

Addendum No. 1

RFP Solicitation No. 3000001450

Management Services for Disaster Cost Recovery

1. Does DOTD currently have a firm or contractor(s) performing the services outlined in the RFP? If yes, how long have they been on board?

Response: Yes  
7 years

2. How many open projects fall under each program and what is the current funding amount for each program?

Response: Current Open Disasters  
FEMA - 10  
FHWA - 08

Current funding not available.

3. What is the anticipated "Technical Support" needed? (i.e., legal, IT, engineering, etc...)

Response: Maintain Contractors IT equipment and software.

4. Can you tell us the number of Projects and Project Worksheets (PW's) under the FEMA Public Assistance and under the FHWA programs that the Vendor will be responsible for?

Response: FEMA Project Worksheets (PW ) – approximately 260  
FHWA Damage Inspection Reports (DIR)– approximately 216

5. On the top of page 18, Cost Statement table – can you clarify that under the Direct Expense line, you want the Direct expense reflected in an hourly rate, like in the Personnel classification positions that you have listed? If this is not your intent, can you explain what is in the Direct Expenses line and how you would take hourly rates and a lump sum to determine the Grand Total Cost?

Response: Please refer to Section 5.5  
"The proposer shall provide a firm, fixed hourly billable rate which included labor, overhead and profit for all classifications proposed to perform the services."

The proposer must include an itemized listing of all **non-overhead** expenses including; supplies, equipment, potential travel or lodging, and all other project expenses or fees, if applicable, (including travel) that are expected to be paid by the agency.

6. Is this contract currently held by an incumbent? If so, will the incumbent firm be available to assist in transition of the work to a new management consultant, if awarded?

Response: Yes.  
Unsure at this time.

7. Would the scope of services sought under this solicitation include cost recovery from past disasters (Katrina, Rita, Gustav, Ike), or only future disasters?

Response: Past and current disasters.  
Disasters beginning with Hurricane Katrina 2005 through Hurricane Isaac 2012

8. If you have an existing Contract, can you provide us the current level of each Personnel classification under your current Vendor contract? Do you expect to see an equivalent number and type of staff for this contract?

Response: Current Contractor Staffing  
1 - Project Mangers  
1 - Business Manager  
1- FEMA Coordinator  
1- FHWA Coordinator  
1- FHWA Specialist  
1- FEMA Specialist/Document Specialist  
1- Technical Support  
TEMPORARY EMPLOYEES  
1 - Clerical Specialist  
2 – Accounting Specialists  
2 – FEMA Specialists

Desired staffing would be the availability of full time employees to fill all positions listed on the RFP. The exact number would be determined at the time of the Notice to Proceed.

9. Section 5.3 Proposed Project Staff requires that proposers have “on staff, prior to deadline of proposals, at least one of each of the staff classifications listed in Section 3.1.1.” Do staff who will join our proposed team via subcontracting relationships qualify in meeting this requirement or must they be on the payroll of the Proposer itself?

Response: Please refer to Section 5.3; paragraph 3  
“If a sub-Contractor will be used, the proposer should clearly identify any sub-Contractor arrangements, and provide similar information as requested for the Contractor’s staff.”

Also refer to Section 3.7

Subcontracting Information

10. The Price Proposal issued separately from the RFP includes line items with descriptions such as “Mgt Services for Disaster Cost Recovery, Required: 12/15-2012-12-14-2015; Quantity 460,417.” Is this to be completed by the Proposers and submitted as the Price Proposal (vs. the Price Proposal format included under section 5.5 of the RFP)? If so, what do the “quantities” being requested represent? Hours for the stated time period? What information is this form requesting exactly in relation to the requested services? Clarification is humbly requested and much appreciated.

**Response:** No, please refer to the Section 5.5 of the RFP for the requested price proposal information and format to be used.