

March 13, 2025

To: All Potential Respondents

From: Katelyn Howells, Purchasing Agent

Subject: 005-RFP-1590-2025 Historic Preservation & Archeological Professional Services for Disaster Recovery Programs

Addendum One

Please amend the subject RFP to include answers to the following timely received questions:

- Q1. Pg 14-15, Section 4.1.3.5 and Pg 16, Section 5.1.4. indicate that reconnaissance surveys will need to be conducted for 11 communities, with drafts of the reports submitted by May 10th. The feasibility of completing these reconnaissance surveys will be influenced by the overall reconnaissance sizes. How many properties are included in these reconnaissances? If there are a high number of properties and the May 10th date is unfeasible, is it possible to extend the overall due date or have staggered due dates for the various reconnaissances?
- A1. The total number of properties is not known at this time. The surveys will be limited to the area of potential effect (APE) of the HMGP-funded acquisition/demolition projects. For some communities, this may be limited to a neighborhood or area. For some communities, particularly a smaller town, this APE may be the entire town. If an extension is necessary, the Agency may consider it based on a case-by-case basis.
- Q2. Do the reconnaissance survey areas within the 11 communities include both the completion of ISIFs and the archeological evaluations? Or are they separate/distinct tasks?
- A2. These are separate and distinct steps. The reconnaissance survey will determine which properties are potentially contributing to a potential historic district or are potentially individually eligible for the National Register and will need ISIFs to complete EHP review. Those ISIFs do not need to be complete by the May 2025 deadlines.
- Q3. How large are the reconnaissance survey areas within the 11 communities?
- A3. The total number of properties is not known at this time. The surveys will be limited to the area of potential effect (APE) of the HMGP-funded acquisition/demolition projects. For some communities, this may be limited to a neighborhood or area. For some communities, particularly a smaller town, this APE may be the entire town.
- Q4. How large are the other archeological evaluation areas likely to be?
- A4. This task is a case-by-case search of iSites Pro and professional judgment to determine whether there may be an archaeological concern at a project site and whether further studies by the applicant may be necessary. Fieldwork is not involved in this task.
- Q5. Is there an anticipated date for issuing Notice of Award? The provision allowing 30 days for negotiation and execution of a contract could delay start of the project until the end of April or later, depending on when Notice of Award is issued. Given that the first deliverables, the reconnaissance surveys, are due May 10 of this year, the Contractor will have less than 2 weeks, at best, to complete that effort on time
- A5. Anticipated by end of March 2025.
- Q6. How many ISIFs are likely to be required for a typical project?

- A6. That is not known. The reconnaissance survey will determine how many ISIFs are necessary for each community.
- Q7. Regarding 3.3 Cost Proposal – An “all-inclusive, itemized, total cost” is requested, but the services requested are not fully defined. Should the Contractor expect the same level of effort for each subsequent year of the contract?
- A7. Respondents may submit hourly rates or per-ISIF rates.
- Q8. Regarding 3.3 Cost Proposal - Is the Contractor permitted to include annual increases in its rates for subsequent optional years?
- A8. Renewals will be negotiated with the awarded Contractor. Respondents may include annual increases up front in the Cost Proposal.
- Q9. Regarding 4.1.1 Contractor Responsibilities – Can the Agency provide a minimum or maximum number of Iowa Site Inventory Forms (ISIF) it will request in year one of the contract and whether a similar number are anticipated in future years?
- A9. That is not known as the work is subject to disasters and their impact on communities. Some disasters may hit more areas where a reconnaissance survey demonstrates that a higher number of potentially contributing buildings were impacted and require ISIF evaluation while some may not affect such areas as significantly.
- Q10. Regarding 4.1.1 Contractor Responsibilities – Is there a preferred format or base map for the location map to be included with each ISIF?
- A10. No preference so long as it aligns with the ISIF instructions.
- Q11. Regarding 4.1.1.5 Contractor Responsibilities – Will the Agency accept photos/images from the Iowa Land Records or Beacon databases of property information or Streetwise, if taken within previous 2 years?
- A11. No. The Agency will work to coordinate field delivery staff in the area to take photographs based on the successful Contractor’s instructions if the Contractor is unable to but cannot always guarantee that will be possible.
- Q12. Regarding 4.1.2 Contractor Responsibilities – Should the Contractor plan to perform this task for all communities/areas listed in 4.1.3.5 or will the Agency issue requests, as needed?
- A12. The Agency will submit requests as needed.
- Q13. Regarding 4.1.3.5 Contractor Responsibilities - Can the Agency define whether the surveys listed for year one of the contract will cover the entirety of the communities listed or only specific resources or areas, such as those in floodplains? If specific resources or areas, can the Agency provide a list of those to Respondents to assist in proposal preparation?
- A13. The surveys will be limited to the area of potential effect (APE) of the HMGP-funded acquisition/demolition projects. For some communities, this may be limited to a neighborhood or area. For some communities, particularly a smaller town, this APE may be the entire town.
- Q14. Regarding 5.1.3 Respondent Requirements – Does this requirement differ from that defined in 5.1.4 or include communities or resources not identified in 5.1.4?
- A14. That is a separate task. The timeline for a reconnaissance survey for a future request is not within 5 working days and will be up to reasonable determination between the Agency and Contractor.

- Q15. Section 3.3 asks for Cost Proposal. “Contractor” Responsibilities are listed 4.1.1, 4.1.2, 4.1.3. However, there are no quantities Listed. (number of Iowa Site Inventory Forms; number of evaluations or area (acres); scale (size, number of city blocks) of reconnaissance surveys). So we (the “Respondents”) don’t really have a quantity with which to calculate our hours/travel expenses for the Cost Proposal. (Maybe you don’t either.) Would you please give us quantities?
- A15. The total number of properties is not known at this time. The surveys will be limited to the area of potential effect (APE) of the HMGP-funded acquisition/demolition projects. For some communities, this may be limited to a neighborhood or area. For some communities, particularly a smaller town, this APE may be the entire town. The reconnaissance survey will determine how many ISIFs are required per community.
- Q16. Section 4.3.1 and 4.3.2 Reporting. The wording makes the RFP seem like an “on call” or IDIQ (Indefinite Delivery Indefinite Quantity) contract. (See also Section 4.1.3.4 “services are essentially on-call”) Which is fine, but your Cost Proposal is not structured to support on-call or IDIQ fees and expenses. Would you consider reviewing this to clarify quantities?
- A16. Quantities are not known at this point.
- Q17. The schedule of 5 to 10 days is very aggressive, to mobilize the team to the site and complete the evaluations. Would you consider extending this timeline?
- A17. If more time is necessary, the Agency would consider a reasonable extension based off of Contractor capabilities and federal deadlines.
- Q18. Section 4.1.3.5 Reconnaissance Survey schedule. You’ve listed the names of the communities but not the areas. Are we supposed to survey the entire city or entire county? I am guessing not; that these locations were partially damaged by tornados or floods in 2024. Would you please provide maps for each illustrating what we are supposed to Survey?
- A18. The surveys will be limited to the area of potential effect (APE) of the HMGP-funded acquisition/demolition projects. For some communities, this may be limited to a neighborhood or area. For some communities, particularly a smaller town, this APE may be the entire town. Determining the area of potential effect will be discussed.
- Q19. The schedule of May 10 (draft) and May 31 (final) is very aggressive considering the unknown scope of entire list of communities. Would you consider extending this timeline?
- A19. The Agency may consider extensions to the draft deadline to May 28 but the final timeline is set at May 31 for FEMA grant application purposes.

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your proposal (do not send back separately).

I hereby acknowledge receipt of this addendum.

Signature

Date

Typed or Printed Name