



KAY IVEY
GOVERNOR

STATE OF ALABAMA EMERGENCY MANAGEMENT AGENCY

5898 COUNTY ROAD 41 • P.O. DRAWER 2160 • CLANTON, ALABAMA 35046-2160
(205) 280-2200 FAX # (205) 280-2495



BRIAN E. HASTINGS
DIRECTOR

19 November 2020

Answers to Questions for Logistical Services Emergency Standby Services and Heavy Equipment RFP 2020-02

1. Section A – Fees states that: “The Respondent shall attach a cover sheet that contains a fixed fee for the entire project.” The rate table below indicates a daily rate, weekly rate, mobilization, and demobilization – however there are no quantities provided that would allow us to provide a “fixed fee for the entire project”. Can you clarify what the “Fixed fee for the entire project” needs to encompass?

Answer: The fixed fee for the entire project should encompass the hourly fee for each resource. This fee should not change during the contract period.

2. May we propose additional scope relate line-item descriptions with pricing for consideration?

Answer: The proposal must contain the requested information and may provide additional information for consideration.

3. Can AEMA confirm that respondents are to submit 1 copy of the fee in a separate sealed envelope, and 1 original and 4 copies of the technical proposal?

Answer: Respondents are to submit one (1) copy of the fee schedule in a sealed envelope and one (1) original and four (4) copies of the technical proposal.

4. Page 11, item (a9) of the RFP states: “Please include a Certification Regarding Lobbying, at the State and Federal (44 CFR Part 18) Levels.” Can AEMA confirm if there is a specific Certification Regarding Lobbying form respondents should use, or will a state in the proposal will be acceptable?

Answer: According to FEMA Guidance, the following must be included.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

5. Can AEMA confirm if the copy of the Memorandum of Agreement for the E-VERIFY program is required to be included in proposals or after contract award?
Answer: The Memorandum of Agreement for the E-Verify program is required to be provide after the contract is award.

6. Will AEMA consider removing the hard copies requirement and allowing proposals to be submitted via e-mail?

Answer: No, the hard copy requirement will not be removed.

7. The RFP requires 1 original disclosure statement to be included with proposals. Will AEMA accept either of the following options: a scanned copy of the original signed/notarized disclosure statement; or use of an electronic or remote notary to notarize the document?

Answer: AEMA will accept a scanned copy of the original signed/notarized disclosure statement.

8. The web address

"<http://www.legislature.state.al.us/aliswww/AlaLegJointIntCommContracReview.aspx>" referenced in paragraph 8. **LEGISLATIVE CONTRACT REVIEW** is invalid. Will you please provide an accurate web address where the rules referenced in this paragraph can be found?

Answer: The web address is:

http://www.legislature.state.al.us/aliswww/ISD/House/ContractReviewComm.aspx?OID_COMM=1200&COMMITTEE=Contract%20Review%20Permanent%20Legislative%20Oversight%20Committee.

9. Are these services currently being provided under contract? If so, who is the incumbent?

Answer: Louis Berger is the current incumbent and they just provided resources during Hurricanes Sally and Zeta for a total of \$526,206.33.

10. How much work has been issued under the existing contract? What is the total contract value of the current contract?

Answer: The current incumbent provided resources during Hurricanes Sally and Zeta for a total of \$526,206.33. The contract value will fluctuate in value each year.

11. What was the duration of the existing contract (Base plus Options) and Historical workload?

Answer: The current contract was for a period of two (2) years. Historical workload has fluctuated, which is based upon the emergency situations that occurred in any given year.

12. What is the forecasted workload to be used for planning purposes? E.g., number of pre-planning events or exercises the Contractor should plan on participating in?

Answer: The Contractor should be able to support at least one on-site planning and coordination visit with AEMA annually, at AEMA's request and at Contractor's expense. AEMA may also request the Contractor to participate in up to two (2) disaster training exercises per year at the Contractor's expense. Participation in exercises may be either in-person or virtual, as requested by AEMA.

13. Is there a contract line item for management activities associated with the effort or is that to be included in the Fee? For example, participation in pre-activation of the AEMA Operations Center conference calls or for personnel provided at the AEMA Operations Center? What hours, shifts, or schedule would the contractor need to provide members to the Operations Center and for WEBEOC participation?

Answer: Management activities should be included in the fee. Staffing will be based on the circumstance of the emergency.

14. Please confirm that the cover letter is to provide fixed fees for unit prices for leasing equipment AND fixed fees for hourly rates for services rendered?

Answer: The fixed fees as you have described should be in a sealed envelope and submitted with the proposal.

15. Can you tell us what the previous level of funding was under the last grant?

Answer: This contract will be paid with state funds that may be subject to FEMA grant guidance and restriction on activities as a consequence or subsequent FEMA reimbursement of the state's disaster contractive activities.

16. Can the financial statement that must be submitted in lieu of a certified audit be a: Cash Flow Statement, Profit or Loss Statement, Balance Sheet, or Letter from a Bank of solid standing?

Answer: The Respondent must submit any financial documents that have been prepared by an independent accountant. Statements from banks may be submitted with financial statements but will not be sufficient if submitted alone.

17. Does the financial statement count toward the 25-page limitation?

Answer: The financial statement does not count toward the 25-page limitation.

18. Can trained staffs experience be from contracts, grants, and cooperative agreements related to FEMA work or is it grant-related work?

Answer: The Responder should describe what specific experience they have that is related to emergency response.

19. It appears the Contractor's Product Identification and Tracking System need to integrate with WEBEOC. What are the system requirements of WEBEOC? Is there a preferred tracking system or commercial software by the State?

Answer: AEMA will provide access to any system that will be needed and no interface will be required.

20. Please provide copies of the Disclosure Statement required by 41-16-80; the AL Attorney General's website link referenced in the RFP does not target to it. Unless the certification in Section B is the only certification statement required.

Answer: The Disclosure Statement can be found at http://www.legislature.state.al.us/aliswww/ISD/House/ContractReviewComm.aspx?OID_COMM=1200&COMMITTEE=Contract%20Review%20Permanent%20Legislative%20Oversight%20Committee.

21. Will a Contractor be given equal weight in their experience in coordinating with other State governmental agencies, albeit not Alabama?

Answer: Yes, AEMA would like to any and all experience that the Respondent has with any and all governmental entities.

22. What is emergency refueling define as?

Answer: Emergency refueling is defined as the ability to fulfill AEMA's request to acquire fuel tankers and vehicles for distribution of fuel that may include but not limited to refueling generators.

23. What is the definition of basecamp person units?

Answer: Basecamp person units must be able to house 250 to 500 persons.

24. What is the definition of sleeping trailers, tents, and cots?

Answer: The Respondent should provide information on what types of sleeping trailers, tents, and cots that they will be able to provide.

25. Can you please clarify the National Incident Management System (NIMS) basecamp sizes and any special accommodations that need to be made due to COVID-19?

Answer: The Respondent should adhere to the latest guidance provided by the Center for Disease Control and Prevention and FEMA.

26. Requirements: The Respondent must have the availability of a wide variety of emergency response and recovery resources including, but not limited to, generators, pumps, material handling equipment, portable field HVAC plants, cranes, temporary field facilities (tents and field offices), portable restrooms, showers, and feeding equipment and services, hazardous materials response equipment, disaster management operations equipment, equipment operators, and support personnel.

Question: Section A does not include "specific" requirements for pumps, portable field HVAC plants, or cranes. Does AEMA want the bidder to add details of available equipment to Section A?

Answer: Yes, the Respondent may add details of available equipment to Section A.

27. The RFP states that this contract is for Logistic Services Emergency Standby Services and Heavy Equipment, yet Section A identifies very few heavy equipment items.

Question: Is AEMA asking the bidder to identify all heavy equipment available through the bidder?

Answer: Yes, the Respondent should identify all heavy equipment that would be available to AEMA.

28. Can AEMA confirm that the disclosure statement and certified financial statement documents are excluded from the 25-page limit?

Answer: The disclosure statement and certified financial statement are excluded from the 25-page limitation.

29. On page 14 of 18, Section A, Fees, the document states that the respondent shall attach a cover sheet that contains a fixed fee for the entire project. In the first three rows of the Firm Fixed Fee Proposal, there is a wide range of generators and transformers (25kW – 100kW, 100kW – 350kW, and 45kVA – 2000kVA transformers) without any specificity as to number or type. To craft a summary number as a fixed fee without all specifics necessary is most difficult. Can you give us any guidance?

Answer: AEMA would like for the Respondent to provide the average cost if there existed an ideal location to plug into transfer equipment. Any additional costs will be considered at the time of the request.

30. Is the summary number to be based upon the daily rate or the weekly rate?

Answer: The Responder may provide both rates.

31. Are the pricing sheets part of the 25 pages?

Answer: Yes, the pricing sheets are part of the 25-page limitation.

32. May we submit an alternative price sheet?

Answer: Yes, however, the alternative price sheet will need to be in a separate sealed envelope and differentiate the differences.

33. How will fuel for services and equipment be covered? Will the state be providing fuel, will fuel be reimbursed based on actual cost or will the contractor be responsible for providing fuel?

Answer: The Respondent may provide a quote if AEMA provided the fuel or if the Respondent provided the fuel.

34. The RFP requires 1 original and 4 copies of the proposal. Please confirm that only 1 original pricing proposal and no copies are required.

Answer: Yes, only one (1) original pricing proposal is required and must be placed in a sealed envelope.

35. The Respondent must have the financial resources to effectively perform the services required under this contract and must furnish an independent, certified audit or financial statement for the last fiscal period prior to submission of its proposal. According to the language above, we are to submit our financial statement prior to submission of the proposal: (a) If this correct, where do we send the financial statement? (b) Is this to be emailed? (i) If so, to whom? (c) Is the language above merely asking for us to show financial stability?

Answer: The financial statement should be submitted with the proposal.

36. We are unclear about the evaluation process described on page 8 (pdf pg. 12) of the RFP. Will the proposals be numerical, adjectivally, or color-coded for scoring? How do the Selection items #1-8 relate to the scoring? Are these in order of priority or some sort of weight? As written, they are very subjective without any clear objective evaluation criteria. Please clarify if you can.

Answer: Categories #1-8 will be weighted, and they are in order of priority.

37. To what extent does the State anticipate that there will be immediate work associated with Hurricane Sally, COVID-19, and/or legacy disasters?

Answer: AEMA is not aware of any immediate use for the Respondent for any legacy disaster.

38. Without knowing the current level of support that is required for legacy and future disasters, it will be difficult for vendors to produce a fixed fee. Will the State consider providing a labor blend that vendors can use to produce a fixed fee, and/or removing the requirement so that proposals are only evaluated on hourly rates?

Answer: The Respondent may provide a labor blend to produce a fixed fee.

39. Considering the current COVID-19 operating environment has the majority of the country working remotely without access to office equipment and supplies, would the State consider allowing emailed or electronic submittals?

Answer: AEMA is not removing this requirement.

40. The proposal request a firm fixed price. Pricing changes depending on location, duration and volume for specific items. Would you prefer for us to itemize each request with pricing and then add up for a specific time period? 1 month, 1 week, etc?

Answer: The Respondent may provide itemized pricing and then total for a specific timeframe.

41. I have not seen the answers posted for questions by potential bidders. Will there be an extension granted for the proposal since the answers have not been posted yet. If they have and I missed them, would you be so kind to share the link?

Answer: The deadline for submission of proposal by Thursday, 3 December 2020.

42. Do you have the breakdown of the point system the vendors will be graded on for the submitted bids?

Answer: Categories #1-8 will be weighted, and they are in order of priority.



KAY IVEY
GOVERNOR

STATE OF ALABAMA EMERGENCY MANAGEMENT AGENCY

5898 COUNTY ROAD 41 • P.O. DRAWER 2160 • CLANTON, ALABAMA 35046-2160
(205) 280-2200 FAX # (205) 280-2495



BRIAN E. HASTINGS
DIRECTOR

19 November 2020

Answers to Questions for Project Management Services RFP 2020-01

1. Is client open to negotiate the terms and conditions at the contract stage with the awarded Proposer/Contractor?

Answer: Yes, the client is willing to negotiate some of the terms and conditions at the contract stage with the awarded Proposer/Contractor.

2. Will the state provide the contractors with a sample contract?

Answer: The State will provide a draft of a contract to awarded Contractor during negotiation of the contract.

3. Page 6 of the RFP states that “the Respondent must...include a Certification Regarding Lobbying, at the state and Federal (44 CFR Part 18) Levels. Can the state please provide the corresponding form that must be completed?

Answer: According to FEMA Guidance, the following must be included.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement,

the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

4. If the contract extends beyond one full year, please confirm that bill rates can be escalated.
Answer: Yes, the bills may be escalated no more than 10%. The Contractor will need to provide AEMA with written notice as to the need to escalate the bill rates; however, these rates must still be negotiable.

5. Does AEMA expect Section A fees for 65 staff? If not which positions and for what length of time? What travel details should be assumed? Absent more specific pricing guidance offering a firm fixed price with so many unknown items are a significant risk.
Answer: Each disaster will dictate what positions are requested and how the long those positions will be needed. Travel must adhere to the limitations established by the GSA CONUS Per Diem Rates.

6. Do forms and attachments count towards the page count?
Answer: Forms do not count toward the page limitation.

7. Is there a standard list on the extent of the workload in order to complete the Recovery Services needed? We do not want to assume costs.

Answer: Each disaster will dictate the workload of those persons assisting during the recovery period.