Addendum 1
Natural Hazards Mitigation Planning Services for the Central Connecticut Region RFP

The following summarizes questions received related to the Request for Proposals for Natural Hazards Mitigation Planning Services for the Central Connecticut Region along with CRCOG’s responses. Questions were submitted through e-mail and at the option February 17th pre-proposal conference.

Question 1: Is the GIS data that was collected for the plan available?
Answer: Yes, the data is still held by CRCOG and will be made available to the selected consultant. Data includes hazard maps, block data generated by HAZUS, demographic maps (age, income, language used at home, etc...), and road networks.

Question 2: Are former employees of CCRPA who worked on the plan available to answer questions about sources, methods, and data?
Answer: At least one employee who worked on the plan is still in state and CRCOG would be willing to contact him, though CRCOG cannot guarantee he will be available and willing to answer questions.

Question 3: How were the projects in the partial draft ranked? Was the STAPLEE method employed?
Answer: The list is leftover from the previous approved plan (adopted in 2011). It will need to be updated and the projects will need to be ranked again. Furthermore, the status of the projects listed in the previous plan will need to be provided in this update.

Question 4: Are specific weights being applied to the selection criteria that you can share?
Answer: The criteria that are listed in the RFP are provided to emphasize aspects of a consultant’s proposal that CRCOG is most concerned with. Additional criteria will be considered during CRCOG’s review of proposals. No specific “weights” are available, or were intended, for the four selection criteria emphasized in the RFP.

Question 5: Can you share the budget for the project?
Answer: We would prefer not to give specifics on the budget. The grant award is public information though. The total project amount in the grant award (including the required local match) was for $112,669. Of that, CRCOG expects to reserve between 23% and 28% of the total project amount for
work performed in-house (including administration) by CRCOG and the previous agency in charge of this project.

**Question 6:** Is the grant information available publicly?

Answer: See above for the total project budget. All grant documents are public information and available upon request.

**Question 7:** Have meetings been scheduled with the towns?

Answer: They have not yet been scheduled. CRCOG is assembling a contact list for each of the towns and will be reaching out to them to setup meetings as soon as a consultant is selected and a contract is signed. Meetings have not been scheduled so that the selected consultant’s schedule and availability can be considered.

**Question 8:** Have the towns been informed of the benefits of having a plan?

Answer: Yes, each of the towns has been contacted on multiple occasions and the benefits of having an up-to-date plan have been explained.

**Question 9:** Have the towns been recipients of FEMA project grants?

Answer: Some of the towns have received project grants in the past. Plainville received a large grant to purchase a number of properties in the floodplain. It should also be noted that Bristol, Plainville, and Plymouth are in the process of studying flooding issues along the Pequabuck River. That study will be completed in the Spring and should result in a number of projects that should be included in this plan.

**Question 10:** What information was gathered in the initial municipality meetings?

Answer: Updates on projects, anecdotal information about disaster impacts, names of department heads and contacts, and lists of projects that may be related to hazard mitigation.

**Question 11:** Is there documentation for the kick-off meeting and the public meeting?

Answer: Yes, there is an agenda for each meeting, as well as copies of materials distributed. A head-count was taken at the public meeting held in Plainville, which was also a town council meeting which was not conducive to a sign-in sheet. A list of participants in the kick-off meeting is available.
Question 12: How were the mitigation actions ranked? Is there documentation or a STAPLEEE analysis?

Answer: See Question 3.

Question 13: I couldn’t locate the insurance requirements mentioned in the Proposal Format subsection 8. Where is Section X.G of the RFP?

Answer: We apologize that the insurance requirements were omitted in the original RFP document. The RFP document has been updated and the requirements are shown below. Specific insurance requirements may change during contract negotiations.

**Insurance Requirements**

The consultant (CONSULTANT) shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage prior to the execution of this Agreement. Failure to maintain insurance coverage as required and to name the Capitol Region Council of Governments and CRCOG member municipalities as the Additional Insured will be grounds for termination of the contract. In addition:

A. The insurance requirements shall apply to all subcontractors and/or consultants.
B. All policy forms shall be on the occurrence form. Exceptions must be authorized by CRCOG unless the coverage is for Professional Liability where the common form is claims made.
C. Acceptable evidence of coverage will be on the ACORD form or a form with the same format.
D. All renewal certificates shall be furnished at least 10 days prior to policy expiration.
E. Each certificate shall contain a 30 day notice of cancellation.
F. Insurance shall be issued by an insurance company licensed to conduct business in the State of Connecticut which has at least an “A-” policy holders rating according to Best Publications latest edition Key Rating Guide.

Required insurance coverage:

A. **Professional Liability Insurance** with limits up to $2,000,000 aggregate limit issued on claims made basis for the term of the contract and continuing for two years following the completion of the contract at the CONSULTANT’s cost.
B. **Comprehensive General Liability, including Contractual Liability, Products/Completed Operations Insurance**, as applicable, with limits not less than $2,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and $1,000,000 bodily injury aggregate per policy year and limits of $1,000,000 for all property damage sustained by each person as a result of any one occurrence and $1,000,000 property damage aggregate per policy year or a combined single limit of $1,000,000. All, if any, deductibles are the sole responsibility of the CONSULTANT to pay and/or indemnify.
C. **Automobile Liability Insurance** including non-owned and hired vehicles in the same limits as indicated above.
D. **Workers’ Compensation Insurance** at the Connecticut statutory limit including Employers’ Liability with limits of $100,000 each accident, $500,000 for each disease/policy limit, and $100,000 for disease for each employee.
E. **Excess Liability Umbrella Form** over sections B, C, and D-Employers’ Liability with limits up to $4,000,000.
**Question 14:** Are you comfortable with a slight reorganization of the plan contents?

Answer: Yes. The consultant is free to rearrange or rewrite any section of the plan, so long as it conforms to FEMA guidelines.

**Question 15:** The Consultant Scope of Work refers to a complete plan draft ready for submittal by July 2015; the Project Schedule refers to a completed project by June 30, 2016. Is the 2015 or 2016 date preferred?

Answer: Due to the potential for multiple rounds of comments and revisions required by FEMA and DEMHS, CRCOG would prefer that a draft of the plan be completed as soon as possible. The 2015 date is a suggestion based on past experience. The timeline is negotiable so long as the consultant is confident that their timeline will result in the plan being approved and adopted by the June 2016 deadline.

**Question 16:** Are you looking for both a fixed fee to complete the plan update and a rate table, or just the latter?

Answer: We are requesting a total cost as well as an itemized schedule of fees and costs associated with the proposal, such as hourly rates for employees who would be working on the project (and an estimated number of hours).