

CHATHAM COUNTY PURCHASING & CONTRACTING DEPARTMENT

ADDENDUM NO. 1 TO 22-0029-4

**FOR: Emergency Management Program Augmentation for Chatham  
County Emergency Management Agency ( CEMA)**

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**PLEASE SEE THE FOLLOWING FOR ADDITIONS, CLARIFICATIONS AND/OR  
CHANGES:**

- 1. See the attached sheet for Responses to Questions received. ( 2 pages )**
- 2. Replace current *Part V Cost Information* Sheets with attached *REVISED Part V Cost Information* Sheets ( 3 pages)**

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**PROPOSALS REMAIN DUE: 5PM, WEDNESDAY, MAY 4, 2021**

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**THE PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES  
AND MUST ACKNOWLEDGE RECEIPT OF ADDENDUM.**

4/22/22  
DATE

  
\_\_\_\_\_  
ROBERT E. MARSHALL  
SENIOR PROCUREMENT SPECIALIST  
CHATHAM COUNTY

## Questions Received:

1. Q) :Are certified M/WBE's projected to be local Chatham County and or Georgia?  
*A). While the Commissions seek to encourage contractors and consultants to increase their utilization of M/WBEs and are given greater attention to local M/WBEs we are in no way able to limit a contractor's utilization of M/WBEs. However, only those M/WBEs certified in Chatham County will count toward meeting the stated goals for the projects*
2. Q) Will the County verify that the Cost Information form in the RFP is the correct Cost Information form? (There are two different RFP numbers between the form and the RFP document).  
May we add positions not listed on the Cost Information form?  
*A) See attached REVISED Cost Information sheets. You may also add positions*
3. Q) There is a list of proposal contents in Section III, 3.2, page 11, listed a-f and prefaced with the statement, "To be considered for award, all proposals must include, as a minimum, the following information." However, letter "f" does not occur until after the contract is awarded. Will the County please confirm where bidders must include item "f" in its proposal?  
*A) "f", if required , would be after contract award*
4. Q) Section III, 3.2-Proposal Contents, page 11, ITEM b states "Assigned personnel should have NIMS/ICS training sufficient to the position for which they are assigned." Certifications of assigned personnel must be included.  
*A) Yes.*
5. Q) There is no Agreement provided with the RFP/Bid document. Will the County kindly make the Sample Agreement available?  
*A) No.*
6. Q) What portions of the Scope of Work does the County foresee using engineering and technical positions?  
*A) Engineering, Technical, and Field Positions will be requested based on the needs of the County and based on the conditions post disaster.*
7. Q) If the cost form currently included in the RFP is correct (contingent on the answer to question #2), can proposers include more or different positions than what is currently outlined on the form titled, "Part V, Cost Information"?  
*A) See answer #2.*

8. Q) Can the County please explain the difference in function between the Financial (Grant) Information Management Expert and the Grant Manager positions?

***A) A Grant Management Expert is more of an Advisor or SME. A Grant Manager is someone who is in charge of the effort if needed***

9. Q) Can the County please explain the role of the Field Representative/Technical Associate?

***A) See answer # 6.***

10. Q) Will the County please clarify if resumes are also needed for each position identified on the PART V COST INFORMATION document?

***A) Yes.***

11. Q) Is there a sub-category missing in Section 4.2 Scope of Services, as it moves from 4.2.1 to 4.2.3?

***A) No section is missing. 4.2.2 was just not used.***

12. Q) Does the County have any immediate needs as a result of COVID-19?

***A) No.***

**PART V  
COST INFORMATION**

**CHATHAM COUNTY, GEORGIA  
RFP NO. 22-0029-4**

**EMERGENCY MANAGEMENT PROGRAM AUGUMENTATION FOR  
CHATHAM COUNTY EMERGENCY MANAGEMENT AGENCY (CEMA)**

Services will be provided in accordance with the following Labor Category Hourly Rates. Hourly rates are to be fully burdened labor costs all inclusive (labor, travel, per diem, insurance, etc.). The County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal.

**CEMA Labor Category Hourly Rates**

<u>Category</u>	<u>Description</u>	<u>Hourly Rate</u>
Project Executive	Experience of 12 or more years with advanced degree or 15 or more years with Bachelor's Degree. Demonstrates senior Experience in management consulting.	\$ _____
Subject Matter Expert	Experience of 15 or more years in a specific subject or industry, or 10 years experience and than one specialized advanced degree.	\$ _____
Project Manager	Experience of 8 or more years with advanced degree, or 10 or more years with a Bachelor's degree.	\$ _____
Project Accountant	Experience of 4 or more years plus at minimum a college degree in a relevant field(e.g. accounting, management, finance)	\$ _____
Sr. Closeout Specialist	Experience of 5 or more years plus at minimum a college Degree in a relevant field (e.g. accounting, management, finance)	\$ _____
Closeout Specialist	Experience of 2 or more years plus at minimum a college degree in a relevant field(e.g. accounting, management, finance)	\$ _____
Sr. Engineer / Scientist	Experience of 15 or more years plus at minimum a college degree in a relevant field (e.g. engineering, biology, ecology, construction management)	\$ _____
Engineer / Scientist III	Experience of 8 or more years plus at minimum a college degree in a relevant field (e.g. engineering, biology, ecology, construction management)	\$ _____

<u>Category</u>	<u>Description</u>	<u>Hourly Rate</u>
Engineer / Scientist II	Experience of 6 or more years plus at minimum a college degree in a relevant field (e.g. engineering, biology, ecology, construction management)	\$ _____
Engineer / Scientist I	Experience of 4 or more years plus at minimum a college degree in a relevant field (e.g. engineering, biology, ecology, construction management)	\$ _____
Sr. Field Representative/ Technical Associate	Experience of 2 or more years plus at minimum a college degree in a relevant field (e.g. engineering, biology, ecology, construction management)	\$ _____
Field Representative/ Technical Associate	Minimum college degree	\$ _____
Sr. Financial (Grant) Information Management Expert	Experience of 5 or more years plus at minimum a college degree in a relevant field(e.g. accounting, management, finance, information technology)	\$ _____
Financial (Grant) Information Management Expert	Experience of 3 or more years plus at minimum a college degree in a relevant field(e.g. accounting, management, finance, information technology)	\$ _____
Sr. Grant Manager	Experience of 5 or more years plus at minimum a college degree in a relevant field(e.g. accounting, management, finance)	\$ _____
Grant Manager	Experience of 3 or more years plus at minimum a college degree in a relevant field(e.g. accounting, management, finance)	\$ _____
Analyst	Minimum college degree	\$ _____
Administrator	Minimum college degree	\$ _____
Sr. Planner	Minimum college degree and 10 years experience	\$ _____

FIRM NAME: \_\_\_\_\_  
PROPOSER: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

BUSINESS TAX CERTIFICATE/LICENSE NUMBER: \_\_\_\_\_

CITY/COUNTY/STATE: \_\_\_\_\_

MINORITY BUSINESS ENTERPRISE? \_\_\_\_\_ /YES \_\_\_\_\_ /NO

MINORITY CLASSIFICATION: \_\_\_\_\_