



**JEFFERSON COUNTY PURCHASING DEPARTMENT**  
*Deborah L. Clark, Purchasing Agent*

1149 Pearl Street  
1<sup>st</sup> Floor, Beaumont, TX 77701

OFFICE MAIN: (409) 835-8593  
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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.:** 2

**ISSUED (DATE):** 9/18/2023

**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:**

**-CLARIFICATIONS**

**-Addition of Cost Proposal Form for RFQ Submission**

**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



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REQUEST FOR STATEMENTS OF QUALIFICATIONS (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)

**CLARIFICATIONS**

**QUESTION 1:** Would Jefferson County consider extending the deadline to allow respondents time to incorporate any Addenda into the response?

**ANSWER:** **NO.**

The County is unable to extend the deadline for RFQ submissions for this project due to the overall timeframe for the grant application submission.

**QUESTION 2:** How long will the review committee take to select a contractor for RFQ 23-058/JW?

**ANSWER:** Due to the time constraints of the grant application for CWPP funding, the Selection Review Committee and Award/Contract process will be expedited, with a goal of having the RFQ awarded and contract executed by the second week of October.

**QUESTION 3:** Please clarify if respondents are required to fill out the documents referenced in Section 1.6 Submission Requirements, Section 2 Certification Forms, Sample Form 1295, and the forms referenced on pages 32-46 for this response.

**ANSWER:** Respondents should complete and include any documentation requested or within the RFQ Specifications and any associated addenda.

**QUESTION 4:** Should the respondent ship the response to the following address on page one or the closest MBDA Center listed on page five? Jefferson County Purchasing Department 1149 Pearl Street, 1st Floor Beaumont, TX 77701

**ANSWER:** Please follow all submission instructions included in Section 3 (Page 21).

**Responses must be submitted in complete original form by mail or messenger to the following address (and marked with Attention/RFQ#):**

Jefferson County Purchasing Department

1149 Pearl Street, 1st Floor

Beaumont, TX 77701

Attention: Deborah Clark, Purchasing Agent

RE: RFQ 23-058/JW

**QUESTION 5:** Please clarify if the respondent should follow the Statement of Qualifications format in 1.3 Statement of Qualifications on page three or the Statement of Qualifications requirements in 3.10 Minimum Requirements for RFQ response on page twenty- eight.

**ANSWER:** RFQ Responses should *meet all requirements* included in the RFQ Specifications. Format shall include requested information and/or documentation in order as it is written in the specifications or order determined by respondent (must be clear and concise).



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**ADDENDUM NO. 2 – CLARIFICATIONS (CONTINUED)**

**QUESTION 6:** RFQ Page 3 of 46 instructs, “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.” Yet no Cost of Services pages are included in a Required RFP Forms packet. **Question:** Is a Cost of Services form required? If so, could the County provide the form?

**ANSWER:** Respondents are to utilize the **Cost Proposal Form included in this addendum, PAGE 5.**

**QUESTION 7:** RFQ Page 6 of 46 states, “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.” Yet Page 29 of 46, Item 4 Financial/Cost Proposal states, “Response shall include a Cost Proposal for the proposed services, including any, fees, training, implementation, and any other costs required,” and the amended evaluation criteria in Addendum 1 cites 5 maximum points for Proposed Cost. Should the response include a Cost Proposal, as described on Page 29?

**ANSWER:** Please find a *full revision* of Section 1, Item 1.8 Procedure, Page 6 **on PAGE 4** of this addendum. Responses should include a Cost Proposal, **please see PAGE 5 of the addendum for a template of this form.**

**QUESTION 8:** RFQ Page 6 of 46 states, “Any questions or requests for clarification must be submitted... by 12:00 PM (NOON) CT, FRIDAY, SEPTEMBER 15, 2023.” Yet RFQ Page 31 of 46 states, “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.” **Question:** What is the deadline for questions/inquiries?

**ANSWER:** Page 31 includes a simple typo. The deadline for inquiries is not the same day as RFQ response submissions. **As written in Section 1. “Deadline for Submission”, page 6, the deadline for RFQ submission is: 11:00 AM CT, THURSDAY, SEPTEMBER 21, 2023.**

**QUESTION 9:** RFQ Page 28 of 46 cites a 35-page limit for the RFQ Response (not enclosed specifications or addenda). **Question:** Would the County permit an appendix for resumes?

**ANSWER:** Yes, Resumes may be included as an appendix – this will not count towards the 35-page response limit.



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**SPECIFICATIONS PAGE 6.**

**(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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**(REVISED) 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, qualifications, **and cost proposal**. ~~(OMIT): 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. ~~OMIT: 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.

**A COST PROPOSAL FORM to be utilized in the response submission is attached.  
(Addendum No. 2, Page 5)**



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**COST PROPOSAL FORM**  
**(RFQ 23-058/JW)**

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**COST TO PROVIDE:** all the necessary labor, research, and data required *for the satisfactory completion* of a Community Wildfire Protection Plan (CWPP), as described in the above-referenced Request for Statements of Qualifications.

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