

From: Karl E. Burgher karl@psjumc.org
Subject: Addendum to FUMC PSJ RFQ for Disaster Consultant
Date: August 23, 2021 at 8:55 AM
To: Karl E. Burgher kburgher@BurgherGines.com
Cc: Geoffrey Lentz geoffrey@psjumc.org, Bill Brown bill@psjumc.org



To All Interested Parties ...

Please see the following questions and answers associated with the FUMC of PSJ RFQ for a Disaster Consultant.

This email has also been posted on the website.

Questions will be answered most current first ... Answers are in bold below after questions.

1.
In finalizing the forms for this submittal, I noticed what I believe are a few discrepancies and I just want to be sure I'm not missing anything!

A Addendum Acknowledgement – I don't see any listed on the Rebuild site. Ok to assume there are no Addenda to included

B. 12.0 - Response Instructions names a list of forms that must be submitted. This list does not seem to match the actual forms package provided on the site. There are several additional forms in that package (not listed under 12.0 in the RFQ), but the following two forms do not seem to be included:

- *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions*
- *Certification Regarding Lobbying*

Do we need to get these two forms in order to be compliant? Please advise.

Please find the enclosed addenda ...

The addenda is tardy by three business days, we apologize - my fault - recent family concerns - thus, we will accept proposals or supplements to comply (for already submitted proposals) until Friday, August 27th. All interested parties have been separately blind copy emailed.

We will sign off on certificates once under contract with someone ... a lot of moving parts and a couple minor things need to be sorted - do not concern yourself with this today ... We have posted a Federals Contracts Provisions Document that will need to be signed upon engagement.

This document has been created to address all federal requirements - has been a moving target as it was in process of being reviewed by the state, and is now currently under review by FEMA (we hope).

2.
One more question: *Section 2.0 Scope of Services* has a list of 30 or so possible project tasks. While we will perform the majority of these in house, do we have to identify subconsultant firms in the proposal to cover any services that we will not perform ourselves, or can those firms be approved during contract phase?

Please identify any subs and what tasks those subs may perform.

We will need information (company, resumes, qualifications docs enough, etc.) on those subs as well so we may make a reasonable determination if we want to work with them.

3.
We have two additional formal questions regarding the RFP:

1. Do team resumes count towards the 30 page limit?
2. Is a sample MSA required with the submittal of the proposal? (If so. please confirm that this will not count against the 30

page limit.)

Resumes count toward the 30 page limit.

MSA - See additional question below.

4.

The RFQ states that we should be able to provide an example Master Services Agreement (MSA) compliant with FEMA requirements, etc. In other words, a draft contract.

We weren't sure whether we need to include an example with the RFQ for that is just stating that if requested later, we should be able to provide.

The example Master Service Agreement will not count toward the 30 page limit.

It should be included in the proposal so that we may use it as part of the evaluation process per part 5. A. 9.

5.

One more question: *Section 2.0 Scope of Services* has a list of 30 or so possible project tasks. While we will perform the majority of these in house, do we have to identify subconsultant firms in the proposal to cover any services that we will not perform ourselves, or can those firms be approved during contract phase?

Please identify any subs and what tasks those subs may perform.

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6.

The named RFQ lists a Site Walkthrough the week of 8/9/21. Is there any information available on when and where this will take place?

We apologize - it is a little vague isn't it. By saying August 9 (week of) we mean that you can schedule an appointment with our Pastor - Geoffrey Lentz - through me, for a site visit sometime the week of August 9th at a time convenient to both parties. There will not be a specific meeting time for all - each responding to the RFQ will have their own visit

7.

In Section 10.0, page #8 of the RFQ there is a calendar of events. This Calendar of Events lists a Site Walkthrough (week of) 08.09.21. intends to respond this RFQ with a SOQ proposal. Is this walkthrough open to proposing firms and if so, where can we find the information for the date and time of the walkthrough?

10.0 Calendar of Events

RFP Initially posted to website 07/12/21

Start Date for RFP Advertisement (week of) 07/12/21

Site Walkthrough (week of) 08.09.21

Deadline for receiving respondent inquiries 08/16/21

Issue responses to respondent inquiries by 08/18/21

Proposal submission deadline 08/24/21

Notice of intent to award 08/30/21

Execution of agreement ~ 09/01/21

Start Date (per above)

I just spoke with the Pastor and he is available for a walk-around Monday morning the 9th, Tuesday afternoon the 10th, and the morning or afternoon Thursday the 12th if you would like to tour the site. I think a tour might take a couple of hours.

Please understand, that any questions that may arise from a tour will need to be directed to me for an official response.

Thank you for your attention to FUMC of PSJ's Disaster Consultant RFQ.

Karl

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