

# ADDENDUM No. 1

## RFP #17-13

### Hazard Mitigation Plan Update

**Due Date: June 9, 2017 by 2:00 P.M. (local time)**

The following adjustments shall be made to the Request for Proposal for Hazard Mitigation Plan Update, RFP No. 17-13 on which proposals will be received on/or before June 9, 2017 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 two (2) pages.**

**Offeror 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 will be considered nonconforming.**

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

- City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance
- City of Ann Arbor Living Wage Ordinance Declaration of Compliance
- Vendor Conflict of Interest Disclosure Form

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

#### I. 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: I'm seeking some clarification regarding RFP # 17-13 Hazard Mitigation Plan Update – does the proposal cover page count toward the page count (and 20-page limit), and does the fee proposal count toward the limit since it is to be submitted separately? In the RFP, it says the max 20 pages, not including the attachments or resumes.

Answer 1: Cover pages and the fee proposals do not count toward the 20 page limit outlined in the RFP Document.

Question 2: The RFP states that the city needs development of a FEMA approved update by September 27, 2017. Is the city expecting that the plan will be approved by FEMA by September 27, 2017?

Answer 2: At this time the 9/27/17 date is for final approval by FEMA, all reviews have been completed, changes have been incorporated, and City Council has adopted the plan.

Question 3: What is the anticipated period of performance for this project?

Answer 3: Approximately 3.5 months

Question 4: Will the local match be fulfilled with in-kind services or a cash-match?

Answer 4: Cash-Match

Question 5: Can you please provide the 2012 FEMA Local Mitigation Plan Review Tool to review the "Not Met" items?

Answer 5: Appendix A: Local Mitigation Plan Review Tool is available by contacting Rick Norman, Emergency Management Direct via e-mail to [RNorman@a2gov.org](mailto:RNorman@a2gov.org).

Question 6: See page 15, A.2. Could you clarify the different intended meaning when it asks for identifying employees by both skill and qualification? Want to be sure we include the appropriate information to satisfy the request for both skill and qualification.

Answer 6: Qualifications would be something like diplomas, certifications or other prior experience and skills would be abilities, tasks or process that have been carried out in the past that would be applicable to the services requested in this RFP. In short, Offerors should document in their proposal why they are qualified and experienced to provide the services requested.

Question 7: Is the 9/27/17 deadline listed on page 3 of the RFP the date of the draft plan delivery to the City, or the date that the plan is to be submitted to MSP?

Answer 7: See Answer 2 above.

Question 8: Will the city be using in-kind services to meet all or part of its local match?

Answer 8: See Answer 4 above.

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