

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

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March 3, 2017

ADDENDUM NO. 1 Hazard Mitigation Plan Update RFP No. 17-0016

Proposals should include acknowledgement of receipt for all Addenda.

Vendors are informed that the above subject RFP is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

QUESTIONS/RESPONSES

Question 1. Does the original and 9 copies of the bid need to all be spiral bound or 3 ring binder?

Response: *Yes, the original and nine (9) identical copies of the proposal shall be spiral bound on the left hand side or in a ring binder, and organized in tabbed sections (refer to page 8, Item A, paragraph 2).*

Question 2. When is the last time the plan was updated? Can you disclose who updated the plan? I would like to request a copy of the last approved contract as well.

Response: *Manhard Consulting completed the last plan in 2011. See Attachment A for contract copy and Attachment B for the plan provided by Manhard Consulting.*

Question 3. Who is responsible for coordinating the logistics of the meetings referenced on page 14 line C? Will the city provide resources for them or is this something the contractors should include in their cost proposal?

Response: *The successful contractor shall be responsible for the administrative logistics of invitations, attendance recording, meeting documentation, agendas and minutes. The Emergency Management Division will provide sufficient contact information for all of those needing to attend the meetings, and can coordinate the identification and reservations of suitable meeting rooms or space.*

Question 4. Should direct costs be factored into the cost proposal (i.e. materials for printing)? If so, can you provide the number of estimated participants/stakeholders for the plan update?

Response: *Yes, vendors shall include the direct costs into their cost proposal. At least ten (10) hard copies of the final document are required. The final document shall also be provided in electronic format. Before the final adoption of the plan, at least two (2) copies shall be provided for public viewing and comments.*

Question 5. What's the budget for the project? Is the funding source grant funded? If so, what grant?

Response: *\$20,000 - \$24,000 is budgeted for the project. The project is funded by the Federal Pre-Disaster Mitigation Program, administered by the Georgia Emergency Management Agency.*

**Andrea J. McCorvey,
Purchasing Manager**