

RFP 2016-350  
LOCAL HAZARD MITIGATION PLAN  
QUESTIONS AND ANSWERS  
OCTOBER 13, 2016

1. RFP Additional Deliverables:  
2.: Provide 5 hard copies of the final draft and all data collected

Question: Since there is already a separate additional deliverable requirement to provide "A non-proprietary database to contain all the data collected." Do the hard copies of the final draft Plan need any data beyond that contained in the Plan and Appendices?

**County Response: The five (5) hard copies are to include the completed plan and all of its attachments/appendices.**

2. RFP Submission Requirements:

3.A: Question: Does the Proposal page limit of 20 to 25 pages only apply to the Technical and Price Proposal and not the appendices where we plan on putting the resumes, proof of FEMA approved plans, and all other RFP required signed documents (i.e., bidder/offeror's affirmation, conflict of interest questionnaire, etc.)?

**County Response: Yes**

3. RFP Terms and Conditions:  
9. 2<sup>nd</sup> Paragraph: Offeror must include all incidental costs. Comal County will not provide or allow for parking or travel reimbursements for the Offeror's employees. Offeror's offices, administration and/or place of business will not be on Comal County premises and will be the Offeror's responsibility.

Question: Does this mean we are not to include any travel costs in our Price Proposal for holding planning meetings, public participation meetings, site visits, etc.?

**County Response: Refer to Addendum 1**

4. 12.: Offeror must provide any and all warranty terms and conditions. ... Offeror must clearly identify any conflict with terms & conditions by denoting them on the same page where the conflicting terms and conditions appear.

Question: Does the County want the Terms and Conditions signed and included in an Appendix to the Proposal?

**County Response: Yes.**

5. 36: Additional Requirements – bonds and insurance  
Question: Please clarify what kind of bonds or insurance maybe required for this project?

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***County Response: There is no bond requirement for this project. Insurance requirements shall be provided in limits to meet Texas laws. The County's standard table for professional services is:***

**INSURANCE**

The certificates shall name the OWNER as certificate holder and as additional insured for general liability and automobile liability coverage. The submitted forms shall contain a provision that coverage afforded under the insurance policies will not be canceled or materially changed unless at least ten (10) days prior written notice by registered letter has been given to the OWNER. THE OWNER DOES NOT WARRANT OR REPRESENT THAT THE INSURANCE REQUIRED HEREIN CONSTITUTES AN INSURANCE PORTFOLIO WHICH ADEQUATELY ADDRESSES ALL RISKS FACED BY THE ENGINEER. THE ENGINEER IS RESPONSIBLE FOR THE EXISTENCE, EXTENT AND ADEQUACY OF INSURANCE PRIOR TO SIGNING THIS CONTRACT.

- A. Worker's Compensation and Employer's Liability Insurance required is to provide coverage for not less than the following amounts or greater where required by Laws and Regulations.

<b>Workers' Compensation, etc.,</b>	
1) State:	Statutory
2) Applicable Federal (e.g., Longshore)	Statutory
<b>Employers' Liability</b>	
1) Bodily Injury by Accident	\$100,000
2) Bodily Injury by Disease - Each Employee	\$100,000
3) Bodily Injury by Disease - Policy Limit	\$400,000

- B. Engineer's Liability Insurance required is to provide coverage for not less than the following amounts or greater where required by Laws and Regulations:

<b>Insurance for Claims of Damages</b>	
1) Comprehensive General Liability (Except Products - Completed Operations)	\$2,000,000
2) Products - Completed Operations Aggregate	\$2,000,000
3) Each Occurrence (Bodily Injury and Property Damage)	\$1,000,000
4) Limit Per Person - Medical Expense	\$10,000
5) Professional Liability – Per claim	\$1,000,000
Professional Liability – Aggregate	\$2,000,000

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6. CIQ: Conflict of Interest Questionnaire  
Question: Is a completed CIQ form required to be submitted if there are no conflicts of interest to disclose?

**County Response: Yes. Signed with N/A is acceptable if no conflicts of interest exist.**

7. I would also like to request clarification as to what forms are required in the proposal:

- Terms & Conditions: Unsure
- Offeror Certification: Yes – first page of bid
- Disadvantaged Business Enterprises: Only for DBEs
- Bidder/Offeror's Affirmation: Yes – included in package but not within actual bid
- Conflict of Interest Questionnaire: Unsure
- Certificate of Interested Parties: Yes – notarized form included in package but not within actual bid

Can you please confirm if this is how the County would like the required forms in our response?

**County Response:**

- Terms & Conditions: Yes
- Offeror Certification: Yes – first page of bid **Correct**
- Disadvantaged Business Enterprises: Only for DBEs **Correct**
- Bidder/Offeror's Affirmation: Yes – included in package but not within actual bid **Correct**
- Conflict of Interest Questionnaire: Yes
- Certificate of Interested Parties: Yes – notarized form included in package but not within actual bid **Correct**

8. What is the grant amount that has been approved for Comal County to prepare the HM Plan?

**County Response: The Total Subgrant Amount is \$78,000.00 (\$58,500 Federal Funds Obligated/\$19,500 Local Cost Share Amount)**

9. The first additional deliverable is “a non-proprietary database to contain all the data provided.” Are there any other guidelines you can provide regarding what sort of database the County would like to use to contain data? We're unsure why non-proprietary is the only guideline and would like to recommend the best solution for the County.

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***County Response: The database should be in a standard electronic format that is easily accessible and usable without the purchase of any proprietary software at during or after the close-out of the project.***

10. Could you please clarify what day and date questions will be accepted through (Wed. Oct 12<sup>th</sup> or Thur. Oct 13<sup>th</sup>)?

***County Response: Deadline for Questions October 13, 2016***

11. Does the County have a preference regarding the 'non-proprietary database'? Typically, we house all project documents and data on our secure Office 365 SharePoint site during the project, and provide a thumb drive containing all project documents to the client at the close of the project. Access to that site is controlled by the Project Manager and limited to project staff (and IT) during the project, and limited to the PM and IT after the project is closed. Would that be acceptable in this case? Or would the County prefer something different, such as an Access database that was accessible through a VPN?

***County Response: See Response to #9.***

12. Do the required forms count in the 20-25 page limit?

***County Response: No.***