

GEORGE FLAGGS, JR.
MAYOR



ALEX J. MONSOUR, JR.
ALDERMAN

MICHAEL A. MAYFIELD, SR.
ALDERMAN

City of Vicksburg

1401 WALNUT STREET • VICKSBURG, MS 39181 • (601) 636-3411

May 12, 2020

ATTENTION BIDDERS

VIA EMAIL/FAX:

**Re: CITY OF VICKSBURG
PROFESSIONAL CONSULTING SERVICES FOR DISASTER RECOVERY**

Dear Sir or Madam:

This letter will serve as Addendum #1 for **"REQUEST FOR PROPOSALS
PROFESSIONAL CONSULTING SERVICES FOR DISASTER RECOVERY"** with the following:

See Addendum #1 attached.

Sincerely,

A handwritten signature in blue ink, appearing to read "Walter W. Osborne, Jr.", is written over a faint circular watermark of the City of Vicksburg seal.

Walter W. Osborne, Jr.
City Clerk

Attachment(s)

Incorporated 1825

City Website: <http://www.vicksburg.org>

**ADDENDUM #1 TO REQUEST FOR
PROPOSALS FOR DISASTER RECOVERY
CONSULTING SERVICES**

THE FOLLOWING CHANGES ARE HEREBY MADE TO THE REQUEST FOR PROPOSALS FOR DISASTER RECOVERY CONSULTING SERVICES:

1. EXCHANGE THE ATTACHED HAZARD MITIGATION SUPPORT AND EMERGENCY MANAGEMENT SUPPORT SERVICES FOR THOSE RESPECTIVE SECTIONS IN THE INITIAL RFP WHICH DELETES THE WORD "FUTURE" IN EACH SECTION. THE SELECTED CONSULTANT MAY BE CONTRACTED TO ASSIST WITH RECOVERY OF PAST DISASTERS.
2. EXCHANGE THE ATTACHED AFFIDAVIT OF SOLVENCY FOR THE AFFIDAVIT OF SOLVENCY IN THE INITIAL RFP TO CORRECT A TYPOGRAPHICAL ERROR.
3. EXCHANGE THE ATTACHED RFP MAILING LABEL FOR THE RFP MAILING LABEL IN THE INITIAL RFP TO INSTEAD OF MAY 18, 2020.
4. INSERT THE FOLLOWING AS SECTION V. B. 9:
(9) References for similar projects: In this section, provide the name, phone number and address of at least three (3) persons who work for governmental entities that hired your firm to do similar work.
5. INSERT THE FOLLOWING AS SECTION V. B. 10:
(10) In this section, provide a list of similar projects that your firm has been employed to consult with and include dates of the project, the location of the project, governmental or other entity that hired your firm, brief description of the scope of work and monetary value of the project.
6. SECTION V.C. RFP Package Components should be changed to require (1) printed original and (4) copies of the RFP Package.
7. EXCHANGE THE ATTACHED CHECKLIST FOR THE CHECKLIST INCLUDED IN THE INITIAL RFP.
8. PLEASE INCLUDE THIS ADDENDUM #1 IN YOUR SUBMITTED PROPOSAL AND ACKNOWLEDGE BELOW.

Authorized Signature, Title

Procurement and Contract Management/Monitoring Support

Ensure City disaster recovery and restoration procurement processes comply with laws, regulations and guidelines as required by FEMA, State or other agencies.

Possess the expertise to assist in the review of City Purchasing policies to ensure compliance for eligible cost reimbursement.

Develop processes for ensuring compliance related to contract monitoring and contract close-out as required by FEMA, State, or other agencies.

Ensure City documentation is sufficient to respond to Office of Inspector General (OIG) audits and reviews.

Information Technology & Data Management

Development of IT solutions that support the management and implementation of disaster recovery programs.

Properly collect data and document information as necessary to optimize compliance with FEMA, state, or other agencies.

Ensure City documentation is sufficient to respond to Office of Inspector General (OIG) audits and reviews.

Insurance and Other Funding Support

Review and understand the City's insurance coverage in order to ensure the City's disaster recovery and restoration processes comply with laws, regulations and guidelines as required by FEMA, state, or other agencies.

Route eligible expenses correctly, including insurance coverage guidelines.

Identify other disaster recovery funding opportunities, including Community Development Block Grant Disaster Recovery programs.

Ensure there are no duplications of funding or submissions if varying agencies are involved.

Hazard Mitigation Support

Provide expertise in identifying, developing and evaluating opportunities for the development of hazard mitigation programs to reduce or eliminate risk from events.

Possess the expertise to assist the City is preparing relevant documentation and analysis related to hazard mitigation grant programs.

Ensure City hazard mitigation programs comply with laws, regulations and guidelines as required by FEMA, state or other agencies.

Emergency Management Support Services

Provide expertise related to post-disaster recovery continuity of operations, training, development of teams, monitoring, review and test of plans related to events.

CFR 200 Compliance Language Procurements

While assisting the City with project procurements or in the event the vendor must procure additional resources post-contract award, the awarded Proposer will strictly adhere to 2 CFR 200 procurement rules. This includes adhering to the strictest provisions of Federal, State, and Local procurement Rules, Regulations and/or Ordinances, etc.

**REQUEST FOR PROPOSALS DISASTER RECOVERY
CONSULTING SERVICES**

AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF _____, being of lawful age and being duly sworn I, _____
_____, as _____ (ex. CEO, officer, president, duly authorized
representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this ___ day of _____ 20__ .

Signature of Affiant

STATE OF _____

COUNTY OF _____

Subscribed and sworn to before me this ___ day of _____ 20__ , by _____
who personally appeared before me at the time of notarization, and who is personally known to me or who has produced
_____ as identification.

Notary Public

My commission expires:

VI: OPTIONAL CHECKLIST

REQUEST FOR PROPOSALS DISASTER RECOVERY CONSULTING SERVICES

SECTION	ATTACHMENT NAME	CHECKBOX	CITY USE
Section 1	RFP Cover Page		
Section 2	Cover Letter		
Section 3	Qualifications, Location and Experience		
	Proper and Valid Licensing for conducting business in State of Mississippi		
	Current Applicable Department of Regulation License(s)		
	Current Applicable Certification(s)		
	List of Sub-Contractors with credentials & related experience		
Section 4	Proposed Strategy & Technical Approach		
Section 5	Auditing History		
Section 6	Proposed Pricing / Rate Sheet Attachment "A"		
Section 7	Socioeconomic Contractors		
Section 8	Administrative Information (include the following):		
	Proof of Liability Insurance and Limits		
	Drug Free Work Place Form		
	RFP Affidavit		
	RFP Affidavit of Solvency		
	Conflict of Interest Disclose Form		
	Acknowledged Addenda		
Section 9	References		
Section 10	Similar Projects		

VII: SEALED RFP MAILING LABEL

**REQUEST FOR PROPOSALS DISASTER RECOVERY
CONSULTING SERVICES**

**Cut along the outer border and affix this
Label to your sealed bid envelope to
Identify it as a "Sealed RFP"**



SEALED RFP · DO NOT OPEN

SEALED RFP NO.:

RFP TITLE:

**DISASTER RECOVERY
CONSULTING SERVICES**

DUE DATE/TIME:

By 9:00 a.m., May 22, 2020

SUBMITTED BY:

Company Name

Company Address

Company Address

DELIVER TO:

**City of Vicksburg
City Clerk's Office
1401 Walnut Street
Vicksburg, MS 39180**

END OF DOCUMENT