

**Henry P. Roybal**  
Commissioner, District 1

**Miguel M. Chavez**  
Commissioner, District 2

**Robert A. Anaya**  
Commissioner, District 3



**Kathy Holian**  
Commissioner, District 4

**Liz Stefanics**  
Commissioner, District 5

**Katherine Miller**  
County Manager

August 12, 2015

**SANTA FE COUNTY**  
**RFP# 2016-0060-FD/BT**  
**Hazard Mitigation Plan for the Santa Fe County Fire Department**

**ADDENDUM #1**

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

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1. Will respondents be notified which firms have indicated an intent to submit prior to the proposal due date? **The County will not specifically notify all parties. Respondents that provided the Acknowledgement of Receipt Form will receive email notifications of all addenda to the RFP. Each Respondent will see the other Firms in the email address.**
2. Is this RFP to create a new hazard mitigation plan, or does Santa Fe County have an existing hazard mitigation plan to update? **The County does not have a current Hazard Mitigation Plan.**
3. Are any municipalities or tribes expected to directly participate and adopt the finished plan or will this Hazard Mitigation Plan just be adopted by Santa Fe County? **Santa Fe County will be the only direct participating party and will be the final acceptance or rejection of the final Plan.**
4. Which tribal entities are anticipated to be included as stakeholders? **The Pueblos of Tesuque, Pojoque, Nambe and San Ildefonso will be invited to attend the Regional meetings; however no "buy in", adoption or signature from any of the Pueblos will be required. The meetings will be in the context of "Good Neighbor/Whole Community" engagement.**
5. Is it anticipated that the City of Santa Fe be included as a stakeholder? **No.**
6. Exhibit A, Scope of Services, Item B.4 states the following: "Sources to document Items 1 and 2 including historical data and the current THIRA." Does a THIRA for Santa Fe County currently exist or will the development of a THIRA for the County be part of this RFP? The County THIRA only exists with three threats identified. One THIRA for each of the three threats. The

remainder threats are under development. The Mitigation Plan process may help the County in populating its THIRA, however completing our THIRA will not be a deliverable.

7. Typically, communities in New Mexico that undergo a THIRA select three hazard scenarios for it. Is this a correct assumption for the Santa Fe County Hazard Mitigation Plan RFP if a THIRA is to be included as part of the scope of services? **No. The NMDHSEM has set the three as a minimum.**

8. Are resumes included in the page limitations? **Yes** Should resumes be included in section 2, Capacity and Capability? **Yes. (NOTE: see response to final question # 22 below)**

9. For cost, page 22, item 6 indicates "Offerors must propose one firm, fixed fully-loaded hourly rate" page 23 item 5 indicates "to include proposed staff, hourly rates." Please clarify, does Santa Fe expect one rate for all staff or a list of proposed staff and their rates? **The intent for requesting a cost as a criteria factor is to assist the County with its budget expectations and preparations. The final agreement will include a total amount of compensation that will be allocated as a result of contract negotiations and based on the hourly rates of staff. Hourly rates of staff shall include all overhead, and direct or indirect costs associated with the work. Offerors will provide a separate proposal for reimbursable for travel and per diem. NOTE: Please be sure to submit your Firm's cost proposal in a separate, sealed envelope.**

10. Will this project be Lump Sum or Time and Materials? **The project cost will be a negotiated fee for the deliverables identified in the Scope of Work described in Sample Agreement attached to the RFP as Appendix C.**

11. Will the County accept EVIDENCE of insurance certificates (EOIs) from the offeror with proposal submission? **Yes.**

12. Is the offeror to refer to EOIs as Attachment A? **Yes or simply as an "attachment".**

13. Confirm what are the "required" forms other than Appendix A (previously submitted) and Appendix B; should the offeror resubmit Appendix A with its proposal. **Appendix A is the Acknowledgement of Receipt Form that was to be submitted to the Procurement Manager by Aug. 4. Appendix B is the Campaign Contribution Disclosure Form to be submitted with your Firm's Proposal.**

14. Does the offeror have to submit its New Mexico business license and/or Santa Fe county/city business license(s) **with** the proposal submission? **The New Mexico In-State Preference Certificate must be submitted with your proposal in order to receive the 5% preference. The Santa Fe County Preference must also be submitted with your Firm's Proposal to receive an additional 5% preference. The Santa Fe County Preference Certificate is issued by submitting the application to the County Purchasing Office. If you do not have a Santa Fe County Preference certificate, it is too late to submit the application for this RFP.**

15. A cost response form is noted on page 19, 5<sup>th</sup> paragraph, but a cost form was not included with the RFP. Is there a form that should be used? **There is no cost response form. Please submit the cost information requested in the cost criteria factor in a separate sealed envelope.**

16. A single fixed hourly rate inclusive of all fees is requested per item 6, page 22. Can multiple rates be provided that represent the range of consultant staff that will do the work? **Yes.**

17. Should we include a cost for the project in our proposal? **Firms may submit an estimated cost for the project; however the fee will be negotiated with the selected and most qualified Firm.**

18. What is the grant budget established for the HMP and does the County intend to use in-kind services to meet the local match? **Approximate project budget is \$70,000. It is unknown whether or not in-kind services will be used to meet the local match.**

19. What other jurisdictions besides the County are anticipated to be full participants in the planning effort that would also be seeking FEMA approval? **See answer to questions #3 & 4.**

20. What is the desired time frame to complete the planning effort? **Project Schedule will be negotiated with selected Firm.**

21. Should an approach to the project be submitted in the proposal or only qualifications? **See Criteria # 3, Project Approach.**

22. Can resumes be excluded from the 15 page limit and added as an attachment? **Staff resumes may be added as an attachment; however it is highly suggested to provide information to Evaluation Factor #2 Capacity and Capability regarding the qualifications and capability of your Firm's personnel that will be providing the services.**