



**South Orange County Community College District**

RFQ&P 388D

Local Hazard Mitigation Plan Development Services

Addendum No. One (1)

May 11, 2020

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Purchasing and Contracts Manager

**Note:**

*All documents remain unchanged except sections or parts added to, revised, deleted and/or clarified by this Addendum.*

1. The District hereby waives the requirement for mandatory participation at the mandatory pre-proposal meeting held on May 7, 2020 at 10:00am.
2. Proposal Form C: Related Experience and Methodology has been replaced in its entirety through this Addendum. The **Revised Proposal Form C: Related Experience and Methodology** is attached to this Addendum.
3. Proposal Form D: Project Schedule for the Delivery and Adoption of LHMP has been replaced in its entirety through this Addendum. The **Revised Proposal Form D: Project Schedule for the Delivery and Adoption of LHMP** is attached to this Addendum.
4. Proposal Form E: Fee and Rate Proposal has been replaced in its entirety through this Addendum. The **Revised Proposal Form E: Fee and Rate Proposal** is attached to this Addendum.
5. There were no questions sent to the District prior to the RFI deadline of 5:00 PM on May 5, 2020, however the District's responses to the questions asked during the mandatory pre-proposal meeting at 10:00 AM on May 7, 2020 are shown below:

Q1: Are firms allowed to provide a detailed breakdown on their cost summary in addition to the Proposal Form E Fee and Rate Proposal?

A1: Yes, firms are allowed to provide a detailed breakdown on their cost summary by phases or any other methodology deemed appropriate by the firm. This information should be provided as a separate supplemental document. Reference to the separate document shall be referenced on proposal form E. However, the basis of selection and scoring shall be based solely on the pricing submitted on Proposal Form E. A revised Proposal Form E has been included as part of Addendum No. 1.

Q2: Is it the District's expectation for the Consultant to manage the implementation of the proposed mitigation projects per the Scope of Services Phase 1 3.h?

A2: The District anticipates that any services provided by the consultant in relation to the management and implementation of the plan to be supplemental services on an as-needed basis. The District has included a revised Proposal Form E for firms to provide their fees for Supplemental Services as part of this Addendum.

Q3: What is the grant subaward amount for the Governor's Office of Emergency Services (CalOES) for the Hazard Mitigation Grant Program?

A3: The grant subaward amount from CalOES is \$170,041 (\$125,000.37 federal share / \$45,040.63 District share). The Links to the Board agenda item are shown below:

- [https://soccdd.granicus.com/MetaViewer.php?view\\_id=4&clip\\_id=718&meta\\_id=123566](https://soccdd.granicus.com/MetaViewer.php?view_id=4&clip_id=718&meta_id=123566)
- [https://soccdd.granicus.com/MetaViewer.php?view\\_id=4&clip\\_id=718&meta\\_id=123567](https://soccdd.granicus.com/MetaViewer.php?view_id=4&clip_id=718&meta_id=123567)

This is a cost reimbursement grant subaward and firms are encouraged not to propose fees based on the grant subaward amount. Fees shall be based on the scope of services to be rendered.

Q4: Has the Hazard Mitigation Planning Committee (HMPC) already been assembled?

A4: The District has tentatively identified the composition of the HMPC. Upon selection, the consultant will be expected to make recommendations and identify committee members from other constituency groups such as the public, local cities and local agencies that are required members in this plan development process.

Q5: Does the District expect the consultant to propose innovative approaches to the process or a more straightforward approach?

A5: The District expects firms to address their approach and methodology while responding to questions on Proposal Form C Related Experience and Methodology. The contract will be awarded to the firm that demonstrates a methodology that is inclusive of innovation, adherence to schedule and contracted fee, the most feasible and effective approach, strategy for plan development in a community college environment, reasonable pricing, and experience working with a diverse group of constituency members (faculty, staff, students, community members, other public / private agency employees).

Q6: Does the District want proposals to address COVID-19 pandemic and related factors that may affect the project?

A6: Proposal Form C Related Experience And Methodology has been modified to include question #10 to address COVID-19. Proposal Form D Project Schedule For The Delivery And Adoption Of Lhmp has been modified to include an additional line in question #1. A Revised Proposal Form C and Proposal Form D are attached to this addendum.

Q7: Is it the District's intention to include students as part of the HMPC?

A7: Yes, there will be student representation in the HMPC. Additionally the District expects representation from the colleges' police and facilities departments, District Services, bargaining units (California School Employee Association and Faculty Association), community members, and members from other public and private agencies.

Q8: Does the District plan to start the 20/21 academic schedule on-time? Will any other calendars be modified as a result of COVID-19?

A8: The District and colleges are fully operational and have successfully migrated to an online learning environment for the current and upcoming terms with the majority of employees working from home with only the staff deemed as essential employees being physically present on campus. It is anticipated that some courses will be offered in-person with limited students coming on campus to fulfill specialized coursework such as clinical and lab classes.

**REVISED PROPOSAL FORM C**  
**RELATED EXPERIENCE AND METHODOLOGY**  
**(Five Page Limit)**

**REVISED PER ADDENDUM NO. 1 ON 05/08/20**

1. Provide a summary of the Firm's and proposed staff's experience in relation to the scope of services contemplated in this RFQ&P. Specifically address experience working with public educational agencies, especially those in California community colleges.
2. List projects in chronological order for the last five years in which proposed team members were involved. Indicate whether project was completed by firm or by a team member when employed by another firm.
3. Describe how the firm will provide services and fulfill the requirements and expectations of the District in relation to the scope of services identified in this RFQ&P.
4. Indicate the Firm's proximity to the District and availability to accomplish the work.
5. Do you provide weekly or monthly status reports? If so, describe the type of information the status report contains.
6. Illustrate examples of qualitative and quantitative data to be collected and describe how this data will be appropriately used to address the scope of services contemplated in this RFQ&P.
7. How will you work with the District and Campuses to ensure you have the information necessary to be successful? Also, how will you ensure that the information provided to the District and Campuses will be accurate, timely, and sufficient?
8. What means and methodologies will be employed in completing the services contemplated in this RFQ&P?
9. List any additional components of the Local Hazard Mitigation Plan that you will not be providing and that you will be expecting from the Campuses, if different than specified under the "Scope of Services" section of this RFQ&P. Identify how those services are billed.
10. In light of the current COVID-19 pandemic, list all impacts and related factors that will affect the development of the LHMP pursuant to the proposed schedule. Based on the current environment, explain the strategies that the Firm will incorporate to effectively manage the impact and related factors in the timely delivery of this plan while ensuring that the proposed cost is all inclusive.

**REVISED PROPOSAL FORM D**  
**PROJECT SCHEDULE FOR THE DELIVERY AND ADOPTION OF LHMP**  
**(4 Page Limit)**  
**REVISED PER ADDENDUM NO. 1 ON 05/08/20**

The Firm will work closely with the District and campuses to ensure accurate, timely, and sufficient information necessary is gathered to complete the project. Accordingly, please respond to the following:

1. Firm shall provide detailed illustrative project schedule that includes milestones, timelines for completion and the work plan for all four phases included in the Scope of Services. This project schedule shall include all considerations related to impacts of COVID-19.
2. What strategies will be employed to ensure that the schedule is adhered to? Describe specific techniques to be adopted for working with the District and campuses' leadership, faculty, and staff to manage and conduct the data assimilation process and to keep the project on schedule. The proposal should specifically address how the team would balance the reality of deadlines with District's commitment to participatory (shared) governance and deliberative processes.
3. What strategies will be used to assure appropriate participation from District, campuses, and community constituencies?
4. In order to accomplish timely completion of the project, identify the various constituency groups that the firm anticipates would be part of the process and identify the number of meetings and hours of engagements needed.

**REVISED PROPOSAL FORM E**  
**FEE AND RATE PROPOSAL**  
**REVISED PER ADDENDUM NO. 1 ON 05/08/20**

The proposed fee schedule shall include fully burdened hourly rates for each title/individual proposed for the work. It is the proposer’s responsibility to understand the complexity of the District as well as the complexity of the proposed work and to submit a not-to-exceed fee accordingly using the form below.

Fees shall be firm and fixed.

Indicate the billable hourly rate and estimated total hours required to fulfill their duties. Such rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs including incidental travel. Actual contract rates and project fees will be subject to negotiation prior to issuance of any agreement.

**1. FEES:**

Team Member Title	Hourly Billable Rate	Total Est. Project Hours	Extended Cost
	\$		\$
	\$		\$
	\$		\$
<b>TOTAL NOT TO EXCEED COST</b>			<b>\$</b>

**2. FEES FOR SUPPLEMENTAL SERVICES:**

Description of Services	Hourly Billable Rate
As-Needed Maintenance / Support, Plan Implementation-Related Services and/or Code /Regulatory/Compliance Updates to the LHMP	\$
Other Services	\$

\*The Fees for Supplemental Services are for the District’s consideration should the District elect to incorporate the services identified in this section. The District may or may not elect to include pricing for Supplemental Services in the final awarded contract.

\*The Firm shall provide pricing on an as-needed hourly basis.