

## KEYS BID 02-23 SPECIFICATIONS FOR EMERGENCY MANAGEMENT CONSULTING SERVICES

### Addendum 1

#### **Questions and Answers:**

1. Can you please confirm whether a bid bond is required for Keys Bid 02-23 Emergency Management Consulting Services? If so, can a cashier's check be submitted in lieu of a bid bond? The RFP document mentions a bid bond on the first page and on the pricing page 62. Also, on the submission portal, a 5% bid bond is marked as required.

A bid bond is not required.

2. Are there any anticipated projects currently?

No, not currently. The awarded consulting firm will perform consulting services on an as needed basis for each emergency situation that arises during the contract period.

3. If no specific projects currently, are we to provide hypothetical work plans, project schedule, etc?

Yes. Please reference Submittal Requirements section in the bid specifications, specifically number 7 through number 10.

4. Please confirm that the Travel Policy and associated Letter of Agreement are provided as reference document for this solicitation and not intended to be signed and returned with the proposal.

The Travel Policy and associated Letter of Agreement provided is not intended to be signed and returned with the proposal.

5. Are proposers permitted to submit suggested contract redlines for consideration?

Any exceptions to the bid shall be redlined or noted separately to be considered.

6. Execution of proposal states, "If a Proposal is made by a corporation, it shall be executed in the name of the corporation, followed by the handwritten signature of an officer authorized to execute the Proposal for the corporation, and the printed or typewritten designation of the office he holds in corporation. Another partner of the partnership or official of the corporation shall attest to the authority of the person executing the Proposal. KEYS may require any Bidder to furnish certified copies of extracts of the minutes of meetings of the governing body of the Bidder authorizing execution of the Proposal and Contract Documents." Since proposals can be submitted electronically, will electronic signatures vs handwritten signatures be permitted?

Electronic signatures will be permitted.

7. In lieu of Liquidated Damages, would you accept a performance bond?  
No.

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8. "There appears to be many provisions that apply to construction contracts that would not be applicable to this scope." Will you please clarify if you're going to utilize this construction type contract for this scope or will you modify it for the scope of services defined in the RFP to a consulting services contract?

Yes, we will be using what was provided. Any exceptions to the bid shall be redlined or noted separately to be considered.

9. Will KEYS accept Sunbiz as documentation for signature authority?

Yes.

10. "The Consulting Firm shall be a corporation organized and operated under the laws of the State of Florida." Will firms registered to do business in the State of Florida with an Active Status in Sunbiz satisfy this requirement?

Yes.

11. "Proposals shall be submitted electronically via VendorLink or DemandStar prior to the opening date and time. Emailed proposals will not be accepted." Would the Board please confirm that proposals can be submitted on either DemandStar or VendorLink? If so, does the City have a preference for the portal to which the proposal is submitted?

Proposals can be submitted on either DemandStar or VendorLink. KEYS does not have a preference between the two portals.

12. "KEYS requests Proposals for an As-Needed Emergency Management Consultant Services provider. Contracted services are enumerated in the Scope of Services." Is this a standby contract?

Yes, KEYS will issue a task order with a not-to-exceed amount, based on the severity of the situation, should services be required.

13. "The description should include the staffing required and an estimated number of hours required to complete the scope of work." Being an As-Needed contract with the scope of services requested via Task Orders, is an estimation of hours required at this time?

No, not at this time.

14. "Submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract, using Cost Proposal Form." The Cost Proposal form requires Positions and Hourly rates. Is a fully detailed budget required at this time, or would that be established during the task order process?

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The cost proposal form should include hourly rates per position as well as estimated travel related expense and any other foreseen expenses not listed elsewhere. During the task order process, a not-to-exceed amount will be determined based on the scope of the specific project at that time.

15. Given that this is a standby contract with no guarantee of work, can KEYS please clarify the amount the 5% bid bond should be based off of?

A bid bond is not required.

16. Will KEYS please describe the study referenced in Section 10, deliverables?

There is no specific study, but looking for an example of a report that would be presented to management or the Utility Board.

17. Is the management consulting firm expected to develop cost estimates for a recovery project as may be appropriate to support FEMA grant applications?

The cost proposal form should include hourly rates per position as well as estimated travel related expense and any other foreseen expenses not listed elsewhere. During the task order process, a not-to-exceed amount will be determined based on the scope of the specific project at that time.

18. In the RFP under "Professional Services" p. 4, it states that "The Consulting Firm shall be a corporation organized and operated under the laws of the State of Florida." Was this intentional, or are only Florida-based corporations permitted to respond?

Only firms that are registered to do business in the State of Florida with an Active Status in Sunbiz are permitted to respond.

19. Is there weighting associated with the "Proposal Contents & Evaluation" criteria?

No, the entire proposal will be evaluated, and all information reviewed. The list of criteria in this section is only an example of items that will be taken into consideration.

20. Is the Performance Audit referenced in the Submittal Requirements Sections 5 and 7 regarding the Disaster Response and Recovery scope of services or the entire Public Utilities organizational structure and processes?

Only regarding the Disaster Response and Recovery scope of services.

21. Is the Performance Audit referenced in Submittal Requirements Section 7 (Description of Understanding and Approach/Methodology) only for the operational performance audit or is it to include an Understanding and Approach/Methodology for the tasks and services described in the Scope of Service section of the RFP.

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Only for the tasks and services described in the Scope of Service section.