



JEFFERSON COUNTY PURCHASING DEPARTMENT

Deborah L. Clark, Purchasing Agent

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Addendum to RFP

RFP NUMBER: RFP 26-056/CG

RFP TITLE: FEMA Flood Mitigation Assistance (FMA) Management Services for Jefferson County

RFP DUE BY: 11:00am, CST, Wednesday October 14, 2026

ADDENDUM NO.: 2

ISSUED (DATE): October 2, 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(s) for Issuance of this Addendum:

- 1. Revised Scope of Services to include 2023 FMA Grant Program (application submitted) for approximately 50 residential home elevations.**
- 2. Vendor Questions**
- 3. Revised Cost Proposal form as found on page 9 of Addendum 2**

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 scope appears to include both grant administration activities and property-specific implementation services. Please confirm whether the County expect respondents to separately price grant administration services (such as quarterly reporting, reimbursement requests, financial management, grant closeout) funded through subrecipient management costs and property-specific services (such as title clearance, elevation certificates, EHP documentation, BCA review, site inspections) funded as direct project costs.

Answer: The requested format best matches the requirement for the Texas Water Board to approve the reimbursement of the services. Please provide lump sum amount on the cost proposal to include all grant administration and implementation services. The cost will need to be broken down into milestones after the contract is awarded.

2. **Question:** Please identify the pre-award activities Jefferson County anticipates the selected consultant will be responsible for completing for the 2024 FMA project.

Answer: For both the 2023 & 2024 FMA projects, Jefferson County anticipates the following pre-award activities (In accordance with all applicable FEMA guidelines including 44CFR Section 77.7):

- Application Development and Submission – basic project information gathering (identifying latitude/longitude for each location, obtaining signed Voluntary Participation Agreement (VPA) forms, obtaining signed Duplication of Benefits Affidavit, photos for each location from all four sides, photos of outbuildings of properties to be acquired, maps for each location); hazard information gathering; property inventory; alternative solution development; basic property appraisal determinations; developing project scope of work, cost estimates and schedules
- Act as liaison between State, FEMA, and project engineer
- Provide advice regarding feasibility and effectiveness
- Coordinate Benefit-Cost Analysis (BCA)**
- Gather preliminary Environmental and Historic Preservation Review (EHP) data
- Workshops and meetings related to the development and submission of the application
- Public outreach (e.g. advertising, neighborhood meetings, household meeting
- Initial structure elevation for elevations and reconstructions
- Such other work as may reasonably be associated with pre-award support of Mitigation Projects

****Pre-Award costs to be reimbursed by FEMA must have been incurred after the date of declaration (HMGP) or grant opening announcement (FMA or BRIC). Pre-award management costs count towards the limit for subrecipient management costs. Pre-award costs must be identified as separate line items in the cost estimate of the application. Costs associated with implementation of the activity but incurred prior to Federal award or final approval are not eligible. If an award is not made, Pre-award costs will not be reimbursed by FEMA. Pre-award costs are reimbursed when the project is approved and funded.***



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3. **Question:** Section 5.1 includes management activities associated with property acquisition/structure demolition, structure elevation, and reconstruction. Please confirm whether the anticipated scope for the 2022 and 2024 projects is limited to residential elevations or whether acquisition, demolition, and/or reconstruction may also be utilized under these projects.

Answer: The anticipated scope is limited to structure elevation for 2022, 2023 & 2024 projects.

4. **Question:** Section 5.1 includes coordination of a Final Mitigation Offer and compliance with 44 CFR §80.21. Does Jefferson County anticipate that properties determined to be infeasible for elevation may be considered for acquisition as an alternative mitigation measure?

Answer: Buy-out is not an option in this program.

5. **Question:** Section 5.1 references FEMA Model Deed Restrictions. For the residential elevation projects, is Jefferson County referring to the FEMA Acknowledgement of Conditions and associated deed requirements applicable to elevations, or does the County anticipate FEMA Model Deed Restrictions associated with acquisition projects?

Answer: For the residential elevation projects, Jefferson County is referring to the FEMA Acknowledgement of Conditions and associated deed requirements applicable to elevations.

6. **Question:** Section 5.1 includes coordination of title clearance. Does Jefferson County anticipate requiring title clearance or other title services for the residential elevation properties?

Answer: Only if it is required by FEMA and/ or the Texas Water Development Board

7. **Question:** Have the properties included in the 2022 and/or 2024 FMA projects been evaluated by an engineer to determine whether physical elevation is technically feasible?

Answer: No

8. **Question:** Please clarify whether engineering/design, structural evaluations, plan preparation or review, surveying, permitting, inspections, and construction management/inspection are expected to be provided by the selected management consultant or through separate contracts.

Answer: Evaluation Certificates, Structural Integrity Inspections and Independent Inspection Services by separate contract.



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9. **Question:** Does Jefferson County anticipate that geotechnical investigations, soil testing, or similar site-specific investigations will be required to support engineering and design of the residential elevations? If so, will these services be provided separately or are they expected to be included in the selected consultant's scope?

Answer: Unsure. If additional investigations or testing are required, the costs would be separate and are not expected to be included in the proposed fees.

10. **Question:** For the 2022 and 2024 FMA projects, is project management associated with implementation of the residential elevations included as a project cost separate from Subrecipient Management Costs (SRMC)?

Answer: All costs should be included in the Cost proposal Form

11. **Question:** Please clarify the anticipated division of responsibilities among Jefferson County, TWDB, the selected management consultant, engineering/design consultants, elevation contractors, and other project participants.

Answer: The selected consultant would work closely with all parties.

12. **Question:** Please confirm whether the firm fixed-price proposal should be based on the approximate unit counts of 37 and 50 homes and clarify how compensation will be adjusted if the final number of participating properties increases or decreases.

Answer: Yes. If the number of homes is adjusted a task order change will be issued.

13. **Question:** Section 5.3 states that contract pricing will be adjusted if final project cost estimates differ from current estimates. Please clarify how the County anticipates making such adjustments.

Answer: Adjustments will be made by issuing a task order change.

14. **Question:** Please confirm whether the selected consultant will be responsible for direct homeowner case management and coordination throughout project implementation.

Answer: Yes

15. **Question:** Please clarify the anticipated level and frequency of site visits and technical monitoring and whether the selected consultant's role is anticipated to include grant-compliance monitoring, construction inspection/oversight, or both.

Answer: The level and frequency of site visits and technical monitoring should be performed as often as required to meet objectives. The selected consultant's role is anticipated to include grant-compliance monitoring, and construction inspection/oversight.



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16. **Question:** Please clarify whether the selected consultant will prepare and submit quarterly reports and reimbursement requests directly through applicable TWDB/FEMA systems or prepare the documentation for County submission.

Answer: Yes, the selected consultant would be asked to prepare and submit directly through applicable TWDB/FEMA systems

17. **Question:** Will Jefferson County provide the selected consultant with the complete 2022 FMA award/application package and 2024 FMA application package, including approved/submitted scopes, budgets, schedules, property lists, FEMA/TWDB correspondence, engineering or technical documentation, and other supporting records?

Answer: Yes, the selected consultant would be provided all available documents.

18. **Question:** Please identify any properties currently known to have withdrawn, become ineligible, have unresolved title or EHP issues, or otherwise require additional coordination beyond a typical residential elevation.

Answer: None

19. **Question:** Please provide the anticipated contract term, including any renewal or extension options.

Answer: The contract term is for two years from the date of award.

20. **Question:** Section 4.7 references hourly billing rates for key personnel, while Section 5.3 requires firm fixed-price proposals. Please clarify whether respondents are required to provide hourly billing rates in addition to the firm fixed-price Cost Proposal Form.

Answer: See revised cost proposal form. Hourly rates are not applicable.

21. **Question:** Section 4.7 references "financial advisory services" and a "Performance Review Company." Please confirm that these references are not applicable to this procurement and that respondents should address FMA grant management services.

Answer: Yes

22. **Question:** Section 5.1 includes "such other work as may reasonably be associated with Management Activities in support of Mitigation Projects." Please clarify whether services materially outside the specifically identified management activities would be authorized and compensated through a mutually agreed contract amendment or other authorization prior to performance.

Answer: If necessary, a contract amendment would be made prior to performance.



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- 23. Question:** Section 4.2 on page 43 provides the required Organization of Proposal Contents. Please clarify where the information requested in Section 5.2, Statement of Qualifications, and Section 6, Proposal Requirements, should be included within the Section 4.2 proposal organization.

Answer: You may include it wherever you see fit. Just note it on your table of contents.

- 24. Question:** Section 4.2(E), Proposer Personnel and Organization, requests resumes. Section 5.2, Statement of Qualifications, also requests resumes. Please clarify whether resumes should be included in both sections or provided once within the proposal.

Answer: Provided once with the proposal

- 25. Question:** Pre-Award vs. Post-Award Scope (2024 FMA Application)
For the 2024 FMA project line item, does the pre-award scope include only grant application support activities, such as:

- a. Benefit-Cost Analysis (BCA)
- b. Environmental and Historic Preservation (EHP) documentation
- c. Application revisions and updates
- d. Coordination with FEMA and TWDB
- e. Other activities necessary to secure a grant award

Answer: See Question and Answer #2

- 26. Question:** What are the activities included under Proposed Pre-Award Cost versus Proposed Post-Award Cost?

Answer: See Question and answer #2.

- 27. Question:** Treatment of Pre-Award Costs if Funding Is Not Awarded
If the 2024 FMA application is not funded, or if funding is awarded for substantially fewer than the anticipated 50 homes, how will the County treat the proposed pre-award pricing? Specifically, please clarify whether:

- a. Are Pre-award costs payable only if the application is successful?
- b. Are Pre-award costs payable for actual work performed regardless of award outcome?
or
- c. Are Pre-award costs not payable unless a management services agreement is subsequently executed?

Answer: B.- Pre-award costs are payable for actual work performed regardless of award outcome



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28. Question: Profit Percentage Requirements

The proposal form requires proposers to identify a Percentage of Profit and indicates that profit may vary by project activity. Section 5.3 also states that profit will be identified and negotiated separately from other cost elements.

- a. Will the profit percentage submitted in the proposal be binding for purposes of award and contract administration? or
- b. Will the profit percentage submitted in the proposal serve only as a basis for subsequent negotiations following contractor selection?

Answer: B

29. Question: Pricing Methodology

Should the amounts entered under Proposed Pre-Award Cost and Proposed Post-Award Cost be fully burdened firm-fixed prices that already include the proposed profit percentage, with the profit percentage disclosed separately for informational purposes?

Or, should those amounts represent direct and indirect costs only, with profit added later using the submitted percentage?

Answer: The amounts entered under Proposed Pre-Award Cost and Proposed Post-Award Cost should be fully burdened firm-fixed prices that already include the proposed profit percentage, with the profit percentage disclosed separately for informational purposes.

30. Question: Adjustment of Firm-Fixed Pricing

Section 5.3 states that contract pricing may be adjusted if final project cost estimates differ from current estimates.

Please clarify:

- a. How will pricing adjustments be handled if the 2022 FMA project ultimately includes more or fewer than the anticipated 37 elevations?
- b. How will pricing adjustments be handled the 2024 FMA project ultimately includes more or fewer than the anticipated 50 elevations? or
- c. How will pricing adjustments be handled if one or more properties transition from elevation to reconstruction?
- d. Adjust pricing on a per-property basis;
- e. Negotiate a lump-sum modification to the applicable project line item; or
- f. Adjust only the profit component while leaving the underlying fixed-price amount unchanged?

Answer: Any changes or adjustments will be made by change in task order agreed upon with the County prior to work.



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31. Question: Different Profit Percentages by Project Phase

May a proposer submit different profit percentages for:

- a. 2022 post-award services? and
- b. 2024 pre-award and post-award services?

Answer: Yes

32. Question: Section 7.5 Proposal Evaluation Criteria specifies that demonstrated Texas experience is evaluated, however Section 6.2 Proposer Experience specifies that the “The Proposer must provide descriptions and references for all engagements of comparable complexity and sensitivity to the requirements of this RFP that have been conducted within the past five (5) years”. Will similar well-qualified experience in other states be considered for scoring purposes?

Answer: Yes

COST PROPOSAL FORM:

Using this form, each Proposer must state its proposed charges. Each Proposer's charges must include the entire cost of providing the services identified in this RFP.

Cost will be a factor in the County's selection process.

Name of Proposer:	
Signature:	
Title:	

Currently Proposed Projects

To be completed by the County:			To be completed by Service Provider:	
<i>Project Activity</i>		<i>Description (size, # of units, budget estimate, etc.)</i>	<i>Proposed Pre-Award Cost (\$)</i>	<i>Proposed Post-Award Cost (\$)</i>
1.	2022 Flood Mitigation Assistance (FMA): Awarded	Approximately 37 residential home elevations	N/A	
2.	2024 Flood Mitigation Assistance (FMA): Application submitted	Approximately 50 residential home elevations		
3.	2023 Flood Mitigation Assistance (FMA): Application submitted	Approximately 50 residential home elevations		

Percentage of Profit: _____ (please indicate if profit varies by Project Activity)

REQUIRED FORM

Proposer:

Please complete this form and include with proposal submission.