



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

1149 Pearl Street
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OFFICE MAIN: (409) 835-8593
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Addendum to RFP

RFP NUMBER: RFP 26-052/MR
RFP TITLE: Local Hazard Mitigation Plan (LHMP) Update for Jefferson County
RFP DUE BY: 11:00 am CT, Wednesday, September 23, 2026
ADDENDUM NO.: 2
ISSUED (DATE): September 16, 2026

To RFP Respondent: This Addendum is an integral part of the RFP 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 RFP 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 RFP response submission.** If the RFP 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 RFP Title, RFP Number, and RFP Opening Date and Time, as stated above.

Reason for Issuance of this Addendum: Vendor Questions

The information included herein is hereby incorporated into the documents of this present RFP 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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1. Question: The RFP references the preparation of a Local Hazard Mitigation Plan (LHMP) for Jefferson County. However, the current FEMA-approved plan appears to be a multi-jurisdictional hazard mitigation plan that includes Jefferson County along with multiple municipalities, special districts, navigation districts, and regional partners. To ensure proposers accurately scope staffing, stakeholder engagement, meeting facilitation, outreach activities, and project costs, could the County please clarify the following:
 - a. Is Jefferson County seeking a county-only Local Hazard Mitigation Plan, or an update of the current multi-jurisdictional hazard mitigation plan?
 - b. If a multi-jurisdictional plan is intended, which jurisdictions, special districts, authorities, and other organizations are expected to participate in the planning process and adopt the updated plan?
 - c. Can the County provide a list of anticipated participating entities and key stakeholders for the planning effort?

Answer: a. Update of the current Multi-Jurisdictional Plan for Jefferson County.
 b. All entities included in the current plan.
 c. Not at this time.

2. Question: In the acknowledgement section of Addendum No. 1 (issued September 1, 2026) please clarify whether the Respondent's signature requires notarization or just the signature of two witnesses.

Answer: Signature of the two witnesses required.

3. Question: The Proposal Submittal Checklist states that a Cover Sheet must be included. Can the information requested for a Cover Sheet be provided in the Transmittal Letter, or must this information be on a separate page titled "Cover Sheet?"

Answer: It can be included in the Transmittal Letter.

4. Question: Section 4.2, Organization of Proposal Contents, item G states "Copy of RFP Specifications" is to be included, along with required forms and other information. Further, RFP pages 6, 9, 13, 19 and 50 direct proposers to insert forms and other requested information "behind this page." Are proposers therefore to understand from these directions that the County wishes for the entirety of the RFP (75 pages) is to be included with their responses? Or the RFP up to page #XX? This is a bit unclear, and we would appreciate clarification.

Answer: The entirety of the RFP including all addendum shall be included with responses.

5. Question: Addendum No. 1, question #4 regarding section 4.7 (c), we appreciate the County's answer; however, could you please clarify the response further. Is it desired that the firm and its key individuals have experience conducting financial advisory services?



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Answer: No

6. Question: Sections 5.3 (Statement of Qualifications); 6.1 (Objective of Proposal); and 6.2 (Proposer Experience) are not referenced specifically in Section 4.2 (Organization of Proposal Contents). Where would the County like for respondents to include this information?

Answer: This is up to the respondent.

7. Question: Typically Form 1295 is completed after selection and before contract execution. Please confirm that the County requires Form 1295 to be included at proposal submission and not after contract award.

Answer: Yes

8. Question: The current Jefferson County Hazard Mitigation Action Plan includes Jefferson County, nine municipalities, the Lower Neches Valley Authority, the Port of Beaumont Navigation District, the Port of Port Arthur Navigation District, and the Southeast Texas Regional Planning Commission as participating jurisdictions/entities. Addendum No. 1 states that all municipalities and Jefferson County are expected to participate in the update. Should the four non-municipal entities included in the current plan continue as formal participating entities in the updated plan, or should they participate as stakeholders?

Answer: Yes.

9. Question: On page 60, the Good Faith Effort (GFE) Determination Checklist, asks if bidders intend to utilize subcontractors/subconsultants in the fulfillment of this contract (if awarded). If a bidder intends to use a subcontractor that is *not* a HUBZone, DBE, ACDBE or VetHUB vendors, must they still proceed to complete GFEs?

Answer: No.