



RECREATION AND PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE

**Addendum No. 1
Issued May 29, 2020**

**Solicitation No. 202 – Consulting Services for Emergency Recovery and FEMA Public Assistance
Associated with Impacts from Coronavirus COVID-19**
which is scheduled to open at 11:00 A.M. CT, June 15, 2020

BREC – Recreation and Park Commission for the Parish of East Baton Rouge

The following inquiries were received during the Inquiry Period for the above-referenced RFP and the clarification/response:

Q1. Approximately how many facilities has BREC identified that require disinfecting?

A1: 13.

Q2: Has BREC began to disinfect any of its facilities and if so, were contracts let to outside firms to perform the task and if so were those contracts competitively bid?

A2: Park Operations had disinfected Plank Road Maintenance Shop, City Park Maintenance Shop and Burbank Maintenance Shop. The sites were disinfected since team members were tested that had previously been at work and were required after testing to be under quarantine status. This service was not under contract or bid as it was an emergency procurement for an unknown situation at the time for a service that was required to be performed to maintain the safety and welfare of team members. Also, the Recreation Department/Special Facilities had disinfected Independence Park, Independence Park Theatre; Mills Avenue, Flannery, Farr Park, Cadillac, Antioch, Highland Community; Milton J. Womack Administrative Building and Rafe Meyer Road.

Q3: If your answer to the above question is yes, please provide the number of firms involved in the disinfectant process.

A3: One.

Q4: Has BREC coordinated in any way with GOHSEP regarding an application for FEMA Public Assistance grants. More specifically, has BREC identified and communicated with its GOHSEP State Applicant Liaison (SAL) and has BREC made a request for public assistance (RPA) to FEMA through GOHSEP?

A4: No, not yet.

Q5: If an RPA has been made by BREC, have any PWs been written? If so, how many and for what?

A5: No, not yet.

Q6: Does BREC have or maintain an emergency operations center?

A6: No.

Q7: Will BREC require that the contractor train its staff in FEMA compliance issues?

A7: Yes.

Q8: In addition to the disinfection of its facilities, what other issues or activities has BREC identified that pose an immediate threat to public health and safety resulting from COVID 19?

A8: Large gatherings are against CDC and state official's guidelines in BREC parks and employees interacting with the public.

Q9: Does BREC intend to use any of its force account labor (internal workforce) to perform any services allowed under the FEMA grant(s)?

A9: Yes.

Q10: In connection with Attachment B, there is no list of preferred positions as stated in paragraph 2.6.2. Will the RFP be amended to show those positions?

A10: The listed positions are the skills /skillsets required with / for / of the applicant's staff assigned to conduct the services of the RFP. How that is done is completely up to the respondent.

Q11: Regarding Attachment B, specifically Other Costs: Professional Services Rates, please clarify what amount should be reflected there.

A11: The rate the respondent will bill for services. Estimated positions /staff, number of hours and the associated billing rate for each is sufficient.

Q12: Other than the need to sanitize, please provide what if any conditions the BREC facilities have experienced that are different than the conditions the facilities were in prior to the pandemic.

A12: Aside from many being completely open and requiring shields and other barriers between the public and staff... none. This is specific to the FEMA COVID – 19 Pandemic.

Q13: Regarding paragraph 2.2 Period, the initial period is listed as July 1, 2020 to December 31, 2020. Is this accurate? Is not the initial period one year and not six months?

A13: Our focus is on the initial filings and related for the Pandemic Response, it's fine if a respondent wants to submit for six months with a renewal but the focus in this case is for the initial filings related to response to the Pandemic.

Q14: Will contractor be provided work space at a BREC facility and if so, which one?

A14: We can if needed, the BREC Administrative Building is the best option but if access to other locations is needed it can be accommodated.

Q15: Has BREC incurred or intends to incur any of the following expenses in response to the pandemic which it intends to seek reimbursement from FEMA:

- a. emergency operations center costs
 - b. training specific to the pandemic
 - c. emergency medical care
 - d. medical sheltering
 - e. purchase of food, water, ice, medical supplies, protective equipment, other consumables
 - f. movement of supplies and persons
 - g. security and law enforcement
- communications of general health and safety information to the public.

A15: a. Yes

b. Yes

c. Not to this point

d. No – N/A

e. Yes

f. Yes

g. Extremely limited

Yes, internal and external agencies and staff.

Good afternoon,

We are in receipt of The Recreation and Park Commission for the Parish of East Baton Rouge's ("BREC") Request for Proposal ("RFP") regarding "Consulting Services for Emergency Recovery and FEMA Public Assistance Associated With Impacts From Coronavirus COVID-19", Solicitation No: 202.

Part I, "Administration and General Information" of the RFP correctly states that FEMA Public Assistance is available for eligible applicants for eligible emergency protective measures taken to respond to the COVID-19 pandemic. FEMA classifies "emergency protective measures" as Category B costs and defines such as being "activities conducted to address immediate threats to life, public health, and safety".

Unlike with other Disaster Declarations resulting from extreme weather events, for the COVID-19 pandemic, FEMA Public Assistance is limited exclusively to emergency protective measures. Prior disaster declarations have largely resulted from extreme weather events (i.e. hurricanes, tornados, flooding, etc.) and FEMA coverage has included funding for completion of permanent work to facilities

damaged during a disaster (Categories C-G costs). However, for this current event, “Louisiana COVID-19 Pandemic (DR-4484)”, Category C-G costs are not eligible for FEMA reimbursement.

Reply:

FEMA has directed that eligible emergency proactive measures taken to respond to COVID-19 may be reimbursed under Category B of FEMA’s Public Assistance program. FEMA classifies “emergency protective measures” as Category B costs and defines such as being “activities conducted to address immediate threats to life, public health, and safety”.

According to FEMA, some examples of reimbursable costs are:

- Disinfection of eligible public facilities
- Medical sheltering (e.g. when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs)
- Security and law enforcement
- Personnel overtime costs
- Training specific to the declared event
- Technical assistance to local governments on emergency management and control of immediate threats to public health and safety
- Purchase and distribution of food, water, ice, medicine and other consumable supplies, to include personal protective equipment and hazardous material suits
- Movement of supplies and people
- Communications of general health and safety information to the public

Q16: Therefore, we are questioning whether Solicitation No. 202 correctly identifies scope of work to be provided. Please confirm.

A16: The Pandemic for COVID-19 is definitely different than most of the disasters faced in the Southeastern portion of the country. Part of the need is assistance navigating these differences but there are a myriad of permanent measures related to the construction of screens and windows as well as signage related to the recommended social distancing. The RFP in this matter identifies the scope of work as “...provide assistance to BREC with regards to emergency recovery efforts and compliance with FEMA requirements”. Although the scope of work provides an extensive general description it does not provide the specific work. It is recommended that the applicant provide a general listing of the types of emergency protective measures performed by BREC for which it will seek FEMA reimbursement in the RFP.

Q17: Additionally, if you would provide a general listing of the types of emergency protective measures performed by BREC for which FEMA reimbursement is intended, this would be of great assistance.

A17: Primarily signage related to closures and distancing for reopening but also the added costs of cleaning facilities and restrooms much more frequently than normal daily or twice daily schedules as well as added cleaning for things like door handles and rails or even full structures of playground equipment.

Most outdoor equipment would not require disinfectant but does under the current circumstances.

Masks and other PPE for staff that worked and work during the Pandemic and increased levels and types of cleaning materials and chemicals.

This addendum is hereby officially made part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

(Name and Signature)

Date

(Company Name)