



September 23, 2024

Addendum I
Questions and Answers
RFP for Disaster Recovery Administrative Support of Grant Activities:

1. For past 2017 and 2023 disasters, is there a vendor supporting the District with these projects?
A: No, we currently do not have a vendor supporting the 2017 and 2023 Declared Disasters.
2. Are we permitted to include in the Appendix full resumes for our proposed team?
A: Yes, you are permitted to include full resumes for your proposed team in the Appendix.
3. The RFP states that the contractor may be asked to provide assistance in resolving the approximately 26 PWs remaining from the 2017 & 2023 storms. Will you please provide a brief scope for these remaining PWs (i.e. damage assessment versus cost estimating versus grant auditing)?
A: The types of scope that might be required for the 2017 & 2023 storms is cost estimating, RFI responses, version and/or time extension requests, and appeals.
4. Please confirm that a combination of firm, staff, and subcontractor experience may be used to meet the experience requirements.
A: Confirmed a combination of experience can be used to meet the requirements.
5. In addition to corporate references, will the Park District consider staff references from projects similar in size and scope to the work required under this solicitation?
A: Yes
6. Should bidders submit the Certification Regarding Lobbying form with their proposal submissions? If so, in which section should the signed form be included?
A: Yes, as an attachment.
7. For pricing purposes, will the County provide a shared workspace for the vendor's project staff to utilize for meetings, stakeholder collaboration, and other onsite meetings.
A: Yes, the Park District can provide a workspace.
8. In compliance with 2 CFR 200, can the Parks District please provide the evaluation criteria and coordinating points or percentages that the evaluation team will use to score proposals?
A: See Attached Score Sheet
9. Should vendors provide completed forms in an appendix outside of the page restrictions?
A: Yes
10. Will resumes count toward the page restriction for the Project Team Staffing section of the proposal?
A: No, but please limit the resumes to the staff that will be directly assigned to working with the Park District.
11. Will there be a scoring matrix for the RFP response? If so, can the matrix be provided?
A: Yes, See Attached Score Sheet

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SCORE SHEET
DISASTER RECOVERY ADMINISTRATIVE SUPPORT FOR GRANT ACTIVITIES
FOLLOWING A FEDERALLY DECLARED DISASTER

FIRM NAME:	
Criteria & Weight	Criteria Description
<p style="text-align: center;">Experience <u>30%</u></p> <p>Score 0-30 points:</p>	<p><input type="checkbox"/> Past, recently completed, or on-going local government projects to substantiate experience.</p> <p><input type="checkbox"/> Experience on at least three (3) projects providing services similar to those described in this RFP.</p> <p>NOTES:</p>
<p style="text-align: center;">Approach <u>30%</u></p> <p>Score 0-30 points:</p>	<p><input type="checkbox"/> Understanding of the nature and extent of the services required.</p> <p><input type="checkbox"/> A specific outline of how the work will be performed.</p> <p><input type="checkbox"/> Awareness of potential problems and providing possible solutions.</p> <p>NOTES:</p>
<p style="text-align: center;">Qualifications <u>20%</u></p> <p>Score 0-20 points:</p>	<p>Professional background and qualifications of team members.</p> <p>NOTES:</p>
<p style="text-align: center;">X Factor <u>10%</u></p> <p>Score 0-10 points:</p>	<p>Any additional noteworthy items or special resources the team offers relevant to the successful completion of the project.</p> <p>NOTES:</p>
Total Non-Price Criteria Score	
<p style="text-align: center;">Price Proposal <u>10%</u></p> <p>Score 0-10 points:</p>	<p>Billing Rate Analysis</p> <p>NOTES:</p>
FINAL SCORE:	