

# STATE OF ALASKA

Department of Military and Veterans Affairs  
Division of Administrative Services



## CONTRACT PROJECT MANAGEMENT FOR DISASTER GRANT PROJECTS IN ALASKA

RFP 230000021

Amendment 1

March 9, 2023

**This MANDATORY RETURN amendment is being issued to answer questions received by interested offerors.**

**Important Note to Offerors:** You must sign and return this page of the amendment document with your proposal. Failure to do so may result in the rejection of your proposal. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.

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COMPANY SUBMITTING PROPOSAL

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AUTHORIZED SIGNATURE

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DATE

**Questions submitted by potential offerors and answers from the state:**

**Question 1:** Is this a new requirement?

**Answer:** No. We had previous contracts that inadvertently lapsed, so we need to resolicit.

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**Question 2:** Is it possible to receive the list of contractors who most recently held the contract or what the old contract number for this service was?

**Answer:** CE2 Engineers, Inc., CRW Engineering Group, LLC, and Meridian Management, Inc. held the previous contract.

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**Question 3:** Can you explain the no subcontractors' section and what that means? No subcontracting of project management services or no subcontractors?

**Answer:** We want the project management company to have the sole responsibility for the task order and the work we are asking them to perform. When you subcontract project management, it can become complicated to ensure the work is being performed properly, less oversight. We need to ensure we are abiding by the terms of federal and grant policy, regulation and law. We expect our contract project manager to contract on behalf of an applicant or the subrecipient we assign them.

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**Question 4:** I would assume the project management piece, that's acting as an agent for subrecipients in getting the project worksheet scope of work actually completed. The administrative side that you talk about, is that grant administrative services portion in the scope of work?

**Answer:** Yes. You are 100% correct. In the FEMA world and state world they are separated. The Feds allow up to 5% for administrative costs associated with the cost of all of our subrecipient project worksheets.

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**Question 5:** Do interested offerors, who wish to respond to this RFP, have to respond to both the project management and grant administrative services or can they pick one over the other?

**Answer:** Our expectation is for the contractor selected to be able to do both. So, yes, you must respond to both.

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**Question 6:** There are some pretty strict requirements in the RFP related to construction management experience. The bulk of this seems to be around project management and there is even a line item in the scope that says the contractor can hire or assign a construction manager. My question relates more around construction management requirements. When reviewing things, there's a point assigned to that and I'm wondering how valuable that is to the work when it appears to me most of its project management and grant management.

**Answer:** Your management can be very valuable, and it just depends. There are times, based on the damage to a facility and whether it needs to be repaired or rebuilt, where construction management and the understanding of construction process is critical to helping develop the scope of work, executing the scope of work and understanding timelines and linear processes in construction.

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**Question 7:** My question goes back to subcontractors since we cannot use them to fill that, can we hire on behalf of a village, tribe or something, an onsite construction management, not necessarily from our company, but hire someone to manage the construction on behalf of them, not working for us, but we would go out and help them procure the contract for construction management? Would that be allowed?

**Answer:** Yes, although the preferred method is to hire a construction contractor to do the work, with the expectation written into the solicitation that he manages that according to the timeline and process we set.

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**Question 8:** In section 1.07, Return Instructions, it states the offeror must submit one original hard copy and three signed copies and then later in that section to says if submitting via email. I just wanted to clarify that submission only via email is acceptable or do we have to have the hard copies there at the Armory in addition to the email submission?

**Answer:** You do not. Proposals may be submitted by email only, submitting only one copy of your technical proposal. Please refer to this section when submitting proposal via email.

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**Question 9:** Can you provide details on the incumbent?

**Answer:** There is no incumbent. The contract lapsed.

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**Question 10:** But you never issued a task order or DO?

**Answer:** When it was awarded and an active contract existed, we did.

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**Question 11:** Can you list who you issued task orders or DO to?

**Answer:** Meridian Management Inc.

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**Question 12:** Looking through the price proposal spreadsheet, I understand all direct costs need to be included into the hourly rate. Just to be clear, it sounds like scoring of our cost proposals, based on that combined A+B rate, we are not providing a full budget?

**Answer:** Correct. We are not going to try and highlight what indirect costs may be, and I know they are not included in those hourly rates. But if there were travel to a community or something of that nature, it would be handled under the task order. Other fees should be included in your base cost, including any risk that you perceived.

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**Question 13:** Would it be fair to say that project management costs will be captured in the project worksheet as a line item to the scope of work and in the cost estimate? And why you are asking us to provide that cost estimate so you can go to FEMA and have it added to the project worksheet?

**Answer:** Yes. And FEMA has changed their process going forward to a now simplified process and it sounds like there is going to be some changes to CEF, a cost estimating format for FEMA. We are not exactly sure how this is going to impact.

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**Question 14:** I guess my bigger question is where there is a slight risk to bidders, if I understand correctly, that grant administration services would be paid out of the grant management cost that the subrecipient receives. What happens in this case where our services performing those grant administrative services exceeds 5%??

**Answer:** The state identifies the number of hours authorized and the Period of Performance on each Task Order. PM Companies are not authorized to accrue costs over the approved number of hours agreed to. Additional hours can be added to an amended Task Order to increase the authorized number of hours or length of time to complete the project. Task Order hours authorized are usually based on the number of hours estimated by the PM Company after review and discussion with State about the project. For unobligated Projects, we would never knowingly approve costs above the total admin cost anticipated for a project but the state will honor any valid contract costs so If 5% of the project (amount authorized for Administrative Management by FEMA) ends up less than what is written into our Task Order with the selected PM Company, we would still cover those costs with State Disaster Funds.

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**Question 15:** Regarding Section 5, the evaluation criteria, can we review the total percentages there? Understanding methodology being 10%, experience and qualification being 50% and the contract cost being 40% with Alaska offer preference being 10%, adding up to 110%. Correct?

**Answer:** Correct. We are scoring on 110%.

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### **Changes to the RFP:**

**Change 1:** It was mentioned the link to the anti-terrorism provided in section 1.08(g) was not functional. This provided linked was checked and does appear to be operational. However, for those who are able to access this training through the provided link, please go to <https://jko.jten.mil>; select Tools; scroll to Training Support; scroll to Antiterrorism awareness training, and; scroll and select Non-account holder Level I Antiterrorism training.

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**--END OF AMENDMENT 1--**