



# Parish of Ascension

Clint Cointment  
Parish President

Jim Buras  
Purchasing Director

## ADDENDUM #1 RFQ – Professional Grant & Project Management Disaster Recovery

Date: October 18, 2023

**PURPOSE:** Responses to written inquiries

### GENERAL QUESTIONS:

1. The RFQ states that APG has legacy disasters, that is projects from prior disasters which are still outstanding and have not been completed. Regarding those disasters, please provide the following:
  - a. State the name of the disaster(s) for which there are FEMA Public Assistance projects that have not been completed.

Ascension Parish Government (APG) has approximately five (5) open disasters. Each disaster has at least one project open currently. Most are headed toward close out.

    1. Ida
    2. Waterways
    3. May Flooding
    4. 4277 – St. Amant Rec Center
    5. COVID (open funding pending)
  - b. State the number of projects for each disaster which has not been completed to include a number for each category (A-G) and a brief description of the incomplete project(s).

APG has one alternate project ongoing and multiple projects associated with Hurricane Ida.
  - c. State the number and provide a brief description of any Hazard Mitigation projects (both 404 and 406), improved and alternate projects which are pending and have not been completed.

APG hazard mitigation projects are handed in-house by the APG Grants office.

2. Regarding your legacy projects, please state the biggest concern/challenge you are facing to close these projects.  
**Biggest concern/challenge faced with legacy projects: in-house documentation and turnaround for project completion.**
3. Other than FEMA, state any other federal agency from whom APG is receiving funding for disaster recovery and for what purpose.  
**Other funding received: COVID funding, American Rescue Plan and CDBG-DR.**
4. Does APG have an Emergency Operations Plan? If so, please provide a copy.  
**APG EOP plan is available online. The updated plan has been turned into GOHSEP and will be placed online soon.**
5. Has APG conducted an insurance review since the last disaster which impacted the parish to review APG's compliance with FEMA's obtain and maintain insurance requirements? Please describe the status of APG's insurance status regarding FEMA's O and M requirements.  
**APG Office of Emergency Preparedness has engaged in an insurance review since the last disaster. Our team has engaged the insurance company and APG staff.**
6. Is APG satisfied with its identification of needs to meet the demands from future disasters to include pre-event contracts?  
**Ascension Parish Office of Homeland Security & Emergency Preparedness has multiple pre-disaster agreements and contacts in place.**

## **ENGINEERING SERVICES**

7. Does RFQ section 1.3 Scope of Services include engineering services?  
**Yes**
8. Does RFQ section 1.3 Scope of Services under Technical Requirements require that the proposer shall include one or more project team members that shall be a registered, licensed engineering firm?  
**Yes**
9. Does RFQ section 5 Qualification Submission Format require proposers to utilize Standard Form APG-1001 Professional Engineering and Related Services (RFQ Attachment D) to be considered?  
**Yes**
10. Is the Parish aware that Louisiana State Law R.S. 38:2318.1 prohibits price or price-related considerations as a selection factor for engineering services?  
**Yes**

11. Is price a selection factor in the RFQ Evaluation and Review process including Attachment A Scorecard?

No. We will select services on the basis of competence and qualifications for a fair and reasonable price.

12. How many weight points in the RFQ Attachment A Scorecard or otherwise are given to price as a factor?

Zero (0)

### **NON-ENGINEERING SERVICES**

13. Does the RFQ section 1.3 Scope of Services include services other than engineering services?

Yes

14. Does the Parish consider grant management services as engineering services?

No

15. Is the Parish aware that the Federal Procurement Standards outlined in 2 CFR Part 200 Subpart D (attached/highlighted) are applicable to federal grant subrecipients?

Yes

16. Is the Parish aware that 2 CFR Part 200 Subpart D (200.320(b)(2)(iv) attached/highlighted) stipulates that a non-Federal entity may use Request for Qualifications only for architectural and engineering services and may not be used to purchase other types of services through A/E firms?

Yes

17. Is the Parish aware that 2 CFR Part 200 Subpart D (200.320(b)(2)(iii) attached/highlighted) indicates that price should be considered expect [SIC except] for qualifications-based procurement of architectural/engineering services?

Yes

18. Is the Parish aware that the GOHSEP Procurement Quick Reference Guide (attached) indicates that Request for Qualifications are limited to procurement of architectural and engineering services?

Yes

19. Is the Parish aware that 2 CFR Part 200 Subpart D (200.319 attached/highlighted) stipulates full and open competition, and that some situations considered to be restrictive of competition include (1) Placing unreasonable requirements on firms for them to do business; and (2) Requiring unnecessary experience?

Yes

20. Is the Parish aware that 2 CFR Part 200 Subpart D (200.321(b)(3) attached/highlighted) stipulates that a non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, etc. are used when possible, including to DIVIDE total contract scope requirements into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprise?

Yes

21. Would the Parish consider separating out grant management services onto its own Request for Proposals to better align with 2 CFR Part 200 Subpart D requirements and GOHSEP Procurement Guidance?

Yes, when economically feasible.

22. Under Scope of Services, the RFQ states: *“Provide program management assistance and support for grants management and administration, primarily but not limited to the Federal Emergency Management Agency (FEMA) Public Assistance Program.”* Question: Will Hazard Mitigation Assistance (HMA) programs be administered through this Grant & Project Management contract? If so, what volume of mitigation work and type of projects are to be administered? (i.e., structure elevation, mitigation reconstruction, drainage . . .)

No. APG hazard mitigation projects are handed in-house by the APG Grants office.

23. Is a Joint-Venture allowed to submit, or does a Prime Firm and a Subcontractor need to be listed?

You may submit a bid as one packet that reflects a joint venture. Refer to section 3.5.

24. Will this program require fulltime, onsite personnel to be present? (Will personnel need to be embedded at the Ascension Parish Governmental building?)

An onsite team member may be requested to report onsite during a large-scale event.

25. Is there a listing of the current legacy projects/grants already awarded on which the successful proposer will be expected to provide support?

No

26. Is there a listing of anticipated projects and number/type of properties that can be provided?

No

27. Is there an estimated number of personnel that will be required for this program?

Staffing is incident and project dependent.