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RFP #2024-03

Questions Submitted to Procurement Manager

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- Section III.B of the RFP requires submission of 1 original and 1 electronic copy of the proposal. Section 1.D.2 notes “All deliveries of responses via express carrier must be addressed as follows (except for electronic submissions)”. Is there an option for proposal submission through electronic means, or do you require mailed, printed (with electronic copies included) proposals?
  - **Hardcopies of the RFP are required. You may either hand deliver or mail to the address in the RFP.**
  
- The RFP states that proposers can submit for one of both mitigation plan opportunities. If proposing for both, should those be submitted as separate proposals? If not, do you require the cost proposal to itemize the two separate plans?
  - **You may submit one proposal for both plans; however, we will need two separate cost proposals.**
  
- Have Colfax and Mora considered developing a joint multi-county hazard mitigation plan? If so, should we provide an option for that in the proposal?
  - **NCNMEDD initially had it set up as a joint hazard mitigation plan, however FEMA required two separate plans.**
  
- In Section B. Background Information, the RFP states that “HMP deliverables will be paid for by federal funds obtained by FEMA.” What federal funding has NCNMEDD received to complete the Plan and Plan Update and what is the federal share for each County to complete these projects?
  - **NCNMEDD is the fiscal agent for both plans. FEMA is in the process of awarding grants for both plans through the HMP grant program. The Mora County plan will be funded at 100% federal share, the Colfax County plan will be funded at 90%/10% federal/local share. Colfax County is contributing the local share in-kind.**
  
- Under Section C.1, The RFP says to “List all key professional personnel to be assigned to the performance of the contract, including the percent of time and number of hours they will spend on the contract” How should percent of time be calculated? Does it refer to percent of time in a work week or over the project as a whole?
  - **The percentage of hours over the project as a whole is preferable; however, this was not specified in the RFP so the Offeror will not be scored lower if it provides the time percentage in a different format.**

- Under Section IV, Task Four, the RFP states that the contractor will “run simulations and/or scenarios/forecasts of each hazard event at different locations” Should these simulations be run through the HAZUS program or what program did the District intend to use for this task?
  - The Offeror can propose the program that it deems best for this task. There is no requirement or preference.
  
- Have budgets been determined for these projects and, if so, would you share them?
  - We are not sharing budgets at this time but are asking each Offeror to provide a cost proposal appropriate for the scope of work.