



COUNTY OF MENDOCINO

Executive Office

CARMEL J. ANGELO
CHIEF EXECUTIVE OFFICER
PURCHASING AGENT

501 Low Gap Road Room 1010
Ukiah, CA 95482-3734

Email: ceo@mendocinocounty.org
Website: www.mendocinocounty.org

Office: (707) 463-4441
Fax: (707) 463-5649

COUNTY OF MENDOCINO ♦ REQUEST FOR PROPOSAL ADDENDUM No. 1

GRANT RESEARCH & WRITING SERVICES FOR DISASTER PREVENTION, RECOVERY, RESILIENCY, & MITIGATION PROJECTS

RFP No.	DR-21-02
Addendum Issue Date:	March 24, 2021
RFP Issue Date:	March 2, 2021
RFP Submission Deadline:	April 5, 2021 - 5:00 pm

VENDOR INQUIRIES/MENDOCINO COUNTY RESPONSES

1. **Vendor Inquiry:** What is the importance of firm proximity to Mendocino County in terms of proposal evaluation? Is proximity a significant factor?

County of Mendocino Response/Clarification: The County usually has a local vendor preference. However, this RFP does not have a local vendor preference due to grant requirements for the federal awards. Attachment F Sample Proposal Evaluation Form in the RFP lists all the criteria the vendors will be evaluated on.

2. **Vendor Inquiry:** According to Attachment F, Cost is weighted 30 points (30%) in the proposal evaluation. Does Mendocino County have a budget for this grant research project?

County of Mendocino Response/Clarification: There is no budget. The contract amount will be negotiated once a vendor is selected. The County will be reviewing the vendor's hourly rates as part of the cost evaluation.

3. **Vendor Inquiry:** According to the RFP, the Disaster Recovery Division and its grant writing partners have already secured about \$18 million funding. Who are the previous grant writing partners and is there an incumbent for this specific grant project?

County of Mendocino Response/Clarification: The previous contractor is LACO Associates. Depending on the expertise of the vendor and the grant project, other partners such as the Mendocino County Resource Conservation District and Community Development Services have assisted the County with grant writing.

4. **Vendor Inquiry:** The "Background Information" section mentions "grant partners." Is there an incumbent grant writing firm that currently (or previously) provides grant research and writing services?

County of Mendocino Response/Clarification: Please see Question #3.

5. **Vendor Inquiry:** The "Proposal Format and Content" section mentions to provide, "A description of the process/approach to be used in providing the services described in Sections XI – Scope of Work. Be specific and address all elements, including but not limited to, descriptions for all system modules." What is a system module?

County of Mendocino Response/Clarification: Please provide systems or software, if any, that the vendor intend to use to for this service.

6. **Vendor Inquiry:** The "Proposal Format and Content" section mentions providing "licenses" for key staff. In lieu of licenses, particularly for AICP-certified planners, can we provide the license number?

County of Mendocino Response/Clarification: Please list the types of licenses or certification, if any, of key staff.

7. **Vendor Inquiry:** The "Proposal Format and Content" section requests a "Timeline indicating implementation schedule and training schedule (if applicable)." Can the County describe a little bit more as to what it would like to see in the timeline (e.g., typical time it takes to prepare a grant, upcoming grants that are in line with disaster recovery, or something else)? Also, is the County wishing for the consultant to train staff on researching and writing grants?

County of Mendocino Response/Clarification: It is up to the vendor how they would like to present the timeline. If it is the expertise of the vendor to train County staff on grant research and writing, please include that in the proposal.

8. **Vendor Inquiry:** Can the "Letters of Reference" be from previous proposals or do you want them to be specific to this opportunity and addressed to someone at Mendocino County? If the latter, who should we address the letters?

County of Mendocino Response/Clarification: We require a minimum of two letters and prefer them to be addressed to Recovery Director Nash Gonzalez. There is no requirement on whether the vendor submit a previous letter or one specific to the County.

9. **Vendor Inquiry:** In light of the ongoing COVID-19 pandemic, our firm is continuing to promote social distancing and requesting our personnel work remotely to discourage transmission of the virus. This policy reduces our ability to produce "hard copy" proposal packages. May an electronic submission, either via email or upload, be a possibility for the proposal submission?

County of Mendocino Response/Clarification: County procedure still requires a hard copy. An electronic copy may be submitted in addition to but cannot be in lieu of a hard copy.

10. **Vendor Inquiry:** The RFP states that the County is seeking federal, state, and private funding opportunities for the County's disaster prevention, recovery, resiliency, and mitigation projects. Has the County developed any plans for future construction projects that may come to fruition if this funding can be secured, and if so, would it be appropriate to share with proposers?

County of Mendocino Response/Clarification: Please see the Redwood Complex Project Plan that will be posted on the RFP page at <https://www.mendocinocounty.org/Home/Components/RFP/RFP/1844/181>

11. **Vendor Inquiry:** Will consultants involved in identifying needs, project scoping/definition, and/or grant application preparation/submission be precluded from providing any planning, design, or construction management services on projects funded by successful grants applications?

County of Mendocino Response/Clarification: The grant writer will be precluded from implementing and/or managing the project once awarded due to standard fair contracting practices. Depending on the project and the expertise of the vendor, the vendor may subcontract or perform the planning and design of the projects themselves when they are necessary for the preparation of the grant application.

12. **Vendor Inquiry:** On page 8, the RFP notes that the COVID-19 pandemic has caused a public health and financial crisis for the County. Is the County seeking additional grant writing assistance for COVID-19 related needs?

County of Mendocino Response/Clarification: Yes, we're looking for assisting for all types of disaster.

13. **Vendor Inquiry:** On page 9, Number 2, the RFP mentions "identified disaster-related unmet needs and potential disaster prevention, recovery, resiliency, and mitigation projects". Can the list of "identified unmet needs" or a copy of this report be shared with proposers?

County of Mendocino Response/Clarification: A link to the Redwood Complex Project Plan will be posted on the RFP page at <https://www.mendocinocounty.org/Home/Components/RFP/RFP/1844/181>

14. **Vendor Inquiry:** On page 10, Section I, the RFP requests a "timeline indicating implementation schedule and training schedule (if applicable)". Does the County have any identified training needs now or in the foreseeable future, or is the training in reference to the administration of any grants or funding secured by the proposer?

County of Mendocino Response/Clarification: Please see Question #7.

15. **Vendor Inquiry:** Cost Proposal: On page 4, Section M, the RFP notes that this service may be available for use by other local government agencies. Would the County like proposers to include this option as an "Add Alternate" in their fee schedule?

County of Mendocino Response/Clarification: It is up to the vendor on how to present their cost breakdown. At minimum, the cost should have all the requirements laid out in Section XIII Format of Cost Proposal of the RFP.

16. **Vendor Inquiry:** Cost Proposal: On page 12, Number 3, the RFP states that "Contract payments will be made on the basis of satisfactory performance by the Vendor as determined by the County." Can the County clarify if "satisfactory performance" payment is limited only to the success of the proposers securing funding?

County of Mendocino Response/Clarification: "Satisfactory performance" is based on the quality of the vendor's work, not the success of securing funding. The County will pay the vendor per the hourly rate listed in the cost proposal regardless if the project receives funding.

17. **Vendor Inquiry:** Cost Proposal: Should the Cost Proposal include a breakdown by type of funding the County is or may be seeking?

County of Mendocino Response/Clarification: It's up to the vendor how they want to breakdown the cost proposal. At minimum, the cost should have all the requirements laid out in Section XIII Format of Cost Proposal of the RFP.

ALL OTHER SPECIFICATIONS REMAIN IN FULL FORCE AND EFFECT.

Acknowledgment of receipt of this addendum is required to be included in your proposal. You may indicate such inclusion in narrative form within your proposal or by attaching a copy this addendum to your proposal.

Any questions or concerns regarding this matter should be directed to Senior Administrative Analyst Xuyen Ung at the phone numbers or email addresses below:

707-234-6303

disasterrecovery@mendocinocounty.org