



**JEFFERSON COUNTY PURCHASING DEPARTMENT**  
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**Addendum to RFQ**

**RFQ NUMBER:** RFQ 23-058/JW

**RFQ TITLE:** PROFESSIONAL GRANT PLANNING, ADMINISTRATION, AND MANAGEMENT SERVICES FOR COMMUNITY WILDFIRE PROTECTION PLAN (CWPP)  
(U.S. DEPARTMENT OF AGRICULTURE GRANT NO. USDA-FS-2023-CWDG-SGSF)

**RFQ DUE BY:** 11:00 AM CT, THURSDAY, SEPTEMBER 21, 2023

**ADDENDUM NO.:** 1

**ISSUED (DATE):** 9/13/2023

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

**Reason for Issuance of this Addendum:**

- REVISED SECTION 1 (REVISIONS IN RED PRINT)
- REVISED SECTION 4 (REVISIONS IN RED PRINT)
- ADDITION OF SAMPLE RFQ RESPONSE RATING SHEET
- REVISED RESPONDENT'S CERTIFICATION FORM (REVISIONS IN RED PRINT)

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

**Receipt of this Addendum is hereby acknowledged by the undersigned Respondent:**

**ATTEST:**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

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

\_\_\_\_\_  
Authorized Signature (Respondent)

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

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

\_\_\_\_\_  
Address

**ADDENDUM NO. 1 (IRFQ 23-058/JW)**

**(REVISED) SECTION 1: INTRODUCTION: REQUEST FOR STATEMENTS OF QUALIFICATION**

**(RFQ 23-058/JW) PROFESSIONAL GRANT PLANNING, ADMINISTRATION, AND MANAGEMENT SERVICES FOR COMMUNITY WILDFIRE PROTECTION PLAN (CWPP)**

**(U.S. Department of Agriculture Grant No. USDA-FS-2023-CWDG-SGSF)**

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**1.1 PURPOSE.**

Jefferson County is requesting statements of qualifications and experience from all interested individuals/consulting firms desiring to provide administration and/or planning services to conduct research and draft a **Community Wildfire Protection Plan (CWPP)** within the County; should USDA-FS-2023-CWDG-SGSF contract(s) if awarded. (Community Wildfire Protection Plan CWPP Grant 2023, South, Department of Agriculture, Forest Service)

The Biden-Harris Administration allocated up to \$200 million in funds to reduce wildfire risk to communities across the state of Texas.

**Grant Application Deadline for the potential CWPP funding is October 31, 2023.**

The program provides funding to community for two primary purposes:

- Develop and Revise Community Wildfire Protection Plans (CWPP)
- Implement Projects described in the Community Wildfire Protection Plan (that is less than 10 years old).

**1.2 SCOPE OF WORK**

The qualified/successful consulting firm is to provide all the necessary labor, research, and data required for the satisfactory completion of a Community Wildfire Protection Plan (CWPP), as described in this RFQ.

The purpose of the CWPP is to serve as a framework to identify and prioritize all future wildfire risk reduction projects of importance to the community, fostering a collaborative approach to wildfire mitigation that supports multi-benefit activities to reduce risk of loss of life and property and harmful impacts to natural resources.

The qualified firm will also include data comparing the strategic value, degree of readiness, and estimated cost of proposed mitigation efforts. This will serve to establish the relative urgency of any potential wildfire mitigation projects.

The Jefferson County CWPP shall be informed through community workshops and events and collaboration with the United States Forest Service (USFS) and neighboring jurisdictions and agencies.

The CWPP will fund a Wildfire Defense plan to mitigate wildfire risks as the nation faces ongoing wildfire crisis.

The purpose of the CWPP is to serve as a framework to identify and prioritize all future wildlife risk reduction projects of importance to the community, fostering a collaborative approach to wildfire mitigation efforts. This will serve to establish the relative urgency of any potential wildfire mitigation projects.

The Jefferson County CWPP shall be informed through community workshops and events and collaboration with the United States Forest Services (USFS) and neighboring jurisdictions and agencies.

**The final CWPP work product shall include a number of vital components:**

- 1) Community base maps that presents information such as high wildfire risk areas, evacuation routes, inhabited areas at elevated fire risk, high value assets, land ownership boundaries, vegetated areas that may contain critical infrastructure, forest and grasslands at elevated risk, watershed boundaries, stream networks, fire history and previous fuel treatments, topographic conditions access roads, location of suppression resources, and other information as necessary.

- 2) A detailed risk assessment evaluating and analyzing the overall risk of wildfire impacts on critical infrastructure, housing, businesses, and transportation with an emphasis on preparedness and firefighting capability. This assessment should be informed by both desk and field assessment and the broad collection of relevant and available data.
- 3) Incorporation of municipal plans into the CWPP.
- 4) An actionable plan that can be relied upon for meaningful wildfire protection efforts.

Professional Services and all documents prepared for the County by the Contractor (Awarded Grant Administrator) shall conform to all applicable federal, state, and local laws, rules, regulations, ordinances, codes, and orders.

In performing the work, the Contractor shall use the degree of care and skill ordinarily exercised under similar circumstances by members of the same profession working within the State of Texas. **The Contractor represents to the County that the Contractor and its employees possess the skills, knowledge, and abilities to competently, timely, and professionally complete and submit the grant application; as well as provide planning, administration, and management services should the County receive CWPP funding.**

### 1.3 STATEMENT OF QUALIFICATIONS.

The County is seeking qualified professional individuals/consulting firms desiring to provide administration and/or planning services to conduct research and draft a **Community Wildfire Protection Plan (CWPP)** within the County; should USDA-FS-2023-CWDG-SGSF contract(s) if awarded.

RFQ Respondents, please provide the following as it relates to your qualifications:

- A brief history of the service provider, including general background, knowledge of and experience working with relevant agencies and programs;
- Related experience in applying for and managing federally-funded local projects, in particular recent experience;
- A description of work performance and experience with CWDG, Disaster Recovery Grants, FEMA Hazard Mitigation or similar projects including a list of at least three references from past local government clients, with information describing the relevancy of the previous performance;
- Description of which specific parts of the Scope of Work the service provider proposes to perform;
- Description of the capacity to perform the chosen Scope of Work activities as well as resumes of all employees who may be assigned to provide services if your firm is selected, identifying current employees and proposed hires; and
- A statement substantiating the resources of the service provider and the ability to carry out the scope of work requested within the proposed timeline.

### 1.4 PROPOSED COST OF SERVICES.

Provide your cost proposal to accomplish the scope of work by activity or to complete a specific service outlined above and for any additional services required using the Cost of Services page(s) included in this packet: Required RFP Forms. The specific projects and grant amounts are yet to be determined; therefore, vendors should propose pricing based on the potential funding amounts provided.

The County will consider dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises. As such, proposers may specify any maximum limit to the total dollar value of grant funds they are able and willing to manage. Service providers may submit RFQ Responses for any or all activities. Preference will be given to firm fixed pricing. The RFQ Response must include all costs that are necessary to successfully complete these activities. Note that the lowest/best price proposal will not be used as the sole basis for entering into this contract; rather, award will be made to the service provider(s) providing the best value, cost and other factors considered. The local government reserves the right to negotiated pricing.

*Upon the award of this contract, profit (either %/actual cost) must be identified and negotiated as a separate element of the price for any contract in excess of \$50,000.00.*

## **(REVISED) 1.5 EVALUATION CRITERIA.**

The RFQ Response received will be evaluated and ranked according to the following criteria and using the rating sheet enclosed:

<b>Criteria</b>	<b>Maximum Points</b>
Experience of the Firm	30
Prior Work Performance	25
Capacity to Perform	30
Historically Underutilized Business (HUB)	10
Proposed Cost	5
<b>Total</b>	<b>100</b>

## **1.6 SUBMISSION REQUIREMENTS.**

- A copy of your current **certificate of insurance** for professional liability.

### **- Statement of Conflicts of Interest**

(if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note that City/County/District may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.

### **- System for Award Management.**

Service provider must have a current registration in the System for Award Management (<https://www.sam.gov/SAM/>). Service provider and its Principals, may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the service provider as well as its principals are not listed (are not debarred) through the System for Award Management ([www.SAM.gov](http://www.SAM.gov)). Enclose a printout of the search results that includes the record date. This clearance information must be included in the service provider's RFQ Reponse.

### **- Form CIQ, (enclosed).**

Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is included in the RFP and must be submitted with the response. **Certification Regarding Lobbying** (enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response.

### **- Form 1295, (enclosed).**

Effective January 1,2018, all contracts and contract amendments, extensions, or renewals executed by the Commissioners Court will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by the awarded vendor at time of signed contract submission. Form 1295 is included in this RFP for your information. Form 1295 requires the inclusion of an "unsworn declaration" which includes, among other things, the date of birth and address of the authorized representative signing the form.

### **- Required Contract Provisions.**

Applicable provisions (enclosed) must be included in all contracts executed as a result of this RFP.

- **Contracting with minority businesses, women's business enterprises, and labor surplus area firms.** Small and minority businesses, women's business enterprises, and labor surplus area firms **must** participate in this RFQ. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps **are required of the prime contractor**:

- 1) Placing qualified minority businesses and women's business enterprises on solicitation lists;
- 2) Assuring that minority businesses, and women's business enterprises are solicited whenever they are potential sources;

- 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by minority businesses, and women's business enterprises;
- 4) Establishing delivery schedules, where the requirement permits, which encourage participation by minority businesses, and women's business enterprises;
- 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce.

6) **Please choose the MBDA Center that is in closest proximity to your community.**

**Email your Request for Qualifications (RFQ) to the appropriate center.**

**Minority-owned businesses may be eligible for contract procurement assistance with public and private sector entities from MBDA centers:**

**Dallas MBDA Business Center**

8828 N. Stemmons Freeway, Ste. 550B  
Dallas, TX 75247  
214-920-2436  
Website: <https://www.mbdadfw.com>

Email: [admin1@mbdadallas.com](mailto:admin1@mbdadallas.com)

**Houston MBDA Business Center**

3100 Main Street, Ste. 701  
Houston, TX 77002  
713-718-8974  
Website: <https://www.mbda.gov/business-center/houston-mbda-business-center>

Email: [MBDA@hccs.edu](mailto:MBDA@hccs.edu)

**El Paso MBDA Business Center**

2401 East Missouri Avenue  
El Paso, TX 79903  
915-351-6232  
Website: <https://www.mbda.gov/business-center/el-paso-mbda-business-center>

Email: [treed@ephcc.org](mailto:treed@ephcc.org)

**San Antonio MBDA Business Center**

501 W. Cesar E. Chavez Blvd., Ste. 3.324B  
San Antonio, TX 78207  
210-458-2480  
Website: <https://www.mbda.gov/business-center/san-antonio-mbda-business-center>

Email: [orestes.hubbard@utsa.edu](mailto:orestes.hubbard@utsa.edu)

**Woman-owned businesses may be eligible for assistance from SBA Women's Business Centers:**

**Dallas Fort Worth WBC**

7800 N. Stemmons Fwy., Ste. 120  
Dallas, TX 75247  
214-572-9452  
Website: <https://womensbusinesscenterdfw.com/>

Email: [wbcdfw@liftfund.com](mailto:wbcdfw@liftfund.com)

**WBEA – Women's Business Center**

9800 Northwest Freeway, Ste. 120  
Houston, TX 77092  
713-681-9232  
Website: <https://www.wbea-texas.org/womens-business-center>

Email: [wbc@wbea-texas.org](mailto:wbc@wbea-texas.org)

**LiftFund Women's Business Center**

600 Soledad St.  
San Antonio, TX 78205  
888-215-2373 ext. 3000  
Website: <https://womensbusinesscentersa.com/>

Email: [wbc@liftfund.com](mailto:wbc@liftfund.com)

### **1.7 DEADLINE FOR SUBMISSION:**

**RFQ Responses must be received no later than 11:00 AM CT, THURSDAY, SEPTEMBER 21, 2023.** It is the responsibility of the submitting entity to ensure that the RFQ Response is received in a timely manner. received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm.

**QUESTIONS: Any questions or requests for clarification must be submitted in writing via EMAIL to Jamey West, Contract Specialist at: [Jamey.West@jeffco.tx.us](mailto:Jamey.West@jeffco.tx.us) by 12:00 PM (NOON) CT, FRIDAY, SEPTEMBER 15, 2023.**

**Jefferson County may, if appropriate, circulate the question and answer to all service provider's submitted RFQ Responses.**

### **1.8 PROCEDURE.**

Qualified Individuals/Consulting Firms are encouraged to submit statements of qualifications and experience. The Jefferson County Commissioners' Court will appoint a Selection Review Committee to evaluate qualified Responses. Responses will be ranked on the basis of demonstrated experience, competence, and qualifications. Fees, price, work hours, or any other cost information will not be considered in the development of the short list.

Jefferson County will then enter into negotiations with the highest qualified firm. The negotiations will first establish the scope, terms and conditions, and time limits for the proposed contract. Once agreement is reached between Jefferson County and the selected firm, the County will request a fee proposal from the firm. If agreement is reached, the County will retain the firm and enter into a written contract with it. If an agreement cannot be negotiated with the selected firm, the County will then enter into negotiations with the next most qualified firm. This procedure will continue until agreement is reached and a contract is produced. If the County cannot negotiate an agreement, the procedure will be terminated.

### **1.9 SELECTION REVIEW COMMITTEE.**

Because of the diversity of the departments and activities of the County, the Jefferson County Commissioners' Court will appoint the Selection Review Committee for this Request for Qualifications. The Purchasing Agent may appoint a Chairperson and no less than two (2) other members for the committee. Typically, the committee will consist of at least one professional in the task required, a person knowledgeable about procurement practices, and either a representative of the department requesting the project, or the department executing the project. However, this structure is not binding and subject to change at the discretion of the Purchasing Agent. Other members may be appointed to the Selection Review Committee as necessary and appropriate, but the total number of persons committee shall not exceed five (5) persons. Committee appointments shall be in writing and shall briefly describe the scope of the project and, if necessary, the primary disciplines required to accomplish the project in order to assist the committee in developing a list of firms that might best accomplish the work required. Committee membership and project requirements will vary from project to project. Therefore, a firm rated number one for one project could be considered not qualified or ranked lower on another project.

### **1.10 EVALUATION PROCESS.**

While Jefferson County appreciates a brief, straight-forward, and concise reply; Respondent must fully understand that the evaluation is based on the information provided. Accuracy and completeness are essential. Omissions, ambiguous, and equivocal statements may be construed against the respondent. The RFQ response may be incorporated into any contract which results from this RFQ, and vendor(s) are cautioned not to make claims or statements it is not prepared to commit to contractually. Failure of the vendor to meet such claims will result in a requirement that the vendor provide resources necessary to meet submitted claims.

**The Jefferson County Purchasing Department may initiate discussions with selected vendors; however, discussions may not be initiated by vendors.**

The Jefferson County Purchasing Department expects to conduct discussions with vendor's representatives authorized to contractually obligate the vendor with an offer. **Vendors shall not contact any Jefferson County personnel during the RFQ process without the express permission from the Jefferson County Purchasing Agent. The Purchasing Agent will disqualify any vendor who has made site visits, contacted Jefferson County personnel, or distributed any literature without authorization from the Jefferson County Purchasing Department.**

**All correspondence relating to this RFQ, from advertisement to award shall be sent to the Jefferson County Purchasing Department. All presentations and/or meetings between Jefferson County and the vendor relating to this RFQ shall be coordinated by the Jefferson County Purchasing Department.**

Selected vendors may be expected to make a presentation/product demonstration to an Selection Review Committee. RFQ Responses, vendor presentations, and product/service evaluations may develop into negotiating sessions with the vendor(s) as selected by the Selection and Review Committee. Jefferson County expects to conduct negotiations with vendor representatives authorized to contractually obligate the vendor with an offer. If vendor is unable to agree to contract terms and conditions, Jefferson County reserves the right to terminate contract negotiations with that vendor and initiate negotiations with another vendor. In addition to a presentation, visits by the Selection and Review Committee to representative vendor client sites may be conducted where the proposed solution can be demonstrated in a production environment.

#### **1.11 SERVICES.**

A. A description of services that may be utilized under this RFQ includes:

1. The qualified individuals/consulting firms selected for this project is to provide all the necessary labor, research, and data required for the satisfactory preparation and submission of a grant application for the funding of a Community Wildfire Protection Plan (CWPP). If the County is awarded grant funding the awarded individual/firm will also provide grant administration and management services for this project.

#### **1.12 LAWS AND REGULATIONS.**

A. The **Grant Administrator** contracted for this project must comply with all laws, ordinances, and rules and regulations which govern the work specified in this contract.

## SECTION 4: EVALUATION CRITERIA AND PROCESS

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### 4.1 SELECTION REVIEW COMMITTEE

A Selection Review Committee will evaluate all Responses received for this RFQ. Responses shall be evaluated on the basis of the Evaluation Criteria noted herein. The committee may make the selection on the basis of the proposals received, or may choose to "shortlist" prospective firms for further negotiations. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the County, *and not necessarily on the basis of lowest price*. Individual interviews may be required for the top firms who have submitted the required information.

#### ~~(OMIT) Evaluation Criteria Weight:~~

- ~~▪ Cost 10% (10 points)~~
- ~~▪ Understanding of the project and/or services required 25% (25 points)~~
- ~~▪ Years in business/experience/history working with government 30% (30 points)~~
- ~~▪ Methodology/functionality / service or project plan 15% (15 points)~~
- ~~▪ Management plan/administration 15% (15 points)~~
- ~~▪ Preference for minority and women-owned businesses/labor surplus area firms 5% (5 points)~~

~~**TOTAL % / POSSIBLE EVALUATION POINTS: 100% (100 points)**~~

### 4.2 ADDITIONAL INFORMATION TO BE INCLUDED IN RFQ RESPONSE.

1. Provide a listing of all current litigation(s), outstanding judgements and liens affecting the firm.

### 4.3 CONFIDENTIAL/PROPRIETARY INFORMATION.

If any material in the Statement of Qualifications is considered by Respondent to be confidential or proprietary information (including manufacturing and/or design processes exclusive to the Respondent), Respondent **must** clearly mark the applicable pages of Respondent's Statement of Qualifications to indicate each claim of confidentiality. Additionally, Respondent must include a statement on company letterhead identifying all Statement of Qualifications section(s) and page(s) that have been marked as confidential. Jefferson County will protect from public disclosure such portions of a Statement of Qualifications, unless directed otherwise by legal authority, including existing open records acts. Merely making a blanket claim that the entire Statement of Qualifications Response is protected from disclosure because it contains some proprietary information is not acceptable, and will make the entire Statement of Qualifications subject to release under the Texas Public Information Act.

By submitting a Statement of Qualifications, Respondent agrees to reproduction by Jefferson County, without cost or liability, of any copyrighted portions of Respondent's Statement of Qualifications response or other information submitted by Respondent.

Jefferson County will take all necessary affirmative steps to ensure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible (certification of MBE/WBE/Labor surplus firms required to receive the 5 points).

Reference checks, when conducted, will not be rated but will be considered on a "pass/fail" basis.

Following an individual rating period, the evaluation team will meet to discuss the initial rating and may choose to make an award at that time. Failure of the proposer to provide any information requested in this RFQ may result in disqualification of the proposal.

**This Request for Statements of Qualifications (RFQ) is not a competitive bid based on price only.** The RFQ allows Jefferson County to select the contractor that best meets the needs of the County, taking into consideration the RFQ Respondent's qualifications, price, service capabilities, and other factors relevant to the County's policies, programs, administrative resources, and budget.



**Written Inquiries:** Interested applicants may make written inquiries concerning this RFQ to obtain clarification of requirements or additional information. **No inquiries will be accepted after 5:00PM CT, Thursday, September 21, 2023.** Send all inquiries via email, referencing the RFQ number to Jamey West, Contract Specialist at: [Jamey.West@jeffcotx.us](mailto:Jamey.West@jeffcotx.us)

#### **4.4 ADDITIONAL TERMS AND CONDITIONS**

1. Jefferson County reserves the right to reject any and all proposals for failure to meet the requirements herein, to waive any technicalities, and to select the proposal which, in the County's sole judgment, best meets the requirements of the project.
2. The RFQ creates no obligation on the part of the County to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation or oral interviews (if held). The County reserves the right to award a contract based on proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
3. The County further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the County may request.
4. Jefferson County reserves the right to request clarification of information submitted and to request additional information of one or more respondents.
5. Any agreement or contract resulting from this RFQ shall be on forms approved by Jefferson County and shall contain, at minimum, applicable provisions of this document. Jefferson County reserves the right to reject any agreement that does not conform to this document and any County requirements and contracts.
6. The Grant Administrator/Contractor shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.
7. No reports, information, or data given to or prepared by the Grant Administrator/Contractor under contract shall be made available to any individual or organization by the Grant Administrator/Contractor without the prior written approval of the County.

#### **4.5 CONTRACT**

Pending successful contract negotiations, one or more contracts may be awarded to the Contractor or Contractors whose RFQ response(s) is/are the most advantageous and offer the best overall value to the County, taking into consideration price and other evaluation factors described in this RFQ. If more than one contract is awarded, an effort will be made to award work in an equitable manner taking into consideration the following criteria for each project:

- 1. Specific area of focus / special requirements**
- 2. Cost**
- 3. Availability of the Contractor**
- 4. Prior performance of the Contractor**

**Management Professional Services Rating Sheet**  
**NFS CWDG-MOD / CWPP**

**Rate the Firm's Proposal in the following areas:**

<b>A. Experience and Qualifications</b>	<b>Points Possible</b>	<b>Points Awarded</b>
1. Experience with application grant writing and project delivery services for State and Federally funded projects.	15	
2. Experience working with the Cities and Counties	15	
<b><i>SUBTOTAL</i></b>	<b><i>30</i></b>	

<b>B. Work Performance (references and prior experience with firm)</b>	<b>Points Possible</b>	<b>Points Awarded</b>
1. Work product is consistently of high quality	5	
2. Facilitates completion of project activities on schedule	5	
3. Understands the approach for project implementation	5	
4. References from current/past clients	10	
<b><i>SUBTOTAL</i></b>	<b><i>25</i></b>	

<b>C. Capacity to Perform</b>	<b>Points Possible</b>	<b>Points Awarded</b>
1. Staffing level/experience, special skills	15	
2. Understanding of CWDG/CWPP	15	
<b><i>SUBTOTAL</i></b>	<b><i>30</i></b>	

<b>D. Affirmation Action</b>	<b>Points Possible</b>	<b>Points Awarded</b>
1. Firm is a Historically Underutilized Business (Include Comptroller Cert in proposal)	10	
<b><i>SUBTOTAL</i></b>	<b><i>10</i></b>	

<b>E. Proposed Fee</b>	<b>Points Possible</b>	<b>Points Awarded</b>
1. Price is reasonable considering the firm's experience and qualifications	5	
<b><i>SUBTOTAL</i></b>	<b><i>5</i></b>	

<b>Scoring Summary:</b>	<b>Points Possible</b>	<b>Points Awarded</b>
A. Experience of firm	30	
B. Work performance/program implementation	25	
C. Capacity to perform	30	
D. Affirmation Action	10	
E. Proposed Fee	5	
<b><i>TOTAL SCORE</i></b>	<b><i>100</i></b>	

## ADDENDUM NO. 1 - REVISED RESPONDENT'S CERTIFICATION

I have carefully examined the **Request for Statements of Qualifications Specifications**, and any other documents accompanying or made a part of this Request for Proposals.

I hereby propose to furnish the goods or services specified in the **Request for Statements of Qualifications**. I agree that my response will remain firm for a period of up to **90 DAYS** in order to allow Jefferson County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this **RFQ Response** on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this response is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting an RFQ response for the same product or service: no officer, employee or agent of Jefferson County or any other Respondent is interested in said proposal: and that the undersigned executed this Respondent's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

\_\_\_\_\_  
NAME OF BUSINESS

BY:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME & TITLE, TYPED OR PRINTED

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

( ) \_\_\_\_\_  
TELEPHONE NUMBER

Sworn to and subscribed before me  
this \_\_\_\_\_ day of  
\_\_\_\_\_, 2023

\_\_\_\_\_  
Notary Public

State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

### REQUIRED FORM

#### **Respondent:**

**Please complete this form and include  
with RFQ response submission.**