in section V.B. 1-5.g. be submitted in the boxes provided.  No.

This addendum will become part of the proposal, and should be acknowledged with the Request for Proposal.