ADDENDUM 1
FOR
DISASTER MANAGEMENT, RECOVERY, AND CONSULTING SERVICES

TOWN OF CHAPEL HILL, NORTH CAROLINA

RFP: P27-06

TO: All Prospective Companies

FROM: Lenore Bishop, Purchasing & Contracts Manager

SUBJECT: Addendum #1

DATE: August 13, 2026

This Addendum is being issued to provide additional information and answer the questions received from prospective Companies regarding the above-referenced Request for Proposals. All other terms and conditions remain unchanged.

Modifications:

1. Section 1.7 "Contract Award" erroneously included the sentence "Estimated quantities (determined by the Town) will be used in the evaluation of the unit price schedule." Estimated quantities will *not* be used in the evaluation and instead will be based on unit prices only for the Hourly Rates criteria section.

2. Section 2.3 "Contracting with small and minority businesses, women's business enterprises and labor surplus area companies" is no longer applicable and should be disregarded. Companies should not provide information about recruitment efforts of minority firms during an emergency event.

Question:
Listed below are the questions received and our responses:

1. **The Town previously procured FEMA Grant Management Services for Tropical Storm Chantal in late 2025. Since this solicitation includes grant administration and FEMA reimbursement support among a broader suite of disaster management services, can the Town clarify whether those services are intended to supplement, replace, or otherwise coexist with the previously awarded FEMA Grant Management Services contract?**
   A. The previously awarded contract is specific to services for Tropical Storm Chantal. This solicitation is for future, unknown events.

2. **Section 5 states that the proposer must demonstrate experience managing debris monitoring for government entities involving a minimum of 150,000 cubic yards of debris for each client. Is this a mandatory minimum qualification or a preference? Additionally, may projects performed by an identified subcontractor or teaming partner be used to satisfy this requirement?**
   A. It is a mandatory requirement. No, work by subcontractors or teaming partner cannot be aggregated to meet the requirement.

3. **Section 5 requires key project staff to be full-time employees of the proposing firm. Will the Town clarify which positions it considers key project staff and whether subcontractor personnel may serve in supporting field roles, such as debris site monitors, tower monitors, field coordinators, and load-ticket data-entry clerks?**
   A. Provide an organizational chart of the full-time employees of the providing firm that demonstrates what personnel will work on this project. The Town is looking for a firm that will not have to staff-up or augment their full-time staff just to meet the demands of this contract. Any subcontractor roles are to be spelled out in the 5.0 Section Five - Part 1 requirements.

4. **Section 1.5 establishes a twenty-page limit for proposal submittals, including the required forms in Section Four. Does this page limit also include the cover letter or letter of transmittal, table of contents, tabs or dividers, resumes, and organizational chart?**
   A. Yes, the total submittal shall be no longer than 20 pages.

5. **Section 3.4 states that the Contractor shall bill and the Town shall pay the unit prices set forth therein, while the only pricing instrument provided in the RFP is the Hourly Rate Schedule in Section 4.1. Will the Town confirm that hourly rates are the sole basis of pricing for this solicitation and that no separate unit-price schedule is required?**
   A. Yes, hourly rates are the sole basis for pricing for this solicitation.

6. **Section 1.7 states that estimated quantities determined by the Town will be used in the evaluation of the unit-price schedule. Will the Town publish those estimated quantities, or the assumptions underlying them, so that proposers may understand how the rate schedule will be evaluated?**
   A. Please see Modifications #1, Section 1.7 Contract Award.

7. **The RFP's method of scoring a total for cost may not be in line with 2 CFR § 200.318 and 200.320 (General Procurement Standards and Methods of Procurement). Per FEMA best practices, a bid schedule should be balanced to the actual estimated needs of a project. There may be one Project Manager per week (40 hours) but 10 collection monitors (400hrs). Without adding hours per position to balance the proposed rates a firm may take advantage of this deficiency and consequently score lowest on the proposal but have the highest actual cost post activation. Would the Town consider adding estimated hours for each position, so that pricing may be fairly scored across proposers?**
   A. Please see Modifications #1, Section 1.7 Contract Award.

8. **The RFP allocates 20% of evaluation to "Hourly Rates." Would the Town please clarify the methodology that will be used to evaluate cost proposals? Specifically, will pricing be evaluated using a mathematical formula (such as Lowest Evaluated Price ÷ Proposer's Price × Available Cost Points), a comparative best-value assessment, or another methodology?**
   A. The proposals will be evaluated by the criteria listed in Section 6.0 through weighted scoring.

9. **How will any positions added outside of the 4.1 Hourly Rate Schedule template be included in cost evaluation?**
   A. Other positions that are added by a Company will be evaluated based on the job descriptions and hourly rates provided.

10. **Page 9 of the RFP states that "The Town is seeking to enter into an agreement through June 30, 2027, with the option to extend for two additional one-year periods with two contractors to provide the services contained within this RFP." Page 23 of the sample contract states that "Any renewal provisions that may be contained in any exhibits, attachments, or subsequent purchase orders are void and without effect." Please confirm the extension terms of this contract.**
   A. Extension terms are for two additional one-year periods.

11. **Please clarify if the conditional federal labor liquidated-damages clause on page 27 of the RFP is intended to apply to professional debris-monitoring staff.**
   A. The provision refers to "mechanics and laborers," not professional staff but Companies should confirm how the Federal terms apply to their staff.

12. **Please confirm whether all non-labor expenses (ex: per diem, lodging, transportation, vehicles, fuel, equipment, software, insurance, etc) must be absorbed into the hourly rates proposed.**
   A. Yes, they must be absorbed into the hourly rates.

13. **For clarification during proposal evaluation, we understand that all costs associated with an Automated Debris Management System (ADMS) which includes electronic load tickets, tablets, software, hardware, staffing, and electronic contractor identification are to be fully included within the hourly rates for debris monitoring positions, with no separate rates, fees, or charges for ADMS. Please confirm this understanding is correct.**
   A. Yes, this is correct.

14. **Will special costs associated with specialized programs (such as boat rental for waterway debris removal monitoring) be able to be billed at cost without markup if required?**
   A. Yes.

15. **Page 7 of the RFP states "Should the contracts be activated, fees will be estimated based off the initial assessment of damages occurred. The Town Debris Manager in consultation with State and FEMA officials will determine the fee schedules to be used at the time of activation of the contracts." Please confirm that fee schedules will be based on established rates developed through this procurement process.**
   A. The fee schedules will be based on established rates developed through this procurement process; however, total fees will be estimated based on anticipated hours based off the initial assessment of damages incurred.

16. **Proposal responses are limited to 20 pages including the 7 pages of forms, which will result in 13 pages maximum for the proposal response. Can the Town confirm all response information (Section 1-5) should be provided within 13 pages?**
   A. Yes, the total submittal shall be no longer than 20 pages.

17. **Would the Town consider excluding staff resumes (requested in Section 2) from the maximum page count, as long as resumes are no longer than 2 pages per individual?**
   A. No.