

**CONTRACT NO. 4400002830
RETAINER CONTRACT FOR
HAZARD MITIGATION GRANT PROGRAM (HMGP)
STATEWIDE**

QUESTIONS AND ANSWERS

- 1) The scope of services outlines several complex and specialized tasks. Similarly, the minimum personnel requirements call for complex, specialty skill sets. The moderate classification seems inconsistent with that scope of work. Will the Department reconsider the complexity rating and change it to complex?

Answer: The tasks being performed are specialized but they are not COMPLEX tasks. The complexity factor will remain MODERATE.

- 2) Does consultant participation in the development of Project Worksheets (PW's) funding reimbursable costs, associated with the repair and/or replacement of projects in Attachment A or other projects that may be included in this program, conflict them out of submitting on this project?

Answer: This retainer is for work on mitigation projects under Section 404 Hazard Mitigation. Section 404 Hazard Mitigation does not fall under the FEMA Public Assistance program; therefore, there is no requirement to participate in the development of PWs .

- 3) The staff required in Minimum Personnel Requirements No. 3 are of a specialized nature not typically organic in a prime A/E organization. However, these skills are easily obtained through specialty sub-consultants. Would the Department reconsider the prime requirements and allow those positions listed in No. 3 to be obtained through a prime or sub-consultant as required in No. 4?

Answer: The majority of work within this retainer will involve the FEMA application approval process and the Prime Consultant should possess this area of expertise.

- 4) The RFQ states the Road Design Rural (RR) performance rating will be used in scoring. At least 50 percent of the scope of services would appear to be of a nature more appropriately classified as Other (OT). Will the Department consider a change to the rating classification (perhaps a 50/50 split)?

Answer: Previous rating will remain as RR class. The majority of projects listed on Attachment "A" are located in rural areas. Also the weight of this criterion was reduced while firm and staff experience increased to account for this classification.

- 5) The scope of services on page 1 of the RFQ lists Part II: R/W Acquisition and Utility Relocation; however, the scope on page 2 and the minimum personnel requirements do not mention either r/w or utilities. Does the selected consultant need to demonstrate the ability to provide turnkey right of way acquisition and utility relocation services? If so, are there minimum personnel requirements associated with these tasks?

Answer: We anticipate DOTD in-house staff to handle these tasks; however, if we find that we need assistance, team members may be added at that point and their qualifications reviewed per section 2.2.7 of the CCS Manual.

- 6) Section 8B of the 24-102 requires a breakdown of percentages for each team member working on the project. The actual percentages will vary depending upon the scope of the task orders given. Is it acceptable to state “dependent upon scope of task orders” for each team member in Section 8B?

Answer: These are estimated percentages. While the Task Order will give a more define scope of service, CCS does require that the Prime give these estimated percentages in the 24-102. These estimated percentages are considered in grading the overall team.

- 7) We are having a difficult time trying to determine the actual duties of the registered engineer in Section 4d. Can you provide a more in-depth description of this individual’s duties? We are assuming this is a FEMA requirement but we are not sure how to staff it. Any road or bridge engineer can provide the hydraulic analysis for each site but we are not sure about the hydrology analysis. Any assistance you can provide is appreciated.

Answer: Part d – Topographic surveys can be done by a licensed engineer. Property surveys (boundary surveys) have to be done under a licensed surveyor.

Part e – Hydraulic engineers perform these functions for DOTD. Hydrology is the determination of the discharge (amount of water flowing from) produced by a drainage basin; rainfall, runoff, peak flow, duration of flow, frequency of discharge 10yr, 25yr, degree of urbanization and so on. The hydraulic analysis determines water flow depth, water surface profile, restrictions (‘n’ factors), effective flow areas, culvert loss, bridge backwater, tailwater and such.

DOTD deals more with point analysis and FEMA with an area analysis.