Planning and
Community Development
602 S. Main Street
Joplin, Missouri 64801
(417) 623-0820 Ext.541
(417) 624-4620 (Fax)

May 19, 2016

Request for Proposal 2016-RFP-08
CDBG-DR Administration and Program Management
Addendum #4

This addendum responds to and clarifies issues raised by potential respondents.

Q. Upon award of a contract from this solicitation, will the City of Joplin utilize a standard City contract, or will the City utilize the standard contract of the awardee? If the former, will the City provide a copy of their standard contract to review at least 5 days prior to the due date of the proposal?

A. The City will utilize a standard City contract which will be provided separately as an example as Addendum 5.

Q. Please confirm that the resumes (CVs) for project staff are not included in the 40 page count.

A. No, they are not.

Q. We understand the general services that the City is requesting as outlined on page 5 and 6 of the proposal, but there are no specific tasks and deliverables included to help determine a specific level of effort by year by person.

Q. What assumptions should we use regarding level of effort by title/function so that Joplin can compare the total cost across all bidders?

A. Staff expertise should include Firm's own disaster recovery and CDBG-DR experience and reflect deep understanding of functions and skills outlined in the RFP. Firm should utilize these experiences and review of City projects to determine hourly rates and skill types needed to complete City projects through close-out. The final costs and individual skill types and expertise are critical to selection.

Q. Alternatively, would Joplin consider modifying the RFP to request only the average hourly rates by year with the specific level of effort to be negotiated as the scope and deliverables are defined through subsequent assignment of tasks?

A. The Firm should propose a menu of skills and hourly rates and include a fee schedule based upon RFP information and consider own qualifications and experiences to determine submitted costs.

Q. If neither of the above, what additional guidance can Joplin provide regarding how to build up the total cost?

A. There is a variety of information to be found both on the City website and in the RFP and Addendums. While selection is based primarily on costs, qualifications and experience are critical factors. Consider a maximum not-to-exceed amount based on a menu of services the City can select from based on need. Assign the services to RFP tasks as shown in the example provided on the City website as Addendum 5.

Q. The RFP indicates that each respondent shall acknowledge receipt of and incorporate each addendum in its Responses. Would the addendums count toward the 40 page limitation?

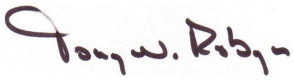
A. No

Q. Will the respondent be required to maintain an office within the City of Joplin or is it appropriate to have an office located in close proximity?

A. The awarded firm will be responsible for having the appropriate level of staff and expertise on-site and available during the weekly business hours. The City does afford some work space for on-site staff. It will be up to each firm to propose and adaptively modify a staffing structure that fits the needs of the City and also considers overall travel and reimbursable expenses vs. leasing space costs.

Please check the City website RFP posting routinely for continued updates and information.

Sincerely,



Tony Robyn
Assistant Director
Planning, Development and Neighborhood Services
City of Joplin, Missouri