

STATE OF ALASKA

Sean Parnell, Governor

DEPARTMENT OF MILITARY & VETERAN AFFAIRS
Division of Administrative Services
Procurement Section

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Important Notice to new vendors: If you received this solicitation from the State of Alaska's "Online Public Notice" web site, you must register with the procurement officer listed in this document to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

Amendment No. 1

November 5, 2009

REF: RFP 2010-0900-9051 Mitigation Project Application Development Project

Purpose: To clarify and update language against RFP 2010-0900-9051

Offers Due Date: By 1:30pm local time, Thursday, November 19, 2009 at the purchasing office named in the RFP. Late offers will not be accepted.

Questions and Responses from the pre proposal meeting on October 29th:

1. Is part of the RFP to work with the communities on their current plans?

Response: Yes, but some of the communities' plans have gone "stale" and there will be a need to assist them with considering hazards and risks in the community and select one of those projects for development to move forward under this RFP scope. Part of this process is educational, in that these communities have done the hazard mitigation planning but have not brought forward applications because they are very limited staff so the contractor needs to work with them to consider their hazards, risks and priorities and select an eligible mitigation project for application.

Each of these communities has a Sate and FEMA approved hazard mitigation plan. The contractor should anticipate reviewing each community's hazard mitigation plan for the projects that were suggested in the planning process but these projects may not be the correct ones to develop for application under this contract. Projects will be selected for application in coordination with the community and the State. The contractor will work closely with the community and the State to determine eligibility of potential projects. The contractor is providing the expertise to the community, in cooperation with the state, to select an appropriate eligible project and move the application process forward. The state will be reviewing / assisting the application process with the contractor from start to finish, all the way through.

2. And it is understood that this coordination will be utilized from in person / on site interviews with the community members to.

Response: Yes, it is up to the contractor's discretion on HOW they accomplish the deliverable, e.g., fully fundable, fully approvable HMGP grant application process for a "brick and mortar" project. Some contractors will conduct physical visits to the communities, while others may only conduct telephonic meetings, so it is really up to the vendor on how to perform this task. Some of the potential means are

identified in the RFP. Some contractors have elected to "group" their community visits in order to save on resources.

The information displayed on the HMGP website is what the contractor will need to effectively represent the communities' needs for the application process. Data in the project application will need to be fully fleshed out and comprehensive by the contractor in order to be recognized by the HMGP FEMA grant process. It has to "final out" as a delivered project application to DHS&EM project format.

3. Are all eight community project deliverables due at the same time?

Response: No, and that is specified in the RFP. All eight communities are declared in the disaster area, which is why they were selected.

4. Are the mitigation disaster plans available on line?

Response: Yes they are and the link is identified on the DCCED website.

5. Under the period of performance, is it the performance period identified accurately in the RFP?

Response: The performance period will be from the date of the contract (approximately December 1, 2009) through the six month performance period. Due to funding considerations, this project must be completed by June 15, 2010 with all deliverables submitted by May 30th.

6. It is my understanding that the contractor will work with the communities to select specific projects. Is that correct?

Response: Yes. The State will assist with this as well. It will be a cooperative effort to assist the community to select an appropriate, eligible mitigation project for the community that can be developed into a full project application.

7. Is it known whether projects have been designed or whether they are only in the "idea" state at this time?

Response: Only "idea stage" at this time.

Questions and Responses from the previous pre proposal meeting on October 2nd:

1. Do you already have the contacts of individuals with whom you've been working with in these communities?

Response: In some cases we do, in some cases we do not. The communities often times have rapid turnover so we will provide the selected contractor with the information we currently have, however, those names may have changed so the contractor will need to research the current community contact person. Additionally we (the state) can see that the contractor receives copies of the current FEMA disaster mitigation plans that has the names of contact (or the position) when these plans come up for annual review.

2. REF: Page 7, section 1.03 #3, Permits. Are we identifying what permits will be needed or actually applying for permits?

Response: The ultimate goal is to have two full HMGP project applications completed as a deliverable using the DHS&EM forms and format. Along with identifying the "shovel ready" scope of work for these projects, the contractor will insure that the permit application process is ready too. If contact is needed

to meet the NEPA requirements in coordination with Fish & Game, design, engineering, historical preservation office, etc. then the contractor will assist the applicant (community) with getting this process moving forward including the formulation of a letter while meeting the timeline. So yes, it is incumbent upon the contractor to see that the permitting process is moving forward on behalf of the identified community. These need to be fully developed project applications ready for project funding, all inclusive.
(see item 9 below)

3. Can a vendor partner with another company for this project?

Response: Yes, you just need to identify your partner or who your sub contractor is (see section 1.14 Subcontractors). Joint Ventures will not be allowed, however.

4. REF: Deliverables in section 5.03. Is there an expectation that the contractor will have to follow through to the point that the applications are ready to be funded by FEMA?

Response: The applications will be processed through DHS&EM (Mark Roberts) for final approval. DHS&EM will pick them up from there, on behalf of the applicant (with their concurrence) and make the application for eligible funding. The contractor will need to flesh out the scope of work, budget projection, benefit cost analysis, and full application as specified in the scope of work in coordination with the community. The state will receive the completed application and submit it through the state / FEMA process for funding. Under section 5.01.2.6 it states that coordination will be made with DHS&EM the presentation of the project applications to the State Hazard Mitigation Advisory Council, Governor's Disaster Policy Cabinet and FEMA. The contractor would be expected to be available in this process to provide technical clarification on the project application work they had developed should questions arise. The contractor would function in an advisory role in advocating for the project and the applicant (community).

5. So to further clarify, in section 1.03 (6) it states, "Be complete through to final State and FEMA funding approval including provision of any required additional documentation and / or project application amendments." So that would be more than just "expert advisory"?

Response: Yes, it is addressed in section 5.01.2.7, "Following the project applications through the State and FEMA approval process and providing any required additional documentation and / or project application amendments until the project is approved by FEMA and the State for funding." E.g., in order for this project to be funded we need "this", the contractor will be asked to provide that assistance.

6. Knowing FEMA and the protracted nature of the permitting process, is there a possibility of having an add-on provision to this contract?

7.

Response: Not really. The intended funding mechanism for these projects (DR-1843) is limited by FEMA regulation to 2 years from the date of federal declaration which was September 26, 2008. The projects submitted for funding must be reviewed and obligated for funding prior to September 26, 2010. The project application development, which is the work being done under this contract, must be completed prior to any state and FEMA review. This fixed disaster funding timeline will not allow follow on work. (see CFR 44 and DR 1843). The deliverable under this contract is fully completed project applications that can be reviewed by the state and FEMA and funded within the two year disaster timeline.

8. Would preparation of the applications preclude the consultant working on any projects generated?

Response: Not as long as the firm divulged that they had been involved in the preparation of the grant project application and scoping when they bid on the subsequent project work contract.

9. Since these are "brick & mortar" type projects, has all necessary design/engineering work been done already?

Response: No. Part of the contract scope of work is to coordinate with the community necessary design and engineering work or a cost estimate to do these as part of the project grant application.

9. Additional Information for RFP 2010-0900-8987

Reference Documents for FEMA Mitigation Applications:

Hazard Mitigation Assistance (HMA) Guidance:

<http://www.fema.gov/library/viewRecord.do?id=3649>

Code of Federal Regulations (44 CFR)

<http://www.gpoaccess.gov/CFR/>

Alaska Division of Homeland Security and Emergency Management (DHS&EM) web site for mitigation project forms:

<http://ready.alaska.gov/grants.htm#Hazard%20Mitigation%20Grant%20Program>

Mitigation Plans for the 8 Communities:

<http://www.commerce.state.ak.us/dcra/planning/nfip/mitigation.htm>

All other RFP and amendment language remains unchanged.

Please contact Mark Ford at ph: 907-428-6026 or FAX: 907-428-6027 or Deanna Humphreys at ph: 907-428-7071 or email: Deanna.humphreys@alaska.gov if you have any questions. This amendment must be signed by an authorized individual and returned with your proposal.

Thank you.

// signed //

Mark Ford
DMVA Procurement Specialist
Email: mark.ford@alaska.gov

Offeror's acknowledged signature
(to be submitted with your offer)

Date

Company or Firm

Phone No.

Return the completed Amendment 1 with your proposal.

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