



Addendum #2
RFP 54-22, Disaster Recovery Consulting Services
September 9, 2022

NOTICE IS HEREBY GIVEN that the following addendum serves to provide clarification and to answer the questions received on Request for Proposal 54-22, Disaster Recovery Consulting Services.

Question 1: Is there an existing grants management system in place for the current or past disasters?

Answer to Question 1: Yes, Grants Portal and the FloridaPA system are already in place.

Question 2: If there is an existing grants management system please identify.

Answer to Question 2: Reference Answer to Question 1 above.

Question 3: Will the prospective consultant be charged with implementing a grants management?

Answer to Question 3: No, the consultant will only be required to navigate the system currently in place and work within its parameters.

Question 4: Will the consultant be required to integrate the grants management system to the City's financial management system?

Answer to Question 4: The Grants Portal is not connected to the City's financial system.

Question 5: Please identify the City's existing financial management system.

Answer to Question 5: Tyler Munis is the financial system used by the City.

Question 6: Please identify any incumbents providing services on a previous disaster(s).

Answer to Question 6: This is the first time the City has issued a bid for these services.

Question 7: Is this contract a pre-position contract?

Answer to Question 7: This contract is to handle events that occur once the consultant has been awarded the contract not for events that have already occurred.

Question 8: Please confirm if the City's requirement with respect to work location is onsite for all staff.

Answer to Question 8: Yes, the consultant will work inside a city facility.

Question 9: If the City prefers co-location, will the City provide office space?

Answer to Question 9: Yes, space will be provided at a city facility at no cost to the consultant.



Question 10: Please confirm the rates to be provided are all inclusive.

Answer to Question 10: Yes, pricing should be all inclusive. Reference RESPONSE ELEMENTS, TAB 5 – Cost of Consulting Services, page 22 of the solicitation.

Question 11: Please provide any damage assessment values available by disaster.

Answer to Question 11: There are no damage assessments available.

Question 12: Does the City have an emergency management account to cover expenses that are not reimbursable?

Answer to Question 12: Yes, the City has an emergency management account to cover expenses that are not reimbursable.

Question 13: Please identify any firms currently assisting the City in its disaster recovery efforts.

Answer to Question 13: Reference answer to Question 6 above.

Question 14: Which department(s) will the selected proposer work with day to day?

Answer to Question 14: The Division Chief of Emergency Management will be the main contact for all day-to-day operations. Other department(s) will be selected based on the level of impact from the emergencies.

Question 15: Please identify any property insurance policies and their limits for an active disaster.

Answer to Question 15: The City is self-insured within certain parameters for losses arising from claims for general liability, auto liability, police professional liability, public official's liability, property damage, and workers' compensation. Insurance coverage has been maintained by the City to pay for or indemnify the City for losses in excess of certain specific retentions and up to specified maximum limits in the case of claims for liability, property damage, and workers' compensation. The liability excess coverage is \$5,000,000 per occurrence (\$10,000,000 aggregate) with self-insured retention of \$500,000. There is workers' compensation coverage to the statutory limit, with self-insured retention of \$600,000. The property damage excess coverage is \$100 million per occurrence, except \$75 million for the perils of Named Storm (per occurrence), Flood (annual aggregate) and Earth Movement (annual aggregate) after either a \$100,000 self-insured retention for perils other than a named storm or 5% self-insured retention for named storm and High Hazard Flood with a \$100,000 minimum

Question 16: Does the City anticipate the prospective consultant in assisting with insurance claims management and preparation?

Answer to Question 16: No, this would be handled by Risk Management.



Question 17: Does the City intend to recover staff costs for FEMA claims management?

Answer to Question 17: *Yes, the City intends to recover staff costs for FEMA claims management.*

Question 18: Please identify any existing HMA grants.

Answer to Question 18: *The City currently has three (3) Hazard Mitigation Grant Program (HMGP) grants awarded to the Public Utilities Department. They are for trailer generators, portable generators, and elevating lift stations.*

Question 19: Does the City anticipate the Consultant to prepare any future HMA grants?

Answer to Question 19: *No, currently departments are responsible for their own grant applications.*

Question 20: Are there any other Federal and State grant programs the City needs assistance with?

Answer to Question 20: *No; however, we appreciate updates on grant application windows and new programs.*

Question 21: In the event the City is in need to submit an appeal or abirritation will the contractor be requested to prepare the submittal?

Answer to Question 21: *Yes, this will be a requirement of the consultant.*

Question 22: Please provide the approximate amount of DAC/Management Costs the City of Clearwater has requested and received for the \$6.5 million of cumulative costs eligible for Federal reimbursement under the Stafford Act.

Answer to Question 22: *The City of Clearwater requested \$194,358.78 Public Assistance Alternative Procedures for Direct Administrative Costs (PAAP DAC) during Hurricane Irma, however, has not received any DAC reimbursements to date.*

Question 23: Under "Response Elements" Tab 5 – Cost of Consulting Services, part 1 refers to "Completed Exhibit A: Cost Proposal" however, there is no Exhibit A in the RFP.

Answer to Question 23: *Reference Addendum 1, Answer to Question 1.*

Question 24: Has the city procured these services previously? If so, who is the current contract holder for these services?

Answer to Question 24: *Reference Answer to Question 6 above.*

Question 25: Will these services include assisting with COVID-19 PA reimbursement?

Answer to Question 25: *No, the consultant will not be required to assist with COVID-19 PA reimbursement.*



Question 26: How quickly does the City expect the contractor on site post event?

Answer to Question 26: Based on the expected magnitude of the emergency, the consultant should have representation pre-event to coordinate proper documentation however, for smaller scale incidents, minimum of two (2) days is reasonable.

Question 27: Does the City of Clearwater currently have an incumbent firm that provides Disaster Recovery Grant Management services to the City? If yes, then who is the incumbent firm and how long have they been in working for the Clearwater?

Answer to Question 27: Reference answer to Question 6 above.

Question 28: Will the City please consider virtual (remote site) support in lieu of onsite support? We have been effective in supporting other disaster recovery Clients remotely and strongly feel that remote work site in a disaster recovery environment contributes to retention of staff resources.

Answer to Question 28: The City may consider virtual support. This can be addressed during negotiation with the awarded consultant.

End of Questions and Answers

End of Addenda