



**JEFFERSON COUNTY, TEXAS  
PURCHASING DEPARTMENT**

1149 Pearl Street – First Floor  
Beaumont, Texas 77701  
409-835-8593

**ADDENDUM TO RFP**

RFP Number: RFP 22-020/JW  
RFP Title: Professional Grant Administration and Management Services for  
Community Development Block Grant – Disaster Recovery  
(CDBG-DR): 2019 Infrastructure Competition for Jefferson County  
RFP Due: 11:00 am CT, Wednesday, May 25, 2022  
Addendum No.: 1  
Issued (Date): May 18, 2022

**TO OFFEROR:** This Addendum is an integral part of the RFP package under consideration by you as an Offeror in connection with the subject matter herein identified. Jefferson County deems all sealed proposals to have been proffered in recognition and consideration of the entire RFP package – **including all addenda**. For purposes of clarification, **receipt of this present Addendum by an Offeror should be evidenced by returning it (signed) as part of the Offeror’s sealed proposal**. If the Proposal has already been received by the Jefferson County Purchasing Department, Offeror should return this addendum in a separate sealed envelope, clearly marked with the RFP Title, RFP Number, and Opening Date and Time, as stated above.

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**Reason for Issuance of this addendum: Clarifications – See PAGE 2 of this addendum.**

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**The information included herein is hereby incorporated into the documents of this present Bid matter and supersedes any conflicting documents or portion thereof previously issued.**

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Receipt of this Addendum is hereby acknowledged by the undersigned Offeror:

ATTEST:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Authorized Signature (Offeror)

\_\_\_\_\_  
Title of Person Signing Above

\_\_\_\_\_  
Typed Name of Business or Individual

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Address

**RFP 22-020/JW  
CLARIFICATIONS**

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**QUESTION:** Section 4.1 of the RFP states “Each proposal submitted in response to this RFP must be organized to correspond with those numbered sections of this RFP that require a response. Failure to arrange the proposal as requested may result in the disqualification of the proposal.” Reference Section 4.2 a-h and Sections 4.3 through 4.11 have some numbering and minor labeling inconsistencies. May the proposer assume they can submit a sequentially numbered proposal (e.g. 1-10) that includes all information?

**ANSWER:** As required proposal submission contents are described throughout the proposal specifications (including the detailed list within Section 4), the Respondent may sequentially number the proposal with section titles. We encourage respondents to read the RFP specifications carefully, and to include any information or completed forms that are requested.

**QUESTION:** Will the County procure an engineer for this effort, or will they be utilizing an engineer employed by the County?

**ANSWER:** The County intends to secure outside Engineering Firm(s) for any of the projects implemented with CDBG-DR: 2019 Infrastructure Competition funds.

**QUESTION:** Page 18 of the RFP provided examples of projects that could be potentially funded; however, does the County have a general idea of the types of project(s) they are more likely to pursue due to the limited funding in this competition?

**ANSWER:** At this time, the County has not targeted the exact projects for this possible grant funding.

**QUESTION:** Page 19 of the RFP states “Pre-funding services are generally ineligible for CDBG-DR reimbursement.” The GLO 2019 Action Plan , Section 5.5.6 Administrative Funds, states “Once contracted, the GLO will allow the drawdown of pre-agreement costs associated with eligible disaster recovery activities dating back to the date of the disaster for subrecipients and the GLO with appropriate documentation.”

**ANSWER:** Respondents should include pre-funding activities in assessing their Cost Proposal.

**QUESTION:** Will the County include a clause in its contract with the selected vendor to allow for pre-agreement costs to later be reimbursed, if awarded (i.e., application development, public hearing assistance, etc.)?

**ANSWER:** The cost for any pre-funding activities should be included in the Respondent’s Cost Proposal. The County will reimburse any reasonable costs/payment request(s) for pre-funding services with available funds whether through grant funds or County funds. As the contract is to include a detailed list of services to be provided and reimbursed, there will be no need to an additional clause to include pre-funding services.

**QUESTION:** Does the County anticipate filing as a lone applicant or jointly with another jurisdiction(s)?

**ANSWER:** The County anticipates filing as a lone applicant for the CDBG-DR: 2019 Infrastructure Competition funding.

**RFP 22-020/JW  
CLARIFICATIONS**

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**QUESTION:** Due to the funding limitations per application filed (\$250,000-\$1,000,000), does the County anticipate leveraging funds from other sources?

**ANSWER:** The County has not determined whether or not it will leverage funds from other sources for projects under the CDBG-DR: 2019 Infrastructure Competition funding.

**QUESTION:** Responses to the RFP are due May 25, 2022, at 11:00am CST. With applications due to the GLO through the TIGR Portal no later than August 1, 2022, at 5:00pm, and with the minimum Citizen Participation requirement of 14-days, when does the County anticipate awarding the RFP?

**ANSWER:** The County intends to award/execute a contract for this RFP (should the RFP result in a successful respondent) by the middle of June 2022.