

ADDENDUM No. 1

RFP No. 21-24

Hazard Mitigation Plan Update

Due: September 8, 2021 by 2:00 P.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes five (5) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment C - Non-Discrimination Declaration of Compliance**
- **Attachment D - Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Section/Page(s)

Change

Attachment A

As provided in RFP No. 21-24 Document:
Ann Arbor Community Rating System Score Sheet

As updated herein:
Ann Arbor Community Rating System Score Sheet

Comment: The intent with this change is to simply replace the incomplete (#1-6) Attachment A - Ann Arbor Community Rating System Score Sheet provided in the RFP Document with the complete (#1-10) Ann Arbor Community Rating System Score Sheet provided herein.

II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Can bidders add an Introduction section to the proposal format specified on page 14 of the RFP?

Answer 1: Yes.

Question 2: Will the selection interviews be conducted in person, or remotely? If remotely, what system does the City prefer to use?

Answer 2: Interviews would be conducted via Teams or Zoom. All City staff are able to do either. The City will set-up these up, not the vendor. We will work with the vendor on preference.

Question 3: Could you please provide the full CRS Score Sheet in Attachment A? The copy in the RFP ends with Step 6.

Answer 3: See update to Attachment A herein.

Question 4: Will a list of the attendees to the Pre-Bid Meeting that took place on August 9, 2021 be published?

Answer 4: The following external individuals attended the Pre-Bid Meeting:

Caroline.Cunningham@Stantec.com

Christina.Hurley@stantec.com

tony.subbio@tetrattech.com

James.Scholl@hdrinc.com

Nathalie.Beuvais@hdrinc.com

michael.mcmahon@hdrinc.com

patti.mccall@tetrattech.com

Jason.Farrell@mbakerintl.com

Ronda.Nowak@mbakerintl.com

n.mily@multivista.com

michelle.bohrson@hagertyconsulting.com

rachael.chambers@hagertyconsulting.com

pdiaz@aarigroup.com

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.

**ATTACHMENT A
ANN ARBOR COMMUNITY RATING SYSTEM SCORE SHEET**

CRS Step	A2 Activity	Possible Points	Anticipated Points	Documentation	Notes
		382	282		
1. Organize to prepare the plan.		15	13		
a. Involvement of Office Responsible for Community Planning	City Planning Division and Systems Planning Division on TAC	4	4	Section 2 pages 2-7 to 2-9; Appendix C - meeting sign-in sheets	
b. Planning committee of department staff	Building Code Enforcement & Planning Division; Stormwater Management, Floodplain Coordinator; Parks and Rec, Sustainability; Emergency Management; Public Works; Public Information	9	9	Section 2 pages 2-7 to 2-9; Appendix C - meeting sign-in sheets	
c. Process formally created by the community's governing board		2	0		
2. Involve the public.		120	65		
a. Planning process conducted through a planning committee	TAC will include stakeholders who are not A2 government staff; TAC will have calls every two weeks; 7 of 20 (35%) are not A2 staff	60	30	Section 2 pages 2-7 to 2-9; Appendix C - meeting sign-in sheets	
b. Public meetings held at the beginning of the planning process	August 2 Kickoff	15	15	Section 2 pages 2-9 to 2-19; Appendix C - meeting sign-in sheets and agendas	
c. Public meeting held on draft plan	draft plan open for public comment from 10/3 to 10/27, draft plan submitted to and approved by City Council on 11/20	15	10	Section 2 page 2-18, Appendix C - meeting sign-in sheets and agendas	May receive partial credit; May not meet requirements for adoption meeting
d. Other public information activities to encourage input	project website, survey, mailer to NFIP participants	30	10	Section 2 pages 2-19 to 2-22	
3. Coordinate with other agencies.		35	15		
a. Review of existing studies and plans [REQUIRED]	Section 5 Capability assessment	5	5	Section 5 pages 5-4 to 5-19	
b. Coordinating with communities and other agencies	engage with county, university, MPO, USACE, NWS, Michigan EM for data and projects; keep records of contacts	30	10	Section 2 pages 2-7 to 2-9; Appendix C - meeting sign-in sheets; Section 4 pages 4-7 to 4-9	
4. Assess the hazard.		35	35		
a. Plan includes an assessment of the flood hazard [REQUIRED] with: (1) A map of known flood hazards; (2) A description of known flood hazard; (3) A discussion of past floods	Section 4 Risk Assessment	15	15	Section 4 pages 4-102 to 4-142	
b. Plan includes assessment of less frequent floods	Section 4 Risk Assessment, meetings	10	10	Section 4 pages 4-102 to 4-142	
c. Plan includes assessment of areas likely to flood	Section 4 Risk Assessment, meetings	5	5	Section 4 pages 4-102 to 4-142	

**ATTACHMENT A
ANN ARBOR COMMUNITY RATING SYSTEM SCORE SHEET**

CRS Step	A2 Activity	Possible Points	Anticipated Points	Documentation	Notes
d. The plan describes other natural hazards [REQUIRED FOR DMA]	Section 4 Risk Assessment, meetings	5	5	Section 4	
5. Assess the problem.		52	46		
a. Summary of each hazard identified in the hazard assessment and their community impact [REQUIRED]	Section 4 Risk Assessment	2	2	Section 4	
b. Description of the impact of the hazards on:		N/A	N/A	Section 4	
(1) Life, safety, health, procedures for warning and evacuation	Section 4 Risk Assessment	5	5	Section 4	
(2) Public health including health hazards to floodwaters/mold	Section 4 Risk Assessment	5	5	Section 4	
(3) Critical facilities and infrastructure	Section 4 Risk Assessment	5	5	Section 4	
(4) The community's economy and tax base	Section 4 Risk Assessment	5	5	Section 4	
(5) Number and type of affected buildings	Section 4 Risk Assessment	5	5	Section 4	
c. Review of all damaged buildings/flood insurance claims	Section 4 Risk Assessment	5	5	Section 4 pages 4-106 and 4-114 to 4-116	
d. Areas that provide natural floodplain functions		5	5	Section 4 pages 4-118 to 4-121	
e. Development/ redevelopment/ Population Trends		7	5	Section 4 pages 4-131 to 4-135, 4-137 to 4-142	May not meet requirements for population trends
f. Impact of future flooding conditions outline in Step 4, item c		8	4	Section 4 pages 4-131 to 4-134 and 4-139 to 4-142	May not meet all requirements
6. Set Goals [REQUIRED].		2	2	Section 6 page 6-5; Section 2 pages 2-10 to 2-11	
7. Review possible activities.		35	35		
a. Preventive activities (required for any Step 7 points)	TAC meetings to discuss actions and prioritization	5	5	Section 2 pages 2-9 to 2-19; Appendix C - meeting sign-in sheets and agendas; Section 6 pages 6-6 to 6-10	
b. Floodplain Management Regulatory/current & future conditions	TAC meetings to discuss actions and prioritization	5	5	Section 2 pages 2-9 to 2-19; Appendix C - meeting sign-in sheets and agendas; Section 6 pages 6-6 to 6-10	

**ATTACHMENT A
ANN ARBOR COMMUNITY RATING SYSTEM SCORE SHEET**

CRS Step	A2 Activity	Possible Points	Anticipated Points	Documentation	Notes
c. Property protection activities	TAC meetings to discuss actions and prioritization	5	5	Section 2 pages 2-9 to 2-19; Appendix C - meeting sign-in sheets and agendas; Section 6 pages 6-6 to 6-10	
d. Natural resource protection activities	TAC meetings to discuss actions and prioritization	5	5	Section 2 pages 2-9 to 2-19; Appendix C - meeting sign-in sheets and agendas; Section 6 pages 6-6 to 6-10	
e. Emergency services activities	TAC meetings to discuss actions and prioritization	5	5	Section 2 pages 2-9 to 2-19; Appendix C - meeting sign-in sheets and agendas; Section 6 pages 6-6 to 6-10	
f. Structural projects	TAC meetings to discuss actions and prioritization	5	5	Section 2 pages 2-9 to 2-19; Appendix C - meeting sign-in sheets and agendas; Section 6 pages 6-6 to 6-10	
g. Public information activities	TAC meetings to discuss actions and prioritization	5	5	Section 2 pages 2-9 to 2-19; Appendix C - meeting sign-in sheets and agendas; Section 6 pages 6-6 to 6-10	
8. Draft an action plan.		60	55		
a. Actions must be prioritized [REQUIRED]	Section 6 Mitigation Strategy. prioritization exercise			Section 2 pages 2-9 to 2-19; Appendix C - meeting sign-in sheets and agendas; Section 6 pages 6-10 to 6-11	
(4) Recommendations for activities from five of the six categories	Section 6 Mitigation Strategy - mitigation actions	45	45	Section 6 pages 6-11 to 6-30	
b. Post-disaster mitigation policies and procedures		10	5	Section 6 page 6-16	May get some credit for a few actions
c. Action items for mitigation of other hazards	Section 6 Mitigation Strategy - mitigation actions	5	5	Section 6 pages 6-11 to 6-30	
9. Adopt the plan.		2	2	Appendix A	
10. Implement, evaluate and revise.		26	14		
a. Procedures to monitor and recommend revisions [REQUIRED]	mitigation action	2	2	Section 7 pages 7-3 to 7-7	
b. Same planning committee or successor committee that qualifies under Section 511.a.2 (a) does the evaluation	mitigation action calling for TAC to meet quarterly	24	12	Section 7 page 7-3	