

ADDENDUM NO. 1

TO: All Vendors

FROM: Jason McGarry, Procurement/Contracts Administrator

SUBJECT: Economic Recovery and Resiliency Plan

DATE: October 27, 2020

This Addendum No. 1 modifies the Request for Qualifications (RFQ) only in the manner and to the extent as stated herein.

QUESTIONS AND ANSWERS

Q1: Can you please share an approximate budget range for the project? It is hard for us to determine the overall depth of analysis and support required. For example, the concept of public engagement can be addressed at varying levels of depth and intensity and with dramatically different resource requirements. A budget range will allow us to better gauge how to allocate resources within the proposal.

A1: While an estimate for the project was included in the budget submitted to EDA, the selection team is looking for proposals that include possible and reasonable efforts to reach businesses, industries and communities regarding the challenges they have encountered with COVID so that potential strategies can be developed. A specific scope, which will dictate budget, will then be negotiated with selected firm.

Q2: The RFQ suggests that Federal Form SF 330 will be required for the CONSULTANT and any sub-CONSULTANT. However, form SF 330 is specifically for architects and engineers, and there is little to no architecture or engineering scope outlined in the project elements. Instead the scope is more properly for management consulting or economic development consulting and there is no corresponding GSA Standard Form for Consulting or Economic Development. Is there a specific reason for this requirement?

A2: The SF330 is not required but gives up an opportunity to see a detailed version of the project team.

Q3: The RFQ states that public engagement and outreach to the community is required. Do you have a list of specific local stakeholders (public and private) that should be targeted for this?

A3: The project team will provide a base list of local stakeholders to be engaged however the selected consultant will be expected to propose methods for reaching other more grassroots stakeholders (e.g. small businesses and representative communities). The project team will assist in identifying contacts for those groups once they have been determined.

Q4: Please clarify whether in-person stakeholder engagement activities are expected, or if virtual meetings, workshops or forums would provide an acceptable COVID modification?

A4. The project team expects that the stakeholder engagement will be a combination of both. While virtual meetings and workshops may be used for gathering input from the already engaged stakeholders that can be convened in groups, some face-to-face (following social distancing guidelines) will be needed to reach the grassroot stakeholders identified.

Q5. In the project elements section of the RFQ there are several references to the term “financial impacts.” How is the association defining this term, and how does it differ (if at all) from economic impact as commonly used?

A5. Financial impacts equate to economic impacts in this context.

Q6. The RFQ notes that the electronic submission on Oct 30 should be sent to the attention of Jason McGarry, but no email address is provided. Can you please send to us?

A6. jasonm@bcdco.com

Q7. In the interest of overall sustainability, most of our client have moved away from the requirement for having hard copy versions of proposal documents, both for sustainability reasons as well as ease of document transmittal during COVID. Has the BCDCOG considered moving to an electronic submission only model?

A7: Electronic submissions may be made to jasonm@bcdco.com

Q8. What is the estimated budget to complete the Economic Recovery and Resiliency Planning activities as described in the RFQ?

A8. See answer to Question 1.

Q9. What activities has the BCDCOG and One Region completed since mid-March 2020 to gather information from businesses including surveying, virtual focus groups, etc.?

A9: One Region activities since March have been focused on responding to the COVID-19 impacts on the Charleston regional economy and providing a regional re-opening plan. These efforts included publishing guidelines for safe re-opening, social media marketing and messaging around the re-opening, and the One Region Ready program to highlight businesses and organizations that complied with One Region and CDC safe re-opening guidelines.

Q10. May you upload a copy of the SF 330 form to the BCDCOG website so respondents are using the correct version?

A10: <https://www.gsa.gov/forms-library/architect-engineer-qualifications>

Q11. The RFQ mentions financial monitoring modeling programs. Is the BCDCOG looking for recommendations or do they want a solution proposed with estimated costs as part of the proposal?

A11. The project team is looking for proposals to identify any financial monitoring/modeling software to be employed in conducting the project and if none, for these to be considered as a way of measuring the success of solutions in the future.

Q12. When was the last time One Region members met? When are upcoming meetings scheduled?

A12: The One Region Committee met on October 7 and will reconvene on November 11

Q13. The proposed timeframe in the RFQ anticipates a contract award in December 2020 with complementation of the project 15 months from the award date. Is the BCDCOG open to a condensed timeline?

A13. The project team is open to a condensed timeline provided the public engagement and other activities are thoroughly conducted.

Q14. Will BCDCOG assign a Project Manager to this engagement? If so, will this individual be dedicated to supporting the Recovery and Resiliency Planning efforts?

A14. The BCDCOG anticipates hiring a project manager to coordinate with the selected consultant on this effort as its principal, not necessarily only, job responsibility.

Q15. How active were Dorchester and Berkeley counties in planning for the One Region effort? Should additional attention be paid to efforts in those counties or are they well connected into the regional strategy?

A15: Representatives from Berkeley and Dorchester county private sector, government, and non-profit entities were involved in the formulation of the One Region strategy in 2015 and have been engaged in the ongoing work of One Region, including the COVID-19 One Region Ready work.

Q16. Since the completion of the One Region Strategy, has a consultant(s) assisted the group with further technical assistance? If so, which consultant(s)?

A16: Amy Holloway from Avalanche Consulting (now Ernst & Young Economic Development Advisory Services)

Q17. Section IV of the RFQ includes 10 items to provide in the qualifications package. Is there flexibility in how the qualifications are organized as long as they adhere to the page limit or do they need to follow this ordering?

A17. Qualification information provided in proposals does not have to follow the ordering in Section IV, however proposal evaluations rely on being able to identify that those information items have been provided and therefore should be clearly stated.

Q18. What format should respondents use to show its schedule of fees?

A18. Respondents should provide an estimate of anticipated costs for various elements of the project to be conducted.

Q19. The RFQ requests three relevant projects. Do they need to be for the lead or can projects be provided for subcontractors?

A19. The RFQ is looking for evidence of experience with relevant or comparable type projects. Please be specific as to the respondent's role on each project (prime, sub-contractor).

Q20. What is the anticipated budget or budget range the COG is contemplating for this RFQ?

A20. See answer to Question 1.

Q21. On page 4, bullet labelled "10" at the top (continuation of the section on submission requirements), it states "10. Proposed schedule of fees." As this is an RFQ, are you looking for our hourly rates per person? If not, please clarify what you would like in response to this item.

A21. See answer to Question 18.

Q22. Can you please change the deadline for receipt of proposals to Monday November 2, 2020?

A22. Yes – proposals are now due by 3:00 PM on 11/2/20.

Offeror shall acknowledge receipt of Addendum No. 1 in the space provided below and return with their proposal. Failure to do so will subject the proposal to rejection.

Authorized Signature

Company Name