

RFP 2020-N

CDBG-DR Voluntary Home Buyout Program Grant Administration

Addendum 1

Q&A

1. Section II; Scope of Work notes that homes targeted for buyout are located in three targeted neighborhoods. Which neighborhoods are being targeted? Has the County begun engaging with the residents targeted for buyout?
A. This grant is used as a match for the HMGP grant, so individual homes have been selected. However, the CDBG-DR grant will require us to requalify these homes.
2. How many buyouts does the County anticipate through its CDBG-DR grant?
A. 12 participants with 14 homes.
3. Section II, Scope of Work notes that awarded proposers will “complete the environmental review”. What level of environmental review is expected? How many reviews must be completed?
A. All CDBG grants require a HUD environmental reviews.
4. Section II, Scope of work notes that awarded proposer must work with HMGP consultants. Can you confirm that said HMGP consultants shall be responsible for obtaining HMGP credit from FEMA and for compilation and preparation of any report, document, application, etc. that may be required by FEMA and that the awarded proposer is only responsible for the CDBG-DR component of the buyout?
A. Yes. The HMGP consultant is responsible for all documentation needed on the HMGP grant.
5. Section II, item B notes that the awarded consultant must draft policies in accordance with the CDBG-DR Voluntary Home Buyout Program Subgrant Agreement (I0089). Could you please provide a copy of said agreement?
A. Yes.
6. Section II, item I references the awarded proposer being responsible for ensuring compliance with Davis-Bacon and related Acts for contractors. How many contractors does Columbia County envision for this scope of work? What is the contractor’s scope of work?
A. This is an acquisition/demolition project. We anticipate one contractor for the demolitions, however, there may be subcontractors.

7. Does Columbia County intend to use its own systems and IT solutions to store program documentation related to this buyout?
 - A. **We anticipate that the CDBG Administration contractor will build and maintain the CDBG files and provide a physical copy for the County files. We do have an electronic grant portal that is available. Additionally, the Contractor will prepare the SERA paperwork for the County to upload into SERA.**

8. On page 11, section titled “Breaches and Dispute”, the State of Florida Department of Capital Planning and Resiliency is mentioned, along with DEO. What is the role of the Florida Department of Capital Planning and Resiliency as related to this scope of work?
 - A. **Unknown.**

9. Section XI. “Applicable to Construction Contracts” lists requirements for bonds, contract work hours and safety standards act, Davis Bacon Act, Payrolls and basic Records, and Apprenticeships and Trainees. The scope of work included in this RFP does not seem to include construction. Please advise if the provisions in section XI pertain to this RFP for voluntary home buyout. If so, would the County consider waiving bonding requirements for a qualified firm who provides adequate insurance coverages?
 - A. **This project does not include construction, only demolition. The CDBG Administrator will not be responsible for any construction. This language was required by DEO as part of HUD compliance. Any changes would need to be authorized by DEO.**

10. Section XI “Applicable to Construction Contracts” references compliance with laws of the State of Oklahoma and requests that proposers submit bonds executed by surety companies licensed to do business in the State of Oklahoma. Please confirm that any reference to the State of Oklahoma is in error.
 - A. **This is in error. This project does not include construction, only demolition. The CDBG Administrator will not be responsible for any construction.**

11. Section XII, Evaluation criteria, awards points for the experience of the firm’s staff that will work on the project, but Section III, Submission Requirements does not include a section to submit staff qualifications. How would the County like proposers to demonstrate staff experience? Should we submit resumes as attachments?
 - A. **Include this information in Tab 2: Firm’s Experience and Background.**

12. Section XII, Evaluation Criteria, describes a point ranking system for evaluation of proposals that converts a proposer’s price into points. However, the final paragraph of the section indicates that “If the board is unable to reach agreement with the low bidder within a 30-day timeframe....” Is this proposal to be awarded to the proponent with the highest point ranking, taking price into account in the form of points awarded for price, or is this to be awarded to the lowest price bidder?
 - A. **The overall final ranking determines awardee and awardee succession. Price is one of several criteria.**

13. Attachment A, Fee Schedule Form, requests proposers to propose a lump sum price. How does the County intend to issue payment for the lump sum? Are there pre-determined milestones?

A. The actual payment schedule would be negotiated in the contract with the successful bidder.

14. What is the expected length of engagement to perform this scope of work?

A. One to two years depending on the Environmental Review.

15. The RFP stipulates that submissions are to be delivered to the office of the Board of County Commissioners in one original response, three copies, and one flash drive. Does the County expect that proposals will be hand-delivered? Will the Office of the Board of County Commissioners accept in person submissions?

A. We accept in person submissions and will time stamp them. They can be mailed or sent overnight, However, the County is not responsible for late submissions. All submissions are opened at one time at the date and time specified.