



St. Johns County Board of County Commissioners

Purchasing Division

ADDENDUM #1

August 21, 2018

To: Prospective Respondents
From: St. Johns County Purchasing Department
Subject: RFP No: 18-71, Management of CDBG-DR for Hurricane Projects & Programs

This Addendum #1 is issued for further respondent's information and is hereby incorporated into the RFP documents. Each respondent shall ascertain before submitting a proposal that he/she has received all Addenda, and shall submit one (1) hard-copy original and one (1) electronic copy of this signed addendum with their submitted proposal.

Questions/Answers:

- 1) (Memo, pg. 8, Part III-B.1.a.iii) What is the existing financial system used by the County and does it provide capability for grant accounting?

The County uses eFinancePLUS as our financial System and all funds from County grants are tracked through that system.

- 2) (Memo, pg. 8, Part III-B.2.A.3.d) Are there anticipated languages other than Spanish and who will incur the cost for translating written materials (should it be included in proposed pricing)?

Yes, consultants should be prepared to provide interpreters for any applicant who requests one. It is the intent of the Housing Program to provide appropriate auxiliary aids and interpreters to persons with disabilities and/or to persons with limited-English proficiency when necessary to afford such persons an equal opportunity to participate in or benefit from program services.

The selected consultant must have the capability to address a variety of persons with disabilities and/or limited-English proficiency when necessary.

Auxiliary aids and services will be billed at hourly rates.

- 3) (Memo, pg. 9, Part III-B.2.A.5) The scope mentions others that will be responsible for "managing construction" for the homeowner services but then in the next section (B.2.B), it describes the scope for this RFP including residential construction and assistance management. Who is responsible for "managing construction" and what responsibilities does that actually include?

The selected consultant will be responsible for case management and construction management of all Housing Programs activities. This includes but is not limited to: eligibility review, verification of documents, award determination, closing of application phase/transition into construction, construction management, scheduling of inspections, Davis-Bacon Act compliance, and on-going compliance monitoring.

Services do not include the actual construction of homes. The selected consultant will assist the County with the procurement of construction contractors for the Housing Program and will be responsible for overseeing those vendors while ensuring that all CDBG-DR regulations are being followed throughout the process.

- 4) (Memo, pg. 9, Part III-B.2.A.13) The scope identified environmental review for the housing program. Confirm that the recently solicited vendors to perform environmental review are not going to be tasked to complete the Tier 1 or Tier 2 NEPA reviews and that this work should be included in our unit prices.

County will provide Environmental Consultants to perform the environmental reviews. The selected consultant will be responsible for ensuring all CDBG-DR regulations are being followed by the Environmental consultants under their contracts.

- 5) (Memo, pg. 9, Part III-B.2.A.13) Housing services scope also includes home inspections, what is meant by this? Will St. John's County Building Services be responsible for code/permit inspections and issuing a Certificate of Occupancy/Completion?

The selected consultant shall be responsible for providing Home Inspectors. The Scope of Services shall include providing home inspections, written reports, specifications work write-ups, and repair estimates in accordance to program requirements.

Home inspections include, but are not limited to, rehabilitation, reconstruction, elevation of homes, replacement of manufactured houses, buyout and acquisitions services for the housing program. Inspections are to be conducted to determine the type(s) of repairs necessary to bring houses up to Florida Building code and according to the Construction Standards provided by the State's Action Plan. Special emphasis must be placed on documenting damage and demonstrating tie-back to the storm.

Inspection services for the housing programs will be scheduled by the selected consultant. The selected consultant must have the capacity and flexibility to schedule inspections and respond quickly to requests for services and to conduct inspections with existing homeowners or family members being present. Inspections must be scheduled within six (6) working days after a request for service is submitted. If unable to schedule the inspection within this time frame due to workload, the Contractor must notify the requestor as to when the inspection can be conducted and provide the reason for the delay. Inspection documentation shall be provided within 48 working hours of the inspection. Consultant will need to follow St. Johns County Building Department Policy for code/permit inspections and issuing a Certificate of Occupancy/Completion.

- 6) (Memo, pg. 11, Part IV-A.2) Task Orders. Does the County anticipate issuing multiple task orders to the selected contractor or just one? If multiple, how will they be divided and at what frequency?

The County's intent is to award a contract to the top ranked firm. County anticipates the issuance of multiple task orders throughout the duration of the contract; individual task orders will be based on the needs of the County as well as the scope of work to be performed.

- 7) (Memo, pg. 12, Part IV-H) Confirm that subcontractors don't need same insurance as the primary Consultant.

All consultants (prime & sub) need the same insurance coverages; per specifications provided in the RFP document.

- 8) (Memo, pg. 13 and 18 (Part IV-H and Part V.I.Section 7) What entity must certify sub-consultant as MBE/WBE/DBE?

Sub-Contractor must provide proof of certification with an entity at the State or Federal Level.

- 9) (Memo, pg. 13, Part IV-H) Is there a minimum requirement or a goal (percentage) for MBE/WBE/DBE participation on this contract? How will the MBE/WBE/DBE requirement in Section 7 as detailed on Page 18 be scored?

There is no minimum requirement or a goal established for MBE/WBE/DBE participation. Respondents will receive the maximum available points (10 Points) in this section if they include a Socioeconomic Business Enterprise as part of their proposal. If respondent does not include a Socioeconomic Business Enterprise, no points will be awarded.

- 10) (Memo, pg. 15, Part V-D) Does the County consider that firms (Contractors or Subcontractors) who are assisting the Florida DEO with preparing the Matthew-related Action Plan, policies and procedures, subrecipient agreement or providing technical assistance on behalf of the Florida DEO have a conflict of interest due to the information obtained during these work assignments?

All Respondents are required to submit a completed Conflict of Interest Disclosure Form with their proposals. If a respondent feels that there may be a potential conflict they must indicate such on the Disclosure Form. Respondents must provide the County with a complete and detailed description of any potential conflicts; County will review upon receipt of the proposal.

- 11) (Memo, pg. 18, Part V.I. Section 8 - Hourly Rates) Will there be any ability to increase hourly rates over the 5-yr duration of the project?

Hourly rates that are submitted will remain in effect for five (5) years. Once the initial term is completed, County will have the option to renew the contract. At that time, Consultant may negotiate increase pending County approval.

- 12) (Memo, Pg. 19, Part V.I. Section 8- CDBG-DR Program Design and Implementation). Regarding the public website for transparency. Does the County intend to host this website as part of the County website or should the consultant include costs for a new domain and website?

No. County will be responsible for designing, hosting, and maintenance of the website. Consultant will provide technical assistance on website content.

- 13) (Memo, Pg. 20, Part V.I. Section 8 – Administration of Intake Center and Case Management) RFP indicates that the consultant is responsible for utilities and furnishing costs of the intake center. The rent/lease cost are not addressed in the RFP. Will the County pay the monthly rent for the center(s) and does the county contemplate more than one center?

Consultant will be responsible for the rent/lease cost. Rent/lease cost should not be included in the estimated monthly cost for the Administration of Intake Center and Case Management requested in this RFP. Location of intake center has not been determined. Consultant will assist County and propose locations for intake center. Once an approved location is determined by County, rent/lease cost will be negotiated between Consultant and County at that time.

In the event County decides to establish intake center on County property, County will be responsible for energy cost associated with the space used. Consultant will still be responsible for other utilities and furnishings needed to provide intake services. The intent is to have one (1) intake service center with the consultant having capabilities to provide mobile intake center as requested by County. Use of mobile intake center will be billed at actual cost and should not be reflected in the pricing.

- 14) (Memo, Pg. 20, Part V.I. Section 8 – Administration of Intake Center and Case Management) RFP indicates the intake center hours of operation are M-F, 8:30 to 5:00 but the RFP also requires that the centers are accessible to working families (see Pg. 8, Part III-B.2.A.3.b). Will those be the hours or will different hours be required to accommodate the working families?

The intent is for the intake center to operate between the hours of 8:30AM to 5:00PM, M-F. Depending on the demand, those hours are subject to change. Any additional cost with extended hours will be negotiated with the selected consultant at that time.

- 15) (Memo, Pg. 20, Part V.I. Section 8 – Administration of Intake Center and Case Management) Scope lists duplication of benefits in part i. Confirm that the entire DOB process will be conducted as part of intake and will not instead be performed by the FL DEO vendor under their centralized DOB review scope of work. If FL DEO vendor is simply reviewing, has a turnaround time for review been established so we can plan for and use in the detailed schedule required for proposal?

DEO (Department of Economic Opportunity) is responsible for final DOB (Duplication of Benefits) determination. The selected consultant will be responsible for obtaining required documents, providing an initial review of DOB, and providing the findings to DEO for their final determination. No turnaround time has been established.

- 16) (Memo, Pg. 20, Part V.I. Section 8 – Administration of Intake Center and Case Management) Will FL DEO be providing SBA and FEMA data necessary for conducting this work or will the County enter into a separate agreement directly with SBA and FEMA to obtain this information?

DEO will provide County access to redacted SBA and FEMA data. County will be able to share the redacted information with the selected consultant to be able to perform the initial DOB review.

- 17) (Memo, Pg. 21, Part V.I. Section 8 - Infrastructure Program) In order to estimate each infrastructure project cost as requested, and to complete the detailed schedule requested, additional details on each infrastructure project are required. Can you provide information on the anticipated project durations, whether engineering is already complete and other relevant details?

Infrastructure Projects must be completed within the term of the grant. This CDBG-DR grant is valid through February 28, 2022. Current Infrastructure projects are at varying stages of design. County will be responsible for contracting an Engineering firm to complete the remaining designs.

- 18) (Memo, pg. 22 Part V.I. Section 8 - Residential Management Unit Cost) Scope includes “Prepare and file program liens” Will the selected contractor be responsible for payment of the cost of filing or will County be responsible for these costs?

The selected consultant will be responsible for preparing and filing program liens. County will pay actual cost of fees associated with the transactions.

- 19) (Memo, pg. 28, Attachment A) A line is included for mileage, isn't this to be a fully loaded rate or can local mileage to the homeowner locations be tracked and billed?

Travel for daily operations must be included in the fully loaded rate. See the answer to Question 20 (below) for additional information pertaining to mileage and travel.

- 20) (Memo, Page 11, IV.A.1) Indicates that unit rates are to include all materials, sub-contractors and rentals invoiced for the project and that the County will not pay any fees in addition to the unit prices per hour with any and all transportation, fuel and other charges to be included in the unit price per hour. Attachment A for hourly rates includes a maximum mileage rate and overhead is capped at 150%. How are related travel expenses to be reflected for per hour services unit price?

Mileage and travel expenses are reimbursed as provided on Attachment A and shall be restricted to out-of-County travel beyond the daily services required herein. Travel request shall be approved by the County.

- 21) (Memo, pg. 44, Part IX: Sealed RFP Mailing Label) The due date on the label is September 6, 2018 page 3 lists the due date as August 30, 2018. Please confirm the due date?

This is a typographical error the correct due date is August 30, 2018. Please see attached corrected label.

- 22) Where the RFP seeks services that fall within the scope of Florida Statutes Chapter 725.08, will the County agree to amend the indemnity obligation in Article G to comply with the statute?

This contract does not involve any direct construction services.

- 23) With respect to a bond, is the only requirement a Performance bond in the amount of \$1 million written by a duly qualified surety as described in Articles I and J of the RFP?

Yes.

- 24) Please provide Attachment O, the "Performance Bond form." Also, the checklist provided on page 43 of the RFP does not include any submission requirements related to Performance or Surety Bonds, could the County specify what is required in the submittal?

Performance Bond document and instructions will be given to the selected consultant at the receipt of executed contract. Any reference to Attachment O is a typographical error.

- 25) RFP (Page 8-9) Scope of Services – 2. Housing Program; A. Intake and Eligibility Operations Part 13 Subparts "a through e." Some of these activities will continue after the intake process and not every home will go through each of these subparts (based on eligibility determinations, damage amount, etc.). Including them in a monthly price may result in a higher than necessary cost to St. Johns County. Would St. Johns County consider pricing items "a through e" as separate unit rate contract line items outside of monthly intake operations?

Pricing that is submitted should be in accordance with "Section 8: Pricing" listed under RFP Components within the RFP. County's intent is to get monthly pricing for day to day activities that involve applicants that have not been given an award determination. Once an applicant is deemed eligible and an award determination has been made, the cost of that applicant would be a unit cost. The "Residential Management/Compliance Unit Cost" will capture all cost after an award determination has been made.

- 26) RFP (Page 9) Section 2.A.5 states, "Assist in the procurement and selection of vendors, sub-recipients, and/or staff that will be responsible for managing construction for the homeowner services project."; however, Section 2.B states: "Residential Construction and Assistance Management: ...the consultant will be responsible for the management of approved applicant(s) through project close out." reads as though the selected firm will be performing the actual management of those activities rather than assisting in selecting management firms: Will the selected firm manage the firms or the actual processes, including intake, preconstruction, and construction?

The selected consultant will be responsible for actual process (including intake) and managing construction of homes under the Home Services Program. Consultant is not responsible for actual construction. The selected consultant will assist the County with the procurement of actual construction contractors. Consultant will be responsible for ensuring all CDBG-DR regulations are being followed.

- 27) RFP (Page 9) Both Section, 2.A.13, "Provide all necessary actions to complete a home services program including but not limited to: Environmental review, b) Environmental mitigation....." and 2.B, "Consultant shall provide quality and timely aspects of environmental compliance..." seem to indicate that the selected firm will be responsible for Environmental Clearances. Will the selected firm under this contract work with

the firm or firms selected under the recent Environmental Services RFP (“CDBG-DR ENVIRONMENTAL CONSULTING SERVICES, RFP NO: 18- 68”) or will the selected firm under this solicitation be responsible for the clearances?

Please see response to Question #4 above.

- 28) RFP (Page 13-14) Item I, Performance Bond and Item J, Surety Bond, are typically reserved for construction contracts. Does the County expect to issue construction task orders under this contract or should the bonding items be removed analogous to Professional Services Contracts?

The selected consultant will not be providing direct construction services. A Performance Bond is a requirement of this Contract.

- 29) RFP (Page 16) I. RFP Package Components: Is adding a Table of Contents after our Cover Letter acceptable?
Yes.

- 30) RFP (Page 18 & 24) Section 7/Evaluation Criteria 6: What are the County’s goals for DBE/MBE/WBE participation that will achieve 10 Points for Socioeconomic Business Enterprise?

Please see response to Question #9 above

- 31) RFP (Page 21) Section 8: Pricing – Infrastructure Program: Can you please provide project detail on each of the Infrastructure projects identified on Page 21 (subpart “h” numbers i through viii)? A clearer understanding of the scope of these projects is needed to properly estimate management costs.

The selected consultant is responsible for ensuring all CDBG-DR regulations are being followed. The selected consultant will assist the County with the procurement of actual construction contractors. Pricing should be based only on the required services for compliance oversight.

- 32) RFP (Page 21) Section 8: Pricing – Infrastructure Program: To prevent an excessively low-bid due to many unknown pricing factors and thus skewed scores, will St. Johns County consider using the price ratio scoring method for complete bid packages only?

No. Price is not the only factor in scoring and is weighted accordingly.

- 33) Attachment A (Page 26) – Please clarify “Estimated Project/Task Cost(s)” in the Infrastructure section: What costs do you want included in each line item? Are these costs to manage each of the projects, or do you want the entire project cost included?

Description of what is expected for “Infrastructure Cost” is included in Section 8: Pricing. The cost requested is the entire cost to perform the required services to manage the project(s).

- 34) Attachment A (Page 27) - Similar question to above – For “Residential Management/Compliance Unit Cost”: Are each of the line items the average estimated cost of that activity or the cost to manage that activity?

The entire cost to manage that activity.

- 35) If our firm is currently working for the State of Florida Department of Economic Opportunity or the U.S. Department of Housing and Urban Development (HUD), either as a prime or subcontractor, related to these storms, would it be considered a conflict of interest which would make us ineligible to propose or work on this project?

Please see response to Question #10 above.

- 36) Part III Scope of Services, A: What is the anticipated number of applications to be received for the Housing Program?

Number of applicants is unknown.

- 37) Part III Scope of Services, A, Item 7: Please confirm that the vendor is responsible for development of the system. If yes, is there a preference in the platform to be used?

The selected consultant is not responsible for the development of System of Record. Consultant will be responsible for the population of data into system of record.

- 38) Page 21, Infrastructure Program, Item H: There are 8 projects listed. Are there additional infrastructure projects as part of this RFP?

No.

39) Page 19, Launching Intake Center: Does the vendor need to have a physical presence within the State of Florida?

The Consultant must be able to operate an intake center within St. Johns County, which will require a local presence. However, corporate offices are not required to be within St. Johns County.

40) What prevailing credentialing agency does the County accept for Section 7: Socioeconomic Business Enterprise; provide current copy of certificate of MBE/WBE/DBE?

Respondents must provide proof of certification with an entity at the State or Federal Level, if applicable.

41) Can the County please provide a copy of Attachment O, Performance Bond Form?

Performance Bond document and instructions will be given to the selected consultant at the receipt of executed contract. Any reference to Attachment O is a typographical error.

42) Will the County please confirm a certificate of insurance is required to be submitted with the offeror's proposal?

All Respondents must submit proof of the required insurance coverages as part of their proposals.

43) Will the successful offeror be given an opportunity to negotiate mutually agreeable contract terms with the County following award? Please clarify the contract award, negotiation, execution process for this RFP.

Yes. Negotiations shall be part of the contract award process.

Bid Due Date: Thursday, August 30, 2018

Acknowledgment

Signature and Date

Printed Name/Title

Company Name (Print)

Sincerely,



April Bacon

Disaster Recovery Procurement Coordinator

END OF ADDENDUM NO. 1

PART IX: SEALED RFP MAILING LABEL

**REQUEST FOR PROPOSALS (RFP) NO: 18-71
MANAGEMENT OF CDBG-DR FOR
HURRICANE PROJECTS & PROGRAMS**

**Cut along the outer border and affix this label
to your sealed bid envelope to identify it as a
"Sealed RFP"**

SEALED RFP • DO NOT OPEN	
SEALED RFP NO.:	RFP 18-71;
RFP TITLE:	MANAGEMENT OF CDBG-DR FOR HURRICANE PROJECTS & PROGRAMS
DUE DATE/TIME:	By 4:00PM – August 30, 2018
SUBMITTED BY:	_____ Company Name
	_____ Company Address
	_____ Company Address
DELIVER TO:	St. Johns County Purchasing Dept. ATTN: April Bacon, Disaster Recovery Procurement Coordinator 500 San Sebastian View St St. Augustine FL 32084

