



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

1149 Pearl Street
1st Floor, Beaumont, TX 77701

OFFICE MAIN: (409) 835-8593
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Addendum to RFQ

RFQ NUMBER: RFQ 23-060/JW

RFQ TITLE: PROFESSIONAL GRANT ADMINISTRATION AND PLANNING SERVICES FOR NOAA TRANSFORMATIONAL HABITAT RESTORATION AND COASTAL RESILIENCE GRANT PROJECT(S) (NOAA GRANT NO. NOAA-NMFS-HCPO-2023-200801)

RFQ DUE BY: 11:00 AM CT, THURSDAY, SEPTEMBER 21, 2023

ADDENDUM NO.: 2

ISSUED (DATE): 9/18/2023

To RFQ Respondent: This Addendum is an integral part of the RFQ package under consideration by you as a Respondent in connection with the subject matter herein identified. Jefferson County deems all sealed qualifications to have been proffered in recognition and consideration of the entire RFQ Specifications Package – *including all addenda*. For purposes of clarification, **receipt of this present Addendum by a Respondent should be evidenced by returning it (signed) as part of the Respondent’s sealed RFQ response submission.** If the RFQ response submission has already been received by the Jefferson County Purchasing Department, Respondent should return this addendum in a separate sealed envelope, clearly marked with the RFQ Title, RFQ Number, and RFQ Opening Date and Time, as stated above.

Reason for Issuance of this Addendum:

- **Addition of Cost Proposal Form for RFQ Submission**

The information included herein is hereby incorporated into the documents of this present RFQ matter and supersedes any conflicting documents or portion thereof previously issued.

Receipt of this Addendum is hereby acknowledged by the undersigned Respondent:

ATTEST:

Witness

Witness

Approved by ____ Date: _____

Authorized Signature (Respondent)

Title of Person Signing Above

Typed Name of Business or Individual

Address



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REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ 23-060/JW)

PROFESSIONAL GRANT ADMINISTRATION AND PLANNING SERVICES FOR NOAA
TRANSFORMATIONAL HABITAT RESTORATION AND COASTAL RESILIENCE GRANT PROJECT(S)
(NOAA GRANT NO. NOAA-NMFS-HCPO-2023-200801)

CLARIFICATIONS

QUESTION 1: Would Jefferson County consider extending the deadline to allow respondents time to incorporate any Addenda into the response?

ANSWER: **NO.**

The County is unable to extend the deadline for RFQ submissions for this project due to the overall timeframe for the grant application submission.

QUESTION 2: How long will the review committee take to select a contractor for RFQ 23-060/JW?

ANSWER: Due to the time constraints of the grant application for CWDG Projects funding, the Selection Review Committee and Award/Contract process will be expedited, with a goal of having the RFQ awarded and contract executed by the second week of October.

QUESTION 3: Is a Cost of Services required? If so, could the County provide the form?

ANSWER: Yes. Respondents may submit the **Cost Proposal Form included in this addendum, PAGE 3.**

QUESTION 4: The RFQ states a that there is a 35-page limit for the RFQ Response (not including the RFQ specifications document or addenda). Question: Would the County permit an appendix for resumes?

ANSWER: Yes, Resumes may be included as an appendix – this inclusion will not count towards the 35-page response limit.



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COST PROPOSAL FORM
(RFQ 23-060/JW)

Scope of Work: The management consultant or firm to be hired is to provide contract-related management services to the County including, but not limited to, the following:

Pre-Award (services associated with developing and requesting funds through the NOAA program)

- Grant Writing and Application Preparation
- Respond to Requests for Information (RFI) regarding projects
- Assemble Environmental and Historic Preservation Review (EHP) as needed
- Participate in Public Outreach if applicable (e.g. advertising, public meetings)
- Act as Liaison between project engineer, the State, and NFS
- Attend workshops and meetings related to the development and submission of the application

Post-Award Grant Management Activities: (services associated with administering CWDG projects)

- Record-keeping and financial management
- Environmental clearance procedures
- Real property acquisition procedures under Uniform Act
- Equal employment opportunity requirements
- Project Management
- Technical Monitoring (e.g. site visits, technical meetings)
- Monitor and evaluate the progress of activities in accordance with the approved SOW and budget
- Project close-out assistance

COST TO PROVIDE SERVICES AS DESCRIBED WITHIN THIS RFQ:

PRE-FUNDING SERVICES

\$ _____ . _____

POST-FUNDING SERVICES

\$ _____ . _____
