



NVCOG Regional Natural Hazard Mitigation Plan Request for Proposals

Questions and Answers

Through February 19, 2020

- Q1. For hazard mitigation plan contracts, FEMA and DEMHS view consultant fees as “contractual” and therefore we would not provide indirect rates, profit margin, and other direct costs (although we will typically provide direct costs such as hard copies of the plan). Please confirm whether this is acceptable.**
- A1.** Proposers can submit a cost proposal based on following parameters:
Price per task;
Price is broken down by cost (typically hours or personnel assigned to project with an hourly rate), profit, and direct charge allowance;
Total task amount is not to exceed;
Consultant to be paid as a percentage of task completion for invoiced period, direct charges to be billed when accrued.
- Q2. For hazard mitigation plan contracts, FEMA and DEMHS typically do not require DBE participation. Please confirm whether DBE participation is required by NVCOG, or optional.**
- A2.** The Federal Emergency Management Agency (FEMA) does not require a Disadvantaged Business Enterprise (DBE) goal for their Pre-Disaster Mitigation Grant. The NVCOG maintains a separate DBE Goal of 4.9%, however this DBE goal does not apply to this FEMA grant. For this Regional NHMP project, DBE participation is not required.
- Q3. Task 1.2 envisions a set of initial workshops for the public “based on appropriate geography” whereas Task 1.5 requires “at least two public informational meetings in each of the participating municipalities.” Based on our experience throughout Connecticut, multiple local public meetings are not an ideal use of grant resources. Can we propose an alternate approach to achieve enhanced public participation?**
- A3.** The Scope of Work presented in Appendix A is a guideline. The RFP respondents are encouraged to propose alternate approaches to the objectives and tasks described in Attachment A, including public participation.
- Q4. As a pricing requirement, are you indicating that the estimate provided should be transparent as to the individual components of the price build (i.e. Direct Cost, Indirect Cost & Fee)?**
- A4.** Please see A1.
- Q5. Is the intended contract type a Firm Fixed Price or a Cost Plus Fixed Fee?**
- A5.** Cost Plus Fixed Fee.
- Q6. Is there a required utilization for DBE firms? If so, what %?**
- A6.** No. Please see A2.
- Q7. Must DBEs be certified by the State of Connecticut Department of Transportation? If not, what certifications are acceptable? If no certifications are required, can the NVCOG define “socially and economically disadvantaged individuals?”**
- A7.** Yes, DBE’s must be certified by the State of Connecticut Department of Transportation.

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Q8. May bidders identify information which they consider to be exempt from public disclosure under Sec. 1-210 (5)(A) and (B) (trade secrets, and commercial or financial information)?

A8. Bidders may identify information they consider exempt from public disclosure, however the NVCOG is subject to the provisions of Section 1-210 of the Connecticut General Statutes.

Q9. Based on the state's climate certification program, is this a typographical error, and should the statement read instead "Action 4.4" rather than "404"?

A9. Yes, this is a typographical error – the statement on page 11, Task 2.13 should read “Action 4.4.” More information about this action may be viewed on the Sustainable CT website at <https://sustainablect.org/actions-certifications/actions/>.

Q10. Please clarify the exact number of meetings required. The proposal appears to state that four separate meetings are required for each of the 19 municipalities: one to meet with municipal staff to discuss the planning process overall; a series of hazard vulnerability and mitigation workshops based on appropriate geography to identify vulnerable areas, but the geography is although we understand that this relates to hazard specific areas; and two public informational meetings in each participating municipality.

A10. Please see A3.

Q11. It appears that three meetings are required for each municipality, plus another set of meetings based on geography. How many of the latter are expected to take place, and is the scope stating that, in addition to the geography-based meetings, two additional meetings in each jurisdiction are required?

A11. Please see A3.

Q12. Is it expected that all NVCOG municipalities be represented on the Regional Advisory Committee or are some municipalities less likely to participate in this committee?

A12. The Regional Advisory Committee will include representatives from NVCOG municipalities who are able and willing to participate in the business of the Regional Advisory Committee.

Q13. To what extent do the COG and/or the municipal governments already have land use and/or zoning maps?

A13. The NVCOG has unofficial copies of zoning maps for eighteen (18) of its nineteen (19) member municipalities. They may be viewed and downloaded through the following link: <https://nvcogct.gov/our-towns/>. The NVCOG may provide Land Use maps, however for the purposes of the NHMP they must be reviewed by the municipalities.

Q14. Are the resumes of key personnel of the subcontractor required?

A14. Resumes of key personnel of the subcontractor are welcomed but not required.

Q15. How will being a DBE/SBE be considered in the selection process?

A15. Being a DBE/SBE is not part of the selection criteria.

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Q16. Is it the intent of NVCOG to only review references by employees, or would NVCOG like to request references from past performances similar to the Scope of Work outlined in this RFP?

A16. Experience with similar areas of study or in related projects is part of the selection criteria. The RFP respondents are welcome to provide references from past performances similar to the Scope of Work outlined in this RFP.

Q17. Does Connecticut or the NVCOG have a list of DBEs/ SBEs available for outreach to team on this proposal?

A17. Yes. The Connecticut Department of Transportation (CT DOT) maintains a list of Disadvantaged Business Enterprise (DBE) firms, you may find a list of state certified DBE's here: https://biznet.ct.gov/DOT_DBE/dbesearch.aspx

Q18. We note Attachment B (DBE form) requires a "BID/RFQ/RFP #" but no RFP number appears to be indicated on the RFP. Can you advise what should be included for this item?

A18. Please add "FEMA PDMC-PL-01-CT-2018-003" as the BID/RFQ/RFP # on the Attachment B (DBE form).