



CAMERON COUNTY PURCHASING

1100 East Monroe St,

Brownsville, Texas 78520

(956) 544-0871 Fax: (956) 550-7219

ADDENDUM # 1 - PAGE 1 of 7

DATE OUT: 12/31/24

RFP TITLE: CONSULTANT SERVICES FOR HAZARD MITIGATION ACTION PLAN T

RFP NUMBER # 1453

DEADLINE: January 8, 2025 at 3:00 p.m.

(IN ORDER TO AVOID DISQUALIFICATION – ALL ADDENDUMS MUST BE SIGNED AND RETURNED BY DEADLINE AND INCLUDED IN THE SEALED BID PACKAGE SUBMITTED)

1.- Please find answers to request for clarifications and questions submitted by all participants during RFP :

ALL PARTICIPANTS MUST INCLUDE/ATTACH PAGES WITH THIS ADDENDUM

Note:

This addendum shall become part of the RFP and all RESPONDERS/PARTICIPANTS shall be bound by its content. All aspects of the scope of work/services not covered herein shall remain the same.

Acknowledgment:

Company Name _____ Phone # _____

Vendor Signature _____ Date _____

Must include and return with RFP package

1. In 1. Proposal Submission Requirements, RFP Page 19 of 54, it states that “Proposals shall not exceed twelve (12) pages in length (excluding resumes, title page(s), index/table of contents, attachments or dividers.” Then under Executive Summary, RFP Page 23 of 54, it states that the Executive Summary (2 pages max), Introduction (2 pages max), Understanding of the Project (1 page max), Methodology (1 page max), Management Plan for the Project (1 page max), Experience and Qualifications (2 page max), RFP Cost Proposal (1 page max) and Evaluation Criteria (2 pages max for all criteria). This seems to be in direct conflict with the instructions provided in the Proposal Submission Requirements. Is the Executive Summary a separate section from the Proposal Submission Requirements? If so, does it mean that the Executive Summary is also 12 pages)?
ANSWER: Please follow instructions under page 23. It refers to same requirement of 12 pages max.
2. Should the format of the proposal follow the outline given in 1. Proposal Submission Requirements, RFP Page 19 pf 54 or the proposal outline provided in the Executive Summary, RFP Page 23 of 54?
ANSWER: Please follow instructions on page 23 and include the instructions on page 19, subsection 1.1 title page follow by 1.2 letter of transmittal. In addition, please include an index/table of contents with dividers for each section under page 23.
3. Can Cameron County please provide a copy of Exhibit “A” referred to in the Executive Summary, RFP Page 23 or 54 under RFP Cost Proposal (1 page max) See exhibit “A”?
ANSWER: Please see Exhibit “A” Cost Proposal page.
4. Due to the holiday and hard copy submission requirement, will the County accept digitally certified signatures via DocuSign for all RFP forms?
ANSWER: Yes, Cameron County will accept digital signatures.
5. Please clarify where in the response format the Cover Page should be placed.
ANSWER: RFP cover page must be inserted at the beginning of your submittal as specified on Q&A # 2 above.
6. Please confirm if the Cover Page is not included in the page limitation
ANSWER: No, it is not.
7. The timeline between when questions are answered and when proposal will need to be printed and shipped to the County is only 4 business days. Will the County consider answering questions on a rolling basis to allow vendors to adjust their proposal response accordingly.
ANSWER: Addendum will be released on December 31, 2024 and will allow 9 days for participants to prepare their proposal.
8. A number of vendor questions submitted herein are for clarification of the response format required for compliant vendor responses. The timeline between when questions are answered and when proposal will need to be printed and shipped to the County is only 4 business days.If the County does not provide

ADDENDUM # 1 RFP # 1453 CONSULTING SERVICES FOR HAZAARD MITIGATION ACTION PLAN

response to questions on a rolling basis, is the County willing to extend their proposal due date to allow vendors to adjust their proposal accordingly?

ANSWER: Please refer to previous answer.

9. Proposal Requirements States, "Proposals shall not exceed twelve (12) pages in length (excluding resumes, title pages(s) and index/table of contents, attachments or dividers)." Please clarify the page counts. Does the twelve (12) pages include the Letter of Transmittal?

ANSWER: The 12 pages are only regarding the executive summary, Introduction, Understanding of the Project, Methodology, Management Plan for the Project, Experience and Qualifications, RFP Cost Proposal and Evaluation Criteria. Does not include the cover page, title page, index and/or table of contents as well as the other RFP attachments (Forms) and miscellaneous documentation (including references).

10. Provide at least three references for which your firm has provided the same or similar services. This information appears to be duplicative to the information requested in Attachment A Reference Form. Given the 12-page limitation, is the County looking for vendors to repeat the reference information here and within Attachment A or can vendors refer the County reviewers to find the required information for this section within Attachment A Reference Form

ANSWER: Please refer to Attachment A REFERENCES (if necessary, please include additional pages to provide adequate reference information for each of the three references required under this RFP.

11. Cost Proposal details were provided in Part II Specifications, Submission – Evaluation Criteria, Item 1 (page 15 of 54), Section 4, item 4.6 Cost Proposal (Page 20 of 54), and within Executive Summary (page 23 of 54) -- but no details on cost were specified in Section 1. Proposal Submission Requirements (Page 19 of 54). Please confirm cost proposals are to be included in vendor responses.

ANSWER: Please see Q&A # 3, Exhibit "A" is included in addendum # 1.

12. If cost proposals are to be submitted with vendor proposals, please confirm they are not part of the 12-page limitation

13. **ANSWER:** Please see Q&A # 3, Exhibit "A" is included in addendum # 1.

14. "It is recommended that proposals not be submitted in ringed binders or metal spirals to conserve cost for both the Respondent and the County" Please clarify what type of binding is preferred.

ANSWER: Cameron County only recommends any other material that will reduce cost to proposer. If you don't have any objection to submit proposal in ringed binder, then County does not penalize or disqualify proposer for doing so.

15. Please clarify how the County is requesting the information listed within the Executive Summary to be incorporated into the bid response given the page restrictions and format prescribed in Section 1 Proposal Submission Requirements. The items listed in the Executive Summary section include both new and duplicative information requested in Section 1 Proposal Submission Requirements.

ANSWER: Please see Q&A # 1 and 2.

16. States, "RFP Cost Proposal (1 page max) See exhibit "A" There is no section in the RFP file that is entitled, Exhibit A. Can the County please clarify what section this is referring to or provide a copy

ANSWER: Please see Q&A # 3, Exhibit "A" is included in addendum # 1.

17. Construction Bond documentation was not attached within the contract documents. Since this is not a construction contract, can vendors either strike this language as a contract exception.

ANSWER: Yes, proposers can ~~strike~~ "Construction Bond" requirement under page 25 of 54 Standard Form of Contract.

18. "**12.08 Contract Cost and Price.** *The County will abide by the provisions of §200.324 (as required under County Resolution #20/90R2009), including, but not limited to performing a cost or price analysis and negotiating profit as discussed therein*" We were not able to locate this resolution on the County's website. Can the County provide a copy so that vendors understand the provisions that apply to this contract?

ANSWER: See attached page from County Purchasing Department home website, "How to do Business" - Purpose of the Organization page 3, see attached page 7

19. Is the County interested in using a bi-lingual public outreach strategy as part of the planning process?

ANSWER: No, at this time the County is not interested in using a bi-lingual public outreach strategy as part of the planning process.

20. Is there a target NTE for the overall contract?

ANSWER: There is no target NTE for the overall contract.

21. Is there a specific number of planning meetings that Cameron County would like us to facilitate? Is there a requirement that any/all of the planning meetings be conducted in-person, or are virtual meetings acceptable?

ANSWER: Yes, the County is anticipating one planning meeting per participating city and one for the County. Virtual meeting will be acceptable.

22. Does Cameron County intend for the new HMP to profile all 12 hazards that were profiled in the previous HMP? Are there any new hazards that the County would like the updated HMP to include?

ANSWER: The new HMP will continue to profile the 12 hazards that were profiled in the previous HMP and add additional hazards as needed.

23. Page 22 of the RFP states that: "Cameron County intends to enter into a contract with at least one prime Contractor who may utilize both local and non-local resources to provide services in the event of activation by the County following a hurricane or other natural or man-made disaster." Does the County intend for the chosen contractor to assist in Public Assistance tasks in the event of activation? If not, what work does this section refer to?

ANSWER: This page was not intended for this RFP please disregard.

24. Does the County intend for the Cost Proposal to be provided on "exhibit A" referenced on Page 23? If so, could you please provide exhibit A?

ANSWER: Please see Q&A # 3, Exhibit "A" is included in addendum # 1.

25. It appears that Page 23 may be inapplicable. Can you clarify whether proposals should be organized as listed on Page 19, Section 1: Proposal Submission Requirements?

ANSWER: Please follow instructions on page 23 and include the instructions on page 19, subsection 1.1 title page follow by 1.2 letter of transmittal. In addition, please include an index/table of contents with dividers for each section under page 23.

26. It is helpful for us to know our audience so we can provide the information evaluators need to make an informed decision. Question: What are the roles of those who will be evaluating this proposal?

ANSWER: Evaluation Committee members will evaluate each submittal based on the evaluation criteria on page 21 of 54.

EXHIBIT "A"



**CAMERON COUNTY
COST PROPOSAL FORM
CONSULTANT SERVICES FOR HAZARD MITIGATION ACTION PLAN
RFP # 1453**

In accordance with the attached instructions, terms, conditions, and Scope of Services proposer must submit the following proposal to Cameron County.

The Contractor shall break down the cost estimate by task; hours per task; different personnel classifications per hour, (i.e. Principal, Senior Manager, Senior Associate, Senior Schedule, Schedule Analyst, Clerical, etc.) and provide a total cost per task and a total cost for the entire project (*including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit*). Fees shall include all mark-ups, overhead, profit, and any other costs associated with delivering the final product.

Fee (provide needed break down on a separate sheet(s)) monthly \$ _____

Total Annual Cost \$ _____

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Date: _____

Authorized Signature:

Name

Title

Firm Name

(Maximum 2 pages)

THIS FORM MUST BE RETURNED WITH YOUR RFP

PURPOSE AND ORGANIZATION

This guide is intended to give a brief insight into the County's procurement process. The County's basic procurement philosophy is that competitive participation of the business community is vital to our mutual welfare. While this guide does not encompass every detail of all regulations, practices, and statutes governing purchasing, it does provide the basic principles of our procurement practices.

The County's Purchasing Department is responsible for buying all the supplies, materials, and equipment necessary for the delivery of municipal services, as well as for contracting minor construction and professional or personal services. Consequently, the Purchasing Department is the only entity within the County government authorized to issue bid invitations over \$25,000, discuss price and delivery commitments, and to release purchase orders and term contracts. The Purchasing Department is located at: Cameron County Courthouse, 1100 E. Monroe Street, Brownsville, Texas 78520.

NOTE: Cameron County's Purchasing Department is separate from, and in no way related to, the Purchasing Departments for the Brownsville Independent School District, Texas Southmost College, and the City of Brownsville. Each of these entities maintains separate Purchasing Departments. Cameron County has executed Interlocal Purchasing Agreements with several local entities that do allow for cooperative purchasing of selected items.

POLICY STATEMENT

The Purchasing Department attempts, at all times, to maintain goodwill between the County government and the business community. Toward this end, we strive to:

- 1) Give all suppliers full, fair, prompt, and courteous consideration.
- 2) Keep competition open and fair.
- 3) Solicit supplier suggestions in the determination of clear and adequate specifications and standards.
- 4) Cooperate with suppliers and consider possible difficulties they may encounter.
- 5) Observe strict truthfulness and the highest ethics in all transactions and correspondence.